

# Assistant Accountant

## LEVEL 3 (AAT)

 15 Month Programme + EPA

Combining outstanding teaching, workplace coaching and on the job experience to build the necessary skills to develop assistant accountants, incorporating the industry recognised AAT qualification.

Developed and delivered in partnership with Grant Thornton.

### Introduction to the course

Our Accounting programme combines dedicated workplace mentoring, on-the-job experience, access to high quality online resources alongside an outstanding blended delivery model. This route builds the necessary skills, knowledge and behaviours required to become a highly competent Assistant Accountant.

### Learner outcomes

During the programme, apprentices will cover topics developing their knowledge of basic double-entry booking and ethical practices, through to mastering complex financial processes including analysing financial data, calculating and submitting VAT returns and drafting final accounts.

### Assessment

After completing examinations in each of the 4 units, the Assistant Accountant apprentice will progress to the End-Point Assessment in which the knowledge and evidence they have gathered throughout the programme will be assessed against the apprenticeship criteria. The End-Point Assessment will include:

- A 3 hour synoptic assessment (40% of the overall apprenticeship result)
- A reflective discussion supported by a portfolio of evidence (60% of the overall result)

Apprentices must achieve Level 2 English and Mathematics before completing the programme.

### A good fit for

Anyone with a keen interest in accounting.

### Future jobs

- Accounts Administrator
- Credit Controller
- Tax Assistant

### What's next?

The successful completion of the Assistant Accountant Apprenticeship offers a natural progression route to the Professional Accounting/ Taxation Technician Level 4 where the employee can become a fully qualified AAT Accounting Technician.

### Programme in partnership with:



# babington

### Course overview


 **Start Date**  
Flexible


 **Level**  
3

 **Duration**  
15 Months + 3 Months EPA

 **Delivery**  
Blended

 **Assessment**  
On-Programme And End-Point Assessment

 **Qualification**  
Assistant Accountant Apprenticeship Certificate with a AAT Level 3 Diploma in Accounting. Knowledge to complete AAT Level 2 Foundation Certificate in Bookkeeping as optional.

 **Entry Requirements**  
Learners must have completed level 2 Maths and English by the end of the apprenticeship and other requirements may be set by certain employers.

# Assistant Accountant

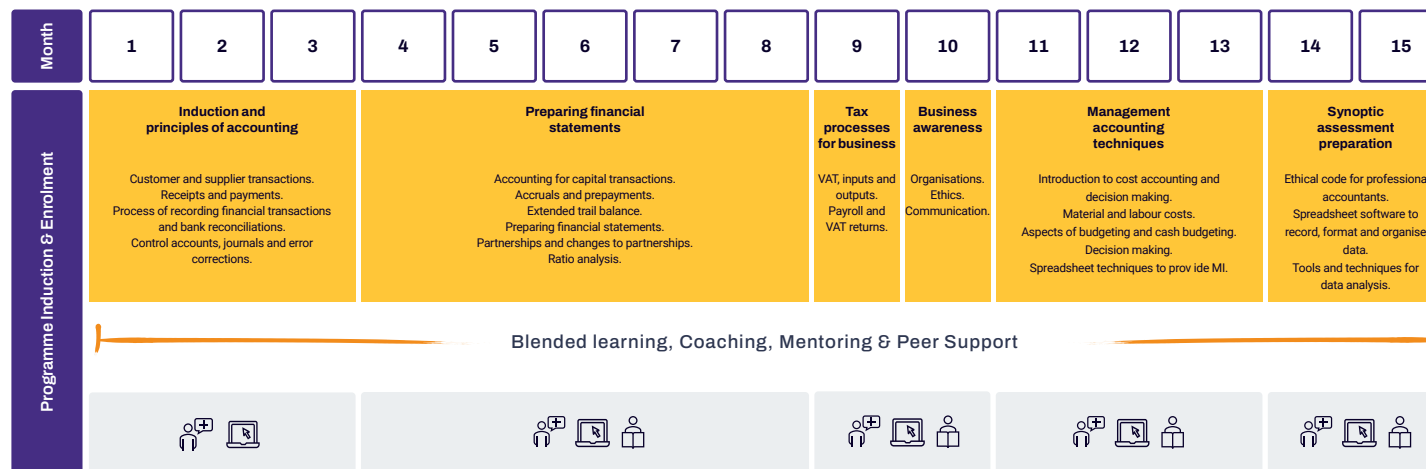
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unlocking potential  
delivering personalisation  
enhancing performance

## Blended Delivery Model



**Maths & English Level 2**  
 \* Maths and English functional skills may be included in your apprenticeship programme depending on the programme requirements and your prior attainment level.

Gateway



**End Point Assessment**

3 Months

- Synoptic Assessment
- Reflective element supported by portfolio of evidence

 **Apprenticeship Achieved**

**Key**



Exam



Live webinars



Skills coach and line manager progress reviews