

Student Details

First Name

Surname

Gender Male Female

Date of birth

Home address

Postcode

Telephone

Mobile

Email (private)

Email (work)

AAT membership number

Emergency contact name

Emergency contact telephone

- Please tick to give consent to receive email, texts, post or phone calls from Reed Business School using the information above.

Qualifications

Please list your qualifications including Maths and English with grades. Also include any A-Levels or subject exemptions, and include copies of certificates if possible.

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Terms & Conditions

These Terms and Conditions (the "Terms") shall apply to your purchase of any course from us. Please ensure that you read and accept these Terms prior to submitting an order. www.reedbusinessschool.co.uk/terms-and-conditions

Have you previously completed an AAT course?

Yes No

If yes, which level?

Have you studied at Reed Business School before?

Yes No

How did you hear about Reed Business School?

Do you consider yourself to have any disabilities, health problems or learning difficulties? (if yes, please specify)

Yes No

AAT Skills Check

Please complete the AAT skills check test and send a copy of your results along with this enquiry form. Your enquiry may be delayed in processing until the result has been received. Please follow the link below, or type this address into your browser address bar: www.aat.org.uk/qualifications-and-courses/skillcheck

Terms and Conditions

I have read and accept the Terms and Conditions

Student signature

Date

Employers Details

Company name

.....
Company address

.....
Post code

.....
Telephone

.....
Employer/ Training Manager name (print)

.....
Title

.....
Email

Terms and Conditions

I have read and accept the Terms and Conditions

Employer/ Training Manager signature

.....
Date

Methods of Payment

- Please invoice student
- Please invoice my employer
- Apprenticeship funding

If applicable an invoice will be sent including bank payment details. Our payment terms are 7 days from invoice date. If you wish to pay by credit card, please call the office.



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Fee Paying Courses

Level 2 – Certificate in Bookkeeping

Units of study:

Introduction to Bookkeeping
Principles of Bookkeeping

Level 3 – Certificate in Bookkeeping

Units of study:

Financial Accounting: Preparing Financial Statements
Tax Processes for Businesses

Level 2 – Certificate in Accounting

Units of study:

Introduction to Bookkeeping
Principles of Bookkeeping
Principles of Costing
The Business Environment

Level 3 – Diploma in Accounting

Units of study:

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

Level 4 – Diploma in Professional Accounting

Units of study:

Applied management accounting
Drafting and interpreting financial statements
Internal accounting systems and controls

Optional units:

Business Tax
Personal Tax
Audit and Assurance
Cash and Financial Management
Credit and Debt Management

Apprenticeship Courses

Earn while you learn through a government funded apprenticeship scheme. You will study the AAT course based on your apprenticeship level and gain valuable work skills at the same time.

Each apprenticeship scheme will require you to complete the End Point Assessment. This includes a portfolio of evidence, a final “synoptic” assessment and a reflective discussion with AAT surrounding your apprenticeship journey.

Level 2 – Accounts/Finance Assistant

Units of study:

Introduction to Bookkeeping
Principles of Bookkeeping
Principles of Costing
The Business Environment

Level 3 – Assistant Accountant

Units of study:

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

Level 4 – Professional Accounting Technician

Units of study:

Applied management accounting
Drafting and interpreting financial statements
Internal accounting systems and controls

Optional units:

Business Tax
Personal Tax
Audit and Assurance
Cash and Financial Management
Credit and Debt Management

Fee Paying Courses

Courses	Essential	Enhanced	Extensive	Individual units
Level 2 – Certificate in Bookkeeping	£395	£595		£249
Level 3 – Certificate in Bookkeeping	£595	£975		£299
Level 2 – Certificate in Accounting	£695	£995	£1,495	£249
Level 3 – Diploma in Accounting	£995	£1,295	£1,995	£299
Level 4 – Diploma in Professional Accounting	£1,295	£1,595	£2,495	£349

Individual units are available on Essential package basis only.

Apprenticeship Courses

Courses

Level 2 – Accounts / Finance Assistant	<p>If you are enquiring about an apprenticeship course, please ensure the form has your employer details and is signed by your training manager.</p>
Level 3 – Assistant Accountant	
Level 4 – Professional Accounting Technician	

Please return your completed enquiry form to: rbs.reed@reedbusinessschool.co.uk

A member of the AAT team will contact you to discuss your next steps.

AAT registration and exam fees are a separate cost.

It is the student's responsibility to register with the AAT and pay for their exams prior to sitting.

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