



University of Central Lancashire

Training 2000

INFORMATION FOR EMPLOYERS



Accountancy

Apprenticeships

Training 2000's AAT Accountancy Apprenticeships are suited to both existing employees and for recruiting new staff into your business. Our Accountancy Apprenticeships cover a range of crucial accounting duties including bookkeeping, purchase/sales ledger, balancing accounts, banking and auditing before moving on to drafting financial statements and maintaining financial records.

All our prospective apprentices will have to participate in an Accounting Assessment Day with our experienced accountancy team to check their suitability.

**Accounting
apprentice, Holly,
won the Professional
Services Apprentice of
the Year award at the**



Proud to be
part of the



University of
Lancashire

www.training2000.co.uk | 01254 54659
businessdevelopment@t2000.co.uk

Accounts or Finance Assistant



Duration: 12 months

Commitment: A mix of online and classroom learning at Training 2000. One day per week

The apprentice is required to spend at least 6 hours per week completing 'off the job' training. This could include their lessons at Training 2000, online training, industry visits, competitions and shadowing.

Entry requirements:

A minimum of four GCSEs at Grade 4 (C) or above, including maths and English are required.

Topics covered:

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| <ul style="list-style-type: none"> • Understanding your organisation • Accounting systems and processes | <ul style="list-style-type: none"> • Attention to detail • Correcting financial data errors • Ensuring accurate financial records | <ul style="list-style-type: none"> • Optimising efficiency • Professional communication • Secure data management • Team work • Continuous learning |
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Professional qualification: AAT Level 2 Certificate in Accounting

End-point assessment methods: Structured interview (supported by a portfolio of evidence) and a final assessment exam.

Funding your Apprenticeship:

Levy paying employers:	£7,000
Non-levy - 22+ years old: (5% contribution)	£350
Non-levy - 16-21 years old	£0

Assistant Accountant



Duration: 19 months

Commitment: One day per week at Training 2000.

The apprentice is required to spend at least 6 hours per week completing 'off the job' training. This could include their lessons at Training 2000, online training, industry visits, competitions and shadowing.

Entry requirements:

A minimum of four GCSEs at Grade 5 (B/C) or above, including maths and English are required OR a Level 2 AAT qualification

Topics covered:

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| <ul style="list-style-type: none"> • Comprehensive reporting • Accurate record-keeping • Ensuring compliance | <ul style="list-style-type: none"> • Supporting record compilation • Effective communication • IT systems and processes | <ul style="list-style-type: none"> • Cybersecurity and compliance • Ongoing professional growth • Effective collaboration |
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Professional qualification: AAT Level 3 Advanced Diploma in Accounting

End-point assessment methods: A final assessment exam and a portfolio and reflective discussion

Funding your Apprenticeship:

Levy paying employers:	£12,000
Non-levy - 22+ years old: (5% contribution)	£600
Non-levy - 16-21 years old	£0