



University of Central Lancashire

Training 2000

INFORMATION FOR EMPLOYERS



Accountancy

Apprenticeships

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

LANCASHIRE APPRENTICESHIP AWARDS 2024

Training 2000's AAT Accountancy Apprenticeships are suited to both existing employees and for recruiting new staff into your business. Courses include Level 2 Accounts or Finance Assistance, Level 3 Assistant Accountant and Level 4 Professional Accounting. 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.

LEVEL 2 APPRENTICESHIP

Accounts or Finance Assistant

aat | Approved

Duration: 12 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 4 (C) or above, including maths and English are required.

Topics covered:

- Understanding your organisation
- Accounting systems and processes
- Basic accounting
- Ethical standards
- Attention to detail
- Communication
- Systems and processes
- Personal effectiveness
- Team work
- Personal development
- Professionalism
- Customer focus

Professional qualification: AAT Level 2 Certificate in Accounting

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

Funding your Apprenticeship:

Levy paying employers:	£6,000
Non-levy - 22+ years old: (5% contribution)	£300
Non-levy - 16-21 years old	£0

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LEVEL 3 APPRENTICESHIP

Assistant Accountant

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Duration: 16 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 6 or above, including maths and English are required OR a Level 2 AAT qualification

Funding your Apprenticeship:

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

Topics covered:

- Business Awareness
- IT Systems and Processes
- Ethical Standards
- Financial Accounting and Reporting
- Management Accounting
- Recording and analysing financial data
- Producing Quality and Accurate Information

Professional qualification: AAT Level 3 Advanced Diploma in Accounting

End-point assessment methods: Knowledge test and a portfolio and reflective discussion

LEVEL 4 APPRENTICESHIP

Professional Accounting

aat | Approved

Duration: 18-24 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:

Assistant Accountant (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.

Funding your Apprenticeship:

Levy paying employers:	£8,000
Non-levy - 22+ years old: (5% contribution)	£400
Non-levy - 16-21 years old	£0

Topics covered:

- Analysis
- Communication
- Leadership
- Planning and prioritisation
- Producing quality and accurate information
- Team working and collaboration
- Uses systems and processes
- Regulation and compliance
- Adding value
- Proactivity
- Professional scepticism

Professional qualification: AAT Level 4 Professional Diploma in Accounting

End-point assessment methods: A Portfolio of evidence and a synoptic assessment