

ACCOUNTS/FINANCE ASSISTANT
(Online and On Campus)
Apprenticeship

EMPLOYER FACTSHEET

GROW YOUR OWN TALENT

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	On successful completion of this course, you can progress to higher levels of the AAT Accounting Qualifications via apprenticeship training or through part-time courses (Level 3 and then on to Level 4).

Choose a Trusted Provider

 <p>We are a top provider in London with consistently high success rates</p>	 <p>We are the largest college provider of apprenticeships in west London</p>
 <p>We work with major companies including British Airways Brunel University London & Menzies etc.</p>	 <p>Government funding may be available. Eligibility and criteria apply</p>

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

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Apprenticeships & Skills
Harrow, Richmond & Uxbridge Colleges

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.

How will they be assessed?

To complete the Accounts/Finance Assistant 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.