GCC VAT Compliance Diploma

Student Guide

You will need to complete the following steps in order to be eligible to take your exams (one exam for each of the 4 modules and a Final Certificate Exam).

1 *Register with PwC's Academy*

Enrol with PwC at www.pwcacademy-me.com/course/gcc-vat-compliance-diploma for either our classroom training courses or for our home study option.

2 *Register with ATT*

Register with the Association of Taxation Technicians (ATT) by visiting the following website https://vcd.att.org.uk/, and pay an initial registration fee of £50. Kindly choose the **non-UK variant** for your registration and use the **same email address** to register with ATT as you used to register with Pwc's Academy. If you want more information please go to https://www.att.org.uk/our-qualifications/att-vat-compliance-diploma.

3 *Get your unique reaistration number*

Once you have registered successfully, you will receive an email from vcd@att.org.uk with your unique student registration.

4 *Register with Tolley*

Within 5 working days you will then be registered with the Tolley Online Exam Centre (TOEC). You will receive an email from examtraining@lexisnexis.co.uk with your login details.

5 *Attempt the module exams*

When you are ready to take your module exams, you should logon to the TOEC http://gccvat.tolleytraining.co.uk. There are online mocks for you to practice and one online module exam for each of the modules A, B, C and D which must be passed in this order. The mocks and module exams can be taken at any time and in a venue of your choice (including your home). Multiple attempts are permitted as long as the exams are passed in order. The pass mark for each of the module exams is 60%.

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6 Receive eligibility for FCE

When you have passed Module D, you will receive an email from examtraining@lexisnexis.co.uk. This email will include an "Eligibility to sit the Final Certificate Exam" PDF which you will need to upload when registering with the ATT for the Final Certificate Exam (FCE).

7 Register for FCE

In order to take the FCE you will need to go to https://vcd.att.org.uk/?start=new
- ✓ Sign in and click on the link to register to sit for FCE
- ✓ Submit an online form
- ✓ Attach the eligibility PDF you have received in step 5 above
- ✓ Pay a fee of £100

You will then receive an email from vcd@att.org.uk confirming that your payment has been received.

8 Take the FCE

The FCE is also sat on the TOEC and there is an online final mock for you to practice in your own time. When you are ready to take the actual FCE please go to https://www.pwcacademy-me.com/course/gcc-vat-compliance-diploma to book a date and time to take the FCE at PwC's Academy premises. You will need to attach the eligibility PDF received in step 5 above.

9 Pass the FCE

Upon passing the FCE you will receive a confirmation email from examtraining@lexisnexis.co.uk. The pass mark for the FCE is 67%.

10 Rebook the FCE

If you are unsuccessful at your first attempt you can rebook the FCE exam date at https://www.pwcacademy-me.com/course/gcc-vat-compliance-diploma. There is an exam fee of $50 for retaking the FCE. Multiple attempts by following this process are permitted.

11 Collect the certificate

Within one month of passing the FCE you will be able to collect your certificate from PwC's Academy.

For support please contact supportgcc-vcd-academyme@ae.pwc.com.