



## The Course

### In brief...

Apprenticeships are a popular choice for someone looking for on-the-job training and the opportunity to gain nationally recognised qualifications whilst earning a wage. Most of your training will be directly linked to the career you have chosen, gaining practical experience in the workplace, backed up by attendance at college just one day a week.

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.

### Who is it for?

Someone looking to begin their career in Accountancy.

## What the Course Leads to

### What courses can I do after this?

On successful completion of this Apprenticeship you could then progress on to AAT Level 4 Professional Diploma in Accounting to complete the full professional qualification. You could also progress in your chosen career at supervisory/management level.

## What do I need to apply

### To do this course you should have...

Individual employers set the selection criteria, but this is likely to include 5 GCSEs, including Maths and English, although some employers will accept other relevant qualifications and experience, including a relevant Level 2 qualification. Apprentices without English or Maths at Level 2 must achieve this prior to taking the end point assessment.

All applicants for Apprenticeship training will be required to attend an interview and may require an Accountancy test to ensure they are able to cope with the course.

## Course costs

Course Code	Start Date	Costs 16-18	Costs 19-23 (with concessions)	Costs 19+ (no concessions)
BAX0HE0001	Various	TBC	TBC	TBC

\* Please note fees are subject to change.

## Course Content

## Key Information

### Duration

18 Months

### Attendance

Apprenticeship

### Level

Level 3

### Qualification Name

Apprenticeship Standard

### Awarding Body

AAT

### Curriculum Area

Business, Digital, Leadership & ESOL - Business & Finance

## Course Content

To gain the full Apprenticeship you will work towards the following:

The end-point assessment (EPA) for this apprenticeship will consist of two parts:

- A synoptic end-test giving the apprentice the opportunity to tackle a series of business-related tasks through a simulation. This will be assessed through the existing AAT synoptic assessment that maps to the current AQ2016 Advanced Accounting Qualification (Level 3).
- A portfolio of evidence that demonstrates competence in the knowledge, skills and behaviours in the standard, gathered from the apprentice's practical experience in the workplace, combined with a reflective discussion: a structured interview to examine the portfolio evidence and the learner journey in more detail. The reflective discussion will be conducted by an Independent Assessor (IA) appointed by AAT.

During the programme you will initially learn the concept of double entry bookkeeping. This will be followed by level 3 AAT unit exams to compliment your apprenticeship qualification.

### Next Steps ...

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