

Nova Training College

Induction Programme

Course Name:

- AAT L2 Certificate / AAT L3 Advanced Diploma/ AAT L4 Professional Diploma in Accounting.
- AAT L2 /AAT L3 Certificate in Bookkeeping

About the course:

AAT Qualification will give successful students the skill and knowledge to work competently in finance, accountancy or bookkeeping role and the opportunity to progress their studies in next level 3/level 4 and full membership of AAT and get licence as MAAT (Member of association of accounting technician)

After AAT L3 qualification you may apply for AATQB (Qualified Bookkeeper licence)

Course Content and time allocation:

The students get an AAT guide and a copy of the course timetable. Tutor will discuss the timetable and the broadly coverage of all units in the first class.

There is a 30-minute break from 12 to 12.30 pm.

Bank Holiday weekends are off days. (There will be no class)

Take a copy of the timetable. Timetable is also available on the college website in the download section.

Tutors may finish at 1.30 pm and give 30 minutes for extra support to the students when required. Normally class is up to 2 pm.

Revision session: Last session before exam for each unit is the revision session.

Exams:

Finish Day of the unit in timetable is the exam day. If students cannot take an exam on the day assigned, they can take any other exam days available on the college website.

Students book exams on the college website at least 3 days before the exam date. Exam fee applies. **Link to book exam** is <https://www.novacollege.org.uk/book-online.php>

You can take the exam at our centre or any other AAT centre. A list of centres is available at AAT website at www.aat.org.uk

Normally the exam is 2 hours long. 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 results of Level 2 and 3 can be seen by the students on Myaat within 1 hour on the same day. Results of all synoptic tests, all AAT L4 units and L2 computerised accounting are available after 6 weeks on Myaat.
- Any appeal regarding the exam result is managed by AAT as per Appeal Policy 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 an external student.
- The College reserves the right to allow external students to take the exam subject to availability of places and apply a higher exam fee for them.

Books:

The students get tutorial books in the class at the start of each unit.

E learning material:

All students get access to Nova eLearning. It covers workbook questions for each chapter, practice papers, and previously recorded lectures.

How to access eLearning.

1. Click on the link below:
<https://novacollege.teachable.com/>
2. Enrol for a sample course for your course level by just adding your name and email address.
3. We will enrol you in your course material for Free. It may take few hours.
4. Once registered you will have access for up to 1 year.
5. **Pre-course material:** Given through e learning. This is helpful to get basic knowledge before the start of the course.

Other Study supports:

1. Email to tutor for any question on the topic covered
2. Email for admin support to course@novatraining.org.uk ,
mention "subject: course level and batch"
3. Tutor takes progress review on start of next unit and give reasonable support to the students as required

Mock Exam practice:

After completion of the course, students should solve practice papers in self-study and ask the problems in the revision class. Students can do mock test on AAT website.

Registration with AAT:

All Students must register with AAT to sit 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 for the time management to manage your real exams.

Health and Safety: The students should be aware of fire exits and what to do in an 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 the 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 is confidential.

College Policies:

College policies and procedures are available on the college website.

For Nova College

Course coordinator

E: course@novatraining.org.uk

PH: 020 3137 3127

W: www.novacollege.org.uk

Other Facilities

Parking:

- Parking for 3 hours is available at Morrisons. It can be extended by pay and display
- Other pay and display are just outside college
- Street parking in nearby residential areas and St. Paul Street is generally available. (Please check parking restrictions)
- Queensbury station car park can be used

Water:

Drinking water is available in the kitchen. Due to Covid, we recommend you bring your water bottles

Toilets:

Communal Toilets are in the building. Women toilets are downstairs and Men toilets are upstairs.

Breaktime:

Morrison is nearby for refreshments, tea and coffee. It is also available in a cash and carry shop in front of the college.

There are other shops near Queensbury station.