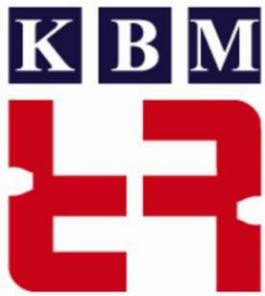


# KBM

# Training & Recruitment

We Teach | We Train | We Connect | We Support

2025 | STUDENT HANDBOOK



## Version History

<b>Version</b>	<b>Author</b>	<b>Revisions Made</b>	<b>Date</b>
<b>1.0</b>	<b>KBMTR</b>	<b>New Version &amp; Annual Update</b>	<b>Jan 2019</b>
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<b>3.0</b>	<b>KBMTR</b>	<b>Annual Update</b>	<b>Jan 2021</b>
<b>3.1</b>	<b>KBMTR</b>	<b>Design Update New Branch Address Update of Customer Care email address and ATT Teachers</b>	<b>August 2021</b>
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<b>7.0</b>	<b>KBMTR</b>	<b>Annual Update</b>	<b>Jan 2025</b>

## Welcome

Dear Learner,

Welcome to KBM Training & Recruitment and thank you for choosing us as your training provider.

You may be joining us for the first time or have already studied with us, we hope that your experience with us will be rewarding, help you realise your potential and that the programme will give you the knowledge and the practice you need to enhance your skills and career opportunities.

Our team will do their best to help you throughout your journey with us to have a positive experience and achieve the best possible outcome in line with your specific learning goals.

This handbook signposts you to important information about our Services and tells you everything you need to about how to complete your training programme successfully.

## Contact Details

Park Royal: 1 Concord Business Centre, Concord Road, London, W3 0TJ - Ph: +44 (0) 20 8992 4506

Birmingham: 66-68 Hagley Road, Radclyffe House, B16 8PF, Birmingham - Ph: +44 (0) 12 1260 1898

Barking: 7 Abbey Road, Town Quay Wharf, Barking, IG11 7BZ - Ph: +44 (0) 20 8158 5566

Croydon: 69-77 High Street Croydon, CR0 1QQ - Ph: +44 (0) 20 8992 4506

Email: [Support@kbmgroun.co.uk](mailto:Support@kbmgroun.co.uk)

Website: <https://www.kbmtr.co.uk/>

## Accessibility

Upon request to the Support Team, this handbook can be printed in a larger font. Alternatively, an electronic copy is available on our main website and the Student's EMS portal and you will be able to magnify it to suit your chosen platform.

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## About KBM Training and Recruitment

**KBM Training and Recruitment** is well recognised multidisciplinary independent training provider specialised in Accounting, Finance, Taxation, Business Administration, Information Technology and Digital sectors. Providing high-quality practical/hands-on training through highly qualified accountants and trainers in a real business environment in collaboration with KBM Chartered Certified Accountants & Registered Auditors who remained recognised partners of **ACCA** (global body for professional accountants) and currently associated as **ACCA Approved Employer at GOLD Level**.

Staffing strength includes a large number of qualified & professional accountants and auditors as a permanent human resource. Our training programmes are customized and designed to prepare you for **Job or Further Education**. We offer flexible delivery & timetables to suit your needs and deliver hands-on one-to-one training. We are committed to providing specialist knowledge and professionalism; our training programmes include extensive use of modern accounting software like **Sage, QuickBooks, SAP, SAPA, SAGE Compliance, Excel, Xero and Sage One**.

We are also delivering through public funding projects including European Social Fund (ESF), Education & Skills Funding Agency (ESFA), Department for Education (DfE), Local Government and EU Erasmus+. The programmes include Traineeships, Apprenticeships, NEET, Adult Education Budget, Advanced Learning Loans, Erasmus+ (KA1 & KA2) and Employability programmes for Local Authorities.

We provide pre-employment training & support, work placements, vocational skills & retraining, advice on interviews, CV writing, job hunting, etc.

We also work closely with employers to ensure that our training programmes match their business priorities. Setting clear objectives ensures our learners have a positive attitude to learning, enjoy their programmes and make good progress.

## Guarantee

We are accredited by **AAT, NCFE, Skillsfirst and OCR (Oxford Cambridge & RSA)**. Also providing non accredited training programmes from fundamental to skills level and helped thousands of candidates in Training, Employment and Further Education.

We are on the ESFA **RoATP** (Register of Apprenticeship Training Providers) with **Outstanding** Grade – our **UKPRN # 10045412**.

We are **Matrix Certified** for Information, Advice and Guidance (IAG) to help individuals progress into employment & develop career potential to gain the skills and qualifications they need to get jobs and further education.

We are **ACCA Approved Employer at Gold Level** and our Practical Accountancy Training is endorsed by **IFA (the Institute of Financial Accountants)**.

We are Authorised and Regulated by **Financial Conduct Authority Financial Conduct Authority (FCA)**, which regulates the financial services industry in the UK (Ref: 686132).

## Mission Statement

Our main focus is to bridge the gap between academic, practical and digital aspects of a job through training and development. We are empowering Clients and professionals with the skills and competitive advantages for their chosen accounting career. We advance the profession of accounting

by preparing competent and capable accounting and finance and advisory professional through digital accounting, accounting work experience, practical accountancy training on a real-case basis.

We are driven by our main focus: “We Teach, We Train, We Connect, We Support.”

## **Why KBM Training & Recruitment**

### **A firm of Chartered Certified Accountants & Registered Auditors**

KBM Chartered Certified Accountants & Registered Auditors (established in 1987) has offices in London, Luton and Birmingham, regulated by the ACCA to carry out a range of investment business activities in the United Kingdom.

### **One-to-One Training sessions through Qualified Accountants**

At KBM we have a large team of Qualified Accountants and Auditors possessing extensive experience in the Accountancy sector. We provide trainees with One-to-One support during the training to learn efficiently. Trainers are focused and committed to providing each trainee with the support and guidance on what they need to improve their professional skills leading towards employment in the accounting sector.

### **Training on all famous Accounting Software**

We train candidates on Sage 50, QuickBooks, Excel, Xero and Payroll software to make sure our candidates are confident to use any software the employer is using. We cover in-depth knowledge of each software during the training. So, the use of any accounting software equips them to pursue the job. We also install a licensed version of software on each candidate’s laptop for further practice.

### **100% Flexible - You can Set Schedule of your Own Choice**

The balance between study and work is a real challenge. We support each trainee in achieving their career goals while keeping other commitments in life (family commitment or work commitment). Our training programmes are completely flexible and you can make your own timetable by choosing the day and time to suits your needs.

### **Multiple training locations across the UK**

We ensure our training programmes are accessible to all. We have multiple locations across the UK:

- Park Royal
- Barking & Dagenham
- Birmingham
- Croydon



## **Regular Performance Reviews to Identify Learning Gaps**

Our expert Recruitment Consultancy team evaluate the compatibility of your on-programme skills with a deep focus on current and future industry demands and we tailor/update our curriculum accordingly. This really helps us to meet our targets “bridge the gaps” to achieve your goal through training and development. Once you complete the training at KBM you are fully equipped and capable for your dream job as a job-ready candidate.

## **Industry Certified Trainers**

At KBM quality is our first priority, all of our trainers hold professional recognitions from prestigious accountancy bodies such as ACCA and AAT. Our trainers are also certified by Sage 50, QuickBooks and Xero. Certification gives recognition of competency, shows commitment to the profession. Our trainers are qualified accountants with years of industry experience.

## **Support with PER for ACCA / AAT / CIMA**

As part of your journey to become an ACCA / AAT member, you must demonstrate relevant skills and experience within a real work environment. KBM Chartered Certified Accountants are an ACCA Approved Employer at Gold Level which enables you to claim the performance objective exemption. This is because ACCA recognizes that KBM already has strong training and development programs in place to equip you with the required competence.

## **Commitment to Quality Assured Provision**

Quality is part of the day-to-day work of our Training Centres. Our staff use a wide range of activities to ensure that high standards are maintained, and our Students’ learning outcomes are met. These include monitoring, evaluation, reviewing and planning for continuous development to improve the learning outcomes.

# **Entry Requirements**

## **Practical Training/AAT All Levels**

There are no entry or specific work experience requirements to enrol and study those training programmes.

# **Privacy Notice**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online and onsite.

We collect different type of information throughout your journey in order for us to provide the Services. We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our services.
- We may periodically send promotional emails about new programmes which we think you may find interesting using the email address which you have provided.
- From time to time, we may also use your information to contact you for explaining our study programmes, traineeships, internships, apprenticeships. We may contact you by email, phone, fax or mail.

## **Student Support & Advice**

### **Academic Support**

The primary element of a truly exceptional student experience is the quality of the interaction between our qualified accountants and trainees. We have a large team of qualified accountants and trainers who provide dedicated support to each trainee. We provide high-quality student services that support the health and wellbeing of each individual. We provide personal and career development support for all trainees by conducting regular performance reviews and CV workshops to make sure they are the best of the best in the job market.

If you need information or advice about any steps of your journey with us, our Student Support Team is here to support you.

We offer a wide range of advice and information, so if you wish to speak to our team, please contact us on 020 8992 4506 (#2), email us at [support@kbmgroup.co.uk](mailto:support@kbmgroup.co.uk)

### **Information, Advice and Guidance**

If you need any information or advice about our training programmes, please email [info@kbmtr.co.uk](mailto:info@kbmtr.co.uk) or call +44 (0)20 8992 4506.

We offer impartial advice on identifying your skills and strengths, CV writing, job applications and interview skills.

Our trained staff can help you understand and make choices about the training programmes, different learning options and progression routes available to you.

If you have something you would like to talk about, we are offering a private space and confidential phone conversation to talk about your concerns and work with you to identify the best course of action.

Should you need specific help and support, please speak in confidence to your tutor or the Centre manager on how KBMTR can provide information, advice and guidance wherever it can to assist you in progressing your learning.

## Additional Support with your studies

KBMTR is inclusive and is passionate about supporting people to reach their full potential. KBMTR has a duty to make reasonable adjustments to ensure that people who are disabled have access to education and are not placed at a substantial disadvantage compared to people who are not disabled. If you have learning difficulties, disability or any other support need, we will give you additional support.

## Enrolment

### Administration

Following your consultation, please complete the Learner Agreement form. All sections must be completed, and all required documentation submitted.

There are different charge rates depending on your circumstances and the training programmes you may be interested in. Please contact our recruitment team for further information and advice.

**Payment Policy:** After paying a deposit to secure a place with the program, you will have up to 2 weeks to start the training, otherwise the deposited amount will not be refunded.

Please note that payments will be due on the dates as mentioned on the invoice regardless of the hours you complete each month.

In case of missing payments or not abiding by the payment plan, the student will be liable to pay the full outstanding plus any legal and incidental cost that may be incurred by the third party (Debt Collection Agency) on behalf of KBM TR.

### **Additional Fees:**

#### **AAT Students:**

AAT students need to register with AAT ([www.aat.org.uk](http://www.aat.org.uk)) so that they can sit AAT assessments and access additional study support and resources. Both AAT Registration and AAT assessment are not included in the tuition fee.

### **Endorsed Certificate of Achievement from the Institute of Financial Accountants (IFA):**

The following courses are endorsed by the Institute of Financial Accountants (IFA):

- Bookkeeper and Payroll Administrator Level 2 Practical Training
- Accounts Assistants Level 3 Practice Training

At the end of a level 2 or level 3 training programme, Students can claim an endorsed certificate by paying a £50 accreditation fee.

**Cancellation & Refund Policy:** Please note that you are no longer eligible for a refund if you have accessed your course material or communicated with any course tutors. No refund will be given should you wish to cancel your training once it has commenced, and you have attended the induction. If in any case, you wish to cancel your training before starting the program, 50% of the course fee will be deducted.

Students can not cancel or downgrade once the training has commenced. They may do so if they have not yet started the training.

All cancellations must be in writing:

- by letter to: Training, KBM Training & Recruitment, 01 Concord Business Centre Concord Road, London, W3 0TJ,
- by telephone: 020 8992 4506; or
- Email: [info@kbmtr.com](mailto:info@kbmtr.com).

In each case, you must state your name, the course details and the reason why you would like to cancel your course.

## Pre-Training Information

Upon receipt of the completed student agreement information, the support team will create your login access to access the EMS Portal and the training content. You will receive an email with your user name and password as well as details on how to use the portal.

Our training programme is delivered onsite (practice and classroom-based), online or a combination of both. There are self-directed learning activities, such as practice and real-case scenario, involved in all our courses.

The practice and classroom-based activities will require you to pre-book sessions or specialised class before travelling to your chosen training centre. You will also need to bring a USB key and headphones.

To engage fully with the online class, you would need access to a computer with a webcam/microphone and internet.

Note that we reserve the right to alter our timetables where necessary while minimising the inconvenience to learners. Any changes will be communicated well in advance, wherever possible.

## Induction

To ensure that we provide all the necessary information before you embark on your learning journey, our Administration Student Support Officer will be spending time individually or as a group to induct and orient you to your chosen training programme. You will be given information about how to commence your programme:

- how to access your EMS portal (Username and Password);
- how to book your training shifts, lectures and specialised classes;
- Explanation about your chosen training programme duration and sequence (Individual Learning Plan);
- Details about the timetable;
- Where to find all the policies applicable to all students; and
- Any help and guidance that is available to you, including information about well-being, safeguarding and prevention information.

During this session, it is your opportunity to ask any questions you may have about the training, the technology, specific needs you may have and how we can customise the program to your learning needs.

Our onsite induction days are as follows:

Online: Tuesday 10.00 am to 12.00 pm & Friday from 3 pm to 5 pm.

## Reasonable Accommodations

At KBMTR, we are committed to building an inclusive learning environment. Our Reasonable Adjustments & Special Considerations Policy is aimed at learners who are registered on an accredited qualification or unit.

Our full policy is available from our website: [www.kbmtr.co.uk](http://www.kbmtr.co.uk) or by emailing [support@kbmgroup.co.uk](mailto:support@kbmgroup.co.uk).

## Attendance

Our goal is to provide quality practical and theoretical training to all our students. This is the reason why we are offering a flexible shift-booking system allowing students to book their practical session around their own personal commitment. The frequency of attendance will vary from one student to another, i.e. every day or once every Saturday. Practical Training Booking can be morning or afternoon or all-day

Our current opening hours are as follows:

Branch Location	Opening Hours	Trainers Break
Park Royal	Monday to Saturday and alternate Sunday Morning Shift: 9 am – 1 pm Afternoon Shift: 1 pm – 5 pm	Morning: 11:30 am – 12 pm Afternoon: 3:00 pm to 3:30 pm
Barking	Monday to Saturday and alternate Sunday Morning Shift: 9 am – 1 pm Afternoon Shift: 1 pm – 5 pm	Morning: 11:30 am – 12 pm Afternoon: 3:00 pm to 3:30 pm
Birmingham	Monday to Saturday Morning Shift: 10 am – 2 pm Afternoon Shift: 2 pm – 6 pm	Morning: 12pm – 12:30 pm Afternoon: 4:00 pm to 4:30pm
Croydon	Monday to Saturday Morning Shift: 9 am – 1 pm Afternoon Shift: 1 pm – 5 pm	Morning: 11:30 am – 12 pm Afternoon: 3:00 pm to 3:30 pm

Our training centres have limited seating availability and the booking shift system is on a first-come-first-serve basis. For this reason, if you can't attend one of your session, we request all our students

to cancel at least 12 hours in advance before their scheduled shifts. This will allow other students to book the seat for themselves.

During your induction with us, you will be provided with an explanation on how to book your practical training shifts or specialised classes with us.

When you are booking a seat on the calendar, it is no longer available to our other students. In order to be respectful of your fellow students, please cancel your seat as soon as you know you will not be able to make your reservation.

**Our shift cancellation policy:**

12 hours in advance, this can be done through the booking system on your EMS Portal.

**Our Specialised Classes/Lecture policy:**

48 hours in advance, this can be done through the booking system on your EMS Portal.

No cancellations can be done by phone call or email requests.

**Late cancellations/No-Shows**

A cancellation is considered late when the shift is cancelled less than 12 hours before the starting time or your shift and less than 48 hours before the starting time of your Specialised Class. A no-show is when a student misses a shift or a class without cancelling. In either case, the training hours cannot be recovered. You will lose the number of hours for that particular training.

Special consideration will be given in the event of having to cancel your shift due to a genuine emergency, e.g. you have tested positive for COVID-19. Please inform your trainers on your next visit to rearrange your shift after you have completed your self-isolation and tested negative.

Unless cancelled in advance, once a Specialised Class has been booked, students can no longer book the same class on their profile.

## Equality, Diversity & Inclusion

KBMTR is committed to promoting equality, diversity and inclusion; eliminating discrimination to all applicants, learners and other stakeholders.

Our aim is that everyone will be treated fairly, openly, honestly, with dignity and to respect and value differences irrespectively of and regardless of their sex, sexual orientation, race, religion or belief, age, gender reassignment, marriage and civil partnership or disability.

KBMTR is committed to ensuring that the full Equality, Diversity & Inclusion Policy, as available on our website: [www.kbmtr.co.uk](http://www.kbmtr.co.uk) or on request by emailing [support@kbmgroupp.co.uk](mailto:support@kbmgroupp.co.uk), is fully effective.

## Tutors and Tutorial Support

All academic-related questions can be asked directly to the trainers when onsite or by liaising with them online. Our trainers and tutors will help and support you to succeed in your tasks and learning.

**AAT level 2**

Online AAT Level 2 students can email directly their respective tutors with any questions they may have about the syllabus or exams.

AAT level 2 Class-based students can get face to face support after each lecture, the teachers will stay to answer students' questions and give any support as necessary.

### AAT level 3

Online AAT Level 3 students can either book a 20 minutes zoom session with the tutor by using your student portal AAT bookings

AAT level 3 Class-based students can get face to face support after each lecture, the teachers will stay to answer students' questions and give any support as necessary.

### AAT level 4

Online AAT Level 4 students can either book a 20 minutes zoom session with the tutor by using your student portal AAT bookings

AAT level 4 Class-based students can get face to face support after each lecture, the teachers will stay to answer students' questions and give any support as necessary.

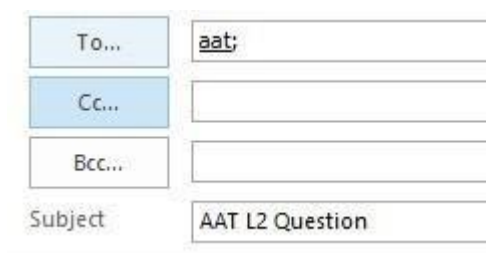
## Your Class Teacher

After each Specialised Classes, the teachers will stay to answer students' questions and give any support as necessary.

We have listed some of the key staff roles and how each of those individuals can help you:

Level	Email Address	Platform
AAT level 2	sajid2223@accamail.com	Email
AAT level 3	sajid2223@accamail.com	Email
AAT level 4	musongoallen@gmail.com	Email

While emailing the queries to the tutors, make sure to indicate your level in the subject line.



The image shows a screenshot of an email composition interface. It features four input fields: 'To...' with the text 'aat;', 'Cc...' which is empty, 'Bcc...' which is empty, and 'Subject' with the text 'AAT L2 Question'.

## AAT Exam Support

Any queries about your AAT exam can be sent to [support@kbmgroun.co.uk](mailto:support@kbmgroun.co.uk). Please specify in your subject line that it is related to your exam. AAT exam queries can be about examination booking, registration process, exam reservation cancellation, for example.

## Technical Support

Any technical queries can be raised by emailing [support@kbmgroun.co.uk](mailto:support@kbmgroun.co.uk). Technical queries can be about your login details, access to the portal, issues with the booking system, for example.

We answer technical queries as quickly as we can, usually within 24 to 48 hours from receipt.

Our Support Team Opening Hours are:

Monday to Friday: 9 am to 5:00 pm, except on Bank Holidays.

## Keep up to date

You can find KBMTR on the following social media platforms:

<https://www.linkedin.com/company/kbmtruk/>

<https://www.facebook.com/kbmtruk/>

## Learning/Teaching Approach

Our student-centred approach to learning means that you play an active role in paving your road to your success.

The primary role of the trainers, tutors and teachers is to coach and facilitate the student learning and overall understanding of the material, and to measure student learning through both formal and informal method of assessment. This can be checked together with the student an audit trail for a particular client file and compare to the report the student has produced, for example.

Our training approach also involves tutor based facilitation and High-Tech Digital Learning, such as videos.

During Specialised classes, learning and assessment are connected because student learning is continuously stimulated during the session with practical exercises.

We invite students on their first day of training to complete the “Your Learning Plan”, which allows a student to reflect on their prior learning, knowledge and experience, thus to map their goals clearly and establish challenging targets to achieve. It allows the student to think about the potential progression routes when the training will be completed and raise student awareness of different opportunities (learning and career). Completing Your Learning Plan is essential as it will be completed by a further self-reflection prior to the Performance review. It will help the tutor to discuss with the student the initial diagnostic and compare it with the progress made to this point. From then on, students can make a further decision and focus on an area for development and consider a plan of action to progress post-training.

## Training Programmes

### KBM Accountancy Training Courses

#### Bookkeeping and Payroll Training

Bookkeeping and Payroll training is an ideal programme for anyone looking to start a new career in the Accountancy sector. We at **KBM Training & Recruitment**, are constantly working hard to help



candidates achieve the best quality training in accountancy coupled with one of the best recruitment facilities in the market.

Over the past 30 years, we have helped thousands of candidates in getting practical skills and secure a job in the accountancy sector.

Bookkeeping is the process of organising and recording financial documents such as Invoices, Credit Notes, Maintaining Ledgers and Performing Bank Reconciliation. Bookkeeping is the basic step of the accounting process and with proper bookkeeping, you are capable to know how much progress the business has made over time. **AAT Level 2 Certificate in Bookkeeping is currently included FREE** in this training programme.

Title of the Course	Bookkeeping and Payroll Training
Regulated	The qualification identified above is: <input type="checkbox"/> Not Regulated <input type="checkbox"/> Regulated
Endorsment	IFA (Institute of Financial Accountant)
Assessment	N/A
Duration	3 months (106 hours)

### Accounts Assistant Training

Accounts Assistant Training programme equips you with the skills that you need to secure a job as an Accounts Assistant / Finance Assistant. Upon completion, you will have a good understanding of the financial process from purchase and sales Ledger to extended trial balance. You will be using various accounting software during the training e.g., Sage 50, QuickBooks, Xero and Excel.

With the collaboration of KBM Chartered Certified Accountants and Registered Auditors we offer Accountancy Work Experience for jobs such as Accountant, Accounts Assistant, Finance Assistant, Bookkeeper and Payroll Administrator.

We at KBM Training & Recruitment, are constantly working hard to help candidates achieve the best quality training in accountancy coupled with one of the best recruitment facilities in the market.

We offer Accounts Assistant training in London and Birmingham and over the past 30 years, we have helped thousands of candidates in getting the practical skills and secure a job in the accountancy sector.

Title of the Course	Accounts Assistant Training
Regulated	The qualification identified above is: <input type="checkbox"/> Not Regulated <input type="checkbox"/> Regulated
Endorsment	IFA (Institute of Financial Accountant)
Assessment	N/A
Duration	6 months (216 hours)

### Financial Accountant Training

Financial accountant training is an ideal programme for anyone looking to target Financial Accountant jobs. We at KBM Training & Recruitment, are constantly working hard to help candidates achieve the best quality training in accountancy along with one of the best recruitment facilities in the market.

Over the past 30 years, we have helped thousands of candidates in getting practical skills and secure a job in the accountancy sector.

Title of the Course	Final Accounts Training
Regulated	The qualification identified above is: <input type="checkbox"/> Not Regulated <input type="checkbox"/> Regulated
Assessment	N/A
Duration	12 months (416 hours)

### Credit Controller Training

The focus of the Credit Controller/ Collector role is to monitor and manage customer accounts; follow organisational policies to collect monies owed and ensure that work quality targets are met. The range of activities within the role could include, processing credit applications; agreeing on credit terms and/or payment arrangements; invoicing; monitoring payment; allocating and reconciling cash; proactively contacting customers to collect debt/outstanding balances; resolving straight-forward disputes; debt support, and recommending write-offs.

We at KBM Training & Recruitment, are constantly working hard to help candidates achieve the best quality training in accountancy coupled with one of the best recruitment facilities in the market.

Title of the Course	Credit Control Training
Regulated	The qualification identified above is: <input type="checkbox"/> Not Regulated <input type="checkbox"/> Regulated
Assessment	N/A
Duration	1 month (32 hours)

### Management Accounting

Management Accountant Training provides you with the best techniques and equips you with detailed analytical skills on Budgeting, Forecasting and Advanced Management Accounting:

The course includes the following topics:

- Forecasting
- Departmental Analysis
- Project Analysis
- Product Costing
- Company Performance Analysis

- Reporting
- Business Analysis

Title of the Course	Management Accountant
Regulated	The qualification identified above is: <input type="checkbox"/> Not Regulated <input type="checkbox"/> Regulated
Assessment	N/A
Duration	2 months (32 hours)

## AAT Qualification

### AAT Level 2 | Foundation Level

AAT Level 2 has two alternative routes:

- Foundation Certificate in Bookkeeping (2 Courses)
- Foundation Certificate in Accounting (5 Courses)

AAT Level 2 Foundation Certificate in Bookkeeping & Accounting is the beginner level of your full AAT accounting qualification and successful career in accounting and finance. This qualification gives you a foundation level understanding of different kind of financial transactions within a bookkeeping job role.

In AAT Level 2 you will have a comprehensive understanding of important financial activities like managing customers and supplier records, recording invoices, credit notes, bank reconciliation, discount calculations and taking the figures to the trial balance level.

This AAT level also covers payment methods, recording journals, dealing with bank reconciliations.

Title of the Qualification	AAT Foundation Certificate in Bookkeeping
Regulated	The qualification identified above is: <input type="checkbox"/> Not Regulated <input type="checkbox"/> Regulated
Qualification Number	601/8221/10
Level	2
Credits	16
Guided Learning Hours (GLH)	105 hours
Total Qualification Time (TQT)	160 hours

Title of the Qualification	AAT Foundation Certificate in Accounting
Regulated	The qualification identified above is: <input type="checkbox"/> Not Regulated <input type="checkbox"/> Regulated
Qualification Number	601/6552/2
Level	2

Credits	34
Guided Learning Hours (GLH)	240 hours
Total Qualification Time (TQT)	340 hours

### AAT Level 3 | Advance Level

AAT Level 3 is an intermediate or advanced level of accounting and in this qualification, you will acquire the knowledge and understanding of more complex accounting equations and scenarios including advanced bookkeeping, financial processes, final accounts and professional and ethical practices for accountants. This qualification builds on top of AAT Level 2. This AAT Level is an important turning point for AAT students as they are learning more strong and essential concepts. As compared to Level 2, this level requires more motivation and dedication to get in-depth knowledge.

Our ambition is to integrate practical training along with qualified trainers, like in all other AAT levels. Training will be given to you on the contents of Accounts Assistant Training which will teach you on Accruals, Prepayments, Asset registers, Depreciations and many more. You will learn Sage, Xero, QuickBooks and Advanced Excel.

Title of the Qualification	AAT Advanced Diploma in Accounting
Regulated	The qualification identified above is: <input type="checkbox"/> Not Regulated <input type="checkbox"/> Regulated
Qualification Number	601/6554/6
Level	3
Credits	53
Guided Learning Hours (GLH)	390 hours
Total Qualification Time (TQT)	520 hours

### AAT Level 4 | Professional Level

This level of AAT Diploma in Accounting qualification is at the highest level and includes the final units and it's the last level to get in-depth Accounting Specialist Qualification. In Level 4, the difficulty level of subjects and exam is much difficult as compared to the previous AAT levels but the hard work lets you become a MAAT after satisfying the knowledge and skills requirements. After the completion of this qualification, it also opens the door to a more advanced level of accounting qualifications like ACCA, CIMA and ICAEW.

Unlike AAT Level 2 and AAT Level 3, the valuation will consist of some written elements to them, meaning a higher level of skills and understanding will be needed about the different topics covered as you will be required to present them in further detail.

Like other levels of AAT, we have combined practical elements at a high level, like management accounts training and final accounts training, this includes working on Sage accounts production and computing the Corporation tax, CT600 for the companies.

Title of the Qualification	AAT Professional Diploma in Accounting
Regulated	The qualification identified above is: <input type="checkbox"/> Not Regulated

	Regulated
Qualification Number	601/6554/6
Level	3
Credits	53
Guided Learning Hours (GLH)	390 hours
Total Qualification Time (TQT)	520 hours

### Student policies

One of the student's responsibilities is to read and familiarise themselves with all relevant KBM Training and Recruitment policies. All policies are available on the student portal under the Induction course section or our main website. Policies include:

- Health and Safety Policy
- Preventing Extremism and Radicalisation Safeguarding Policy

- Harassment and Bullying Policy
- Complaint Policy
- Customer Care Policy
- Business Privacy Policy
- Data Protection (GDPR)
- Safeguarding Policy
- Information Advice & Guidance Policy
- Equality & Diversity Policy
- ICT Security
- Prevent Policies

Exam related policies:

- Access & Fair Assessment
- Assessment Malpractice/Maladministration
- Academic Appeals & Complaints
- Reasonable Adjustments & Special Consideration
- Assessment & IV Policy

## Terms & Conditions

Upon enrolment with KBM Training & Recruitment, all students agree to accept the terms and conditions, which will be available from the registration form. Further, a student can read our terms and conditions on the KBM Training and Recruitment [website](#).

## On-site Facilities

### Branches Opening Time

Branch Location	Opening Hours
Park Royal	Monday to Saturday and alternate Sunday 9 am – 5 pm
Barking	Monday to Saturday and alternate Sunday 9 am – 5 pm
Birmingham	Monday to Saturday 10 am – 6 pm
Brixton	Monday to Saturday 9 am – 5 pm

Applicable during the Covid-19 Pandemic and/or until advised otherwise on the EMS Portal noticeboard:

- Please ensure that you have pre-arranged appointment before entering any of our branch locations.
- Face coverings must be worn while in our centres. Please bring and wear your own face mask, which must cover fully both mouth and nose.
- There will be no shared chill-out facilities until further notice. We recommend our students bring their own bottled water and food if desired.

### **Open door policy and safe space**

Our trainers are normally available to help and assist you at any time you may be needing it. If you are an online student, your trainer or tutor will have provided their contact details.

If you need somebody to talk to, informally or confidentially, you can approach any member of the management team. Our offices are a safe place where you can express your concerns and get more information about possible support.

### **Noticeboards**

Every centre has its own noticeboard providing essential information on courses, classes, updates, careers, events and opportunities.

### **Computers & ICT Rules**

ICT in the 21<sup>st</sup> Century is seen as an essential resource to support learning and teaching, as well as playing an important role in our everyday lives.

All our computer labs are the perfect place to progress with your training programme. Each computer is equipped with relevant licence software that may be needed for you to progress your practical experience.

Computer access must be booked via your EMS portal using the Booking system.

There are some ICT Rules you should be aware of:

- Your EMS username is for your individual use only, please do not share it with another person.
- Do not move any hardware or disconnect any leads.
- Before using any equipment, make sure that you are familiar with it.
- Do not connect your personal hardware to the network.
- Use the computers and software to progress your training programme.
- Do not access other users' data.
- Do not use the IT system to carry out illegal activities.
- Making public any data, text, images, training programme, videos.
- Sending unsolicited, commercial, unauthorised or illegal marketing material.
- Anything, either lawful or not, that may bring KBMTR into disrepute.
- Do not make attempts to introduce a virus or harmful program onto the network.

### **Personal belongings**

KBMTR does not cover costs for personal damage or loss of possessions. You are strongly advised to make sure that all valuable items, such as mobile phone, laptops and tablets are safely secure with you at all times.

## Drugs & Alcohol

KBM Training & Recruitment, Ltd is committed to promoting the wellbeing of all its employees, learners, contractors and visitors whilst ensuring that a professional, effective level of performance and quality of service is maintained.

We will not tolerate the use, possession, or distribution of illegal substances on any of the KBMTR Centres. Disciplinary action will be taken against any student who does not adhere to this policy.

The use of illegal drugs or alcohol can affect an individual's capability to learn, and, our teachers and tutors may ask a student to leave the premises if they suspect that they are under the influence of alcohol or illegal drugs.

KBM Training & Recruitment, Ltd recognizes that the abuse of alcohol and misuse of drugs can be a medical condition and should be treated as such. It is concerned about the damage such a condition may cause to the health and work performance of the individual, together with the possible effects this may have on the health and safety of the employees, learners, contractors and members of the public.

In cases where alcohol or drugs related or dependency problem is identified and acknowledged, the individual will be approached in a supportive, caring and consistent manner throughout KBM Training & Recruitment, Ltd by all managers or employees who may be involved in giving assistance.

Our full policy is available on request by emailing [support@kbmgroup.co.uk](mailto:support@kbmgroup.co.uk)

## Smoking

All our training centre are entirely smoking free site (including e-cigarettes).

## Online Facilities

### Our website

Students can access our website at any time on [www.kbmtr.co.uk](http://www.kbmtr.co.uk). Our website provides essential information regarding all our courses and training programs, funding opportunities, our locations, opening hours and all contact information. Further, students can find more information on our collaborations with external bodies and all benefits coming along with all services we offer to our students.

### Student Portal

Students can access our EMS portal at any time on [www.kbmems.org](http://www.kbmems.org).

You can use the EMS Portal to check and update your personal data as provided during your registration or necessary to complete your registration, book your practical training shift, Specialised Classes, CV and Performance Reviews. It also lists the training programmes you are enrolled for and self-reflection questionnaires, which help us map and better understand your aims and engagement to help you make informed decisions about your studies, as well as the possibility to share your feedback and suggestion opportunities with us. **Please note that you must complete the enrolment process to access the full functionality of the EMS.**



Onsite Student: the EMS portal learning content can only be accessed when logged in to one of our training centres.

Online Student: The EMS portal learning content can be accessed at any time.

Our tutors and other members of staff may use the information in the EMS Portal to:

- Suggest ways you could achieve your goals
- Check that all is well and offer information, advice and guidance
- Monitor equality and diversity data to ensure we are offering our training programme impartially,
- Support you in areas of your studies that you may find challenging.

## Your EMS Account

You will need to activate your EMS Portal Account. **Please note that you must complete the enrolment process to access the full functionality of the EMS.** Once you're set-up, you can access your training programme, study materials, and other features.

When you activate your account, you should change your password.

Make sure you keep your password safe and do not share it with others.

## Online Classes

24 hours before the start of the class, your tutor will send you a link to the platform that will be used to attend the class.

## Certificates

### KBMTR & ACDAT Certification

To be eligible for an award, for example, a completion or practical training certificate, a learner must have completed all training program sequences as well as any assessment as set out in the learning outcomes for the selected course.

### Third-Party Certification

For Third-Party Certification, i.e. ATT, the awarding body will issue the student with the Certificate or Diploma upon successful outcomes of their exams.

## Progression

### Regular Job Market Awareness Sessions

Job market awareness is vital for individuals entering the job search. Our expert recruitment consultants conduct regular Job Market Awareness sessions to boost the commercial awareness of our trainees. We work in partnership with Reed and other top-notch recruitment agencies and conduct regular surveys about job market awareness. Hence, we have a complete understanding of the skills needs and stay current with regular/latest job market information & always remain in consultation with Employers. We keep ourselves closely informed about the human resource demands through Local Enterprise Partnerships (LEPs) across England.

## Professional CV and Interview Preparation

We have an in-house recruitment department which supports each candidate in preparing a professional CV to boost employability. (Our trainees call this CV a magical CV as they receive a lot of interview calls within 2 weeks into job hunting). We use the best CV templates and keywords that employers search while shortlisting candidates. Before going for interviews, our trainees attend a Mock interview with one of our senior accountants.

## Guaranteed Work Placement

More and more employers are looking for candidates with both academic achievements and work experience, and that's exactly what work placements can help you with. A work placement can offer you plenty of real benefits for progressing into your chosen career. A work placement on your CV boosts your employability. All of our training programmes come with a Guaranteed Work Placement either at our Chartered Accountancy firm or at one of our partner companies working for multiple sectors.

## Feedback & Suggestions

Feedback and suggestion we receive from our clients, our learners or our team members are invaluable to us as it provides us with an opportunity to listen to your views and improve the products and services we offer and the level of service we provide. We want to know that all the alternatives we offered and everything we did along your journey with us has matched your expectation and led you to your chosen career path.

The most common way for us to get feedback from you is to complete the different surveys made available as you are progressing through your training programmes. The time you are taking to provide your feedback is well appreciated and both positive and developmental is used to help make improvement to our services to you and our future learners.

We have different stages when you will have the opportunities to share how you feel about our services and share your thoughts and suggestion, for example:

- After your initial consultation
- After your induction
- After completing a training module or a specialised class
- After the CV and Interview Preparation
- At the end of providing the service to you.
- 12-weeks after you have completed your training programme.
- Annually.

We are committed to continuous quality improvement and we invite our clients, learners and members of staff to complete a survey or provide feedback directly to [support@kbmgroup.co.uk](mailto:support@kbmgroup.co.uk) or through their EMS Portal under the Feedback section.

## Covid-19 (Coronavirus)

The health and wellbeing of our students is our priority.

We are constantly monitoring advice issued by HM Government and its departments and updating our guidance on students in line with the latest advice.

Our most up to date guidance is available on the EMS Portal dashboard and is updated regularly. It is advisable to check the page frequently to be sure you are up-to-date with the latest information.

## Safeguarding & Prevent

We strive to provide a safe and welcoming environment for all our staff members. We have a policy of zero tolerance to bullying, abuse, grooming and harassment, and aim to protect you from the risks associated with radicalisation and extremism. We will support you in keeping yourself safe in society and will tell you what steps we'll take on your behalf should we ever have any concerns for your welfare.

### Our responsibilities

- We will make sure you understand what safeguarding is.
- We have Safeguarding Officers who you can talk to about any concerns.
- We will respond to any concerns you may raise.
- We will ensure you feel safe in the workplace.
- We have contacts with organisations which can help you with specialist advice should you need it.

### Your responsibilities

- You will look after yourself, peers, and others you interact with.
- You will make sure you know who you can go to for help and advice.
- Tell us if you are in danger or have any concerns, and staff will refer you for specialist help.
- If you have any safeguarding concerns, you can contact Designated Safeguarding Lead on [safeguarding@kbmgroup.co.uk](mailto:safeguarding@kbmgroup.co.uk)

**Designated Safeguarding Lead: Waqas Yaqoob**

## Health & Safety

KBMTR believes that consideration of the health, safety and welfare of staff and learners is an integral part of its operational management.

Please familiarise yourself with the fire safety and emergency evacuation procedures for your centres, work or study location. Please check the noticeboard and classroom for further information on Fire Safety and where your nearest fire exit is.

If you have any health, safety or welfare concerns or need to report an accident, please contact your trainer to notify us.

## Academic Appeals

The Centre's Academic Appeals Procedure allow clients who are registered at the Centre to challenge the outcome of their assessment at the level of a unit/module/component if they consider that the assessment has not been carried out properly. KBMTR aims to resolve complaints swiftly and informally in accordance with its appeals policy, which can be found on our website: [www.kbmtr.co.uk](http://www.kbmtr.co.uk) or be requested by emailing [support@kbmgroup.co.uk](mailto:support@kbmgroup.co.uk).

## Complaints

We always recommend that complaints are dealt with and resolved informally through discussion. If this fails and you want to raise a concern, we will make sure that we are here to help you. All complaints are taken seriously and you will be updated on any decisions that are taken during the process in line with our policy. Our full complaint policy can be found on our website: [www.kbmtr.co.uk](http://www.kbmtr.co.uk) or be requested by emailing [customercare@kbmgroup.co.uk](mailto:customercare@kbmgroup.co.uk).