

Rules of combination (ROC) in Accounting levels 2, 3 and 4 – the structure of the qualification

Level 2 Certificate in Accounting (Mandatory) – 24 credits (27 credits for apprenticeship only)

Short code	Learning & assessment area	Method of assessment ¹	Mandatory (Core qualification) units	Credits
BAI	Basic accounting I	Computer based assessment (centrally set and assessed by AAT)	Principles of recording and processing financial transactions (K) ²	6
			Preparing and recording financial documentation (S)	
			Processing ledger transactions and extracting a trial balance (S)	
BAII	Basic accounting II	Computer based assessment (centrally set and assessed by AAT)	Maintaining and reconciling the cash book (S)	7
			Banking procedures (K)	
			Maintaining petty cash records (S)	
			Maintaining the journal (S)	
WEAF	Work effectively in accounting and finance	AAT e-delivered project/case study or workplace evidence (locally assessed by centre if required)	Work effectively in accounting and finance (S)	2
BCCG	Basic costing	Computer based assessment (centrally set and assessed by AAT)	Basic principles of costing (K)	6
			Provide basic cost and revenue information (S)	
CMPA	Computerised accounting	AAT e-delivered project/case study or workplace evidence (locally assessed by centre if required)	Computerised Accounting (imported unit)	3

Additional unit for level 2 apprenticeship students only				
PEAF	Professional ethics in accounting and finance	Computer based assessment (centrally set and assessed by AAT)	Professional ethics in accounting and finance (K) ³	3

¹ All assessments will normally be set by the AAT and will be delivered using current and/or emerging computer-based technologies. Please also note that it is the AAT's aim to develop alternative assessments so the form of assessment delivered in year 1 may not be the same form of assessments we use in year 2, 3, 4 or 5.

² The Principles of recording and processing financial transactions unit is assessed in BAI and BAII and will only be awarded once both BAI and BAII have been achieved. The assessment requirement set for this unit currently states that the Principles of recording and processing financial transaction (Knowledge) unit needs to be delivered and assessed with at least six of the other units in the Basic accounting learning and assessment area. Any logical overlap between units will need to be taken into consideration as part of teaching and when planning assessments.

³ Only level 2 apprenticeship learners need to take this additional unit at this stage. Ordinary level 2 learners do not need to take this unit to complete level 2 of the qualification.

Level 3 Diploma in Accounting (Mandatory units only) – 41 credits

Short code	Learning & assessment area	Method of assessment ⁴	Mandatory (Core qualification) units	Credits
API	Accounts preparation I	Computer based assessment (centrally set and assessed by AAT)	Principles of accounts preparation (K) ⁵	9
			Extending the trial balance using accounting adjustments (S)	
			Accounting for fixed assets (S)	
APII	Accounts preparation II	Computer based assessment (centrally set and assessed by AAT)	Preparing accounts for partnerships (K&S)	6
			Prepare final accounts for sole traders (S)	
CMGT	Cash management	Computer based assessment (centrally set and assessed by AAT)	Principles of cash management (K)	5
			Cash management (S)	
CRS	Costs and revenues	Computer based assessment (centrally set and assessed by AAT)	Principles of Costing (K)	8
			Providing cost and revenue information (S)	
ITX	Indirect tax	AAT e-delivered project/case study or workplace evidence (locally assessed by centre if required)	Principles of VAT (K)	4
			Preparing and completing VAT returns (S)	
PEAF	Professional ethics in accounting and finance	Computer based assessment (centrally assessed by AAT)	Professional ethics in accounting and finance (K) ⁶	3
SPSW	Spreadsheets software	AAT e-delivered project/case study or workplace evidence (locally assessed by centre if required)	Spreadsheet Software (imported unit)	6

⁴ All assessments will normally be set by the AAT and will be delivered using current and/or emerging computer-based technologies. Please also note that it is the AAT's aim to develop alternative assessments so the form of assessment delivered in year 1 may not be the same form of assessments we use in year 2, 3, 4 or 5.

⁵ The Principles of accounts preparation unit is assessed in API and APII and will only be awarded once both API and APII have been achieved. The assessment requirement set for this unit currently states that the Principles of accounts preparation (Knowledge) unit needs to be delivered and assessed with the four other units in the AAT's Account preparation learning and assessment area. Any logical overlap between units will need to be taken into consideration as part of teaching and when planning assessments.

⁶ Learners who have not completed this unit as part of the apprenticeship at level 2, must complete this mandatory unit at level 3 of the qualification.

Level 4 Diploma in Accounting (Mandatory units and 2 optional pairs) – 41 - 44 credits

Short code	Learning and assessment area	Method of assessment ⁷	Mandatory (core qualification) units	Credits
FNST	Financial statements	Computer based assessment (centrally set and assessed by AAT)	Principles of drafting financial statements (K)	10
			Drafting financial statements (S)	
BGT	Budgeting	Computer based assessment (centrally set and assessed by AAT)	Principles of budgeting (K)	7
			Drafting budgets (S)	
FNPT	Financial performance	Computer based assessment (centrally set and assessed by AAT)	Principles of managing financial performance (K)	7
			Measuring financial performance (S)	
ICAS	Internal control and accounting systems	AAT e-delivered project/case study or workplace evidence (locally assessed by centre if required)	Principles of internal control (K)	7
			Evaluating accounting systems (S)	

Short code	Optional units - 2 from 4		Optional units - 2 pairs from 4	Credits
CRMC	Credit management and control	AAT e-delivered project/case study or workplace evidence (locally assessed by centre if required)	Principles of credit management (K)	5
			Control of debt and credit (S)	
PTX	Personal tax	Computer based assessment (centrally set and assessed by AAT)	Principles of personal tax (K)	5
			Calculating personal tax (S)	
BTX	Business tax	Computer based assessment (centrally set and assessed by AAT)	Principles of business tax (K)	6
			Calculating business tax (S)	
EXA	External auditing	Computer based assessment (centrally set and assessed by AAT)	Principles of external audit (K)	7
			Auditing financial statements (S)	

⁷ All assessments will normally be set by the AAT and will be delivered using current and/or emerging computer-based technologies. Please also note that it is the AAT's aim to develop alternative assessments so the form of assessment delivered in year 1 may not be the same form of assessments we use in year 2, 3, 4 or 5.