



Higher Apprenticeship in Accountancy (AAT Level 4 Diploma in Accounting)

INTRODUCTION

This qualification has been developed for those working in accountancy, who have achieved a Level 3 AAT qualification. It allows further development of accounting skills and provides a basis for progression to qualifications offered by Chartered Accountancy bodies. This is a competence based qualification that will deliver real skills.

WHAT WILL I DO

The Higher Apprenticeship includes the following mandatory units and assessment methods:-

- Financial Statements (Computer based formal test)
- Budgeting (Computer based formal test)
- Financial Performance (Computer based formal test)
- Internal Control & Accountancy Systems (Project)

Optional Units (2 from 4)

- Credit Management & Control (Project)
- Personal Tax (Computer based formal test)
- Business Tax (Computer based formal test)
- External Auditing (Computer based formal test)

Your Higher Apprenticeship will include functional skills at Level 2 in English and Maths. You will also complete an Employees Rights & Responsibilities workbook.

HOW LONG WILL IT TAKE

The Apprenticeship is offered on a day release basis for one year. As well as developing your skills at College, apprentices will increase their confidence within the workplace.

ENTRY QUALIFICATIONS

Level 3 / Advanced Apprenticeship in Accounting. Employment must be in accountancy environment and employers must be willing to sign a training agreement and have a Training Adviser visit the workplace every 10-12 weeks for training reviews. Initial assessment will take place prior to starting the course.

WHERE COULD IT LEAD

ACCA, CIMA and ACA qualifications are the natural progression paths, with exemptions from some papers.

FEES

Employers may have to pay a contribution for those over the age of 19. For more information please enquire within the Apprenticeship Team.

For all Apprenticeships the Learner is required to be paid at least the Apprenticeship minimum wage (Currently £2.50 per hour).



ADDITIONAL INFORMATION

All learners must register with AAT to take assessments. A very high level of attendance is expected at college as they only attend one day a week, where very intensive training takes place. Apprentices are provided with a Training Adviser to help and support them throughout the course, both at college and in the workplace to ensure the learner reaches their full potential.

HOW TO APPLY

You can apply online, by filling in an application form, or by contacting the Information Officer on 01205 365701.

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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