

# 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.

### 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.

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### 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.

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unlocking potential  
delivering personalisation  
enhancing performance

## Blended Delivery Model

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		
Programme Induction & Enrolment	<b>Induction and principles of accounting</b> Customer and supplier transactions. Receipts and payments. Process of recording financial transactions and bank reconciliations. Control accounts, journals and error corrections.			<b>Preparing financial statements</b> Accounting for capital transactions. Accruals and prepayments. Extended trial balance. Preparing financial statements. Partnerships and changes to partnerships. Ratio analysis.						<b>Tax processes for business</b> VAT, inputs and outputs. Payroll and VAT returns.	<b>Business awareness</b> Organisations. Ethics. Communication.	<b>Management accounting techniques</b> Introduction to cost accounting and decision making. Material and labour costs. Aspects of budgeting and cash budgeting. Decision making. Spreadsheet techniques to provide MI.			<b>Synoptic assessment preparation</b> Ethical code for professional accountants. Spreadsheet software to record, format and organise data. Tools and techniques for data analysis.		
	Blended learning, Coaching, Mentoring & Peer Support																
				  						  		  			  		

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