

## Apprenticeship ASSISTANT ACCOUNTANT Level 3

### Why study this course?

Do you want to progress in accounting and finance?

Is there a requirement for you to help your organisation work more effectively in providing high quality accounting and finance services?

Are you currently in a role that would allow you to develop your accounting and finance knowledge and skills?

### Who is the course aimed at?

- ▶ Assistant accountant
- ▶ Accounts clerk
- ▶ Cashier/finance assistant
- ▶ Purchase/sales ledger clerk

### What will you study

- ▶ Level 3 AAT Advanced Diploma in Accounting.
- ▶ Level 2 Functional Skills in Maths and English (exemptions apply)

### Knowledge and skills you will develop

- ▶ Business awareness
- ▶ IT system and processes
- ▶ Ethical standards
- ▶ Financial accounting and reporting
- ▶ Management accounting
- ▶ Analysis
- ▶ Communication
- ▶ Producing quality and accurate Information
- ▶ Using systems and processes
- ▶ Problem solving

### Behaviours you will develop

- ▶ Embracing change
- ▶ Adding value
- ▶ Ethics and integrity
- ▶ Personal accountability
- ▶ Productivity
- ▶ Team working and collaboration

### Entry requirements

Initial assessments in maths and English. Comprehensive skills scan.

### How long will it last?

Typical duration: 18 months

### How will it be delivered?

The Advanced Diploma will be delivered on a weekly basis in college.

Portfolio build and coaching towards End Point Assessment will be delivered in the workplace.

Maths and English will be delivered on a flexible basis.

20% off-the-job training during contracted hours.

### How will it be assessed?

The AAT Advanced Diploma will be assessed by exams.

The Standard will be assessed through End Point Assessment once the apprentice, employer and assessor have agreed that the apprentice is EPA Gateway ready for:

- ▶ Synoptic Test
- ▶ Portfolio
- ▶ Reflective Discussion

### Qualification gained

- ▶ Level 3 AAT Advanced Diploma in Accounting
- ▶ Institute for Apprenticeships (IFA) certificate
- ▶ Level 2 Functional Skills in Maths and English if appropriate

### Progression to further study

Successful apprentices can progress, if opportunity allows, onto:

- ▶ Professional Accounting/Taxation Technician Apprenticeship Level 4

### Further details

- ▶ Further details on this standard can be found online at: [www.instituteforapprenticeships.org](http://www.instituteforapprenticeships.org)

### Who to contact

- ▶ For more information please contact our Workforce Development Team on 01704 392874