



# AAT

## Personal Tax

Finance Act 2021

For assessments from  
September 2022 to January 2024

### Pocket notes

These Pocket Notes support study for the following AAT qualifications:

AAT Level 4 Diploma in Professional Accounting

AAT Diploma in Professional Accounting at SCQF Level 8



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## Preface

These pocket notes contain the key things you need to know for the assessment, presented in a unique visual way that makes revision easy and effective.

Written by experienced lecturers and authors, these pocket notes break down content into manageable chunks to maximise your concentration.

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## **A guide to the assessment**

- The assessment.
- The keys to success in AAT personal tax.
- Guidance from the chief assessor.

## The assessment

Personal tax is an optional unit on the Diploma in Professional Accounting – Level 4 qualification.

Personal tax is assessed by means of a computer based assessment. The CBA will last for 2 hours and consist of 10 tasks.

In any one assessment, students may not be assessed on all content, or on the full depth or breadth of a piece of content. The content assessed may change over time to ensure validity of assessment, but all assessment criteria will be tested over time.

## Learning outcomes and weighting

1	Understand principles and rules that underpin taxation systems	10%
2	Calculate a UK taxpayer's total income	20%
3	Calculate income tax and National Insurance (NI) contributions payable by a UK taxpayer	30%
4	Calculate capital gains tax payable by UK taxpayers	30%
5	Understand the principles of inheritance tax	10%
	Total	100%

## Pass mark

To pass a unit assessment, students need to achieve a mark of 70% or more.

This unit contributes 10% of the total amount required for the Diploma in Professional Accounting – Level 4.

### Sample assessment

The tasks in the sample assessment test the following areas.

- 1 Principles and rules underpinning tax
- 2 Income from employment
- 3 Income from investments and property
- 4 Income tax payable
- 5 National insurance contributions
- 6 Tax planning
- 7 Capital gains tax principles
- 8 Capital gains tax: disposal of shares
- 9 Capital gains tax: reliefs and exemptions
- 10 Inheritance tax

### Format of objective questions

The standard task formats that will be used for any computer based assessment are as follows:

- True or False (tick boxes).
- Multiple choice, with anything from three to six options available.
- Gap fill, using either words or numbers.
- Pick lists, or drop down options, which are quite likely for tax returns.
- Drag and drop, which can only be used if the question and the possible answers can fit on one screen.
- Hybrids, a mixture of the above.



## **The keys to success in AAT personal tax**

- Attempt all of the tasks.
- Learn the computational pro formas. This will enable you to adopt a structured approach to a question.
- Practise questions to improve your ability to apply the techniques and perform the calculations.

## **AAT Personal Tax reference material**

In your assessment, the reference material can be accessed by clicking on the right hand side of the screen.

It is essential that you are familiar with this material provided, as it will save you having to memorise a large amount of information.

The reference material is included in the Kaplan material. It can also be downloaded from the AAT website.

## **Guidance from the chief assessor**

You should read each task carefully before attempting to answer it.

Make sure you scroll down to the bottom of each page before moving on to the next question. Students often miss parts of questions.