



Intermediate, Advanced and Higher Apprenticeship in Accountancy

INTRODUCTION

The purpose of this framework is to train accountants to technician level who work for accountancy firms or finance divisions within other organisations.

Those starting at the intermediate level will cover job roles such as: Accounts Assistant / Clerk; Cashier; Credit Control Clerk; Finance Assistant; Purchase Ledger Clerk; Sales Ledger Clerk.

For the advanced and higher level apprenticeship you will need to be a Trainee Accounting Technician; Assistant Accountant or an Assistant Management Accountant.

It will provide a structured approach to training and developing prospective Accountants who understand the needs of the organisation, its customers and the sector within which they operate.

WHAT WILL I DO

Most apprentices will begin by working towards the intermediate apprenticeship, from which you will be able to progress to the advanced apprenticeship and then onto the higher level apprenticeship.

Each framework will include the main aim which will be either; Level 2 Certificate in Accounting, (Intermediate Level), Level 3 Diploma in Accounting, (Advanced Level) or the Level 4 Diploma in Accounting, (Higher Level).

All of the frameworks will include functional skills in Maths and English, Employee Rights and Responsibilities and Personal Learning and Thinking Skill.

Functional Skills are practical skills in English, Mathematics and ICT that enables everyone to work confidently, effectively and independently in life and at work.

A Functional Skill qualification in English @ Level 2 will show that you are competent in writing documents on complex subjects, making presentations, reading and summarising information as well as spelling, punctuation and grammar, in Mathematics @ Level 1 will show you can understand practical problems, select & apply maths in an organised way and use checking procedures, in ICT @ Level 1 or 2 will prove you can use ICT systems, find & select information, develop, present & communicate information.

Functional Skills have been produced as a response to calls from employers for more people to have these skills and they therefore form an integral part of an apprenticeship framework. They are the key to success that will open doors to learning and work.

Delivery of Functional Skills within the framework can happen in two ways:



- a) an apprentice attends day release, their functional skills will be delivered at college on that day.
- b) an apprentice does not attend college for their main qualification, they will need to attend college for a block week for each Functional Skill required for their framework. Dates of these block weeks will be discussed with the apprentice and their employer at sign up and they will be booked in advance.

HOW LONG WILL IT TAKE

It is estimated that the intermediate apprenticeship will take 12 months to complete with the advanced and the higher apprenticeships taking 18 – 24 months to complete each respectively. Within each framework there must be a minimum of 100 Guided Learning hours in each year of delivery completed “off the Job”. This could be at College on a day release basis or away from the apprentices work station within the employer premises, all within the contracted hours of employment.

ENTRY QUALIFICATIONS

Four GCSEs at grade C or above in English, Maths and Science or equivalent qualifications are required. Accountancy apprentices have to be employed for a minimum of 30 hours per week including their College day; employment must be within an accountancy environment. Employers must be willing to sign up to the training agreement and be prepared for an assessor to visit the workplace every 8 – 12 weeks for assessments and training reviews.

WHERE COULD IT LEAD

If you are up for the challenge and are ready to learn, successful completion of this course could enhance employment opportunities and gain you a widely recognised qualification. Accountancy personnel are required in all areas of industry, or as part of specialised accountancy practices and can develop into skilled financial managers.

FEES

Apprenticeships are fully funded for 16 -18 year old and employers may be expected to pay an employer contribution for those 19 years or over.

For all apprentices within their first year of training the employer is required to pay the apprenticeship minimum wage of £2.50 per hour. Within the second and subsequent years of an apprenticeship programme the following applies:

16 – 18 year olds – the apprenticeship minimum wage

19+ - the required national minimum wage for the relevant age group.

ADDITIONAL INFORMATION

Apprentices must register with AAT to be eligible to sit computer based assessments which are undertaken within class time.

A high level of attendance is expected at College for the apprentices as they are only attending one day per week where very intensive training takes place.

HOW TO APPLY

You can apply for this course by applying online, by filling out an application form from the College prospectus or by contacting the Information Officer on 01205 313218 for further information.

The Information on this Course Information Sheet is correct at time of print, but can be subject to change at

anytime.



ARE YOU OUR NEXT APPRENTICE? - EARN WHILE YOU LEARN

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