

# 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**  
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.

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unlocking potential  
delivering personalisation  
enhancing performance

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## Blended Delivery Model



| Month                           | 1  | 2  | 3  | 4  | 5 | 6 | 7   | 8 | 9  | 10 | 11  | 12  | 13  | 14   | 15 |
|---------------------------------|--|--|--|--|---|---|---|---|--|----|---|---|---|--|----|
| Programme Induction & Enrolment | <b>Wider Professional Landscape</b><br>Regulatory compliance.<br>Ethics.<br>Business acumen.<br>Communication. | <b>Digital &amp; Data Security</b><br>Digital literacy.<br>Problem solving.<br>Accounting packages and applications. | <b>Business Awareness</b><br><br>Vulnerabilities within systems of financial control.<br><br>Principles of data security and legislative requirements.<br><br>Application of double entry bookkeeping and production of financial information. | <b>Financial Accounting</b><br><br>Accounting for capital transactions.<br><br>Accruals and prepayments.<br>Extended trial balance.<br><br>Preparing financial statements.<br>Partnerships and changes to partnerships.<br><br>Ratio analysis. |   |   |   |   | <b>Management Accounting Techniques</b><br><br>Introduction to cost accounting and decision making.<br><br>Material and labour costs.<br><br>Aspects of budgeting and cash budgeting.<br>Decision making.<br><br>Spreadsheet techniques to provide MI. |    |   | <b>Tax Processes for Business</b><br>VAT, inputs and outputs.<br><br>Payroll and VAT returns. | <b>Engagement &amp; Communication</b><br><br>Communication skills.<br><br>Stakeholder management.<br><br>Presentation skills. | <b>Accounting Excellence</b><br><br>Problem solving and critical thinking.<br><br>Self-assessment. |    |
|                                 | Blended Learning, Coaching, Mentoring & Peer Support   |  |  |  |   |   |   |   |  |    |   |   |   |  |    |
|                                 |                             |  |   |  |   |   |  |   |  |    |  |   |   |  |    |

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