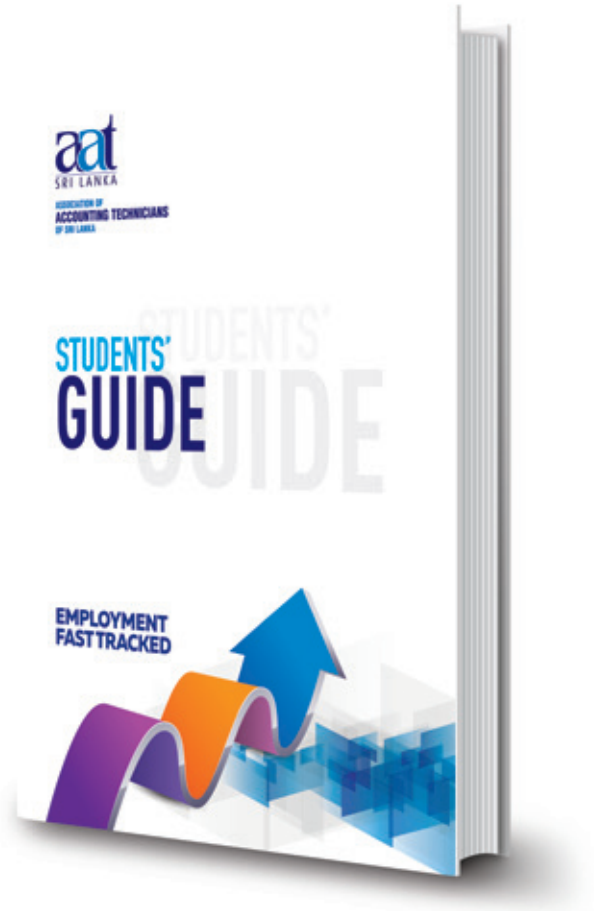
STUDENTS' GUIDE

EMPLOYMENT FAST TRACKED



This Students' Guide is published to AAT website and released on January 2024. This Guide is available to download for free for students which will provide information to get registered with AAT Sri Lanka. Students are advised to keep themselves updated on amendments and additions in various parts of this guide, which may be brought in from time to time.

aat
SRI LANKA

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Attached Application Forms;

- ✓ Application for Student Registration
- ✓ Application for Exemption from AAT Sri Lanka Examinations

The Association of
Accounting Technicians of Sri Lanka

(AAT Sri Lanka)

The Association of Accounting Technicians of Sri Lanka (AAT Sri Lanka) established in **December 1987** on the initiative of the Institute of Chartered Accountants of Sri Lanka, ushered in a new era in the development of accounting education in Sri Lanka. AAT Sri Lanka was incorporated under the Companies Act No. 17 of 1982 and re-registered under the Companies Act No. 07 of 2007.

AAT Sri Lanka was admitted as an Associate Member of the **International Federation of Accountants (IFAC)** in May 1989 which is the Apex Organisation for Accountants. Where as, in November 2017 AAT Sri Lanka was admitted to **full membership of IFAC** AAT Sri Lanka was also admitted as the **First Associate Member of the Confederation of Asian and Pacific Accountants (CAPA), in 1989** the leading organisation of accounting bodies in the region, and admitted as a **full member of CAPA** in the year 2015.

The Governing Council of the Association consists of eight Members nominated by the Institute of Chartered Accountants of Sri Lanka (CA Sri Lanka), a Member each nominated by the Ministry of Finance & Planing and Ministry of Education, five Members elected by the Members of AAT Sri Lanka and the immediate Past President nominated ex officio.

The Council of the Association is responsible for the administration and management of the Association. The association conducts qualifying examinations and supervises student education and training.

The Examination Structure at present consists of three levels namely Level I, Level II and Level III. Those intending to become AAT Sri Lanka members are required to achieve prescribed academic qualifications and practical training before being admitted to the profession.

Vision

To be the most recognized qualification for middle level accounting professionals.

Mission

To provide our students a route to success in life by helping them become **competent** middle level accountants who **add value** to their employers. We provide our members an opportunity for **career progression** & **networking**, our staff an empowered and enjoyable working environment and education service providers an opportunity to develop their **delivery competency** while co-operating for mutual gain with accounting & academic institutions.

Governing Council 2023 - 2024

President	-	**Mr. Naleen De Silva** FMAAT, FCA, ACMA, MBA (USJ)
Vice President	-	**Mr. K.L. Jagath Nandana Perera** FMAAT, FCA, B.B. Mgt. (Acc) Sp.
Secretary	-	**Mr. Indraka Liyanage** FMAAT, MBA, FIB(s), FICM(UK), AICM, MCIS(UK),PGD(CASL), FCPM, GSLID
Immediate Past President	-	**Mr. Russel Fonseka** FMAAT, FCA, B.Sc. (BA) Sp. Hon., MBA, FIB(s)

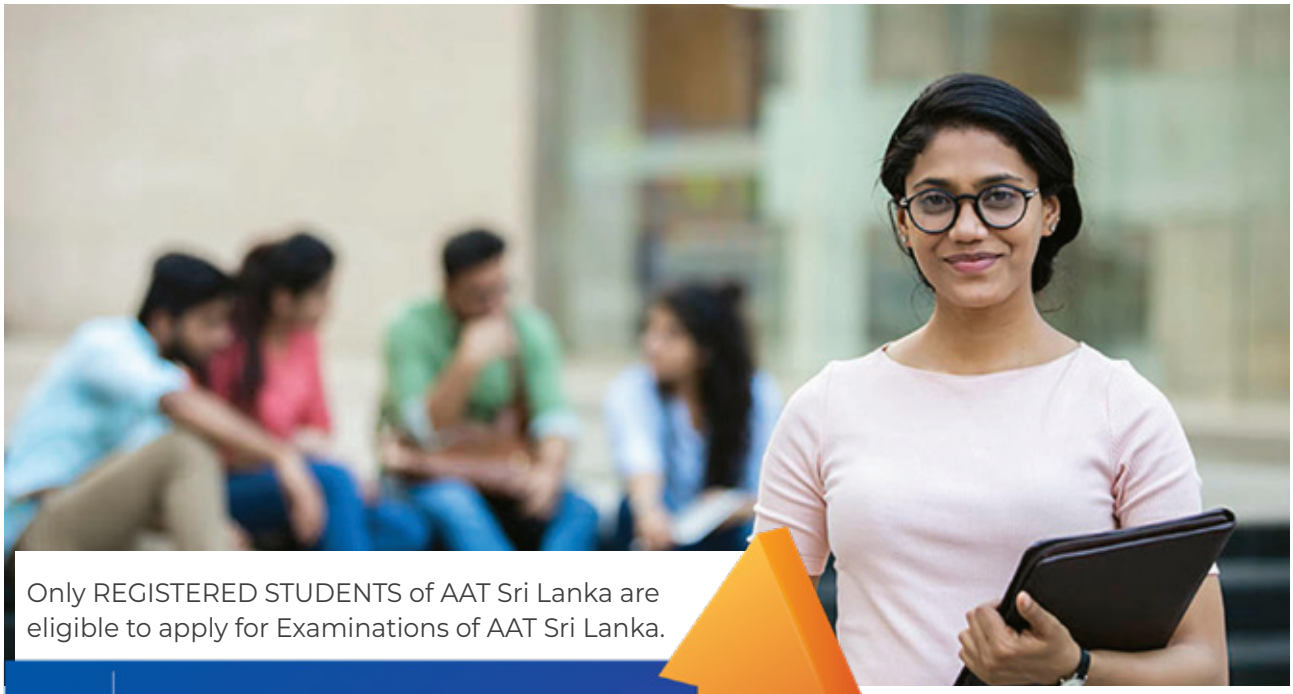
OTHER COUNCIL MEMBERS

Dr. D. B. S. Chamara Bandara	- FMAAT, FCA, FCMA, PhD, MBA
Ms. W. Chamila N. Cooray	- FMAAT, FCA, FCMA (UK), FCMA, FCPM, CPA (Aus), B.Sc (Accountancy) 1st Class Hons., MBA
Mr. R Thilak S K Dharmarathne	- FMAAT, CBA, ACPM, EDBA, MBA (Asia e-University)
Dr. Damith Gangodawilage	- FMAAT, DBA (Kelaniya), MBA (USQ), PGD (BFA), HNDA, EDAF, FTII, CTA, ACPA, ACPM, MIPA (Aus), AFA (UK)
Mr. Lahiru Jayasinghe	- FCA, MBA (PIM), BSc. Bus Admin(sp), ACIM, ACMA, ACPM, CLSSBB
Mr. P D Wasantha Kumara	- FMAAT, M.A (Econ), B.Com (Acc) Sp.(USJ), CBA (CASL), HNDA
Mr. Heshana Kuruppu	- FCA, MBA, PIM, MA (Econ), B.Sc. (Acc) Sp. (USJ), ACMA
Ms. F. S. Naayila Marikkar	- FMAAT, FCA
Mr. B. K. Kapila Ranasinghe	- FMAAT, FCA, FSCMA
Mr. Sunil Wanigabadu	- FMAAT, CPA, FCPM
Ms. G.M. Iresha U. Bandara	- FMAAT, MFE, ACA, ACMA
Ms. Neelamani Malawiarachchi	- BA (Uni. of Col), PGD in Edu. Col, PGD in Mgt-NIE

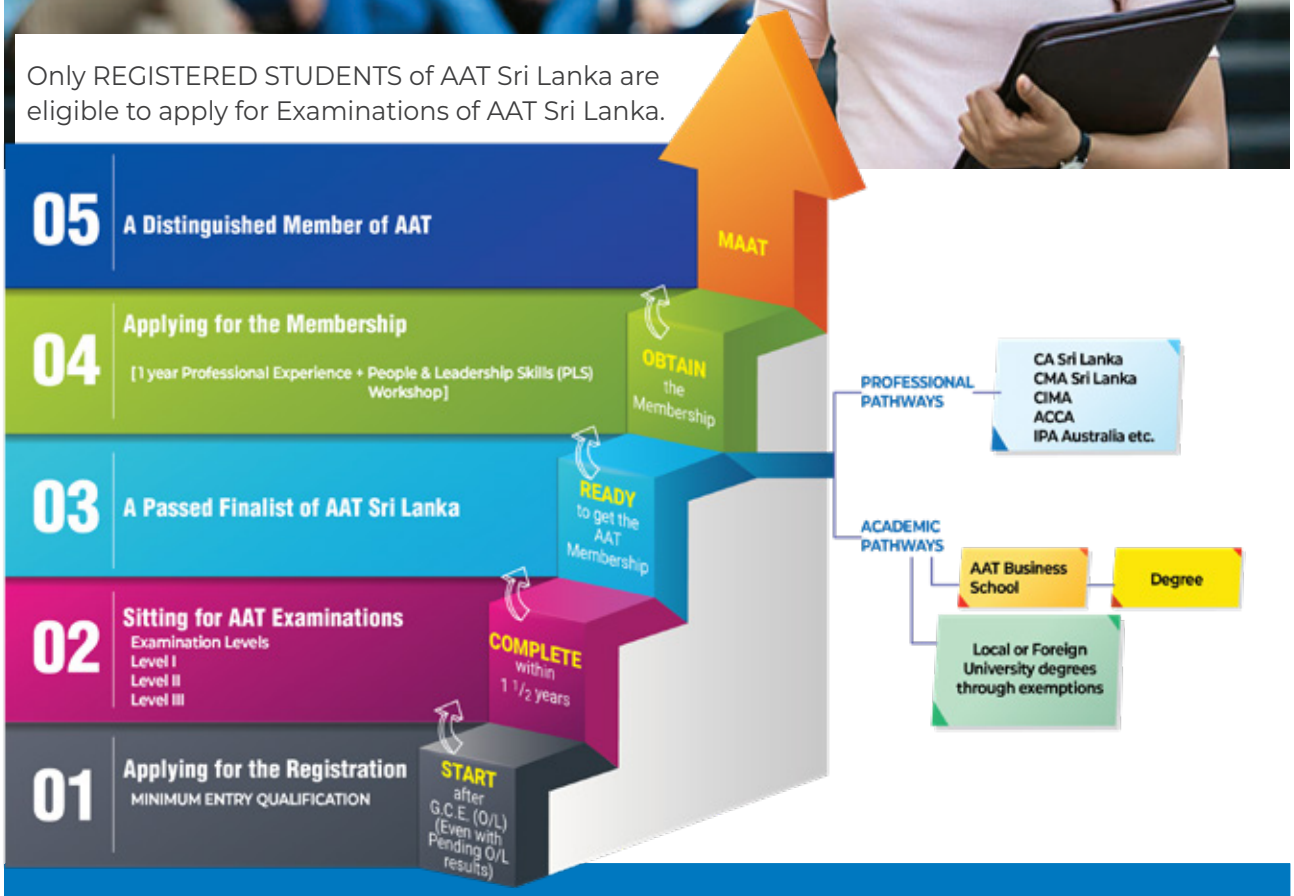
SENIOR MANAGEMENT

Chief Executive Officer	- **Mr. Tishanga Kumarasinghe** FMAAT, B.Com (Sp) Int'l Trade, PG.Dip. (PIM-USJ), MSLIM
Chief Financial Officer	- **Ms. N. Monika K. Ranasinghe** FMAAT, MBA (Fin) Sp. (USQ-AUS), FCA, ACMA
Chief Academic Officer	- **Ms. Nimali Ekanayake** FMAAT, FCA, MPAcc (USJ), B.Sc.(Mgt), Dip. in Taxation
Head of Student Registration & Membership	- **Ms. S. A. Nadee N. Perera** MBA (UK), B.Sc. Mgt. (Sp) (USJ), AIPFM, CBA, MCPM
Head of Examinations	- **Ms. B.R. Lilani Thanuja** FMAAT, MBA (Sp), Finance (Cordiff-UK), FCA, FCMA
Head of Business School	- **Mr. K.A.D.J. Sachith Karunarathna** MBA (Col), BBA (Col) MKT, Dip.M. ACIM, MSLIM
Head of Marketing	- **Mr. Thilina Magalla** MBA. Mktg (UK), PgD. Mktg (UoK), Dip. Brand Mgt (SLIM), MSLIM
Manager - Marketing	- **Ms. Peumika Weeraratne** MBA (Staffordshire University-UK), BBA Finance Sp. (UOC), Adv Dip. CIMA
Head of Human Resources and Administration	- **Ms. Saluja Herath** BBA (HRM) Sp (UOC), PQHRM, L.L Dip
Manager - Education & Training	- **Ms. Ajani Fernando** B.Sc. Accounting (Sp) (USJ), CIMA (UK)-Passed Finalist, Dip. in IT

REGISTRATION OF STUDENTS & THE PATHWAY



Only REGISTERED STUDENTS of AAT Sri Lanka are eligible to apply for Examinations of AAT Sri Lanka.



Minimum Qualification for Registration

G.C.E. (O/L) any 6 passes (Sri Lanka)

or

G.C.E. (O/L) any 5 passes (UK)

or

G.C.E. (A/L) any 2 passes (Sri Lanka/UK)

or

5 years´ experience as an Accounts Clerk / Audit Clerk / Book Keeper / Accounts Trainee in a recognized establishment

or

Any other equivalent or higher qualification acceptable to the Governing Council of AAT Sri Lanka

REGISTRATION PROCEDURE

Any prospective student who wishes to register with AAT Sri Lanka should obtain the registration application kit.

[If you wish to register online, please visit www.aatsl.lk]

How to obtain an Application Kit?

1. **Purchasing from Students' Service Unit** of AAT Sri Lanka-Head office,

   [During office hours from Monday to Friday 8.30 a.m. - 4.45 p.m., Saturday 9.00 a.m. - 4.00 p.m.]

   or

2. **Purchasing from your nearest AAT Branch Office,**

   (Refer the last page of this student guide for branch locations & contact details)

   or

3. **Purchasing from Accredited Education Centres (AECs) of AAT Sri Lanka**

   (Refer Page 34 - 35 for details of AECs)

Special Note

Students who have sat for the GCE O/L and awaiting results can also apply for the registration of AAT Sri Lanka with pending results. Once they pass GCE O/L with minimum of 06 passes, they will be registered as AAT Students.

Students who are currently following G.C.E. A/L can also apply for AAT registration.

Submission of Student Registration Application

Duly completed Registration Application Form should be handed over to AAT Sri Lanka or sent under Registered Cover addressing to Head (Registration & Membership), together with:-

(a) A photo copy of the **Birth Certificate**

(b) A photo copy of the **National Identity Card** (If the National Identity Card is not available, a photo copy of the Postal Identity Card or any other certificate for identification)

(c) Certified photo copies of **Educational Certificates** (For certification details please read the instructions given on the reverse of the Registration Application Form). **Original Certificate/s should contain student's name, signature of the Principal or Deputy Principal and a rubber stamp** with the Name of the Principal or Deputy Principal placed on it.

(d) **Registration fee** can be paid to any branch of **National Savings Bank (NSB)**, **Hatton National Bank (HNB) or Online via www.aatsl.lk**. Cash deposit slips available at the bank should be used if you wish to pay to the bank. After making the payment, please send us the "Customer copy" of the bank slip or online receipt attached to the application (Please refer the **payment instructions** attached to the application for further details).

(e) **Two Passport size coloured photographs** (3.5cm x 4.5cm) with Name and N.I.C No. written on the reverse. (One photograph should be enclosed in a small envelope and atrached to the application without damaging the photo.)

(f) Two self addressed & stamped **(Rs. 60/-) envelopes (9"x5")**

(g) Self addressed **acknowledgement postcard** with a stamp affixed.

Note: Once applied for registration, fess paid **WILL NOT BE REFUNDED**.

Closing Dates of Registration

A person can apply to get registered as a student of AAT Sri Lanka at any time. However, for particular July or January Examinations, following Closing Dates are applicable.

July Examination	-	before 31st January
January Examination	-	before 31st July

Note : The above closing dates of registration may change due to unavoidable reasons.

The revised dates can be obtained from AAT Sri Lanka, print media notices, AAT website and AAT Official Facebook Page.

These should reach AAT Sri Lanka office before the Closing Date of Registration for each Examination.

Registration Fees

Registration Fee	**Rs. 4,500/-**
Concessionary Fee for School Students	**Rs. 4,000/-**

(For those under 19 years of age and currently schooling only)

Late applications

Late applications will be accepted, up to a maximum of seven days after the closing date, subject to below payment structure;

Late Registration Fee	**Rs. 4,950/-**
School Students Late Registration Fee	**Rs. 4,400/-**

N.B.

(1) Students should note that by registering as a student alone will not enable them to sit for AAT Sri Lanka Examinations. Students should send a completed Examination Application Form before the stipulated date to sit for the examinations.
(Refer page No. 15)

(2) An applicant will be registered only according to the name appearing on the Birth Certificate.

Validity of Initial Registration

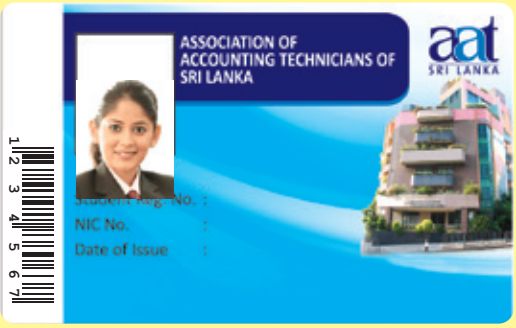
Initial registration is valid **up to 30th December of the year** of initial registration. **Regardless of the date of registration**, an initial registration is **valid till the end of the calendar year** only.

Student Identity Card

Upon registration as a student, a **Student Identity Card will be issued. On receipt of the Student Identity Card, the student should place his usual signature** in the space provided for the purpose.

If the Student Identity Card is lost / misplaced, a **Duplicate Student Identity Card** could be obtained by sending a letter of request with a payment of Rs. 500/-. (fee is subject to revision)

It will be useful for all students to use a clear **signature** and **initials** separately as may be required.



(Format of a Student Identity Card)

Renewal of Student Registration

A student should renew the student registration annually by making the relevant payment for each succeeding year, **until he completes all levels of AAT qualification and becomes a Passed Finalist [PF] of AAT Sri Lanka.** Generally, the renewal fee for the following year should be paid **before 30th December** of the current year. Current renewal fee is 2,250/-. If renewal is done after the due date, a late renewal fee of Rs. 500/- should be added to the normal fee. (Total fee - Rs. 2,750/-) *[Renewal fee is subject to revision.]*

- **Renewal Notices** will be issued to students at the end of November. **It is the responsibility of the students to obtain it and get the registration renewed** (activated) at the appropriate time, if they have not received the relevant documents before the closing date. This information is also available in www.aatsl.lk.
- A registered **student should inform** the Registration Division of AAT Sri Lanka of any **change of** address, mobile number/s and e-mail through a letter or an e-mail.
- Any student who does not renew his/her studentship **will not receive Examination** Application Forms or any other information. from AAT Sri Lanka.
- **Even if a student doesn't sit for any examination** during a particular year, he/she **should renew** the studentship to remain as an active student.

EXEMPTIONS
FROM AAT SRI LANKA EXAMINATIONS

Subject/s of AAT Sri Lanka Examinations can be completed either by sitting for AAT Sri Lanka Examinations or by **obtaining Exemptions based on prior external qualifications** accepted by the Governing Council of AAT Sri Lanka (Example: G.C.E. A/L, University Degrees etc).

An Exemption is equivalent to a Pass in particular subject/s or level/s claimed based on previous qualification/s without sitting for the equivalent subject/s or level/s of the AAT Examination.

All students who wish to complete subject/s or level/s of **AAT Sri Lanka Examinations by exemption upon acquired qualifications** should apply for such **exemptions immediately after the registration** but **before the prescribed deadlines. Only registered and active students can apply for exemptions.**

However, students who await results of such qualifications to apply for the exemptions after registration could apply for same subsequently, subject to the following closing dates. If the exemptions are applied in a latter year after registration, studentship should be active (renewed) before applying for exemptions.

Closing Dates for Exemptions

For July Examination - 31st March
For January Examination - 30th September

As a complete result sheet will not be issued subsequently incorporating the subsequent exemptions granted after the closing dates, **students are strictly advised to adhere to these closing dates.**

Specially, if you have applied for any AAT Examinations in the same period, **any exemption applied after the above deadlines will not be processed** or fed into our computer system. Hence please be careful about the above deadlines.

Exemptions once granted, **will not be cancelled** under any circumstances. The choice to complete a subject must be either by Examination or Exemption only.

If you wish to obtain exemptions from other professional qualifications (such CA, ACCA) based on AAT qualification (Passed Finalist), please refer Page No. 27 and 28 for the special note on exemption on exemptions wherever applicable.

Required exemptions should be obtained before applying for AAT Final (Level III) Examination.

Please refer to the FAQs in www.aatsl.lk to get more information on exemptions.

Exemption application and payment instructions are available in the AAT website.
Please download these from
www.aatsl.lk > Students > Exemptions *or*
www.aatsl.lk > Students > exemption FAQs

Applying for Exemptions

In order to claim exemptions, students are required to send the duly filled application form, deposit slip along with the certified copies of the relevant qualifications before the specified closing dates. An **EXEMPTION CERTIFICATE** will be issued once the exemptions are granted.

Exemptions under NEW CURRICULUM

(Effective from July 2020 examinations)

(1) Subject exemptions - Level I

(A) Registered students who have passed **G.C.E. (A/L)** examination (Sri Lanka/UK) in the following subjects are eligible to be exempted from AAT Level I examination subjects as shown below.

G.C.E (A/L) Subjects	Level I exempted Subject
Accounting	101 Financial Accounting (FAC)
Combined Mathematics / Pure Mathematics / Applied Mathematics / Business Statistics	102 Business Mathematics and Statistics (BMS)
Economics	103 Economics (ECN)
Business Studies / Commerce and Finance	104 Business Environment (BEN)

(B) Those who have passed the Final Examination of the International Association of Bookkeepers **(IAB)** are exempted from 101 Financial Accounting subject (FAC) in Level - I.

(C) Those who have completed the Certificate in Banking and Finance **(CBF/IABF)** Examination of the Institute of Bankers (SL / UK) are exempted from following subjects.

IBSL Subject	Level - I exempted Subject
Business Accounting	101 Financial Accounting (FAC)
Business Mathematics and Statistics	102 Business Mathematics and Statistics (BMS)
Principles of Economics	103 Economics (ECN)

(2) Subject exemptions from Level - I and Level - II

Students who have completed Masters of Business Administration (MBA) Program relating to Management field at an University approved by the University Grants Commission (UGC) of Sri Lanka are eligible to be exempted from following subjects;

Level I

101 Financial Accounting (FAC)
103 Economics (ECN)
104 Business Environment (BEN)

Level II

204 Business Management (BMA)

(3) Complete exemption from Level - I

Advanced Diploma in Business Management (ADBM) offered by National Institute of Business Management **(NIBM)**

(4) Complete exemption from Level I and Business Law (BLA) Subject at Level II

I. Diploma in Management Studies / Higher Diploma in Management Studies of **Open University of Sri Lanka**

II. First (1st) and Second (2nd) year Examination of the **HNDA / HNDC / HNDM** conducted by Government Technical Colleges /Advanced Technological Institutes

III. Completion of **HNDBA** conducted by Government Technical Colleges /Advanced Technological Institutes

Iv. Other University degrees recognized by University Grants Commission (UGC) of Sri Lanka except the Management and Commerce degrees **(non-management degrees)**.

(5) Complete exemption from Level - I and Advanced Financial Accounting and Costing (AFC) subject at Level - II

I. Fundamental (Knowledge Module) of Association of Chartered Certified Accountants - **ACCA(UK)**

(6) Complete exemption from Level I and Business Management (BMA) & Business Law (BLA)

I. Higher National Diploma in Business Management **(HNDBM)** offered by National Institute of Business Management (NIBM)

(7) Complete exemption from Level-I and Business Law (BLA) & Information Systems in Digital Environment (ISD) Subjects at Level - II

I. First (1st) and second (2nd) year Examinations of **Management and Commerce Degrees** recognized by the University Grants Commission of Sri Lanka.

(8) Complete exemption from Level - I and Business Law (BLA) & Advanced Financial Accounting and Costing (AFC) subjects of Level - II

I. Certificate Level of Chartered Institute of Management Accountants **(CIMA- UK)**

II. Foundation Level of Institute of Certified Management Accountants of Sri Lanka - CMA Sri Lanka **(CMA Sri Lanka)**

(9) Complete exemption from Level - I and Advanced Financial Accounting & Costing (AFC) & Business Management (BMA) subjects at Level - II

I. National Certificate for Accounting Technicians **(NCAT)** conducted by Technical Colleges under the Department of Technical Education & Training

(10) Complete exemption from Level - I and Level - II except Advanced Financial Accounting & Costing (AFC) at Level II

I. Passed Finalist of **HNDC / HNDM** conducted by - Government Technical Colleges /Advanced Technological Institutes

(11) Complete exemption from Level - I and Level- II except for Information system in Digital Environment (ISD) at Level II

I. Higher National Diploma in Business Finance **(HNDBF)** conducted by Sri Lanka Institute of Advanced Technological Education

(12) Complete exemption from Level I and Level II

I. **A Degree** in business management discipline from a university which is recognized by University Grants Commission of Sri Lanka with passes in ;

(a) Accounting
(b) Business Mathematics & Statistics
(c) Information Management & Application
(d) Business Law and
(e) Economics

II. Operational Level of Chartered Institute of Management Accountants **(CIMA- UK)**

III. Third (3rd) year Examination of **HNDA** (first and second years should also be fully completed.)

IV. National Diploma in Accountancy **(NDA)** conducted by Technical Colleges under the Department of Technical Education & Training

(13) Complete exemption from Level - I and Level - II with Management Accounting & Finance subject (MAF) at Level - III

I. Operational Level of Institute of Certified Management Accountants of Sri Lanka - CMA Sri Lanka **(CMA-SL)**

(14) Exemptions available for CA Sri Lanka

(A) The scheme of exemptions for those who have passed individual subjects of **Business Level I & II examinations (2020-2025)** of **CA Sri Lanka** is as follows.

Subject passed at CA Sri Lanka - Business Level	Subjects exempted under AAT Sri Lanka Examinations
Business Level - I	
Financial Accounting	101 Financial Accounting (FAC) 201 Advanced Financial Accounting and Costing (AFC)
Financial Mathematics and Statistics	102 Business Mathematics and Statistics (BMS)
Business Law	203 Business Law (BLA)
Business Environment and Economics	103 Economics (ECN) 104 Business Environment (BEN) 204 Business Management (BMA)

Subject passed at CA Sri Lanka - Business Level	Subjects exempted under AAT Sri Lanka Examinations
Business Level - II	
Audit Business Proccesses & Digitalization	303 Financial Controls and Audit (FCA)
Management Accounting	302 Management Accounting and Finance (MAF)
Digital Business Strategy	202 Information system in Digital Environment (ISD)
Business Communication I	310 Business Communication (BC)

(B) Students who have completed entire Business level I with Skill Pillar need to complete the **following subjects in order to become a Passed Finalist of AAT Sri Lanka**

i. 202 Information system in Digital Environment (ISD)
ii. 301 Financial Reporting (FAR)
iii. 302 Management Accounting and Finance (MAF)
iv. 303 Financial Controls and Audit (FAC)
v. 304 Corporate & Personal Taxation (CPT)

(C) Students who have completed entire business level I & II with Skill Pillar should complete the following subjects in order to become a Passed Finalist of AAT Sri Lanka

I. 301 Financial Reporting (FAR)
II. 304 Corporate & Personal Taxation (CPT)

(D) Students who have passed individual subjects of Executive Level I & II examination (2015-2020) (Knowledge Pillar) are eligible for following subject exemptions

Subject passed at CA Sri Lanka - Executive Level	Subjects exempted under AAT Sri Lanka Examinations
KE1 Financial Accounting & Reporting Fundamentals	101 Financial Accounting (FAC) 201 Advanced Financial Accounting and Costing (AFC)
KE 2 Management Accounting Information	102 Business Mathematics and Statistics (BMS) 302 Management Accounting and Finance (MAF)
KE 3 Fundamentals of Law	203 Business Law (BLA)
KE 4 Processes, Assurance & Ethics	303 Financial Controls and Audit (FCA)
KE 5 Commercial Insight for Management	103 Economics (ECN) 104 Business Environment (BEN) 204 Business Management (BMA)

(E) Students who have completed entire Knowledge pillar of Executive level I & II examinations of CA Sri Lanka (2015-2020) should complete the following subjects in order to become a Passed Finalist of AAT Sri Lanka

I. 202 Information system in Digital Environment (ISD)
II. 301 Financial Reporting (FAR)
III. 304 Corporate & Personal Taxation (CPT)
IV. 310 Business Communication (BC)

(F) Students who have completed entire Knowledge pillar and Skills pillar of Executive level I & II examinations of CA Sri Lanka (2015 - 2020) should complete the following two (2) subjects in order to become a Passed Finalist of AAT Sri Lanka

I. 301 Financial Reporting (FAR)
II. 304 Corporate & Personal Taxation (CPT)

Note - 1
Any other qualifications acceptable to the Governing Council of AAT Sri Lanka will be decided case by case.

Note - 2
If previous entitlement criteria for granting of exemptions have not been revised under the current syllabus, exemptions for such cases would be granted appropriately under the criteria that prevailed at that time.

IMPORTANT INSTRUCTIONS
TO STUDENTS

- All registered students **should renew their studentship** (until they complete AAT Final Exam) normally **before 30th December of each year** for the forthcoming year.
- In all correspondence with the Association, the **Student Registration Number should be quoted.** Possession of the **Student Identity Card is a must** for all registered students and it **should be brought** whenever they visit the Association and at Examinations.
- As we do **frequent communications** with students **via SMS & email**, students are required to update us with the latest mobile number and the email ID.
- A registered student should **inform the Registration Division of AAT in writing** the **change of address, mobile number/s, e-mail address or any other personal information** (if any) along with the Student ID wherever applicable.
- As every student will have access to his/her account in AAT student portal of AAT website in the future, students are advised **to provide their e-mail addresses** without fail in the registration application.
- Students are requested to log into **www.aatsl.lk, AAT official FB page** and other AAT Social media platforms frequently **for latest updates**
- The Association **does not refund** registration fees/ renewal fees/ exemption fees **or permit the transfer of such fees** under any circumstances.
- When making payments for Student Registration, the **Application Number starting with "11" should** be written clearly on the cash deposit slip or online payment page. **For Exemptions "33"** should be written before the registration number and **for Renewals "44"** should be written before registration number.
- **Closing dates** for applying for registration/ exemption/renewal should be adhered to by all the students. Students are requested to **update themselves** with the **revision of fee structures** and other useful information from time to time.
- **If not hand delivered,** documents to AAT Sri Lanka should be sent under **registered cover only.**

Join with AAT Social Media Platforms

We invite you to get connected with all AAT social media platforms to get upadated with events, exams, news, competitions and many more..

Scan QR code to Like / Follow

www.aatsl.lk

AAT Sri Lanka
MEMBERSHIP

AAT Member (MAAT)
[Upon successfull completion of membership interview]

Professional Training + People & Leadership Skills (PLS) workshop

Diploma in Accounting and Business (Passed Finalist)

Levels	Courses				
Level III	301 Financial Reporting (FAR)	302 Management Accounting & Finance (MAF)	303 Financial Controls & Audit (FCA)	304 Corporate & Personal Taxation (CPT)	310 Business Communication (BC)
Level II	201 Advanced Financial Accounting & Costing (AFC)	202 Information Systems in Digital Environment (ISD)	203 Business Law (BLA)	204 Business Management (BMA)	
Level I	101 Financial Accounting (FAC)	102 Business Mathematics & Statistics (BMS)	103 Economics (ECN)	104 Business Environment (BEN)	

SOME OF THE BENEFITS OF MEMBERSHIP

Opportunity to ...

- obtain IPA (Australia) & IFA (UK) memberships directly based on AAT membership.
- use "MAAT" designatory letters after member's name.
- opportunity to get conferred at the convocation held at BMICH.
- participate for many networking, knowledge filled and skill enhancement seminars, conference, workshops at special rates or free of charge.
- obtain special discounts and benefits etc.

Please visit www.aatsl.lk for more information

Applying for AAT Sri Lanka EXAMINATIONS

CONDUCTING EXAMS AND EXAMINATION CENTERS

- AAT Level I, II and III Examinations are held twice a year under normal circumstances ;

  1. **January** 2. **July**

  (Due to the changes in government exams these months can be changed.)

- Examination is conducted in main three languages

  > Sinhala > Tamil > English

  (When you are applying for exams you must apply from only one language that you selected. Effective Communication subject is conducts only in English medium)

The main cities where Examination Centers are located

- Colombo
- Badulla
- Kandy
- Anuradhapura
- Matara
- Polonnaruwa
- Kurunegala
- Galle
- Kalutara
- Ampara
- Gampaha
- Batticaloa
- Rathnapura
- Jaffna

(Candidates should select one of the above cities as examination center based on your choice)

Important

> You not allowed to change the medium and selected city mentioned in due to any reason

> The Governing Council has the final authority to change the examination months and dates due to special events

Eligibility for Applying for Exams

- The students who have newly registered in the year where the exam is held
- The students who renewed their studentship for the year where the exam is held

The methods of receiving the examination applications

- The students who have fulfilled the above eligibility criteria are received the Examination Entry forms and Pay-in-Vouchers via post to your registered address.
- The students those who did not receive the applications by post can collect an examination entry form/ Exam application by calling over to the AAT Head Office or any nearest AAT Branch during a limited time period before the closing date of the application.

Applying for Examinations by paying examination fee

- **Over the counter payment via any branch of the Bank of Ceylon (BoC)**

  By using the pay-in-vouchers included in the Examination Entry Form issues by the AAT Sri Lanka, you can pay the examination fee and send the duly filled examination application to AAT Head Office via registered post.

- **Submit online applications**

  You can apply for AAT exams via online through www.aatsl.lk web site. " Please clearly read the information included in the " Apply Exam" and "How to register" in the examination portal before completing and submitting the online examination application online. Then pay your attention for the following;

  1. Online 2. Offline

- **Online** - When you are paying exam fees under this method you can make the payments only through the "Apply Exam" portal and use Debit Card or Credit Cards.
- **Offline -** When you are paying exam fees under this method you can use the pay-in-slip sent along with the Examination Entry Form or a cash deposit slip available at the Bank of Ceylon. Note "22" in front of AAT student registration no. (Eg. 22 xxxxxxx AAT registration No.) as reference no. You need to attach a photo (.jpg format) of such deposit slip to the on examination application.

Important

> If you have already applied for AAT Sri Lanka exam's via online , you need not to hand over or post the completed (hard copy) application to AAT Sri Lanka

> If you have competed the examination application via online but not made the payment, then your Exam Entry Form would not be considered as incomplete Applications and assume that you have not applied for the examinations

> Even if you have made the exam fee payments but not handed over the completed examination application to AAT Sri Lanka or successfully submitted the online examination application you are not eligible to sit for the exam.

> Once you have been registered in the AAT Sri Lanka examination portal by creating a student account you can use it to apply for future examinations as well.

Handing over the Examination Entry Forms to the AAT Sri Lanka

- **Send by registered post**

  Completed Examination Entry form, together with the examination fee payment deposit slip can be inserted to the envelop sent with the Examination

Entry Form and sent to AAT Head office by registered post.

- **Handing over the Examination Entry Form**
  Completed Examination Entry form, together with the examination fee payment deposit slip can be inserted to the envelop sent with the Examination Entry Form and hand over to the AAT Sri Lanka Head office or any of the AAT Sri Lanka branches.

Examination Admission Card required to sit for AAT Examinations

- The Examination Division of AAT Sri Lanka will post Admission Card, Time table and instructions to all eligible candidates about two weeks before the date of the examination.
- Also, you can download the Examination Admission Card from the Examination Portal in the AAT web site during a specified time period by creating a student account. If you have already created an account at the time of applying for exams online then you can directly download the Examination Admission Card and instruction sheet.
- If any candidate was unable to receive the Examination Admission Card none of the above methods, can collect a Duplicate Admission Card by call over to the AAT Head Office or any AAT Branch.

APPEARING FOR THE EXAMINATION

- After you received the Examination Entry Form, you need to get the attestation of your signature from an individual authorized by the AAT Sri Lanka and bring to the examination hall on the very first day itself.
- You should be presented at the examination hall at least one hour before the start of the examination
- Level II and Level III students are given an additional 15 minutes time period to read and understanding the questions in addition to the 3 hours.

Special rules on applying for exams

- If you are eligible to obtain exemptions based on G.C.E (Advanced Level) or any other exams, you need to obtain the exemption before applying for exams by making the payments for such exemptions and handing over the complete the exemptions application form to the Student Registration Division.
- All the subjects in the Level I and Level II can be applied together. If not you can apply for the subjects on your preference.
- When applying for Level III , you need to complete or have obtained exemptions pertaining to Level I & Level II
- When applying for Level III, you can not apply for subject based on your preference. It is compulsory to apply for all the subjects in the Level III together.
- It is possible to apply for Business Communication subject in the Talent Capstone Level by the students who have completed or obtained the exemptions for Level I

Subject Passes

- In order to pass a subject it requires to obtain 50 marks.
- Even though, you have failed the respective Level, If you have obtained a "C grade" or a grade above that such subject results are continuously valid and need not to applied again.
- It is not possible to apply for passed or exempted subjects again.
- You are recognized as a "Passed Finalist" once you complete all the subjects at Level III and Business Communication Subject

Release of results

- Results are released within 50 days from the examination date
- Results can be viewed from the AAT website
- Candidates will be receiving the result sheets by post

Fraudulent Acts

- The candidate's results or the studentship will be cancelled if such students keep the possession of a mobile phone, smart watch or any short note and commit with any act which is contradictory to the examination policies at the time answering the examination.

Passed / Failed Results

- It is required to obtain 50 marks to pass any subject at the AAT examination.
- When issuing Result Sheets the "Pass" or "Fail" status is mentioned in the Result Sheet when releasing the results

Definitions of "Symbols" and "Characters"

Symbol	Definition
*	Exemption
#	Not Applied
+	Absent
**	Conversion Pass

Frequently Asked Questions (FAQs)

You can clarify any issues related to at the time of applying for examinations or examination results or any other service provided by examination division by referring to FAQs noted under the "Examination" menue.

Authority for Final Decision

Conducting the exams, Releasing the results and taking any the authority to take any final decision is rest with the Governing Council of AAT Sri Lanka.

Examination STRUCTURE

Technical subjects.

Level - I			
Paper	Subject No	Code	Duration
Financial Accounting	101	FAC	03 Hours
Business Mathematics and Statistics	102	BMS	03 Hours
Economics	103	ECN	03 Hours
Business Environment	104	BEN	03 Hours

Level - II			
Paper	Subject No	Code	Duration
Advanced Financial Accounting and Costing	201	AFC	03 Hours
Information Systems in Digital Environment	202	ISD	03 Hours
Business Law	203	BLA	03 Hours
Business Management	204	BMA	03 Hours

Level - III			
Paper	Subject No	Code	Duration
Financial Reporting	301	FAR	03 Hours
Management Accounting and Finance	302	MAF	03 Hours
Financial Controls & Audit	303	FCA	03 Hours
Corporate & Personal Taxation	304	CPT	03 Hours

Talent subject

Paper	Subject No	Code	Duration
Business Communication*	**310**	**BC**	**03 Hours**

* *BC subject will be held only in English medium and ca be applied either Level II or Level III*

Examination
ACTION VERB CHECK LIST

In order to ensure desired teaching and learning, and unambiguous assessment, the new syllabus of AAT Sri Lanka also introduces an 'Action Verb Check List'. This will be provided to students with their study texts as well as with each examinations they are to endure.

LEVEL OF COMPETENCY	DESCRIPTION	ACTION VERBS	VERB DEFINITIONS
Analysis (4)	Draws Connections Among Ideas and Solve Problems	Analyze	Examine in details to find the solution or outcome
		Differentiate	Constitute a difference that distinguishes something
		Discuss	Examine in detail by arguments
		Compare	Examine to discover similarities
		Contrast	Examine to show differences
		Outline	Make a summary of significant features
		Communicate	Share or exchange information
Application (3)	Uses and Adapts Knowledge in New Situations	Apply	Put into practical use
		Calculate	Ascertain or reckon with mathematical computation
		Demonstrate	Prove or exhibit with examples
		Prepare	Make or get ready for particular purpose
		Solve	Find solutions through calculations and/or explanation
		Assess	Determine the value, nature, ability or quality
		Graph	Represent by graphs
		Reconcile	Make consistent/compatible with another
Comprehension (2)	Explains & Elucidates Ideas and Information	Define	Give the exact nature, scope or meaning
		Explain	Make a clear description in detail using relevant facts
		Describe	Write and communicate the key features
		Interpret	Translate into understandable or familiar terms
		Recognize	Show validity or otherwise using knowledge or contextual experience
Knowledge (1)	Recalls Facts and Basic Concepts	List	Write the connected items
		Identify	Recognize, establish or select after consideration
		State	Express details definitely or clearly
		Relate	Establish logical or causal connections
		Draw	Produce a picture or diagram

STRUCTURE OF QUESTION PAPERS

(Effective from July 2020 Examination)

Level I	**Section A – 40 Marks (OTQs)** 10 – 20 Objective Test Questions (OTQs) (1,2,3 or 4 marks)
	Section B – 40 Marks 4 compulsory questions each worth 10 marks. Short scenario may be given
	Section C – 20 Marks One compulsory question with 20 marks. Mid -sized scenario may be given
Level II	**Section A – 25 marks (OTQs)** 8 – 15 Objective Test Questions (OTQs) (1,2,3 or 4 marks)
	Section B – 50 Marks 5 compulsory questions each worth 10 marks. Short scenario may be given
	Section C – 25 Marks One compulsory question with 25 marks. Mid -sized scenario may be given
Level III	**Section A – 20 Marks** 4 compulsory questions each worth 5 marks. Short scenario may be given
	Section B – 30 Marks 3 compulsory questions each worth 10 marks. Short scenario may be given
	Section C – 50 Marks 2 or 3 compulsory questions with 10,15, or 25 marks. Mid scenario may be given

Note 01
All the question papers are of three-hours duration and additional reading time of 15 minutes is given for Level II and Level III question papers. The structure of the Business Communication paper is similar to that of Level II question papers

Note 02
Students can apply for courses of Level I and courses of Level II together and Level III can be applied only after the completion of Level I and Level II courses.

Note 03
students can apply for the Business Communication course after the completion of Level I courses.

Note 04
Pass mark per course is 50.

TRANSITIONAL PROVISIONS

BASED ON SUBJECTS

Curriculum 2015		Curriculum 2020	
AA11	Financial Accounting Basics (FAB)	101	Financial Accounting (FAC)
AA12	Quantitative Methods for Business (QMB)	102	Business Mathematics & Statistics (BMS)
AA13	Economics for Business & Accounting (EBA)	103	Economics (ECN)
AA15	Business Operations & Management (BOM)	104	Business Environment (BEN)
AA21	Advanced Financial Accounting (AFA)	201	Advanced Financial Accounting & Costing (AFC)[xx]
AA22	Cost Accounting & Reporting (CAR)		
AA25	Business Law & Ethics (BLE)	203	Business Law (BLA)
AA26	Business Management & Strategy (BMS)	204	Business Management (BMA)
AA31	Financial Accounting & Reporting (FAR)	301	Financial Reporting (FAR)
AA32	Management Accounting & Finance (MAF)	302	Management Accounting & Finance (MAF)
AA33	Processes, Control & Audit (PCA)	303	Financial Controls & Audit (FCA)
AA35	Corporate & Personal Taxation (CPT)	304	Corporate & Personal Taxation (CPT)
SS1	Effective Communication Skills (ECS)	310	Business Communication (BC)
SS2	Information Technology Skills (ITS)	202	Information Systems in Digital Environment (ISD)

xx Students who sat AA21 and AA22 and completed only AA21, will be exempted from 201 Advanced Financial Accounting & Costing (AFC) Course.

BASED ON LEVELS

Curriculum 2015	Curriculum 2020
Students who completed all courses of AA1 Level	They will be exempted from all courses of Level I
Students who competed all courses of AA1 level and AA2 level	They will be exempted from all courses of Level I and II
Students who completed all AA1, AA2 and AA3 levels without Effective communication Skills (ECS)	They will be exempted from 12 courses of Level I, II, and III and they should sit only the Business Communication (BC) course

DETERMINATION

Fulfilling my Ambition in life...

Suggested Weightings in terms of STUDY TIME ALLOCATION AND DETAILED SYLLABUS CONTENT (TECHNICAL CAPSTONE)

Level-I

101 Financial Accounting (FAC)

This course is an introductory course in accounting that intends to provide students with necessary fundamental knowledge in accounting concepts, principles and practices in order to train them to prepare basic financial statements of an organization which will be useful to proceed to higher level accounting courses in Levels II and III.

Unit	Key Topics	Weightage %	Notional Hours
1.	Introduction to Accounting	05	11
2.	Accounting Equation, Double Entry System and Accounting Concepts	25	56
3.	Prime Entry Books, Control Accounts and Trial Balance	27	62
4.	Preparation of Financial Statements	30	68
5.	Bank Reconciliation Statements	08	17
6.	Computerized Environment and Importance of being Ethical	05	11
	Total	**100**	**225**

102 Business Mathematics and Statistics (BMS)

'Business Mathematics and Statistics' is a supportive course that provides students with basic knowledge and application of business mathematics and statistics. The knowledge obtained in this course would be useful to analyze and solve business problems as well as to follow higher level courses.

Unit	Key Topics	Weightage %	Notional Hours
01	Basic Mathematics for Business	15	34
02	Financial Mathematics for Business	20	45
03.	Financial Operative Measures for Business	10	22
04	Data Presentation and Descriptive Measures	15	34
05	Comparing Two Quantitative Variables	15	34
06	Probability and its Applications	15	34
07.	Index Numbers and Forecasting	10	22
	Total	**100**	**225**

103 Economics (ECN)

This course is designed to provide students with fundamental knowledge in economic concepts principles and theories in relation to micro and macro-economics to enhance the ability of students to analyze the nature and the impact of economy, financial system, money and general price levels and exchange rates on the business activities and decision-making.

Unit	Key Topics	Weightage %	Notional Hours
01	Economic Concepts and Systems related to Business Environment.	15	23
02.	Demand, Supply Equilibrium and ways of Government Intervention	20	30
03.	Behavior of Production Process and Different Market Structures.	15	22
04.	National Accounting and Role of the Government	20	30
05.	Financial System, Money and General Price Level	15	22
06.	International Trade and Foreign Exchange Market	10	15
07.	Economic Growth, Development and New Trends in the Economy	05	08
	Total	**100**	**150**

104 Business Environment (BEN)

The course focuses on developing the skills to comprehend the concept of business, organization and the impact of business environment such as, supportive services, government, society and business ethics on the business activities and decision-making. It is also expected to highlight the importance of SMEs and financial markets for the development of an economy.

Unit	Key Topics	Weightage %	Notional Hours
01.	Concepts of a Business and Different Types of Organizations	20	30
02.	Business Environment and its Effect on Business Organizations	10	15
03.	Supportive Services to Businesses	30	45
04.	Trade in Business Organizations	10	15
05.	Influences of the Government to Business and the Importance of Business Ethics and Social Responsibility of a Business	10	15
06.	SMEs as the Backbone of an Economy	05	08
07.	Contribution of Entrepreneurship	10	15
08.	Financial Market in Sri Lanka	05	07
	Total	**100**	**150**

Level-II

201 Advanced Financial Accounting and Costing (AFC)

This is an advanced course which is developed on the foundation of financial accounting in Level I to enhance the application of skills to prepare financial statements of a partnership, limited liability company and not for profit organization. This course would further provide the knowledge in basic cost accounting concepts and techniques.

Unit	Key Topics	Weightage %	Notional Hours
01.	Elements and Components of Financial Statements and Adjustments for Financial Statements	15	30
02.	Financial Statements for a Limited Liability Company	20	40
03.	Financial Statements for a Partnership	15	30
04.	Financial Statements using Incomplete Records and Financial Statements for Not for Profit Organizations	20	40
05.	Cost Accounting	30	60
	Total	**100**	**200**

202 Information Systems in Digital Environment (ISD)

This course is designed to acquaint the students with more concepts in ISs and IT in organizations and the ethical, social and legal environment for ISs. It is also expected to convince the students about the importance of being vigilant on the new trends in IT and ISs such as AI, Block Chain etc to survive in the ever-changing dynamic digital world.

Unit	Key Topics	Weightage %	Notional Hours
01.	Concepts of Information Systems and Impact of Information Systems	10	20
02.	Information Technology Infrastructure	25	50
03.	Information Systems in Organizations	30	60
04.	Ethical, Social and Legal Environment for Information Systems	20	40
05.	Technology Trends Impacting on Information Systems	15	30
	Total	**100**	**200**

203 Business Law (BLA)

Subsequent to successful completion of this course, students will be able to demonstrate an understanding of the law and regulatory framework and the legal environment related to organizations and businesses in Sri Lanka. This will further discuss the laws related to international trade, offences related to the business environment and new regulations.

Unit	Key Topics	Weightage %	Notional Hours
01.	Introduction to the Law and Regulatory Framework of Sri Lanka	05	10
02.	Law of Contracts	15	30
03.	Law of Sale of Goods	15	30
04.	Law of Agency	10	20
05.	Corporate Law and Partnership Law	10	20
06.	Law applicable to Negotiable Instruments	08	16
07.	Labour Law and Alternative Dispute Resolutions	10	20
08.	Law of Insurance, Leasing, Hire-Purchase and Loans	10	20
09.	International Trade Law	05	10
10.	Offences Relating to the Business Environment and New Regulations	12	24
	Total	**100**	**200**

204 Business Management (BMA)

This course intends to acquaint the students with concepts and principles in general management, management process, the functional areas of an organization and the change and strategic management and their importance in achieving organizational goals. This will further help students to gain experience to improve their skills such as teamwork, leadership and communication

Unit	Key Topics	Weightage %	Notional Hours
01.	Introduction to Management and Different Perspectives of Management	10	20
02.	Functions of Management Process	35	70
03.	Operation Management	10	20
04.	Marketing Management	15	30
05.	Human Resource Management	15	30
06.	Change Management	05	10
07.	Introduction to Strategic Management	10	20
	Total	**100**	**200**

Level-III

301 Financial Reporting (FAR)

This course starts with providing an understanding of the governance structure, ethics, the conceptual framework of financial reporting, regulatory and disclosure requirements of LKAS and SLFRS to enhance the application and analytical skills of students to prepare financial statements and to analyze and interpret financial and non-financial data and provide information for decision making.

Unit	Key Topics	Weightage %	Notional Hours
01.	Governance Structure, Importance of Ethics in Accounting and Conceptual Framework of Financial Reporting	10	20
02.	Regulatory Requirements, and Application & Disclosure Requirements of Sri Lanka Accounting Standards in preparing Financial Statements	30	60
03.	Financial Statements for a Limited Liability Company for Publication Purpose	30	60
04.	Interpretation of Financial and Non-Financial Data and Information	15	30
05.	Consolidated Financial Statements	15	30
	Total	**100**	**200**

302 Management Accounting and Finance (MAF)

The aim of this course is to enable students to acquire knowledge in Management Accounting. This deals with decision-making under Risk & Uncertainties, Budgeting & Controlling, Standard Costing, Cost of Capital, Investment Appraisal and Working Capital Management of an organisation. Studying this course will be helpful to improve the decision making skills related to raising and utilization of funds.

Unit	Key Topics	Weightage %	Notional Hours
01.	Introduction to Management Accounting, Relevant Cost in Decision Making and Decision Making under Risk & Uncertainties	25	50
02.	Process Costing and Digital Costing	15	30
03.	Different Types of Budgets and Planning & Controlling Vs Budgeting	15	30
04.	Standard Costing and Variance Analysis	15	30
05.	Sources of Capital and Cost of Capital	10	20
06.	Capital Investments Appraisal	15	30
07.	Working Capital Management	05	10
	Total	**100**	**200**

303 Financial Controls and Audit (FCA)

This course is expected to enhance students' knowledge & competencies about business processes and Auditing Standards applicable in conducting and reporting the audit of financial statements. Moreover, this also emphasizes on the ethical requirements and quality requirements of an audit of financial statements of an organization.

Unit	Key Topics	Weightage %	Notional Hours
01.	Business Environment and Governance Framework	05	10
02.	Risk Management Framework	05	10
03.	Internal Control System and Business Processes	25	50
04.	Assurance Engagements and Related Services	05	10
05.	Risk Assessment and Audit process	20	40
06.	Audit Evidence	15	30
07.	Audit Reporting	10	20
08.	Ethical Requirements	10	20
09.	Quality Requirements of an Audit of Financial Statements	05	10
	Total	**100**	**200**

304 Corporate and Personal Taxation (CPT)

This course intends to provide the requisite knowledge in taxation of Sri Lanka to identify sources of income to manage taxation for individuals, companies and others. This will focus further on obligations, procedures and concepts of applications of WHT, Capital Gains, VAT, NBT, ESC and stamp duty to enhance the skills of students to manage the taxation of an entity effectively.

Unit	Key Topics	Weightage %	Notional Hours
01.	Introduction to Taxation of Sri Lanka	05	10
02.	Sources of Income	30	60
03.	Taxation of Individuals & Companies (Resident)	20	40
04.	Taxation of Miscellaneous Undertakings	10	20
05.	Obligations and Procedures	10	20
06.	Concepts and Applications of WHT, Capital Gains Tax and Case Laws	10	20
07.	Other Business Taxes (VAT, NBT, ESC and Stamp duty)	15	30
	Total	**100**	**200**

310 Business Communication (BC)

This is an additional course unit apart from the 12 courses to be completed with either level II or level III to enhance the business communication skills. The course intends to provide the students with conversation, reading, writing and presentation skills in effective communication to meet the expectations of employers.

Unit	Key Topics	Weightage %	Notional Hours
01.	Conversational Skills	20	40
02.	Reading Skills	20	40
03.	Business Writing Skills	20	40
04.	Functional Grammar	15	30
05.	Business Presentation Skills	15	30
06.	Job Interview Skills	10	20
	Total	**100**	**200**

Preparation for AAT SRI LANKA EXAMINATIONS

FOLLOWING CLASSES AT ACCREDITED EDUCATION CENTRES

AAT Sri Lanka conducts its own classes in Colombo in both Sinhala & English media to coach students to prepare for AAT Sri Lanka Examinations.

In addition, AAT Sri Lanka monitors registered classes named as; **Accredited Education Centres (AECs)** located throughout the country to conduct classes for AAT Sri Lanka examinations, in all the three mediums such as Sinhala, English & Tamil. Students can obtain the list of ABC, by refering to student guide or visiting AAT website [www.aatsl.lk > Students > AECs].

Information regarding student registration, examinations, job bank & employment opportunities could be obtained from these AECs.

FOR YOUR READINGS

Core reading materials such as;

• **Self Study Texts**

These text books have been written by professionals competent on the subject explaining the contents of the syllabus for the guidance of both lecturers and students preparing for AAT Sri Lanka examinations.

• **Pilot Papers & Suggested Answers**

A pilot paper is presented when a new syllabus is introduced to indicate the pattern of the question paper at the forthcoming examination. Students are expected to prepare covering the content of the syllabus and identifying core areas.

Suggested answers are also published to the pilot paper for students to familiarize with the type of answers expected.

• **Past Papers & Suggested Answers**

Perusal of past question papers and suggested answers helps students to master the art of answering questions at examinations. Analytical study helps them to identify core areas in a syllabus picking areas tested repeatedly.

• **Examiners' Reports**

Examiners' Reports provide a review of the performance of candidates in the examinations and detailed analysis of the standards of answering. This will help students to understand and correct their common mistakes. These reports are published for all the subjects of the three levels and in all the media. Students can access these reports through our website.

Study Texts and Suggested Answers are available for students to be purchased at the AAT Sri Lanka Head Office and branches. (Contact details are on the last page). Suggested Answers are also available in the AAT web site to be downloaded at free of charge. These will facilitate students to obtain subject knowledge at a greater depth and pass examinations with ease as the study materials have been prepared to meet the requirements of AAT Sri Lanka Curriculum. Students can obtain further information or clarifications by simply dialing the Students' Services Unit on 011-2559669 during office hours or personally calling over for the purpose.

Exemptions available for
AAT SRI LANKA QUALIFICATION

Passed Finalists (Diploma in Accounting & Business) and members of AAT Sri Lanka are eligible to register and claim exemptions from several Professional Courses and University degrees.

PROFESSIONAL INSTITUTES

- **Institute of Chartered Accountants of Sri Lanka (CA Sri Lanka)**
  - » Passed Finalists of AAT Sri Lanka are entitled for complete exemption at Business Level I and two subjects exemptions at Business Level II of the CA Sri Lanka Curriculum effective from March 2020.

    The exemptions are as follows:

    Business Level I - (Complete Level Exemption)
    - BL 1 Financial Accounting
    - BL 2 Business Mathematics & Statistics
    - BL 3 Business Law
    - BL 4 Business Environment & Economics
    - CS 1 Business Communication I

    Business Level II - (Exemptions of 2 Subjects)
    - BL 5 Audit, Business Processes and Digitalisation
    - BL 7 Business Taxation

Special Note
As per CA Sri Lanka policy studnets who have obtained AAT qualificatiion through other exemptions other than A/L will not be considered.

- **Institute of Certified Management Accountants of Sri Lanka (CMASL)**

  Passed Finalists of AAT Sri Lanka are eligible for exemption from all the subjects at Certificate Level and three subjects at Operational Level.

  → **Certificate Level**
  - CL 1.1 - Management Accounting Fundamentals
  - CL 1.2 - Financial Accounting & Finance Fundamentals
  - CL 1.3 - Business Fundamentals
  - CL 1.4 - Quantitative Methods for Business
  - CL 1.5 - Business English

  → **Operational Level**
  - OL 2.2 - Advanced Financial Accounting & Finance
  - OL 2.4 - Taxation and Commercial Law
  - OL 2.5 - Professional Communication

Special Note:
Upto AAT 2010 syllabus, only foundation level (5 subjects) will be exempted from AAT 2015 syllabus onwards, 8 subjects will be exempted (certificate level + 3 subjects from operational level)

- **Chartered Institute of Management Accountants (CIMA-UK)**

  Passed Finalists and Members of AAT Sri Lanka are entitled for complete exemption at Certificate Level.

  Certificate Level - Complete Level Exemption
  - BA 1 Fundamentals of Business Economics
  - BA 2 Fundamentals of Management Accounting
  - BA 3 Fundamentals of Financial Accounting
  - BA 4 Fundamentals of Ethics, Corporate Governance and Business Law

- **Association of Chartered Certified Accountants (ACCA-UK)**

  Passed Finalists are eligible for exemptions from the following 03 subjects of the ACCA Applied Knowledge Module [Transcript + PF certificate required to produce to obtain exemption]

  Business and Technology (BT)
  Management Accounting (MA)
  Financial Accounting (FA) and,
  Financial Reporting (FR) subject of the Applied skill Module

Special Note
As per ACCA Global policy, AAT Passed Finalist who have obtained AAT Qualification through other exemption pathways will not be considered for this exemption.

- **Institute of Public Accountants (IPA) of Australia and Institute of Financial Accountants (IFA) of United Kingdom**

  The members of AAT Sri Lanka are eligible to obtain the membership of Institute of Public Accountants (IPA) of Australia and Institute of Financial Accountants (IFA) in the United Kingdom.

- **AAT Business School**

  The Passed Finalists of AAT Sri Lanka are eligible to obtain complete exemption from the 1st year of Higher Diploma in Accounting & Finance (HDAF) Program out of two years.

- **Chartered Institute of Personnel Management (CIPM)**

  Passed Finalists can register for the Chartered Qualification in HRM (CQHRM) with an exemption from ACHRM (Advanced Certificate in HRM ACHRM).

- **Sri Lanka Institute of Advanced Technological Education (SLIATE) / Technical Colleges in Sri Lanka**

  Passed Finalists are eligible to register for the HNDA Course with 1st year exemption.

- **Institute of Chartered Corporate Secretaries of Sri Lanka (ICCS)**
  The Passed Finalists and Members of AAT Sri Lanka are eligible to obtain the following subject exemptions.

  → **Foundation Stage - A**
  Economics
  Business Management

  → **Foundation Stage - B**
  Financial Accounting
  Business Statistics
  Human Resource Management
  Corporate Administration

  → **Professional Part II**
  Taxation

UNIVERSITIES - SRI LANKA

- **University of Sri Jayewardenepura**
  AAT Passed Finalists are eligible to apply for the registration of following External Degrees:-
  (a) B. Com.
  (b) B. Sc. - Business Administration
  (c) B. Sc. - Public Administration

- **University of Colombo – Faculty of Management & Finance**
  Passed Finalists are eligible for registration for the Executive Diploma in Business Administration.

- **University of Kelaniya**
  Passed Finalists are eligible to register for the BA (General / Special) external degree.

- **The Open University of Sri Lanka**
  Passed Finalists are eligible to apply for the selection examination of:
  - Diploma in Management

UNIVERSITIES - FOREIGN

- **National Institute of Business Management (NIBM) in collaboration with Coventry University UK.**
  Upon successfully completion of the evaluation made on the interview and obtaining successful grade in the English Test, Passed Finalists of AAT Sri Lanka who are having industry experience of minimum 3 months are eligible for first year exemption from BA [Hons] Degree in Professional Accounting out of three years.

- **BMS - Business Management School in collaboration with Northumbria University - UK**
  Passed finalists of AAT Sri Lanka are eligible to enter Level Four (second year) of BA (Hons) Accounting & Finance Programme, subject to:
  (a) Completing the entire AAT Programme in English
  or
  Satisfying the English Language requirements of Northumbria University.
  (b) Payment of the appropriate fee.
  Students who have registered and successfully completed the above programme will be awarded the degree of BA (Hons) Accounting & Finance.

- **Seagis Campus (Pvt.) Ltd. in collaboration with Canterbury Christ Church University (UK)**
  AAT members who are having more than two years managerial experience are entitled to enter the Master of Business Administration (MBA) Programme of Canterbury Christ Church University U.K. conducted locally at Seagis Campus (Pvt.) Ltd.

- **BCAS Campus in collaboration with the Southhampton Solent University (UK)**
  AAT Passed Finalists, completed the qualification in English are eligible to apply for the B.Sc. (Hons) Accounting & Finance degree. The program enables students with AAT qualification to obtain an honors degree in one year.

- **European City Campus in collaboration with the City University, Malaysia and University of Pacific, Nicaragua, Central America**
  AAT Passed Finalists are eligible to do only the final year to obtain below mentioned degrees.
  - Bachelors of Business Administration (Hons) - City University, Nicaragua, Central America.
  - Bachelors of Business Administration - University of Pacific, Nicoragua, Central America.
  - Bachelors of Internation Business - University of Pacific, Nicaragua, Central America

- **SLIIT Academy in collaboration with University of Bedfordshire (UoB) U.K.**
  AAT Passed Finalists who fulfill the English language proficiency requirement (Minimum 'C' pass for G.C.E. O/L English language subject) are entitled for a lateral entry to year 2 upon completion of two additional module in the year 1 of BA (Hons) Business Administration (Level top up) degree offered by SLIIT Academy in collaboration with University of Bedfordshire (UoB) U.K.

Professional Experience for MEMBERSHIP

1. OVERVIEW

Adequate training is required for Passed Finalist to demonstrate that they have gained technical competence, Professional skills, Professional values, Ethics and Attitudes which are necessary for performing this role. One year's period of Professional Experience / Training should be completed by students followed by participation to People & Leadership Skills (PLS) workshop to become a member of the association.

ASSESSMENT METHOD

Input Assessment

A minimum of 220 working days of practical work experience covering a calendar year should be obtained and recorded in the Training Record Book.

Output Assessment

- Skill Assessment Report by the supervising member has to be submitted bi-annually
- Training record book content and trainee evaluation through one-to-one interview by an assessing member (annual assessment)
- Viva Voce Presentation
- Development of Professional Values, Ethics and Attitudes

MINIMUM REQUIREMENT FOR OBTAINING TRAINING / PRACTICAL WORK EXPERIENCE

Complete one year of Training / Practical Work Experience with a minimum of 220 working days per year.

Special Note: A working day shall be a day with a minimum of 7 and a maximum of 8 working hours. A half-day will be considered on a proportionate basis. Working hours gathered on part time basis or weekend's assignments will not be considered equivalent to a working day.

MINIMUM REQUIREMENT FOR MONITORED TRAINING

Experience Category	(No. of days)	
	Public Practice	Non-Public Practice
Financial Accounting	40	100
Audit & Assurance	80	
Taxation	10	10
Management Accounting and Financial Management	5	20
Information Technology	20	20
General Management and Secretarial Practice	5	10

MINIMUM REQUIREMENT NON MONITORED TRAINING

Experience Category	(No. of days)
Financial Accounting	100
Audit & Assurance	
Taxation	10
Management Accounting and Financial Management	20
Information Technology	20
General Management and Secretarial Practice	10

*Please refer to relevant record form available in website (https://aatsl.lk/index.php/en/training/non monitored-training)

2. METHODS OF OBTAINING TRAINING / PRACTICAL WORK EXPERIENCE

2.1. MONITORED TRAINING

Professional training under Monitored agreement method can be obtained from an approved organization in the Audit or Non-Audit sector under the direction of a member of CA Sri Lanka with the intention to claim exemptions for the training requirement at CA Sri Lanka. The approved training organizations list is available in the CA Sri Lanka website (casrilanka.com).

Special Note: To be eligible to claim "One Year" of exemption from CA Sri Lanka training requirement, Trainee is required to undergo "One Year" of training under monitored training agreement.

DOCUMENTS AND PROCEDURE

- Select a practicing firm/Audit firm or non-audit sector organization recommended by AAT Sri Lanka and CA Sri Lanka. (You should undergo the training under the supervision of a Chartered Accountant)
- Submit a letter issued by the supervising member at your training organization expressing his willingness to be the supervising member. (The Letter should include Student Name, Student Registration number, Date of Appointment of the students and Designation.)
- Obtain a slip from the Education & Training division to purchase the training record book along with the training agreements once you submit the letter issued by the training partner.

Practical Training Experience for MEMBERSHIP

- Get the signatures from the Supervising member at your training organization for all 3 copies of the agreements (Trainee's Copy, Training Organization's Copy, AAT Institutes' Copy).
- Submit the Signed and Completed agreements to the Education & Training Division of AAT Institute within two weeks.
- Collect your copy (Trainee's copy) of the Agreement once the letters are posted to your training organization by AAT institute.

BACKDATING TRAINING RECORDS

Training records can be backdated only upto 3 months from the agreement received date (only up to the latter date of your AAT registration date or training commencement date).

SUBMITTING QUARTERLY RECORDS

First two quarter summaries of training records can be submitted at once after the 6 month of training prior to the 7th month end from the agreement commencement date.

Third and Fourth quarter summaries of training records should be submitted after the each quarter. (Within one month subsequent to the quarter ending date).

2.2 NON-MONITORED TRAINING

Professional training under Non-Monitored agreement method can be obtained without entering into an agreement with the training organization and AAT institute. Student can opt for Non-Monitored training under the below mentioned instances.

- If the student has already completed training or worked at an organization in Finance/Accounting related field without a valid agreement as prescribed by AAT Sri Lanka.
- If your training organization is a firm/ organization other than an approved organization of CA Sri Lanka or your supervising member has qualification other than CA membership.

Training under Non-Monitored training can be obtained in any proprietorship, partnership, Corporate Body, Government organization, Bank and Financial Institution or any other institution under the direction on a supervising member as accepted by AAT Sri Lanka. Examples for places eligible to undergo non-monitored training by a student would be as follows.

- A Ministry
- Government Department
- State Corporation
- Statutory Authority
- Banking Institution
- Hotel
- Limited Liability Company
- Firm of Chartered Accountants
- Tax Consultancy
- Management Consultancy
- Approved Audit Firm

Documents and Procedure

- Download Relevant format of "Practical Accounting Experience Record Form" from AAT website (https://aatsl.lk/index.php/en/training/non monitored-training) and obtain adequate copies of this Form (Minimum 52 copies per year) and fill them appropriately. (All the pages and the summary sheet should be bound as a booklet prior to submission.)
- There are two formats for those who commenced training before 1st October 2020 and need those who commenced training after 1st October 2020. Make sure to download the relevant format.
- The applicant's signature, supervising member's signature and company seal should be originally placed on each Experience Record Form.
- A copy of the supervising member's certificate for the relevant qualification. (If supervising member is CA or AAT member clearly mention his / her name and CA membership number).
- Service letter which covers the training period.

Back- dating training records

Training records can be backdated up to the registration date with AAT Sri Lanka or the date you commenced the training whichever is later, with the approval of Education Training Division of AAT Sri Lanka.

Qualification/s the Supervising member can possess to be eligible to supervise AAT trainee

a. Member of AAT Sri Lanka
b. Member of CA Sri Lanka
c. Member of CIMA (UK)
d. Member of ACCA (UK)
e. Member of IBSL
f. Member of CMA Sri Lanka
g. A Government Accountant
h. Holder of the Certificate in Certified Business Accountant (CBA) of CA Sri Lanka
i. Holder of HND in Accounting
j. Holder of Degree specialized in Accountancy / Finance
k. Holder of Masters Degree specialized in Accounting / Finance

2.3 EXEMPTION ROUTE

Students who have already covered training to fulfill CA Sri Lanka training requirement are eligible to claim exemption for practical training of one year (minimum 220 days) from AAT Sri Lanka.

Documents and Procedure

- Contact CA Sri Lanka training division (Provide Name, CASL registration number, CASL Agreement Number) and request them to directly confirm training summary via email to AAT training division (training@aatsl.lk)
- Submit all the relevant documents along with the membership application.

PEOPLE & LEADERSHIP SKILLS (PLS) WORKSHOP

People and Leadership Skills (PLS) workshop focuses on developing & strengthening the overall soft skills that are required for accounting professionals to effectively utilize their technical skills. These Skills are mostly sought after by employers.

Key Areas	Weightage (%)
Social Skills for Accountants	15
Service Skills for Accountants	15
Presentation Skills for Accountants	20
Team Working Skills for Accountants	20
Leadership Skills for Accountants	30
Total	**100**

Students should participate for 2 days of Peoples Leadership Skills (PLS) Workshop conducted by AAT Business School prior to applying for the membership.

IF YOU NEED FURTHER CLARIFICATION, INSTRUCTIONS OR GUIDANCE PLEASE CONTACT;

EDUCATION & TRAINING DIVISION
Tel . 0112 559 669 – Ext 211

AAT BUSINESS SCHOOL
Tel . 0112 559 670 [Direct]
Tel . 0112 559 669 – Ext 206

Or visit

www.aatsl.lk

AAT SRI LANKA JOB BANK

Discover your Dream Job...

We provide the solution through AAT JOB BANK

RECRUITERS / EMPLOYERS	JOB SEEKERS	FREE SERVICE	JOB STATUS
Audit Firms	AAT Students	Free of Charge	Accounts/Finance Intern
Private Sector Corporates	AAT Passed Finalists	Job seekers	Accounts/Audit Trainees
Government Institutes	AAT Members	Training Institutions / employers	Accounts / Finance Associates
Small and Medium Sized Companies			Accounts/Finance Executives
			Accounts Assistants
			Assistant Accountants
			Accountants

AAT is AAT Job Bank?

AAT Job Bank is a platform administered and operated by Education and Training division of AAT Sri Lanka to fulfill the training / employment needs of Job Seekers (i.e.: Anyone who is registered with AAT and maintain the active status as a student / member) and the talent needs of Recruiters (Private sector corporates, Audit firms, Small and Medium companies and Government Institutes etc.)

How to obtain the services of AAT Job Bank?

If you are looking for a job/career advancement

- It is required to maintain the active status of your AAT membership / Studentship (i.e.: It is required for you to have renewed your membership)

How to register with AAT Job Bank as a Job Seeker?

- Click "Register with AAT Job Bank" button available in AAT website (visi www.aatsl.lk > go to "training" menu > Select "AAT Job bank" option > Click "Register with AAT Job Bank" Button

If you are a recruiter / employer who is looking for talent to fill vacancies in your organization

- Write to us at jobbank@aatsl.lk or call us on 0112 559 669 (Extensions 210 or 211)

AAT BUSINESS SCHOOL

Enhancing competencies | Gain Recognition

The AAT Business School, operating under the Association of Accounting Technicians of Sri Lanka, is dedicated towards enhancing the competencies and recognition of AAT Students, Passed Finalists and Members by conducting various courses in Information Technology, Taxation Accounting & Finance and People & Leadership Skills with the objective of strengthening their recognition in the business arena.

Improve your IT Skills to become a smart, efficient and competent user at work

CERTIFICATE COURSE IN MICROSOFT OFFICE APPLICATIONS

For whom : Students and Employees

Duration : 4 Months

Contents :
- Introduction to Windows
- MS-Word
- MS-Excel
- MS-PowerPoint
- MS-Access
- Internet & E-mail

CERTIFICATE COURSE IN COMPUTERIZED ACCOUNTING

For whom : Accountancy Students, Employees in the Finance Sector and those seeking local/foreign employment in the field of Accountancy

Duration : 3 Months

Contents :
- Tally ERP 9.0
- MYOB
- Quick Books

Gain a comprehensive insight into your organization using Advanced Excel features.

ADVANCED MS EXCEL FOR DATA ANALYSIS (ADX)

For whom : Young Professionals, Aspiring Entrepreneurs and Mid- level Managers

Duration : Virtual - 4 days (10 hours)

Contents :
- Using the scenario manager for sensitivity analysis
- Evaluation investment by using net present value criteria
- Summarizing data with database statistical function
- Summarizing data by using histograms
- Sensitivity analysis with data tables
- Excel financial functions
- Three-dimensional formulas
- Circular reference
- Using solver for capital budgeting
- The goal seek command

Know the specifics of the Sri Lankan Tax System and stay up-to-date with the current tax provisions

CERTIFICATE COURSE IN TAXATION (CTAX)

For whom : Accounts Executives, Audit Trainees, Accountants and other Professionals

Duration : 3 Months

Contents :
- Income Tax (Individuals & Companies)
- VAT and SVAT
- Assessable Income (AI)
- Concessionary Tax Rates
- Computations
- Tax Planning
- Tax Administration
- Introduction to RAMIS

Gain a technically correct and commercially sound knowledge in advanced taxation.

DIPLOMA IN APPLIED TAXATION (DTAX)

For whom : Tax practitioners, AAT Passed Finalists, AAT Members and Accounting Professionals

Duration : 6 Months

Contents :
- Principles of Taxation
- Employment & Business Income
- Investment Income & Capital Gain
- Concessions/Incentives/Exemptions & TDS
- Tax Computation (Individuals & Partnerships)
- Custom Duty and Excise Duty
- International Taxation
- Banking / Financial Institution & Insurance Companies
- Compliance Management
- Ecommerce, Digital Taxation, Corporate Governance & Ethics

Provide a sound theoretical basis in Accounting, Finance and Management with requisite skills and attitudes

HIGHER DIPLOMA IN ACCOUNTING & FINANCE (HDAF)

For whom : AAT Passed Finalists, AAT Members, Diploma in Accounting & Finance completed students (1st Year), Any other qualification acceptable to the study Board of Business School

Duration : 1 Year

Contents :
- Advanced Financial Accounting & Reporting
- Financial Markets & Insitutions
- Management Accounting & Controls
- Operations & Project Management
- Human Resource Management
- Introductory Taxation
- Managerial Economics
- Corporate Law
- Marketing Management
- Accounting Information System

AAT BUSINESS SCHOOL

AAT Centre, No.540, Ven. Muruththettuwe Ananda Nahimi Mawatha, Narahenpita, Colombo - 05.
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