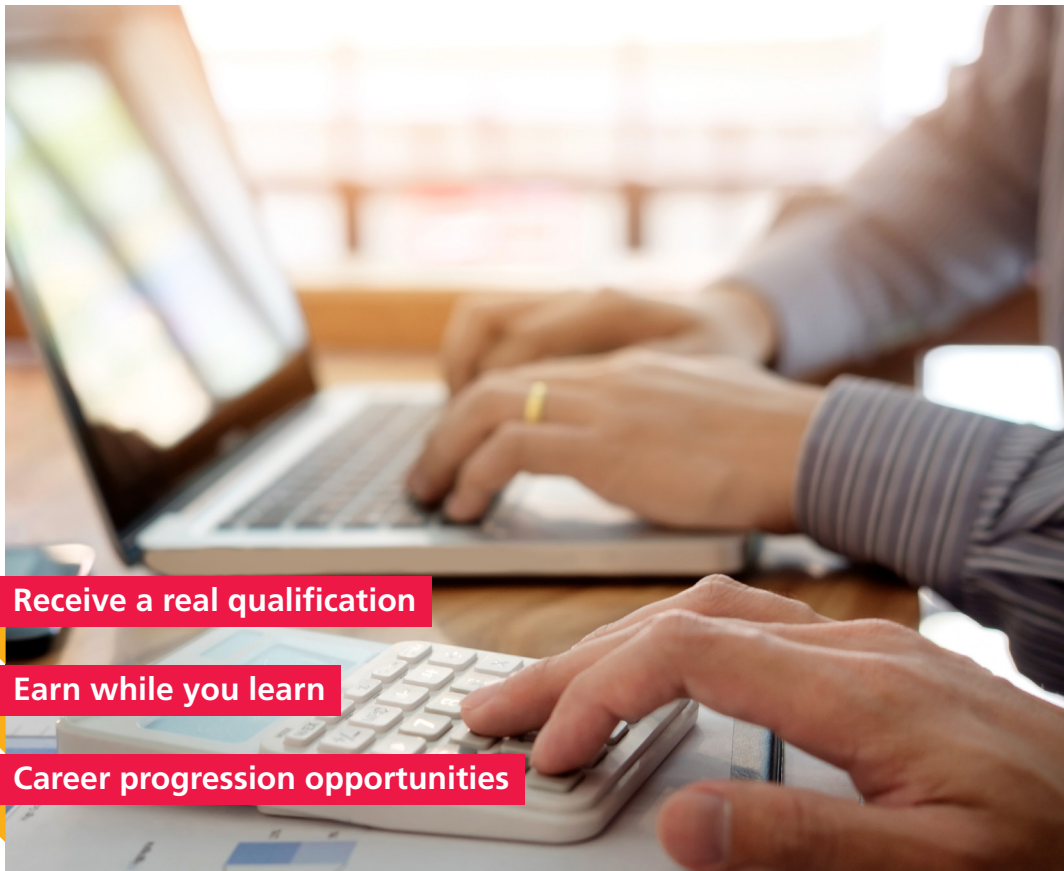


Assistant Accountant

Course	Qualification	Type	Level	Length
Assistant Accountant	 AAT Advanced Diploma in Accounting			18 months



Receive a real qualification

Earn while you learn

Career progression opportunities

This course will be delivered as regular day release workshops, and will enable the apprentice to work as an assistant accountant in practice or within the finance function/ department of an organisation. Developing the confidence, knowledge, skills and understanding needed to progress as an assistant accountant.

Aspects may include:

- Data entry at month end management accounts
- Year-end financial statements
- Regulatory financial requirements such as VAT returns or tax computations

 **APPRENTICESHIP STANDARD**

An Apprenticeship Standard programme is occupation-focused and concentrates on the relevant knowledge, skills and behaviours required to complete the programme successfully.

PROGRESSION OPPORTUNITIES

- Team leader or supervisory roles
- Professional Diploma in Accounting to become a fully qualified accounting technician and a full member of the AAT
- Internal promotion
- Level 4 apprenticeship study

ASSESSMENT METHODS

- On-programme assessment
- End-Point Assessment

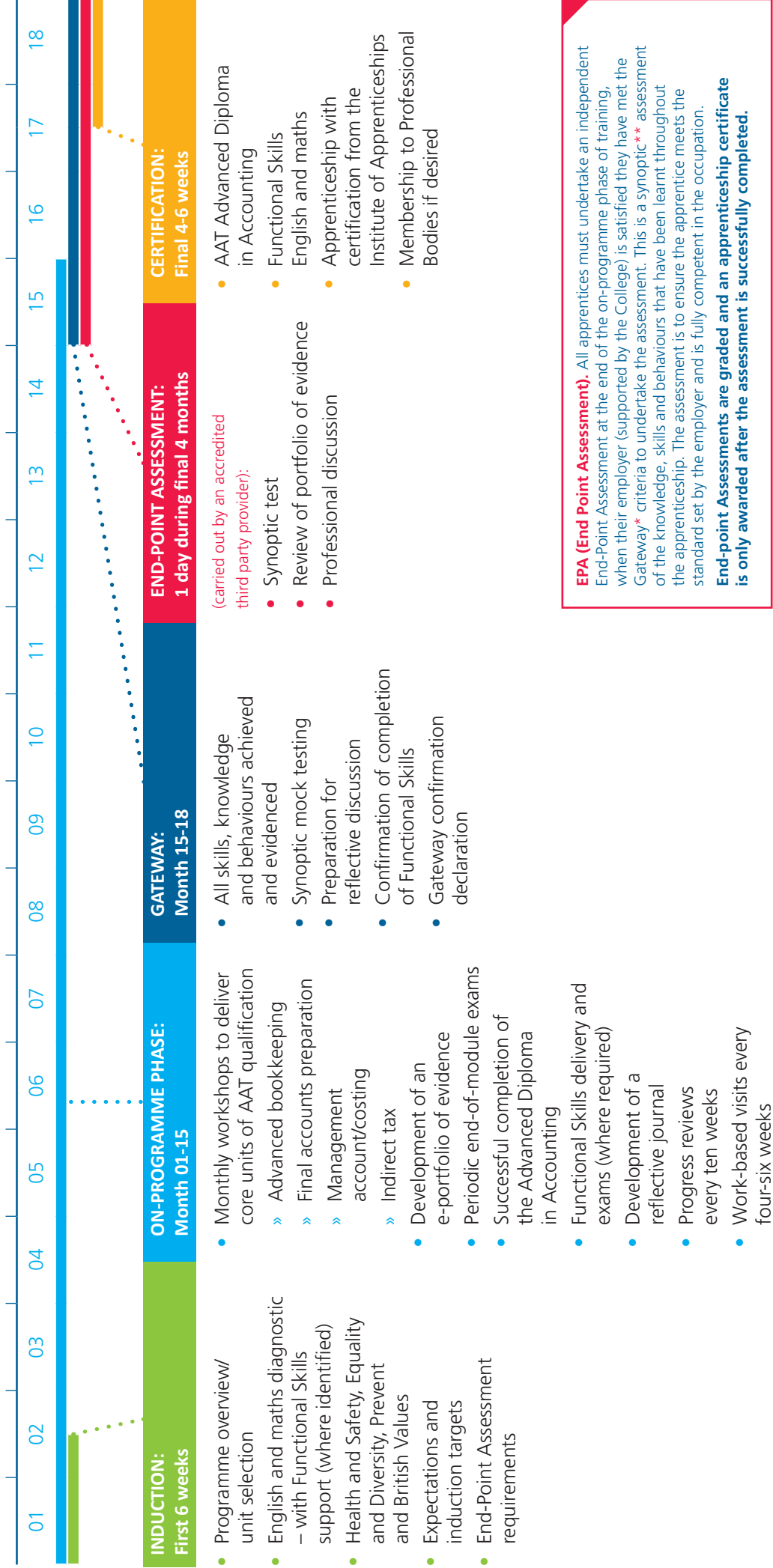
RECOMMENDED END POINT ASSESSMENT (EPA) ORGANISATION

- AAT

ENTRY REQUIREMENTS

One GCSE at grades A*-C/ 9-4 or Level 2 Functional Skills in English and maths.

Programme timeline - 18 Months



EPA (End Point Assessment). All apprentices must undertake an independent End-Point Assessment at the end of the on-programme phase of training, when their employer (supported by the College) is satisfied they have met the Gateway* criteria to undertake the assessment. This is a synoptic** assessment of the knowledge, skills and behaviours that have been learnt throughout the apprenticeship. The assessment is to ensure the apprentice meets the standard set by the employer and is fully competent in the occupation.

End-point Assessments are graded and an apprenticeship certificate is only awarded after the assessment is successfully completed.

*** Gateway**
When an apprentice reaches the end of their training, the employer (supported by the College) will make the decision on whether the apprentice is ready to progress towards the End-point Assessment. This process or stage is known as the gateway.

**** Synoptic assessment**
A Synoptic assessment encourages apprentices to combine elements of their learning from different parts of the programme and to show their accumulated knowledge and understanding of a topic or subject area.

