

A photograph of a male teacher with glasses and a beard, wearing a dark blue sweater, pointing his right hand towards a large digital screen. The screen displays an AAT (Association of Accounting Technicians) task interface. The task is titled 'Task 3 (17 marks)' and is about business structures, technology, and data security. It contains parts (a) to (c). Part (a) asks to identify two key features of cloud accounting from a list: Secure local backup, Availability of apps and programs, Restricted mobile access to information, and Enables access to large networks. The teacher is standing in a classroom or training room with other computer monitors visible in the background.

## AAT Advanced Diploma in Accounting (part-time) - BU303

The Level 3 Diploma in Accounting (Part-time) is the second stage of the full AAT qualification, for those who have completed the Level 2 Certificate in Accounting. It is a professional course which will give you the skills to excel at a wide range of accounting and finance jobs.

Timetable for January Start:

Thursday day time 09:00 - 16:00, or Thursday evening 18:00 - 21:00

## COURSE DETAILS

On the Level 3 Diploma you are introduced to more advanced bookkeeping and final accounts preparation techniques.

You will also learn:

- Business Awareness & Financial Management
- Preparing Financial Statements & Management Accounting Techniques
- Tax Processes for Businesses

This qualification is equivalent to A-level standard

## TIMETABLE INFO

Timetable for January Start:

Thursday day time 09:00 - 16:00, or Thursday evening 18:00 — 21:00

## ENTRY GUIDELINES

To study a Level 3 qualification, you will need:

Level 2 AAT Accountancy qualification or equivalent, along side GCSE English and maths at grade 4 or FS Level 2 English and maths, or equivalent. If you have substantial industry experience this may be considered at interview.

Satisfactory interview and/or assessment

If English is not your first language, you may need an assessment before enrolling on this course. To discuss further, please contact the ESOL department on 0151 551 7144.

## ASSESSMENT METHOD

By computer based assessments that are externally marked.

## ADDITIONAL INFORMATION

A requirement of this course is membership with the AAT (The Association of Accounting Technicians). This will come at a cost.

It is advantageous to pay this as soon as possible, in order to gain access to the wide range of learning resources available from the AAT.

Please be aware that criminal offences, bankruptcy and IVAs will affect your application for membership with the AAT. See course leader for further details.

Initial unit exams are included in the course fees. Exam resits are an extra cost, which at Level 3 is £60 for all exams. There is also an extra cost for course textbooks, which is approximately £60.

If you are able to access this course for free, you should be aware that you are still required to pay for the extra fees to AAT, any exam resits, and the course books, although you can also apply for a college bursary to help with a contribution towards these costs.

## WHERE CAN I PROGRESS TO?

Progression to the AAT Professional Diploma in Accounting and then on to the Chartered Professional qualifications

Explore potential careers via [Career Match](#) — it provides current local data on wages and employment prospects.

# WHEN DOES THIS COURSE RUN?

| CAMPUS   | STARTS        | ATTENDANCE | COURSE CODE | PLANNED TIME TABLE |
|--|---------------|------------|-------------|--------------------|
|  | 01st Sep 2025 | Part Time  | BU303-25    |                    |
| <p><b>If you are aged 19 or over:</b></p> <p>Fee : £2573.00</p> <p><i>The fee quoted is for the academic year 25/26.</i></p> |               |            |             |                    |

For advice and guidance, please contact Student Services via our [online enquiry form](#)

This information was current on 16th July, 2025 and may be subject to change.