

ASSISTANT ACCOUNTING

(Online and On Campus)

Apprenticeship

EMPLOYER FACTSHEET

GROW YOUR OWN TALENT

The Advanced Diploma in Accounting qualification is at level 3 - equivalent to A-levels - and will equip apprentices with skills that can be directly applied in their roles.

Key Information

Level	3
Duration	18 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 qualification 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.
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.

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We are the largest college provider of apprenticeships in west London



We work with major companies including British Airways, Brunel University London & Menzies etc.



Government funding may be available. Eligibility and criteria apply

AAT Assistant Accountant Apprenticeship Level 3 (Online and On Campus)
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Modules and Content

What will they 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 current entry level for accounting apprenticeships. The structure allows students to achieve the AAT (Association of Accounting Technicians) Foundation Certificate and Advanced Diploma in Accounting as their on-programme learning. This internationally recognised AAT 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.

Example modules

The 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

The skills and knowledge gained throughout this qualification will qualify learners for roles including Finance Officer, Assistant Accountant and Bookkeeper.

Study Method – Online and On Campus

We have partnered with Mindful Education to deliver 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, minimizing disruption in the workplace.

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.

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

How will they 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.

Progression

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