

AAT registration form – controlled pilot



This form is to register for AAT 2022 qualifications as part of the controlled pilot.

Please note:

1. If you have completed any level of our Accounting Qualifications (2016 standards), you cannot register for the Level 2 Certificate in Accounting (2022 standards)
2. If you have completed the Foundation Certificate in Bookkeeping (Level 2 – 2016 standards), you cannot register for the Level 2 Certificate in Bookkeeping (2022 standards)
3. If you have completed the Advanced Certificate in Bookkeeping (Level 3 – 2016 standards), you cannot register for the Level 3 Certificate in Bookkeeping (2022 standards)

How do we use your data?

All the information we hold concerning you will be processed by AAT in accordance with internal policies and current regulations.

The data will be used by AAT to administer our relationship with you and to provide you with information and services relevant to you. We won't, without your consent, supply your information to any third party except where such transfer is necessary as part of the activity you are undertaking, or where we're required to by law.

Find out more aat.org.uk/policies/privacy/fpn-student

Please complete this form in BLOCK CAPITALS. You must complete all sections to avoid delaying your application.

If you have any questions about your application please call the Customer Service team on **+44 (0)20 3735 2468**.

Lines are open 09.00 to 17.00 (UK time), Monday to Friday. Alternatively you can email customersupport@aat.org.uk

Personal details

Title *(optional)*

Mr

Mrs

Ms

Miss

Mx

First name *(this name will be used on your assessments and certificates)*

Last name

Address

Postcode

Country

Phone number

Phone number

Email *(this needs to be the same email address you used for creating an AAT account, if you have one)*

Date of birth *(carefully enter your date of birth as proof of identity is required if you need to change it once registration is complete)*

Are you or have you previously been a member of or registered with AAT? Yes

No

Please provide your membership number

Please state your Unique Learner Number* (ULN) if applicable

Please state your Scottish Candidate Number* (SCN) if applicable

**If known.*

Qualifications and courses

AAT Accounting qualifications

Level 2 Certificate in Accounting (SCQF Level 6 in Scotland)

AAT Bookkeeping Qualifications

Level 2 Certificate in Bookkeeping

Level 3 Certificate in Bookkeeping

How are you studying?

Please let us know which college or training provider you're studying with.

Your college or training provider's name

If you're registering for more than one qualification, and using a different college or training provider, please provide details below.

Qualification/course

College or training provider's name

Supporting information

If your employer is a member of the AAT Employer Scheme and they have requested to receive your results, we can share your progress with them.

Yes, you can share my results

No, don't share my results

I am not employed by an AAT Employer Scheme member

If you have selected Yes above, please tell us who your employer is.

Employer name

Employer address

Help us improve

Your response to these questions will help us measure the diversity of our students and members to help ensure accountancy, as a profession, and AAT are inclusive and open to all.

The information you provide is confidential and will be processed in line with our [privacy policy](#) to produce aggregated and anonymous statistical reports – these reports will not allow anyone to be identified from them.

You do not have to provide this information; if you'd prefer not to, please select "Prefer not to say".

How do you identify your gender?

Female

Male

Prefer not to say

Prefer to self describe

How do you identify your ethnic background?

Arab

Asian or Asian British

Asian other

Bangladeshi

Black – Indian/Asian

Black African

Black Caribbean

Black or Black British

Black other

Chinese

Indian

Mixed other

Pakistani

White

White and Asian

White and Black African

White and Black Caribbean

Other ethnic group

Prefer not to say

Prefer to self describe

Do you consider yourself as having learning difficulties or a disability?

Yes

No

Prefer not to say

I consent to AAT processing this data for the purposes of statistical reporting and monitoring the accessibility of AAT qualifications.

Your declaration

Please complete this declaration if you are over 16 years of age.

The information you have provided as part of your registration is to the best of your knowledge true, complete and accurate. If at any time you become aware that the information you have given is incorrect, or if it changes in any way, you will inform AAT immediately and/or amend your details via your MyAAT account.

AAT reserves the right to cancel your registration if we find that you have knowingly supplied false, inaccurate or misleading information, and you shall have no claim against AAT in relation thereto. Providing false, inaccurate or misleading information could also invalidate your qualification achievements.

Providing you do not take any assessments you may cancel your registration and request a refund within one month of payment, by notifying AAT in writing. For further guidance please review AAT's refund policy.

You will promptly respond to communications, provide additional information and cooperate in any necessary investigations relating to your registration, assessments or achievements, if reasonably requested to do so by AAT.

You will not engage in malpractice when taking AAT assessments. Engaging in malpractice may invalidate your achievements and result in other penalties.

AAT will use your personal information solely for the purpose of carrying out its duties and obligation as a regulated awarding organisation. For further information about the data we collect, why it is collected and how it is used, please refer to [AAT's Privacy policy](#).

Signature

Date

For more information about AAT's policies please refer to aat.org.uk/membership/standards-requirements

Consent

Using your personal data

We'd like to contact you to offer free support, updates and news to boost your career and help you get the most from us. If you do not wish to receive any of these communications, please tick the appropriate boxes below. Even if you tick all of the options below to opt out, you'll still receive transactional messages relating to your account. You can update your preferences at any time through your MyAAT account.

Emails We'll send you emails packed full of support and resources to help you boost your career. We usually send these around twice a month, or once a week if you're studying with us.

Telephone calls We'll call you about any queries you send us and you may also receive an occasional phone call to check you're happy with your services from us.

Text messages We'll occasionally send you text messages to let you know about important mail that is coming your way, such as certificates.

Post We'll send you occasional promotional information in the post.

Third party sharing of data

We would like to share your name and postal address with trusted third parties so they can provide you with relevant opportunities that may interest you. Do you agree to your information being shared in this way? You may change your preferences at any time through your MyAAT account.

Yes, I'm happy for my details to be shared

No, thank you

Your fees

No registration fees are required for the AAT 2022 qualifications as part of the controlled pilot.

Returning your form

Please return your completed form, along with payment (if applicable) to:

Email: applications@aat.org.uk

You will hear from us within ten working days. If you do not receive confirmation of receipt of your application within this time, or you have any questions, please don't hesitate to contact us. Email us at customersupport@aat.org.uk or call us on **+44 (0)20 3735 2468**. Lines are open 09.00 to 17.00 (UK time), Monday to Friday.