

Apprenticeship

Assistant Accountant Level 3

Do you want to progress in accounting and finance?

Is there a requirement for you to help your organisation work more effectively in providing high quality accounting and finance services?

Are you currently in a role that would allow you to develop your accounting and finance knowledge and skills?

Qualification Gained:

AAT Level 3 Diploma in Accounting

Institute for Apprenticeships (IFA) certificate

Level 2 Functional Skills in Maths and English if appropriate

Progression to further study

Successful apprentices can progress, if opportunity allows, onto Professional Accounting/Taxation Technician Apprenticeship Level 4

Further details

Further details can be found at InstituteforApprenticeships.org

Who to contact

For more information please contact us:

01704 392874

info@competeapprenticeships.co.uk

Who is the course aimed at?

- + Assistant accountant
- + Accounts clerk
- + Cashier/finance assistant
- + Purchase/sales ledger clerk

What will you study

- + Level 3 AAT Advanced Diploma in Accounting.
- + Level 2 Functional Skills in Maths and English (exemptions apply)

Knowledge and skills you will develop

- + Business awareness
- + IT system and processes
- + Ethical standards
- + Financial accounting and reporting
- + Management accounting
- + Analysis
- + Communication
- + Producing quality and accurate Information
- + Using systems and processes
- + Problem solving

Behaviours you will develop

- + Embracing change
- + Adding value
- + Ethics and integrity
- + Personal accountability
- + Productivity
- + Team working and collaboration

Entry requirements

- + [Comprehensive skills scan](#)

Maths and English

All learners in a Level 3 Apprenticeship will need to provide evidence of a minimum Level 2 in Maths and English (or equivalent) prior to entering EPA Gateway.

You will need to provide evidence of at least one Level 2 in Maths or English prior to starting on the Apprenticeship. You will need to attend sessions to achieve all required Level 2 Maths or English to be able to successfully enter in to your EPA Gateway.

How long will it last?

Typical duration: 12 months

How will it be delivered?

The Diploma will be delivered on a weekly basis in college.

Portfolio build and coaching towards End Point Assessment will be delivered in the workplace.

Maths and English will be delivered on a flexible basis.

20% off-the-job training during contracted hours.

How will it be assessed?

The AAT Diploma will be assessed by exams.

The Standard will be assessed through End Point Assessment once the apprentice, employer and assessor have agreed that the apprentice is EPA Gateway ready for:

- + [Synoptic Test](#)
- + [Portfolio](#)
- + [Reflective Discussion](#)