

Information for International Students

Introducing the Association of Accounting Technicians (AAT) Level 3 – Fast Track (NVQ 3)

This one-year course enables students to gain a valuable accountancy qualification at Level 3 in one academic year. The programme prepares students for employment as trainee accountants, accounts assistants, purchase ledger assistants, or sales ledger assistants. Alternatively, students can progress to a Bachelor's degree course in Accounting and Finance (year one) at TVU or at other UK universities.

Students who have recently completed this course have gone on to work for local companies or to study for a Bachelor's degree in Accounting and Finance at TVU in London.

It is possible to progress to the AAT level 4 course at the TVU campus in Reading. This one-year course will generally exempt the student from the first year of a Bachelor's degree course in Accounting and Finance.

Course content

On this intensive programme of study students complete the following units.

September to December:

In the first term you will be consolidating your knowledge of accounting and also developing English language competence.

The units for the first term are:

- Accounting – recording income and receipts; making and recording payments; preparing ledger balances and an initial trial balance
- Contributing to the Maintenance of a Healthy, Safe and Productive Working Environment
- Working with computers – using computer systems and software; maintaining the security of data.

January to June (3 units – AAT Level 3):

Maintaining Financial Records and Preparing Accounts, including:

- maintaining records relating to capital acquisition and disposal;
- collecting and collating information for the preparation of final accounts
- preparing the final accounts of sole traders and partnerships.

Recording and Evaluating Costs and Revenues, including:

- recording and analysing information relating to direct costs and revenues
- recording and analysing information relating to the allocation, apportionment and absorption of overhead costs
- preparing and evaluating estimates of costs and revenues

Preparing Reports and Returns, including:

- preparing and presenting periodic performance reports
- preparing reports and returns for outside agencies
- preparing VAT returns

Assessment

Assessments may be skills tests or more formal exams. The skills tests that take place in the classroom ask you to imagine that you are employed in a workplace. You are given tasks to do that are similar to those an employer would give. Each task relates to the unit you have been studying on the course so that you can demonstrate the skills, knowledge and understanding that the unit requires. All of the material that you produce as an answer to a skills test will be kept in a folder which is your Portfolio of Evidence.

The formal examinations (also conducted on campus) take place in June and are set and marked by the AAT.

Feedback from tutors

Students are very well supported by weekly tutorials when the teachers discuss progress and suggest ways to improve the quality of submitted work.

Resources for study

Each unit of study is supported by a computer workshop when students carry out tasks on the computer. A teacher is present to advise students at all stages.

The library has a good stock of up-to-date textbooks in accounting and students can borrow up to four books at a time for a period of three weeks, or they can study in the library.

We encourage students to become independent learners who can make the most of the learning materials available and of their free time.

English language support classes

Students need to be able to write reports and take part in discussions during lessons. They will also be attending classes with home students as well as international students and need to have good listening and speaking skills. For these reasons students have English language classes throughout the year of study and these support the work that they are doing on the course.

Educational visits

There is an educational visit each term and these are related to accounting and business. Examples of visits might include an excursion to the City of London, or a company visit such as to Cadbury World in Birmingham.

Course timetable

Students attend accounting classes for 16 hours per week.

Students for whom English is their second language attend English support classes for 4 hours per week. These lessons concentrate on the language needed for report-writing and classroom discussion and class work is closely related to the students' main course work.

Lessons are Monday to Friday. In addition there will be 6 hours per week of directed study in the library or computer room. The course timetable will be available at the start of the course. Students will be expected to spend 5 hours per week on homework.

Certificate

On successful completion of this course you will be awarded an AAT certificate which states the units that you have passed at Level 3 and the grades. This certificate states that the qualification is an NVQ Level 3 qualification.

Course dates and fees

September to July (one academic year)

International course fee for 2009 - 2010: £4990

Your course fee includes tuition and educational visits.

There may be a small increase in fees in subsequent years.

Entry requirements

You should have completed senior high school with 5 credits, including English and Maths. The minimum age for entry to the course is 16 years. Your level of English should be equal to IELTS 5.0. Some previous experience of accounting would be an advantage.

University Preparation Course

17 August to 4 September 2009

This 3-week course is FREE to international students joining a full-time academic programme at TVU in September 2009. On this course you will learn the essential research skills and study skills that you need for higher learning. Please make sure you arrive in Reading in time to attend this course.

Accommodation

We can arrange accommodation for you with a home stay family – half board for around £120 per week, or an en-suite room in our hall of residence on campus – £92 per week (meals not provided). If you would like us to arrange accommodation for you, please book early to avoid disappointment. The email address to use is: reading.homes@tvu.ac.uk

FREE Meet and Greet

We can send a taxi to meet you at London Heathrow airport and transport you to your accommodation in Reading. Please book this service at least one week in advance by emailing: reading.homes@tvu.ac.uk .

Why choose to study in Reading?

Reading town centre is a ten-minute walk from the TVU campus and offers you:

- excellent shops in traffic-free streets and shopping malls
- a well-stocked public library
- good rail and bus links to other towns and cities in the UK
- good part-time job opportunities
- a 25-minute train journey to central London
- a 35-minute coach journey from London Heathrow airport
- an attractive town centre with parks, riverside cafes and lots of students.

How to apply:

Please email: international@tvu.ac.uk for an application form.

Or apply through the TVU representative in your country.

Please send your form to:

The Admissions Office
Thames Valley University
Reading campus
Crescent Road
Reading RG1 5RQ
England

Tel: 00 44 118 967 5051

Fax: 00 44 118 967 5001

Email: international@tvu.ac.uk

We hope to see you at the TVU Reading campus!