



Celebrating 60 years  
**Training 2000**



INFORMATION  
FOR EMPLOYERS

# Accountancy

## Apprenticeships

Training 2000's AAT Accountancy Apprenticeships are designed to support both the upskilling of existing employees and the recruitment of new talent into your business.

Our apprenticeships provide learners with the knowledge and practical skills required to carry out a wide range of accounting duties, including bookkeeping, purchase and sales ledger management, balancing accounts, banking, and auditing. As apprentices progress, they will also develop the ability to draft financial statements and maintain accurate financial records.

To ensure suitability for the programme and the accountancy profession, all prospective apprentices are required to attend an Accounting Assessment Day led by our experienced accountancy team.

### Financial support for hiring a young person

Hiring young talent brings fresh ideas and strengthens an employer's workforce, enabling them to develop the skills needed to meet the demands of the future.

#### **£1000**

for employers who hire apprentices aged 16-18

#### **£3000**

for employers who hire 18-24 year olds who have been on Universal Credit for over 6 months (available June 26)

#### **£2000**

for SMEs who hire apprentices aged 16-24 (available from October 2026)

#### **No National Insurance contributions**

on apprentices under 25

\*\* Financial incentives can be combined if the apprentice/employer meets the criteria \*\*



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## LEVEL 2 APPRENTICESHIP

# Accounts or Finance Assistant



**Duration:** 13 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:**

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

**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 this Apprenticeship:**

**Levy paying employers:** £7,000

**Non-levy - 25+ years old:** £350 (5% contribution)

**Non-levy - 16-24 years old:** £0 (100% training costs covered)

## LEVEL 3 APPRENTICESHIP

# Assistant Accountant



**Duration:** 18 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:**

- |   |  |  |
|---|--|--|
| <ul style="list-style-type: none"><li>• Comprehensive reporting</li><li>• Accurate record-keeping</li><li>• Ensuring compliance</li></ul> | <ul style="list-style-type: none"><li>• Supporting record compilation</li><li>• Effective communication</li><li>• IT systems and processes</li></ul> | <ul style="list-style-type: none"><li>• Cybersecurity and compliance</li><li>• Ongoing professional growth</li><li>• Effective collaboration</li></ul> |
|---|--|--|

**Professional qualification:** AAT Level 3 Advanced Diploma in Accounting

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

**Funding this Apprenticeship:**

**Levy paying employers:** £12,000

**Non-levy - 22+ years old:** £600 (5% contribution)

**Non-levy - 16-21 years old:** £0 (100% training costs covered)

Individual AAT Level 3 and 4 units and AQ2022 Atlas Cloud examinations can be booked online [www.training2000.co.uk](http://www.training2000.co.uk)