

# PROFESSIONAL ACCOUNTING (AAT) APPRENTICESHIP - LEVEL 4

## WHY YOU?

Individuals in the role of a Professional Accounting Apprenticeship will have responsibility for creating, and/or verifying and reviewing accurate and timely financial information within the organisation in which they are employed, or on behalf of another organisation. This will be performed in order to meet relevant ethical, professional and legal standards, and will utilise the individual's knowledge of the business systems and processes, as well as standard accounting. This role may exist in an accounting practice, a professional services company, HMRC or the accounting function of a business or other organisation.

**DURATION:** 18-24 months. One day per week

**ENTRY REQUIREMENTS:** Assistant Account (AAT) Apprenticeship Level 3

OR for those who have experience working in finance and who have a need and desire to attain formal recognition of their skills.

**TRAINING LOCATION:** Blackburn and Preston

**JOB ROLES INCLUDE:** Assistant Auditor, Assistant Management Accountant, Assistant Financial Accountant, Accounts Payable and Expenses Supervisor, Commercial Analyst, Payroll Manager, Senior Financial Officer, Personal Tax Assistant and Business Tax Assistant

## 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 4 Standard which will be completed between 18 - 24 months.

You can also achieve your Level 4 AAT Professional Diploma in Accounting\*.

The purpose of the AAT Professional 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.

The Level 4 course comprises of the following mandatory units:

- Applied management accounting
- Drafting and interpreting financial statements
- Internal accounting systems and controls
- Optional units: choose 2
- Business Tax
- Personal Tax
- Audit and assurance
- Cash and financial management
- Credit and debt management

This occupation covers the professional accounting qualification. A competent Professional Accountant on completion of the Apprenticeship Standard, will meet the following requirements:

### KNOWLEDGE

- Technical knowledge - Accounting
- Business awareness
- Ethical standards
- Regulation and compliance
- Systems and processes

### SKILLS

- Analysis
- Communication
- Leadership
- Planning and prioritisation
- Produces quality and accurate information
- Team working and collaboration
- Uses systems and processes

### BEHAVIOURS/ATTITUDE

- Adaptability
- Adding value
- Ethics and integrity
- Proactivity
- Professional scepticism

## END-POINT ASSESSMENT

Many Employers now state that the demonstration of professional Knowledge, Skills and Behaviours in the workplace is as important as demonstrating competency in an Examination. Our choice of End-point Assessment therefore reflects this feedback.

The End-point Assessment will comprise of two components and will be assessed by an Approved End Point Assessment Organisation. Both components must be individually passed for the Apprentice to be deemed competent:

- A Portfolio of evidence that demonstrates competence in the Knowledge, Skills and Behaviours defined in the Standard, which have been gathered from practical experience in the workplace. This can include outputs from work, independent feedback, observations and professional discussions. The Apprentice must then produce a Reflective Statement that reflects on this Portfolio, either through a written statement, presentation or structured discussion with Independent Assessors appointed by an Assessment Organisation.
- A synoptic assessment giving the apprentice the opportunity to tackle a series of business-related tasks through a simulation that reflects activities undertaken in a typical role at this level of competence. An Assessment Organisation will set the simulation, ensure robust invigilation and mark the assessment.



"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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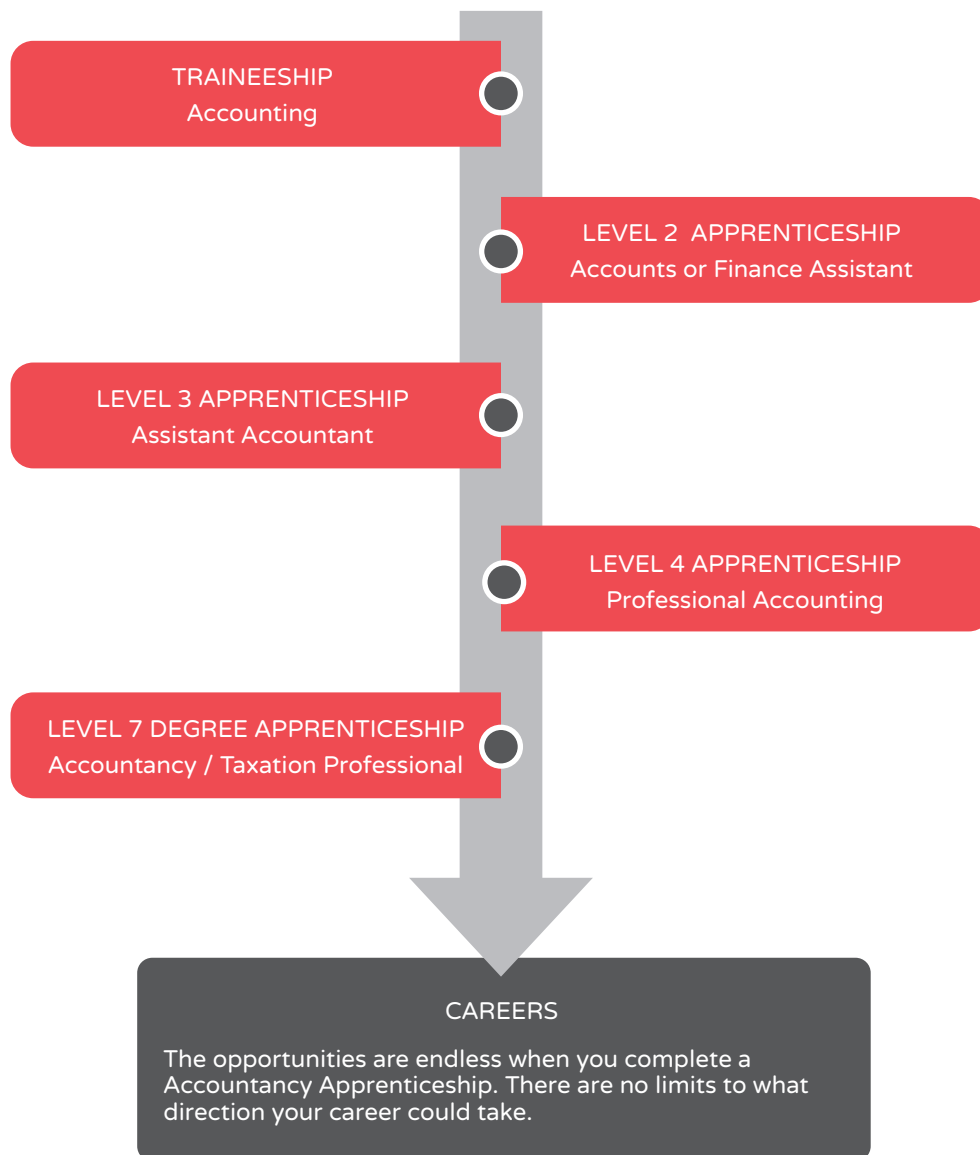


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## YOUR APPRENTICESHIP CAREER PATH

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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