

PROFESSIONAL ACCOUNTING TECHNICIAN

(Online and On Campus)

Apprenticeship

STUDENT FACTSHEET

YOUR FUTURE STARTS HERE

This AAT (Association of Accounting Technicians) professional level apprenticeship is a higher-level accounting qualification. If you successfully complete this qualification and fulfil the AAT's work experience requirements, you can apply for AAT full membership and achieve professional AAT (MAAT) status.

Key Information

Level	4
Duration	18-24 months
Entry requirements	- 16 years or over. - Please contact our Apprenticeship team for further entry requirements.
Delivery	A minimum of 30 hours of on the job training at work place once in two weeks including to study theory at our Uxbridge/Hayes/ Harrow campus
Course Overview	This AAT (Association of Accounting Technicians) professional level apprenticeship is a higher-level accounting qualification. If you successfully complete this qualification and fulfil the AAT's work experience requirements, you can apply for AAT full membership and achieve professional AAT (MAAT) status.
Career Opportunities	The Professional Diploma in Accounting can lead to the achievement of professional AAT (MAAT) status. Employment opportunities include: Accounts Payable and Expenses Supervisor.
Progression	The accountancy skills developed by studying this qualification will enable you to seek employment with confidence, and/or to progress to study chartered accountancy.

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AAT Professional Accounting Technician Level 4 Apprenticeship (Online and On Campus)
Powered by Mindful Education

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Modules and Content

What will they learn?

In this apprenticeship you will cover higher accounting tasks including drafting financial statements, managing budgets and evaluating financial performance.

Optional specialist units are also available. Apprentices who complete these additional two units will be awarded an AAT Level 4 Professional Diploma in Accounting and be eligible to apply for full AAT membership. This internationally recognised AAT (Association of Accounting Technicians) qualification enables those working in accounting or those who looking to pursue accountancy as a career to gain knowledge, practical experience and the all-important certification often sought by employers.

Study Method – Online and On Campus

We have partnered with Mindful Education to deliver the core units of this apprenticeship through our Online and On Campus model.

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 60 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 who will provide guidance on progress and assessment. A combination of classroom-based lessons, group exercises and discussion encourages 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.

Apprentices will attend college once every two weeks and will study online materials during allotted time at work.

Units of Study

The Level 4 apprenticeship covers a range of key areas, including:

- Management Accounting: Budgeting
- Management Accounting: Decision and Control
- Financial Statements of Limited Companies
- Accounting Systems and Controls
- Professional Diploma Synoptic Assessment

These core units of study are assessed at unit level. In addition, a synoptic assessment will ask students to apply knowledge and skills gained across the qualification in an integrated way, within a workplace context.

In addition, the following optional units can be added to complete the AAT Level 4 Professional Diploma in Accounting (but are not mandatory as part of the apprenticeship):

- Business tax
- Personal tax
- External auditing
- Cash and Treasury Management
- Credit Management

You will also develop business communications and lifelong learning skills, applying what you learn on the course to the wider industry context.

Frequently asked questions

What is new apprenticeship standard?

Apprenticeships in England are changing. Because of government reforms, a new style of apprenticeships has been designed to meet the needs of employers, learners and providers.

How will I be assessed?

After completing their On Programme Learning, sitting a synoptic end-test covering the knowledge and skills gained throughout the on-programme stage and detailed in the standard, apprentices will be expected to complete their End Point Assessment (EPA), consisting of:

- An online assessment, where you'll tackle a series of business-related tasks through simulation in line with typical role activities; and
- Submission of a portfolio of evidence gathered from the workplace. You must then reflect on the portfolio through a written statement or professional discussion.

How much does an apprenticeship cost?

There is no cost for you to do an apprenticeship if you are 16 years old or over and you will be paid a wage.

Do I already need to have a job to start an apprenticeship?

You should be working a minimum of 30 hours per week in a job. If you are unemployed, view our vacancies to apply for a job:

www.hruc.ac.uk/apprenticeships

Can I start an apprenticeship after Year 11?

Yes, you can! Young people in England must stay in education or training until they turn 18. If you're looking for a different option after Year 11, an apprenticeship could be the answer for you!

View our vacancies to apply

www.hruc.ac.uk/apprenticeships



Already working?

Turn your job into an apprenticeship. Call us on **01895 853622 / 0208 909 6328** to get you started.