

URGENT INFORMATION TO AAT STUDENTS

Dear Student,

As you have entered the final 12 months of your AAT AQ2013 studies, you are required to complete the Level 4 project based module for Internal Controls and Accounting Systems.

The maximum duration of this project is 6 months, so to assist you in completing this element in good time, we have organised a specific schedule for you to adhere to.

ISYS sessions will be at intermittent points throughout the next 6 months as per the schedule below.

It is your responsibility to attend these sessions and complete the required work and/or amendments within the given timescales. You will not be chased to attend, as this has been scheduled to allow you to complete your Level 4 studies on your chosen syllabus.

Failure to complete this module before the AAT's deadline for AQ2013 will result in you automatically being transferred to the new AQ2016 syllabus.

This does not mean that this is the only module you are required to complete, but it does form a fundamental part of the course. Even with 5 Level 4 exam passes, and no completed ISYS project, you would still be transferred to the new syllabus by AAT.

As such, we want to give the best opportunity to fulfil this unit before the AAT deadline for achievement draws to close.

This will be the last opportunity for students wishing to complete this AAT Level 4 module with Stanfords Training.

AAT LEVEL 4 MODULE – INTERNAL CONTROLS & ACCOUNTING SYSTEMS (ISYS) – THE ESSENTIAL INFORMATION

ISYS differs from all the other AAT units. Stanfords Training want to support you to successfully complete this project so we feel it is important to provide you with some specific information and advice about ISYS before you start this course.

PRE-COURSE STARTING INFORMATION:

- 1) As the course is very popular, please ensure that you attend all the require sessions to avoid getting left behind.
- 2) To ensure success we advise you to follow the given schedule, or risk non-completion of your AQ2013 syllabus.
- 3) This is a highly intensive course which will require you to devote a minimum of 5 hours per week outside of classroom based support time.
- 4) You will be required to pay the course & setup cost of **£200 (on or before your start date)**, as this is a project based assessment and is therefore charged by AAT as an exam. This cost will include the ISYS Case Study, all course material deemed necessary by your tutor, full tutorial support, individual feedback sessions, marking and reporting your CBP result to the AAT.

WHAT HAPPENS WHEN YOU START THE ISYS COURSE?

- 1) You will receive the course materials on your first tutorial date as detailed on the schedule, provided your assessment fees have been paid. Late payment of fees will not allow you continue the module, as you will not be given the ISYS scenario until you have paid, and will not be entitled to extend the scheduled duration. Non-payment of fees will result in you not completing this module and thereby transferred to the AAT's AQ2016 syllabus.
- 2) In the first session, your tutor will help you to decide the best way to complete the 4000-5000 word report by using a case study. Your tutor will also discuss the mapping elements of the module along with the requirements of layout and reporting methods.
- 3) Your tutor will support you to build your report section by section over the duration of the 5 review sessions. You **MUST** complete the requirements/amendments following each review session by the next review/feedback session as scheduled. If deadlines are not met you may fail the project and incur further costs including purchasing a new ISYS course, or face automatic transference to the AQ2016 syllabus.
- 4) If the tutor guidance is carefully followed then the final full draft of your report should be completed by the 4th review session. Further work and time will be required after the 4th session to complete all other associated documents ready for submission on the 5th session. The amount of extra work and time will depend on whether you have been adjusting your project according to the tutor feedback during the 4 previous sessions.
- 5) Observing the above points will ensure that you will quickly and successfully complete you ISYS project.

AAT Level 4 - ISYS project schedule

Whether you are a daytime, evening or external student, sessions have been arranged as follows:

Day group, starting at 10.00am

Or

Evening group, starting at 5.45pm

- SESSION 1- **23^d February 2017**
Initial outline of the AAT Level 4 AQ2013 ISYS module;
How to write and structure the report, SWOT analysis, Mapping and how to utilise it to your benefit.
Setup on AAT Secure Assess with live scenario.....the clock will start ticking from this point
- SESSION 2- **13TH April 2017**
Review and feedback session for work completed so far
- SESSION 3- **25TH May 2017**
Review and feedback session for work completed so far, along with any amendments advised from previous feedback session
- SESSION 4- **6TH July 2017**
Review and feedback session for work completed so far, along with any amendments advised from previous feedback session
Initial session of mapping your report.
- SESSION 5- **10TH August 2017**
Final Report Feedback Session and Finalise Mapping Document and all other associated documents required for submission.
- 17TH August 2017**
Closing Day for submission of all documents via Secure Assess. It is your responsibility to ensure that all required information is uploaded. This can be done with support from your tutor and or AAT course management at Stanfords Training

For further details or to book yourself onto this module, please contact:

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