

Accounting Assistant Accountant Apprenticeship Standard (Online and On Campus)

OverviewThe Assistant Accountant Apprenticeship is at level 3 - equivalent to A-levels - and will equip apprentices with skills and knowledge that can be directly applied in their roles.

This apprenticeship will prepare apprentices for junior and entry-level accounting roles. It delivers a solid foundation in finance administration, covering areas such as double entry bookkeeping and basic costing principles. Learners will then move on to mastering more complex accounting disciplines including financial processes, advanced bookkeeping, final accounts and ethical practices for accountants.

This flexible apprenticeship is delivered in partnership with Mindful Education, and combines online learning with face-to-face lessons in the classroom.

Please note: classroom attendance is one evening/day per week/fortnight during term time. The duration of the apprenticeship will be 18 months.

What will I learn?This qualification covers a range of complex accounting tasks. Apprentices will learn and master financial processes, including accounting principles and concepts, advanced bookkeeping, final accounts, VAT issues in business, management accounting costing techniques and ethical practices for accountants. They will also gain software skills through spreadsheet training for accounting.

This apprenticeship standard is at Level 3. The structure allows students to achieve the AAT (Association of Accounting Technicians) Advanced Diploma in Accounting as their on-programme learning. This internationally recognised AAT qualification enables those working in accounting or those looking to pursue accountancy as a career to gain knowledge, practical experience and the all-important certification often sought by employers.

Example modulesThe Level 3 apprenticeship covers a range of key areas, including:
? Advanced bookkeeping?
Final accounts preparation?
Management accounting: costing?
Indirect tax?
Ethics for accountants?
Spreadsheets for accounting
You will also develop business communications and lifelong learning skills, applying what you learn on the course to the wider industry context.

Study Method – Online and On CampusWe have partnered with Mindful Education to deliver this apprenticeship through our Online and On Campus model. Apprentices will attend college once every two weeks and will study online materials during allotted time at work.

Online lessons can be accessed at any time, using a mobile, tablet or desktop - meaning apprentices can fit their study around work commitments, minimising disruption in the workplace. Each lesson lasts around 45 minutes and is accompanied by animations and motion graphics to bring concepts to life. Exercises, interactive case studies and analytical tools help to enhance the learning experience further.

On campus, apprentices benefit from face-to-face classes at college with an experienced tutor. A combination of classroom-based lessons, group exercises and discussion encourage apprentices to apply theory to real-life workplace situations.

This modern, flexible approach to apprenticeship training empowers learners, minimises disruption to employers, and delivers tangible results in the workplace.

Note regarding Coronavirus (COVID-19): Due to the nature of our Online and On Campus apprenticeships, with key concepts being taught online through high-quality video lectures, apprentices are able to continue their studies seamlessly with social distancing in place. Some of the regular 'On Campus' lessons can be replaced by remote 'virtual classroom' sessions led by college tutors. This flexible approach can be easily adapted to suit government guidance and college policies

How will I be assessed? To complete the Assistant Accountant apprenticeship, apprentices will be expected to complete:

? A synoptic end-test covering the knowledge and skills gained throughout the on-programme stage and detailed in the standard. ? A portfolio and reflective discussion which will comprise a range of evidence produced in the work-place to show that the Apprentice has met the knowledge, skills and behaviours detailed in the standard. The reflective discussion will be a structured interview to examine this evidence and the learner journey in more detail.

Entry Requirements

Applicants will need to be employed in a relevant accounting role.

5 GCSE's with Maths and English at Grade C/ Functional Skills Level 2 English and Maths

Good keyboarding skills are essential as well as a good knowledge of Microsoft Office. Achievement of an AAT Level 2 Foundation Certificate in Accounting is advantageous but not essential.

What's Next

You can progress on to the Professional Accounting Technician Apprenticeship - AAT Professional Diploma in Accounting at Level 4.

Career opportunities Upon successful completion of the Assistant Accountant Apprenticeship, you can apply for AAT associate bookkeeping membership and become a professional AAT Bookkeeper (AATQB). The skills and knowledge you will gain throughout this apprenticeship will qualify you for roles including Finance Officer, Assistant Accountant and Bookkeeper. You will also be eligible for AAT Bookkeeper (AATQB) status, giving you the option to work as a freelance bookkeeper.

Your Options

| | Start Date | End Date | Course Level |
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