



Nova Training College

Induction Programme

Course name:

AAT L2 Certificate / AAT Level 3 Advanced Diploma / AAT Level 4 Professional Diploma in Accounting

About the course:

AAT Qualification will give successful students the skill and knowledge to work competently in a finance, accountancy or book keeping role and the opportunity to progress their studies in next Level 3/Level 4 Diploma stage and full membership of the AAT.

Course contents and time allocation:

You will be given a AAT guide and a copy of the course time table.

Study Materials and Practice resources

Books are included in the course fee. Students also have the excess to E-learning system. In this system, you can view the Tutor prepared notes, Chapter activities, Crossword puzzles and Sample papers. Students are recommended to self-study of 8-15 hrs per week to revise and practice for the course. It is recommended to practice the chapter activities after each lesson.

Revision and Mock Exam:

After completion of the course, students are required to solve practice papers in self-study and ask the problems in the revision class. Last class of each unit is the revision class. Students can do mock test on AAT website. They can also book practice test free of charge to take at the college. Practice test can be taken on Wednesdays or Thursdays. Practice exams generally start at 10.30 am or 2.30 pm. For the students studying on weekends, the practice tests can be arranged on weekends, subject to availability of place in the exam room.

Unit Exam:

- Finish date in the time table is the exam date for each unit at our centre.
- You can take exam at our centre or any other AAT centre. A list of centres can be found at AAT website at www.aat.org.uk
- The Exam fees are not included in the course fee.
- All the students will need to pay for the exam and projects fees at least 3 days before the schedule date of the exam.
- Exam once booked cannot be changed, you are required to rebook the exam.
- Normally the exam is 2 hours duration. Please check AAT website for any variations
- You need to score 70% in each unit to pass, 80% for Merit and 90% for Distinction.
- There is a synoptic test in each level, which is mandatory, and it covers questions on most of the units of that level.
- Results of the exams are available on Myaat Login. Most of the exams result of Level 2 and 3 can be seen on Myaat instantly on the same day. Results of all synoptic tests, all AAT L4 units and L2 computerised accounting are made available in 6 weeks on Myaat.
- Any appeal regarding the exam result will be handled as per [Appeal Policy](#) of the AAT available on AAT website.
- Students at Level 2 should complete all exams within 9 months and Level 3 and 4 should complete all exams within 1 year of the start date of the course. After this period, you will be treated as external student.

Unit 17, Westmoreland Road, Queensbury, NW9 9RL
Tel: 02031373127 Email: info@novatraining.org.uk
Web: www.novacollege.org.uk



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- Our internal students get priority to book exams on our college website. Moreover, external students pay a higher exam fee.
- Normal exam fee is currently £55 for internal students and £70 for external students. For synoptic exam internal students pay £70 and external students pay £90.

Course fee and instalments:

The students who have been allowed to pay in instalments, must pay the fee by set DD or on or before the due date, failing which they may not be allowed to attend the classes. The deposits and fees are not refundable.

Registraion with AAT:

All Students are required to register with AAT to take the exam. You can register as a student member on AAT website (www.aat.org.uk). AAT registration is compulsory. AAT registration will provide your personal 'MYAAT' Login where you can see your exam result. You will also find here various accounting updates, news, articles, jobs, study support and more sample /practice papers. It is must to practice these sample papers because, it shows exactly how your exam looks like. You can also practice here the time management to handle your real exams.

Health and Safety:

The students will be made aware of fire exits and what to do in emergency on the first day of the class. Please note that your first point of contact will be your class tutor in any emergency. The second point of contact will be admin department.

Support for students with additional needs and RASC

If you have any special needs, please let us know in advance, so that we can discuss the support you need at the college. The information you provide will be treated confidentially.

College Policies:

Colleges policies and procedures are available on college website.

For Nova College

Course coordinator

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