

AAT ACCESS: BUSINESS AND FINANCIAL SKILLS



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Give us a call today on 011 888 6099 to unlock your potential as a future accounting professional, or email us with any questions: aatinfo@sesto.co.za

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aatinfo@sesto.co.za
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What is AAT ACCESS?

AAT ACCESS is a basic NQF2 level accounting qualification. The program is delivered face-to-face over a period of 5 days, and the objective is to familiarise participants with the basics of dealing with, and processing financial transactions.

Am I eligible to enrol on this course?

Yes. There are no prerequisites to enrolling for this course.

What skills will I gain during this course?

Upon completion, you will have a greater level of understanding and practical application of a range of accounting issues. You will understand the use of business documents – invoices, credit notes, goods received notes, receipts, electronic and credit card receipts and payments. You will be able to do calculations for determining discounts and VAT. In addition to the accounting related skills, you will also gain softer skills such as business communication, serving internal and external customers and ethics in the workplace. *For more detail please see a breakdown of the main topics below*

Will I receive an award and recognition upon successful completion?

On successful completion of the AAT ACCESS course, you will receive a Statement of Achievement that is issued by the AAT. Should you wish to continue with accounting, your AAT ACCESS certificate will allow you to proceed to NQF3 level, being the AAT Certificate: Accounting.

Who will benefit from AAT ACCESS?

Anyone who deals with, and has a need to know and understand accounting terms, documents and principles, will benefit from this course. Financial transactions are part of the lives of both frontline and back-office staff - and customer services staff is required to understand how transactions are raised and account errors corrected. This applies to people employed in wholesale and retail environments, tourism and hospitality, mobile telecommunications, insurance, banking, healthcare and local government services.

Will I be assessed at the end of the course?

Yes, in order to receive a qualification, there will be a short assessment on the four topics (see below) at the end of the course.

Topics

What you will be able to do on completion of this subject (learning outcomes)

Essential Accounting Procedures

- Understand basic accounting terminology
- Prepare to record business transactions in the books of prime entry
- Understand types of coding and batch control
- Be able to prepare documents to process receipts and payments
- Be able to prepare a basic profit statement
- Understand the use of business documents
- Understand types of coding and batch control
- Be able to prepare a basic profit statement

Mathematics for Accounting

- Be able to apply basic mathematical concepts to financial data

Accounting in a professional environment

- Understand the basic organisations and how the finance professionals contributes to the organisation
- Understand the need to apply appropriate ethical behaviour and professionalism within an accounting environment
- Understand that there is a legal framework within which organisations must operate
- Understand how efficient working practices and personal development contribute to achievement.

Creating business documents

- Know that there are different types of business documents
- Know why it is important to use the right communication style in business documents
- Be able to produce routine business documents