

AAT Diploma Pathway Skillcheck Questionnaire

The AAT Diploma pathway is divided into three levels. By completing this questionnaire, Home Learning College will be able to assess which is the most appropriate starting point for you. You may already have an accountancy related job or previous qualifications which will enable you to start studying at a higher level. We will be able to advise you once they have received your completed form.

If you would like to speed up the process, then please complete this Skillcheck questionnaire and post it to us in the freepost envelope provided. We will then contact you with our assessment of your Skillcheck and recommend the appropriate level of the AAT Diploma pathway programme

The purpose of this Skillcheck is to enable us to offer as much support as possible based on your personal circumstances and to create your personal plan. All information is treated in strict confidence and whilst it is your choice what information you give, your answers will enable us to provide the maximum level of assistance.



Name	
First name	Surname
Address	
Street/ Road	
Town	
County	Post code
Phone	
Home	Work
Mobile	
E-mail	
Occupation You need not disclose this if you do not wish to	

**Please complete this Skillcheck Questionnaire
and post it to us in the freepost envelope provided**

Section 1: **Education and skills**

This Induction Assessment is in three sections.

Section 1 is concerned with your educational qualifications and your work and life skills.

Section 2 is a simple numeracy test.

Section 3 relates to any disabilities you may have which may require special considerations, either during the course or at the assessment centre.



“ I needed the flexibility of distance learning but wanted to be sure I was getting a recognised qualification – with Home Learning College I got both. ”

Mandy F
Dartford

Please give the name of the qualification and grade achieved.

O' Levels, CSEs or GCSEs

A' and AS Levels

Scottish Standard Grade in Accounting

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Scottish Higher in Accounting (Grade A-C)

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Scottish Highers in two or more subjects (Grades A-C)

Vocational qualifications: National Diplomas or Certificate or HND/C

Any Bookkeeping or Accounting qualifications (e.g. RSA, LCCI, OCR, AAT)

Please state at which level and the date obtained.

Any other qualifications: These can be from job training to short courses

Please tick the appropriate box for each of the following questions

Do you have easy access to a computer?

Do you have access to the Internet?

Do you have experience of Sage or any other computerised accounting systems?

If yes, please give details below

What IT skills do you have?

Word processing (e.g. MS Word)

Spreadsheets (e.g. MS Excel)

Data base (e.g. MS access)

Presentation (e.g. MS Powerpoint)

Other - please state

What work skills do you already have?

- Managing time
- Managing and motivating a team
- Managing meetings
- Managing change
- Recruiting staff
- Health and safety
- Other - please state

What personal skills do you have?

- | | AT WORK | AT HOME |
|------------------------------------|--------------------------|--------------------------|
| Oral communication | <input type="checkbox"/> | <input type="checkbox"/> |
| Written communication | <input type="checkbox"/> | <input type="checkbox"/> |
| Team working | <input type="checkbox"/> | <input type="checkbox"/> |
| Problem solving | <input type="checkbox"/> | <input type="checkbox"/> |
| Organising events | <input type="checkbox"/> | <input type="checkbox"/> |
| Processing and using information | <input type="checkbox"/> | <input type="checkbox"/> |
| Negotiation/influencing others | <input type="checkbox"/> | <input type="checkbox"/> |
| Developing ideas/creative thinking | <input type="checkbox"/> | <input type="checkbox"/> |
| Self-development | <input type="checkbox"/> | <input type="checkbox"/> |
| Other - please state | | |

Please write in the space provided something about yourself and what existing accounts skills you have.

Also, what is the attraction to you of the AAT course and what do you hope to gain from it?

Please do not write more than 200 words.

Please tick the appropriate box for each of the following questions

Have you ever been declared bankrupt?

YES NO

Do you have any criminal convictions?

Section 2: Numeracy test

For most occasions only basic numerical skills are needed. These are simple addition, subtraction, multiplication, division and working with percentages and fractions. **Please calculate the answers to the questions below.** You may use a calculator if you wish.

Addition	$\begin{array}{r} 426 \\ 1284 \\ + 3261 \\ \hline \end{array}$	$\begin{array}{r} 421.56 \\ 312.04 \\ + 1255.94 \\ \hline \end{array}$	$\begin{array}{r} 124306 \\ 528192 \\ + 457309 \\ \hline \end{array}$	$\begin{array}{r} 5678.92 \\ 12342.46 \\ + 6372.34 \\ \hline \end{array}$
Subtraction	$\begin{array}{r} 4721 \\ - 1534 \\ \hline \end{array}$	$\begin{array}{r} 484.52 \\ - 241.67 \\ \hline \end{array}$	$\begin{array}{r} 53428 \\ - 38492 \\ \hline \end{array}$	$\begin{array}{r} 36421.47 \\ - 23426.59 \\ \hline \end{array}$
Mixed	426 + 321 - 381 = <input type="text"/>		263.52 + 46.78 - 392.31 = <input type="text"/>	
Multiplication	$\begin{array}{r} 46 \\ \times 23 \\ \hline \end{array}$	$\begin{array}{r} 36.5 \\ \times 12.4 \\ \hline \end{array}$	$\begin{array}{r} 142.73 \\ \times 56.31 \\ \hline \end{array}$	$\begin{array}{r} 22691.42 \\ \times 1372.84 \\ \hline \end{array}$
Division	104 ÷ 36 = <input type="text"/>	14.7 ÷ 8.6 = <input type="text"/>	847.23 ÷ 289.42 = <input type="text"/>	
Percentages	10% of 67.8 = <input type="text"/>	15% of 342.8 = <input type="text"/>	17.5% of 4672.85 = <input type="text"/>	
	What is a quarter expressed as a percentage? <input type="text"/>		What is 45% expressed as a decimal? <input type="text"/>	
	What is 0.05 expressed as a percentage? <input type="text"/>			
Fractions	7/47 of 150,000 = <input type="text"/>	2 1/4 + 3 3/8 = <input type="text"/>	5 1/3 - 2 3/4 = <input type="text"/>	
	3/8 x 4/5 = <input type="text"/>	What is 2/5 as a decimal and as a percentage? <input type="text"/>	<input type="text"/>	

Section 3: Learning difficulties & disability

Please tick any of the boxes below that apply to you.

The information you supply will help us ensure that you are provided with the assistance you require when taking the AAT assessments.

- I do not consider myself to have a learning difficulty or disability
- I do consider myself to have a learning difficulty or disability
- Do you need large print copies of assessment material?
- Do you need an attachment to a VDU to read the screen?
- Would you need a reader at an assessment?
- Would you need assistance at an assessment?
- Do you need disabled access at an assessment centre?
- Do you have difficulties when using the phone?
- Do you suffer from dyslexia? If so, is it mild or acute? Mild Acute
- Do you have any other medical conditions that will need special facilities or consideration when taking an assessment at a centre? Please state