

Professional Accounting Technician

LEVEL 4 (AAT)

 15 Month Programme + EPA

Mastering the skills to process and interpret financial data to influence business decisions.
Developed and delivered in partnership with Grant Thornton.

Introduction to the course

Our Level 4 accounting programme combines dedicated workplace mentoring, on-the-job experience, access to high quality online resources alongside our outstanding blended delivery model. This route builds the necessary skills, knowledge and behaviours required to become a highly skilled Professional Accounting Technician.

Learner outcomes

During the programme, apprentices will cover topics developing their ability to create, verify and review accurate and timely financial information. A Professional Accounting Technician will apply the relevant ethical, professional and accounting standards in the preparation and drafting of financial statements. Depending on their role your employee will also learn specialist knowledge in other aspects of accounting, for example management or tax accounting.

Assessment

Following completion of the 3 required units, learners will progress to the End-Point Assessment in which the knowledge and evidence learners have gathered will be assessed against the programme criteria.

The End-Point Assessment will involve a range of assessment tools including:

- A 3 hour synoptic assessment
- A reflective discussion or written statement supported by a portfolio of evidence

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

A good fit for

Senior Bookkeeper, Finance Administrator or Accounts Payable Supervisor and Employees in accounting roles wishing to further develop their career.

Future Jobs

- Management Accountant
- Senior Finance Officer
- Commercial Analyst

What's next?

After achieving the apprenticeship and qualification learners may receive credits towards the CIMA or ACCA pathway of the Level 7 Accountancy Professional Apprenticeship in partnership with Grant Thornton.

Programme in partnership with:



Course overview

 **Start Date**
Flexible


 **Level**
4

 **Duration**
15 Months + 3 Months EPA

 **Delivery**
Blended

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

 **Qualification**
Professional Accounting Technician
Apprenticeship Certificate and a AAT Level 4
Diploma in Professional Accounting

 **Entry Requirements**
Learners must have completed the Level 3 AAT programme or have a minimum of two years of experience in this field. Learners also must achieve level 2 maths and English by the end of the apprenticeship

Professional Accounting Technician

LEVEL 4 (AAT)

unlocking potential
delivering personalisation
enhancing performance

 15 Month Programme + EPA

Throughout the programme there will be regular reviews where learners will be working on building a portfolio of evidence by completing relevant tasks and requirements focusing on the knowledge, skills and behaviours throughout the duration of the apprenticeship.

Blended Delivery Model



* 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



Progress Review

Professional Accounting Technician

LEVEL 4 (ACCA)

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 **Level**
4

 **Duration**
15 Months + 3 Months EPA

 **Delivery**
Blended

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

 **Qualification**
Professional Accounting Technician Apprenticeship Certificate and ACCA Level 4 in Applied Knowledge.

 **Entry Requirements**
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End Point Assessment

3 Months

- Technical role simulation (TRS)
- Reflective element supported by portfolio of evidence (PRS)

 **Apprenticeship Achieved**

Key



Exam



Live webinars



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4

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15 Months + 3 Months EPA

 **Delivery**
Blended

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

 **Qualification**
Professional Accounting Technician Apprenticeship Certificate and a CIMA level 4 Certificate in Business Accounting.

 **Entry Requirements**
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Progress Review