

# Associate Membership policy

# Associate Membership policy

## Document properties

Version	V1
Owner / author	Professional Standards and Policy
Date of issue	1 September 2022
Circulation	<a href="http://www.aat.org.uk">www.aat.org.uk</a>
Format for circulation	Electronic (PDF); print as required
Classification	<b>UNRESTRICTED</b>

## Change control

Version No.	Page	Changes made	Date

## Related documents

Code of Professional Ethics	Disciplinary Sanctions policy
AAT Regulations 2021	Insolvency policy
Licensing Regulations	Civil Sanctions policy
Appeals Regulations	CPD policy
Criminal Convictions policy	

# Contents

1. Introduction .....	4
2. Scope and applicability .....	4
3. Terms and definitions .....	4
4. The policy .....	4
4.1. General .....	4
4.2. Bookkeeping members .....	4
4.3. Right of appeal .....	5

## 1. Introduction

- 1.1. This policy sets out AAT's requirements for each *associate* membership type.

## 2. Scope and applicability

- 2.1. AAT requires its membership to uphold high standards of conduct and professionalism. This promotes public confidence in the accountancy profession. It is in the public interest for AAT to check that *applicants* for membership at any level demonstrate not only technical competence but also their status as a *fit and proper* person to be a *member*. This policy sets out the terms upon which AAT makes such a determination.

## 3. Terms and definitions

- 3.1. All terms initially given in *italics* are defined in the *AAT Glossary* which supports the entire policy framework.

## 4. The policy

### 4.1. General

- 4.1.1. *Associates* must not at any time express or portray themselves in a manner in which the public may perceive them to be a *full member* or *fellow member* of the *Association*.
- 4.1.2. *Associates* must not at any time provide any *self-employed accountancy services* to clients unless holding a valid *licence* to do so or are exempt from holding an AAT *licence*. A *licence* may be granted for permitted services on the basis of the category of *associate* membership granted, and the permitted *Licence Tier*.
- 4.1.3. Where an *applicant* is providing *self-employed accountancy services*, their application for *associate* membership will not be accepted until their *licence application* or *licence exemption application* is provisionally approved in accordance with the *Licensing Regulations*.

### 4.2. Bookkeeping members

- 4.2.1. In order to be admitted as a *bookkeeping member* an applicant must:
- a) must have successfully completed:
    - (i) Level 3 Certificate in Bookkeeping; or
    - (ii) Level 3 Diploma in Accounting; or
    - (iii) Another qualification mapped as equivalent and listed on AAT's website.
  - b) must meet AAT's *fit and proper* requirements as set out in the following policies:
    - (i) *Criminal Convictions* policy
    - (ii) *Disciplinary Sanctions* policy

(iii) *Insolvency* policy

(iv) *Civil Sanctions* policy

c) pay the *prescribed fee*.

4.2.2. Where an *applicant* does not demonstrate that they meet the requirements as set out in 4.2.1 above, their *application* will be rejected, unless AAT considers it would be unfair to do so.

4.2.3. Where an *applicant* has been admitted to *bookkeeping membership* they are permitted to use the designation AATQB.

4.2.4. Once admitted, a *bookkeeping member* must at all times:

a) meet AAT's *fit and proper* requirements as set out in the following policies:

(i) *Criminal Convictions* policy

(ii) *Disciplinary Sanctions* policy

(iii) *Insolvency* policy

(iv) *Civil Sanctions* policy

b) pay the prescribed fee

c) comply with AAT's *Code of Professional Ethics*

d) comply with the *CPD* policy

e) hold a licence or licence exemption in accordance with the *Licensing Regulations* if providing *self-employed accountancy services* to clients.

4.2.5. A *bookkeeping member* may only offer services detailed in Tier 4 of the *Licensing* policy.

### **4.3. Right of appeal**

4.3.1. *Applicants* have the right to appeal any decisions made under this policy. Appeals will be dealt with in accordance with the *Appeals Regulations*.

**The Association of Accounting Technicians**

30 Churchill Place

London

E14 5RE

t: +44 (0)20 3735 2468

f: +44 (0)20 7397 3009

e: [aat@aat.org.uk](mailto:aat@aat.org.uk)

[aat.org.uk](http://aat.org.uk)