



University of Central Lancashire

Training 2000

INFORMATION FOR LEARNERS

Assistant Accountant (AAT) Apprenticeship Level 3

aate | Approved

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.



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Assistant Accountant (AAT) Level 3

Apprenticeship information

Duration

16 months - one day per week

Where will I study?

Training 2000 Blackburn

Entry requirements

A minimum of four GCSEs at Grade 6 or above, including maths and English. 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 Apprenticeship 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
- Access to learning on e-portfolio
- Xero or Sage certified training course (if not already completed on the Level 2 Apprenticeship)

What you'll learn

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:

Key knowledge

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

Key skills

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

Key behaviours /attitude

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

How you'll be assessed?

At the end of your Apprenticeship you'll go through an end-point assessment (EPA) and be graded based on a:

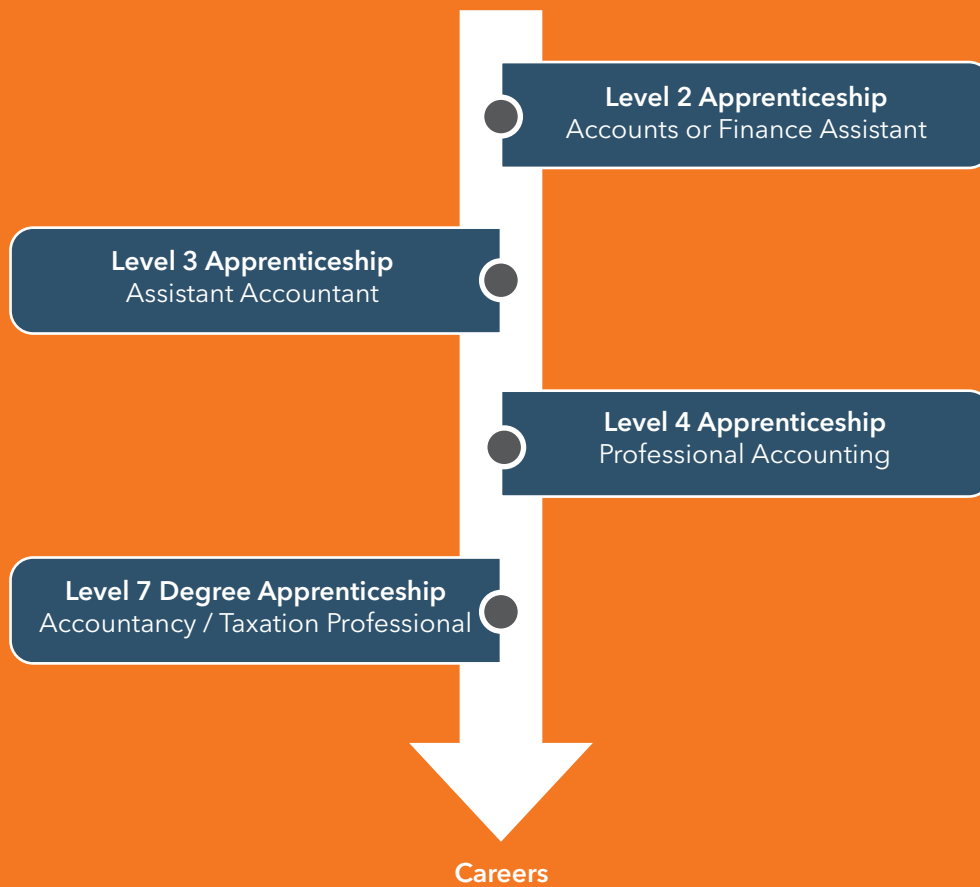
1. A synoptic end-test covering the knowledge and skills gained throughout the on-programme stage and detailed in the standard.
2. A portfolio and reflective discussion which will comprise of a range of evidence produced in the work-place to show that the Apprentice has met the knowledge, skills and 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.

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

Your Apprenticeship career path

Below is an example career path showing how you can earn, learn and study up to Degree level with an Apprenticeship. Training 2000 are part of the University of Central Lancashire which makes it easier than ever to progress on to a Degree Apprenticeship.



The opportunities are endless when you complete a
Accountancy Apprenticeship. There are no limits to what
direction your career could take.

Interested? Apply now

www.training2000.co.uk

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