

AAT Advanced Diploma Synoptic Workbook

Amendments 1 January 2018 onwards

Overview

AAT have amended the Advanced Diploma Synoptic Assessment from 1 January 2018. The following key changes have been made:

- Indirect tax will no longer be assessed within the synoptic assessment.
- The current Task 1.3 has been removed and the content will now be tested in the new Task 2.1 (spreadsheets) in the updated assessment.
- The current Task 2.1 (spreadsheets) has been removed and the content will now be examined in the remaining spreadsheet tasks.

New timings

The time allowed for the updated assessment will be:

- Part 1: 1 hour 15 minutes (previously 1 hour 30 mins)
- Part 2: 1 hour 30 minutes (plus an additional 15 minutes for uploading evidence)

New assessment objectives weighting

The weighting for the learning objectives in the new assessment is as follows:

Part one:		Part two:	
Task 1.1 (AO1)	15%	Task 2.1 (AO4)	25%
Task 1.2 (AO2)	15%	Task 2.2 (AO5)	30%
Task 1.3 (AO3)	15%		

Additional spreadsheet skills to be assessed

The following three spreadsheet skills are now included in the skills list for the assessment:

- Roundup
- Rounddown
- Statistical technique: forecast

A supplement is available covering this on the Osborne Books website: www.osbornebooks.co.uk

Spreadsheet skills that will be no longer assessed

From 1 January 2018 the following spreadsheet skills will no longer be assessed by the AAT in the Advanced Diploma Synoptic Assessment:

- Adjusting contents to fit cells
- Aligning text
- Annotating charts
- AutoSum
- Borders and shading
- Chart production and alteration: bubble, scatter

- Clearing cells
- Consolidating data across several worksheets
- Date and time stamps and formats
- Deleting cells, rows, columns
- Hyperlink
- Histogram (knowledge only)
- Logical formulas: Sumif
- Margins
- Moving average (knowledge only)
- Page breaks
- Page numbering
- Rank & percentile (knowledge only)
- Referencing: Circular
- Report: all or part of the spreadsheet by printing (hard copy), web (HTML), Word®, PDF, PowerPoint®, email
- Trace precedents and dependents
- Validation circles

These skills are currently included in the Spreadsheets for Accountants Tutorial and some of these skills are also currently tested in the Advanced Diploma Synoptic Workbook.

Will the workbook still prepare me for the updated assessment ?

By completing the current assessments in the Advanced Diploma Synoptic Workbook, you will be well prepared to sit the assessment. It will thoroughly test the content of the assessment, and will also provide you with additional spreadsheet skills that will be useful in the workplace.

On 15 January 2018, AAT plan to release a new sample synoptic assessment. At this point Osborne Books will be able to revise the workbook for this unit to reflect the content and structure of the new assessment.