



University of Central Lancashire

# Training 2000

INFORMATION FOR LEARNERS

# Professional Accounting (AAT) Apprenticeship Level 4

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**aate** | Approved

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.



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# Professional Accounting (AAT) Level 4

## Apprenticeship information

### Duration

18-24 months. One day per week

### Where will I study?

Training 2000 Blackburn

### 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.

## 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 2/3 Apprenticeship)

# What you'll learn

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:

## Key knowledge

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

## Key skills

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

## Key behaviours /attitude

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

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# 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 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.
2. 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.

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

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# 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.



## Careers

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](http://www.training2000.co.uk)

01254 54659

[info@t2000.co.uk](mailto:info@t2000.co.uk)

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