

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 maths GCSE grade C/4 or above (or equivalent)

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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 | Induction and principles of accounting Customer and supplier transactions. Receipts and payments. Process of recording financial transactions and bank reconciliations. Control accounts, journals and error corrections. | | | Preparing financial statements Accounting for capital transactions. Accruals and prepayments. Extended trial balance. Preparing financial statements. Partnerships and changes to partnerships. Ratio analysis. | | | | | | Tax processes for business VAT, inputs and outputs. Payroll and VAT returns. | Business awareness Organisations. Ethics. Communication. | Management accounting techniques Introduction to cost accounting and decision making. Material and labour costs. Aspects of budgeting and cash budgeting. Decision making. Spreadsheet techniques to provide MI. | | | Synoptic assessment preparation 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