

Apprenticeship

Professional Accounting/ Taxation Technician Level 4

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 4 Diploma in Professional Accounting

Institute for Apprenticeships (IFA) certificate

Functional Skills in Maths and English if appropriate.

Progression to further study

Successful apprentices can progress, if opportunity allows, onto a chartered qualification.

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 Auditor
- + Assistant Financial Accountant
- + Assistant Management Accountant
- + Business Tax Assistant
- + Personal Tax Assistant

What will you study

- + AAT Level 4 Diploma in Professional Accounting
- + Level 2 Functional Skills in Maths and English (exemptions apply)

Knowledge and skills you will develop

- + Business awareness
- + Technical knowledge
- + Ethical standards
- + Regulation and compliance
- + Systems and processes analysis
- + Communication
- + Leadership
- + Planning and prioritising
- + Producing quality and accurate information
- + Team working and collaboration
- + Using systems and processes
- + Behaviours you will develop
- + Adaptability
- + Adding value
- + Ethics and integrity
- + Proactivity
- + Professional scepticism

Entry requirements

Level 2 Maths equivalent to GCSE Grade C (4) or above as part of 5 GCSEs A-C (4 or above) or other comparable qualifications e.g. L2 & L3 accounting.

Maths and English

All learners in a Level 4 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: 18 months

How will it be delivered?

The professional diploma will be delivered on a weekly basis in college.

Portfolio build 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 in Professional Accounting 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