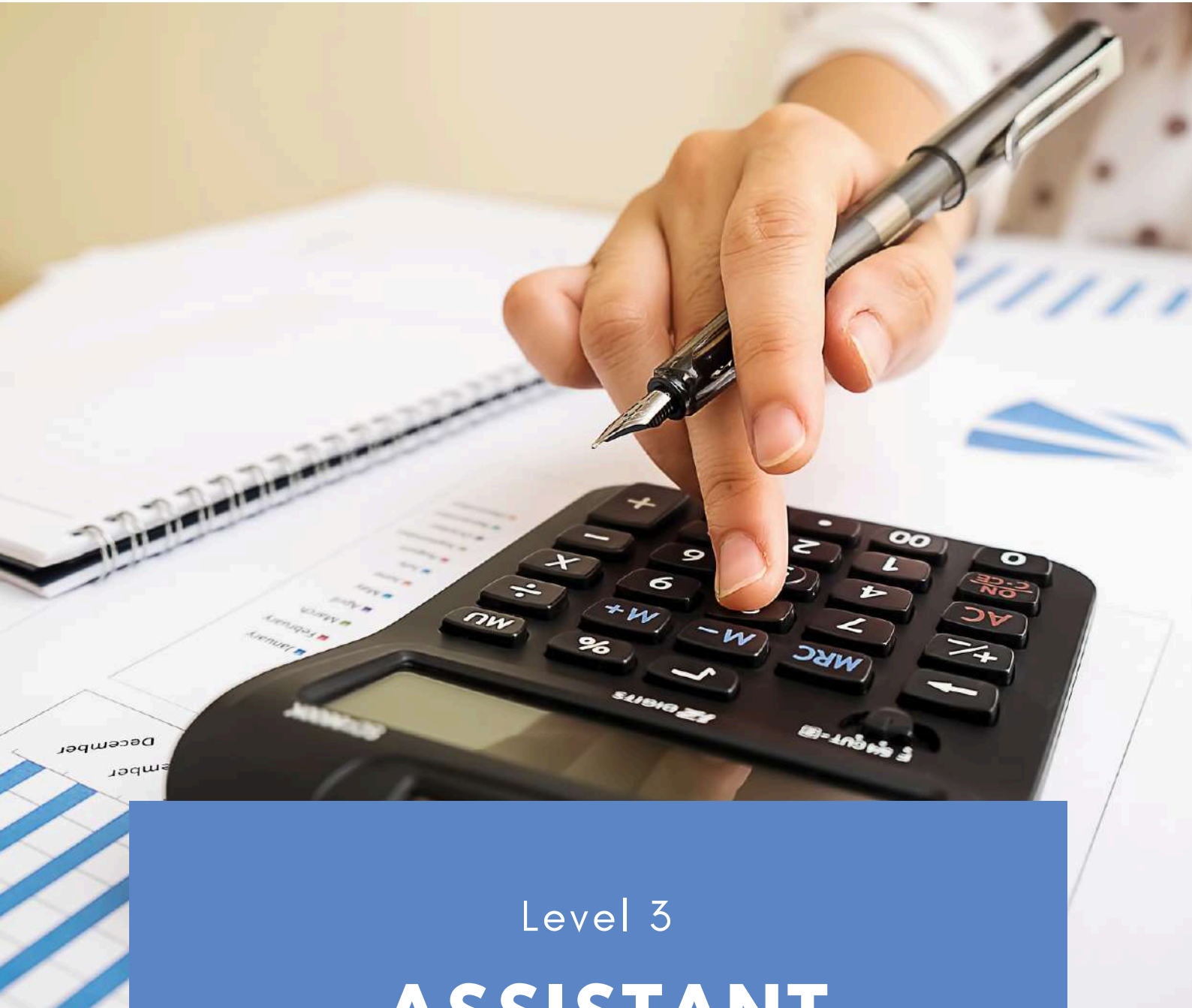




Apprentice Team
Ltd.



Level 3

ASSISTANT ACCOUNTANT

Apprenticeship Guide

This qualification is an ideal career progression route for your career in accounting.

Overview

An assistant accountant will be responsible for managing their own caseload and time whilst reporting to a more senior accountant.

Some typical role titles include: **Accounting technician, Accounts clerk, Assistant accountant, Assistant cashier, Bookkeeper, Finance assistant, Purchase ledger clerk, Sales ledger clerk.**

What's Involved

The apprenticeship standards are a new in-depth way of gaining qualifications in your chosen job role. As part of the apprenticeship you will create a portfolio of evidence and complete the end-point assessment.

All units are broken down into the individual categories of skills, knowledge and behaviours. You will be required to show your development in these for each unit.

Below is a brief summary of some of the subject areas you can expect to study:

Financial Accounting and Reporting

This unit looks at processing financial documents and the reporting of financial information. You will also be looking at financial standards, how to make end of year adjustments where required and more.

Management Accounting

In this unit you will look at how to analyse and report financial information to help support decision making and how to gather financial information for reports.

IT Systems and Processes

This unit looks at how to enter accounting transactions, calculate and make reconciliations, correct accounting errors and produce reports using IT systems.

Key Features

- Work-based qualification
- Equivalent to 2 A-levels
- Flexible delivery to fit around working pattern
- Approximately 15-21 months to complete*

*(*Depending on hours worked per week and previous attainment)*

- Includes maths and English qualifications*

*(*Unless previously achieved A*-C / 9-4 or hold an equivalent)*

- Online portfolio and assessment-based achievement
- Ideal for existing accountants.

Analysis

In this unit you will look at how to analyse financial information and how your company's analysis tools and procedures operate. You will also learn more about how to communicate your findings to management and stakeholders.

Ethical Standards

This unit looks at the current legislation and standards in your organisation and how this effects the company's reputation and integrity, and how you uphold the codes of conduct.

Qualifications

Apprentices will be required to take one of the professional qualifications listed below, as chosen by the employer to be more relevant to the job role:

- AAT Advanced Diploma in Accounting
- AAT Level 3 Diploma in Accounting

Entry Requirements

Before the start of the Apprenticeship standard, Apprentices are required to have one of the following:

- Qualification in A-Level Accounting or Finance
- 3 years experience in Accounting, Finance, or Bookkeeping
- AAT Level 2 qualification in Bookkeeping or Accounting

Showcase Portfolio

During your apprenticeship you will gather evidence as part of a portfolio to demonstrate your knowledge, skills and behaviours.

This will include:

- Completion of workbooks and knowledge questions.
- Virtual observations, carried out in line with data protection and GDPR requirements.
- Recorded professional discussions to capture reflective learning and understanding.
- Witness testimonies from managers to verify on-the-job performance and competence.

Forget about lugging around all your work. The online iLearner e-portfolio system means all your work can be uploaded directly to your account and accessed wherever you go.

The system is easy to navigate and full guidance will be provided through our iLearner handbook and from your tutor through one-to-one support.

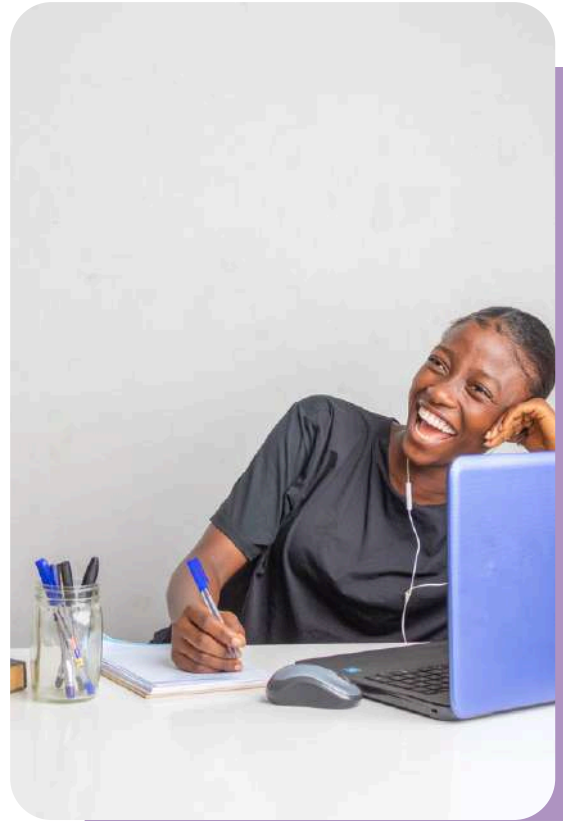


What is Off-The-Job Training?

In short, for 20% of your weekly working hours, you must have time away from your regular duties to engage in training related to your post and/or apprenticeship standard. This is known as off-the-job training, and could include a variety of tasks.

Off-the-job training is a requirement of all apprenticeships funded by the Department for Education. In short, 20% of the apprentices working hours must be spent on training and learning activities to increase their knowledge, skills and behaviours related to the apprenticeship.

Off-the-job training can be achieved in a number of ways and you may be surprised to learn of the simple activities which count towards the off-the-job training. Some of these activities include: One-to-one session with tutor, preparing for assessments, role playing of workplace situations, training sessions, individual study time to complete coursework and attending webinars on key industry topics.



Functional Skills

Functional Skills Maths and English are an essential part of many apprenticeship courses. Apprentices aged 16-18 who have not previously achieved GCSE Grade 4/C or above (or an equivalent qualification) are required to complete and achieve their Functional Skills qualifications. However, for adult apprentices (19+), Functional Skills are now optional and not a mandatory requirement for completing an apprenticeship. The decision is for the employer and the learner to decide whether to undertake these qualifications.

Benefits of completing Functional Skills:

- Some higher-level roles and further qualifications require maths and English at Level 1 or 2. Completing Functional Skills can open doors to promotions and further education.
- Strong communication and numerical skills are essential in most job roles, helping with tasks like report writing, budgeting, and problem-solving.
- Functional Skills help with real-life tasks, such as managing finances, understanding contracts, and effective communication in personal and professional settings.
- Functional Skills are designed to be practical and flexible, meaning they can be tailored to fit around your apprenticeship work.



The End-Point Assessment

As part of your qualification, you will complete the End-Point Assessment (EPA) to demonstrate the skills, knowledge and behaviours you have developed through our programme. You can achieve either a Pass, Merit or Distinction based on your final grade.

For the Advanced Apprenticeship in Assistant Accountant, the EPA consists of the following:

Multiple-Choice Assessment

You will complete a multiple-choice test. It will be open book, meaning you can have access to some books or reference materials. In the test you can have:

Apprentices may bring with them pens, pencils, erasers, and a scientific or accountancy calculator.

Calculators must not emit audible tones or function as any other digital device.

Apprentices must not have access to the internet for the duration of the assessment. This includes any potential technological, web-enabled sources of information such as, but not limited to, iPods, mobile phones, MP3/4 players, smart watches which have a data storage device.

No other equipment is allowed.

The test will have 40 multiple-choice questions over 4 different themes. You will have 150 minutes to complete it.

Professional Discussion

You will have a professional professional discussion with an independent assessor. It will last 60–70 minutes. They will ask you at least 10 questions. The questions will be about certain aspects of your occupation.



Delivery

The apprenticeships are delivered through a variety of remote learning, video conferencing and one-to-one sessions at your business / on online platforms. The apprentice's designated tutor will arrange with you / the apprentice the most convenient location and method of delivery bespoke to them to support their needs as part of the initial assessment. Learning sessions are usually conducted every 4 weeks and last 2-4 hours depending on their personal learning needs.

You should expect to carry out self-study and remote learning as part of the off-the-job training using your iLearner portfolio. You can do as much work as you want at a time that works for you and your employer.

Go Further

Once you have completed this qualification at Level 3, there are progression routes available, such as:

- Level 3 Team Leader
- Level 3 HR Support
- Level 4 Professional accounting or taxation technician

Contact the office to check availability and for further advice about the next steps. Our team will be happy to advise you on additional programmes we provide and can help point you in the right direction for any learning requirement not delivered by Apprentice Team Ltd.

Contact Us

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