

ASSISTANT ACCOUNTANT (AAT) APPRENTICESHIP - LEVEL 3

WHY YOU?

An Assistant Accountant provides support to internal and external customers and will work predominately either as an Assistant Accountant within practice or alternatively within the finance function of an organisation. Part of their role will involve assisting in the day to day financial activities such as data entry to month end management accounts and/or year end financial statements. In addition the Assistant Accountant may find themselves involved in regulatory financial requirements such as the completion of VAT returns or assisting in the preparation of tax computations.

DURATION: 16 months. One day per week

TRAINING LOCATION: Blackburn and Preston

JOB ROLES INCLUDE: Accounts Clerk, Cashier, Credit Control Clerk, Finance Assistant, Purchase Ledger Clerk, Sales Ledger Clerk

ENTRY REQUIREMENTS: A minimum of grade 5/4 (C) in Maths and four GCSEs at Grade 5/4 (C) or above, including English are required. Some employers may request higher grades. Information Technology is desirable.

OR a Level 2 AAT qualification. If you haven't got your Level 2 we will include basic book keeping at the start of your Level 3.

OUR OFFER INCLUDES:

- Structured delivery programme that includes one day in the classroom per week at our Blackburn/ Preston site comprising of knowledge and tutorial sessions
- Assessor visits and reviews in your workplace
- Synoptic / end point assessment

EMPLOYER BENEFITS:

- Highly skilled employees with globally recognised qualifications
- Engaged, knowledgeable and driven employees
- An excellent recruitment service to match your job role with the right applicant
- Regular reviews for behaviour, development and welfare of the learner

LEARNER BENEFITS:

- Motivated, challenged and engaged learners, linking knowledge to their job roles
- Excellent career advice and guidance
- Progression to Higher / Degree Apprenticeships and highly skilled roles
- An increase in potential earnings, working whilst studying

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COURSE DETAILS

It comprises of a Level 3 Standard which will be completed in a 16 month period.

You can also achieve your Level 3 AAT Advanced Diploma in Accounting*.

The purpose of the AAT Advanced Diploma in Accounting is to provide students with the specialist knowledge and skills required for progressing either to employment in an accounting or finance role, or to enable progression to further study in accountancy and finance.

Level 3 Assistant Accountant units:

- Business awareness
- Financial accounting preparing financial statements
- Management accounting techniques
- Tax processes for business

A competent Assistant Accountant on completion of the Apprenticeship Standard will meet the following requirements:

KNOWLEDGE

- Business Awareness
- IT Systems and Processes
- Ethical Standards
- Financial Accounting and Reporting
- Management Accounting

SKILLS

- Analysis
- Communication
- Produces Quality and Accurate Information
- Uses Systems and Processes
- Problem Solving

BEHAVIOURS/ATTITUDE

- Embracing Change
- Adding Value
- Ethics and Integrity
- Personal Accountability
- Productivity
- Team working and Collaboration

END-POINT ASSESSMENT

The end-point assessment has 2 components which have been designed to be completed once the Apprentice has finished the on-programme learner journey. Both components will need to be passed in order for the Apprentice to be awarded the Apprenticeship.

Apprentices will be expected to complete:

1. A synoptic end-test covering the knowledge and skills gained throughout the on-programme stage and detailed in the standard.
2. A portfolio and reflective discussion which will comprise of a range of evidence produced in the work-place to show that the Apprentice has met the knowledge, skills and behaviours detailed in the standard. The reflective discussion will be a structured interview to examine this evidence and the learner journey in more detail.

Apprentices can therefore expect to be assessed through a combination of testing in controlled conditions, evidence produced in the work-place and recorded interview, therefore comprehensively examining the work they have completed.



"This award is recognition of the high level of professionalism and the extraordinary efforts that our AAT team apply to ensure that our learners have a great experience and are successful in their chosen pathway"

- Chris Stott CEO

*exam fees for commercial bookings and re-sits will be charged extra

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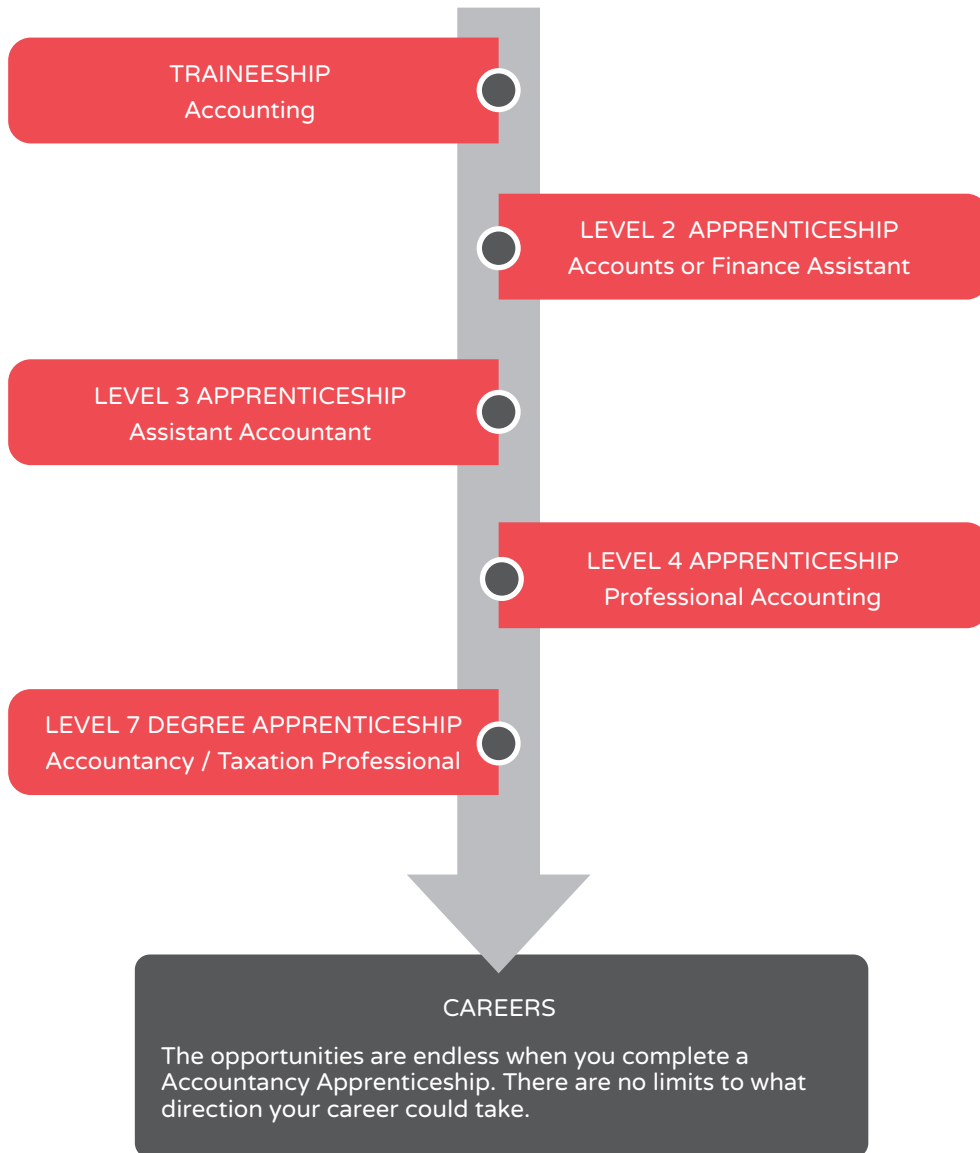


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YOUR APPRENTICESHIP CAREER PATH

Below is an example career path showing how you can progress up to a Level 7 qualification. At the end of every qualification you have the option to leave your education and progress with your career - you don't need to study up to level 7.



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