## **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)

### 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.



### **AAT Qualification**

Learners must complete the AAT Level 3 Diploma in Accounting as part of this programme.



#### **Course overview**



**Start Date** 

Flexible



Level



Duration

15 Months + 3 Months EPA



**Delivery** 

Blended



On-Programme And End-Point Assessment



Qualification

Assistant Accountant Apprenticeship Certificate with a AAT Level 3 Diploma in Accounting.

# **Assistant Accountant**

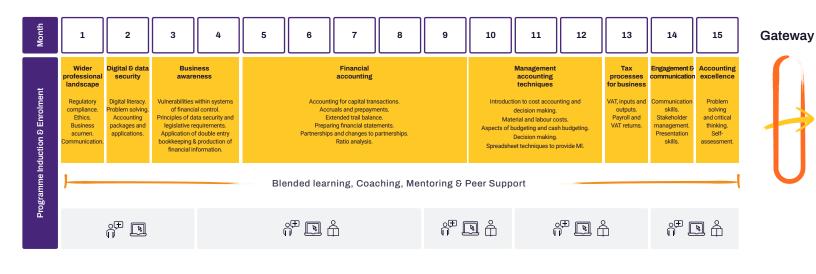
LEVEL 3 (AAT)



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.

## **Blended Delivery Model**



unlocking potential delivering personalisation enhancing performance



