



# **PROFESSIONAL DIPLOMA IN ACCOUNTING**

**Brochure**

aat

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## 1. STRUCTURE

The course is made up of three mandatory units (also known as subjects or courses), one synoptic unit, and five optional units. You must pass all the mandatory assessments, synoptic assessment, and two optional unit assessments to achieve the qualification.

### Entry requirements

You'll need to have completed AAT Advanced Diploma in Accounting or have a university degree in accounting and finance or equivalent to enter this level. Take the [AAT skillcheck](#) test launch to find out which level you can start at.

### Syllabus

You will cover higher accounting tasks including drafting financial statements, managing budgets and evaluating financial performance, as well as optional specialist units including Cyprus business tax, personal tax, external auditing and credit management and cash and treasury management.

Assessed through both unit and synoptic assessment:

### Mandatory Units:

#### Financial Statements of Limited Companies (FSLC)

- **Number of Lectures:**
  - ✓ Classroom: 11 evenings
  - ✓ Live Online: 11 sessions
  - ✓ Online Self – Paced: Study at your own pace
- **Subject assessment:** computer-based exam

You will learn about drafting financial statements for single entities and consolidation of limited companies. You will also gain the skills to interpret the financial statements of limited companies, using ratio analysis.

### Management Accounting: Budgeting (MABU)

- **Number of lessons:**
  - ✓ Classroom: 9 evenings
  - ✓ Live Online: 9 sessions
  - ✓ Online Self – Paced: study at your own pace
- **Subject assessment:** computer-based exam

You will learn how to budget for business activities, set targets and plans, and monitor results. You will strengthen your skills in management accounting, statistical analysis, written communication, and variance analysis.

### Management Accounting: Decision and Control (MDCL)

- **Number of lessons:**
  - ✓ Classroom: 8 evenings
  - ✓ Live Online: 8 sessions
  - ✓ Online Self – Paced: study at your own pace
- **Subject assessment:** computer-based exam

This unit will prepare you to liaise with business managers to prepare basic or standard budget costs, create budgetary reports, control reports, and standard costing control reports. You'll learn about concepts like cost behaviour, cost analysis, standard costing, and contribution theory.

### Assessed only through synoptic assessment:

#### Accounting Systems and Controls

- Number of lessons:
  - ✓ Classroom: 6 evenings
  - ✓ Live Online: 6 sessions
  - ✓ Online Self – Paced: study at your own pace
- Subject assessment: computer-based exam

You will demonstrate your understanding by evaluating internal control systems within a business, and make recommendations to any weaknesses you find, to minimise the risk of loss. The synoptic assessment will also draw on your understanding from FSLC, MABU, and MDCL.

### **Optional Units:**

**Course assessment only (not tested within the synoptic assessment) – two of the following:**

#### **Business Tax (BSTX)**

- **Number of lessons:**
  - ✓ Classroom: 7 evenings
  - ✓ Live Online: 7 sessions
  - ✓ Online Self – Paced: study at your own pace
- **Subject assessment:** computer-based exam

You will learn about Cyprus taxation related to businesses. You will learn how to treat capital expenditure, adjust profits, the ramifications of late payments, and compute returns in an ethical manner.

#### **Personal Tax (PLTX)**

- **Number of lessons:**
  - ✓ Classroom: 7 evenings
  - ✓ Live Online: 7 sessions
  - ✓ Online Self – Paced: study at your own pace
- **Subject assessment:** computer-based exam

You will learn about taxation that affects Cyprus taxpayers - income tax, social insurance, capital gains tax, and defence tax. You will also learn about deductions and reliefs, and how Cyprus taxpayers can minimise their tax legally.

#### **External Auditing (ETAU)**

- **Number of lessons:**
  - ✓ Classroom: 7 evenings
  - ✓ Live Online: 7 sessions
  - ✓ Online Self – Paced: study at your own pace
- **Subject assessment:** computer-based exam

You will learn about external auditing of a financial statement and understand the importance of internal controls. You will be able to conduct an external audit, including planning, gathering sufficient and appropriate evidence.

## Cash and Treasury Management (CTRM)

- **Number of lessons:**
  - ✓ Classroom: 7 evenings
  - ✓ Live Online: 7 sessions
  - ✓ Online Self – Paced: study at your own pace
- **Subject assessment:** computer-based exam

You will learn how to identify how cash moves in a business to accurately prepare cash flow forecasts. You will gain the practical skills to identify ways to raise finance or also invest surplus funds to maximise the wealth of the business.

## Credit Management (CDMT)

- **Number of lessons:**
  - ✓ Classroom: 7 evenings
  - ✓ Live Online: 7 sessions
  - ✓ Online Self – Paced: study at your own pace
- **Subject assessment:** computer-based exam

You will learn the principles of effective credit control in an organisation, find solutions to breaches of contracts, and describe terms and conditions with customers. You will be able to identify sources of information, assess credit risk, and learn about liquidity management, bankruptcies and insolvencies.

## 2. STUDY METHODS

Do you prefer face-to-face learning? Online learning in your own time? Have family or work commitments? We have three study methods that suit different learning styles, to fit around your life.

### Study methods available for this qualification

Whichever study method you choose, you will be exam confident, as we offer hundreds of practice questions. We offer expert support during evenings and weekends, and we have flexible study methods and course start dates. You will benefit from experienced tutors, practical learning methods, and ongoing support, even after your exams.

#### Online Self-Paced Method

Well - structured online course with the flexibility to start anytime and study anywhere.

- Topic focused learning modules, containing tutor-led bite-sized videos.
- Engaging activities designed for effective online learning.
- Integrated programme to guide you efficiently through the whole syllabus.

#### Classroom

A traditional scheduled programme with face-to-face tutor-led lectures.

- Classes with your peers at set times of day
- Centrally located in Nicosia.
- Access to our well - structured online self-paced learning resources
- Mock examinations

#### Live Online

The same as classroom, but live interactive online lectures at a set time.

- Live lectures delivered online by a tutor.
- Re-watch and replay lessons through recordings.
- Access to our well - structured online self-paced learning resources
- Mock examinations

### 3. EXAMS AND SITTINGS

#### **Timings and working towards a sitting.**

You can take your exams at any time, apart from the synoptic exam, which is not available for one week in every four. Please note, you will need to book your exams separately. All assessments on this level are computer-based exams (CBE).

You must pass all the mandatory assessments, synoptic assessment, and two optional unit assessments to achieve the level. You will be awarded a grade (pass, merit, or distinction) based on how you perform across the qualification. Unit and synoptic assessments are not awarded grades individually, but the marks achieved in all assessments contribute to your overall grade for the qualification.

All assessments are computer-based exams and have a time restriction. Some assessment questions contain tasks that require a written answer, such as in the synoptic assessment. You should complete your studies for all mandatory units before you attempt the synoptic assessment. While the units do not need to be completed in a specific order, we recommend that you proceed through them in the order they appear.

#### **How long does it take to pass?**

The AAT Professional Diploma usually takes around 10 months to complete, but depending how you study, you can complete it in 12 months. After, you can apply for full AAT membership.

#### **Recommended ways to study.**

You should only start studying for the Professional Synoptic course (PDSY) once you have completed the other three mandatory units, as they all form part of the Synoptic Assessment. In the Professional Synoptic course, we will cover the Accounting Systems and Controls unit that will be assessed in the Synoptic Assessment as well. There are only six exam windows for this assessment in a year, so please bear this in mind when you start studying for the Professional Synoptic course.

You can do your optional units before or after your mandatory units. We also advise students wanting to study Cash and Treasury Management (CTRM) they should have completed Financial Statements of Limited Companies (FSLC) prior to starting CTRM.



## 4. STUDY MATERIALS

### Study materials

The following materials are included in each course:

#### ***Study text***

A textbook covering the full subject syllabus with worked examples and activities.

#### ***Pocket notes***

Our AAT pocket notes are pocket-sized, brief revision notes that highlight and prioritise the essential topics you need to understand to pass your AAT exams.

#### ***Exam kit***

The exam kit gives you plenty of exam style questions and answers to test your knowledge and practice.

#### ***Learning and assessment plan / study programme***

Outlines the course structure.

#### ***Online syllabus coverage***

Covers key topics for Distance Learning and full coverage for other methods.

#### ***Integrated workbook (Online self – paced, Classroom, Live Online)***

The integrated workbook helps you work through the syllabus, with room to write your notes. It helps you keep everything in one place to make it easy to study and revise from.

## 5. TUTOR SUPPORT

We will support you every step of the way throughout your AAT learning experience with us. You can contact a tutor and get the help you need quickly and easily.

Provided by our Academic Support team (our dedicated team of expert tutors):

- Live chat (instant response via online messenger system)
- Email (we will get back to you within 1 working day)
- Discussion forum (we will get back to you within 1 working day)
- Request a call back so you can speak to a tutor (we will arrange a call with you within 1 day).

## 6. TESTING AND MOCKS

We have a wealth of materials to help you revise for and pass your exams. All study options come with the following:

### **Knowledge checks**

As you go along, knowledge checks help assess your understanding of a topic before you move onto the next one.

### **Progress tests**

These are short tests based on key topics to get you ready for sitting the mock exams.

### **Mock exam**

Practice your exam technique with mock exams with the look and the feel of the real exam, so you can continually check your progress.

## 7. PRICING STRUCTURE

Unit prices can differ depending on your study method and the time you choose to study (if you are choosing Classroom).

Units are all priced individually, so you can purchase them altogether (for a discount), or separately as you need them. This also helps you split the cost to make it more affordable.

### **Funding options**

#### ***Employer sponsored***

Your employer may fund the costs of your studies if you are already working in a related field and want to develop your learning. You will need to speak to them to see if you are eligible and whether they would be willing to fund the cost.

#### ***Payment plans***

The AAT Foundation Level is covered with our interest-free payment plan. The plan lets you spread the cost of your studies over seven months, with no extra costs. You will need to buy a full level to take out a payment plan.