

# AAT unit revision and overall revision plans

# AAT unit revision and overall revision plans

Overall, from the article series on AAT Comment, you should end up with 3 tools:

- 1 A study timetable – this sets out a schedule for you to follow with your revision, work, and social life.
- 2 A unit revision plan – this outlines the various topics within one specific unit, and within which week you'll study them. You'll need one of these per unit.
- 3 An overall revision plan – this outlines all the topics within all units, which you'll study each week. This will help you map out your overall revision during your studies and help you pace yourself to do well.

If you've never used a Unit Revision Plan or Overall Revision Plan before, it's definitely time to start. A great study plan clearly lays out what you're going to cover in your studies and helps you stay on track.

When you first sit down to create your plan, it's important to be realistic about what you can do in the time available.

Some training providers may have a study plan already. These may outline rolling assessment deadlines, where you study, and how to book your own assessment date and time. Others may state an expected number of revision hours for each section of the course, which can be a useful rule of thumb. Have a look at the learning materials first, then break them down into smaller sections based on the learning hours suggested for each unit.

Make sure you give yourself a deadline and goal by booking your exam.

Having considered when you'll study, you should also plan where you'll study. In front of the television won't be a good idea unfortunately; your concentration will be divided, resulting in poor quality study, with little or no meaningful knowledge development.

What you need is a quiet place, not isolation, where you have access to the materials you need; books, other materials, computer and internet. If you can work well with music playing, keep the volume down to background levels.

## Reflect on what works

After following your *overall revision plan* for the first week, it's time to reflect back on how effective your plan has been. Did you manage to do all the work at the times you planned, or does your plan need adjusting, to give you more or less time on a given day?

## Sitting down to study

Before you start a study period ensure you have a drink if required, and that your phone isn't going to distract you. If it is leave it in another room, it'll be fine without you for a couple of hours. You can reward yourself with a social media catchup later!

It can be challenging to study independently, particularly at the beginning, but also when the actual materials become more difficult. Try to develop a routine that gets you in the mood to study. So before studying, get everything ready.

- If you're using a computer, switch it on.
- Get a drink ready.
- Set out other resources including a note pad and pencil.
- You may find that using a stopwatch to begin with helps you monitor exactly how long you study for.

If you plan to study for several hours, it's important to get up and move about a little. This is necessary for your spine, but it's also great to wake up a bit and give your brain a short break. Note, it's not an excuse to get distracted.

If you use a stopwatch, make sure to stop it while you're away from your desk, and start it again when you recommence work. A clear idea of how long you actually studied will help with tracking your hours spent for your study plan.

And without further ado, let's get started with filling out your unit revision plan and overall revision plan.





## Good luck in your studies

If you have any questions or want further advice, please get in touch with us below.

Call us on **+44 (0)20 3735 2400**.

Lines are open 09.00 to 17.00 (UK time), Monday to Friday.

Email us at **contentteam@aat.org.uk** or visit **aatcomment.org.uk**

-  /YourAAT
-  /YourAAT
-  @YourAAT
-  forums.aat.org.uk
-  /AAT
-  /AATcpd

### Association of Accounting Technicians

140 Aldersgate Street  
London  
EC1A 4HY

t: +44 (0)20 7397 3000

f: +44 (0)20 7397 3009

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

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

Registered charity no. 1050724