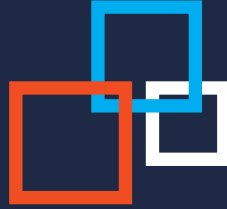


Assistant Accountant



Level
3

Duration

Typically 16 months

Levy Cost £8,000

Non-Levy Cost
Fully funded or 5% (£400)

How can an Assistant Accountant apprentice benefit my business?

An Assistant Accountant provides support to internal and external customers and will work predominately either as an assistant accountant or alternatively within the finance function of an organisation. Part of their role will involve assisting in the day to day financial activities such as data entry to month end management accounts and/or year-end financial statements.

Who is the Assistant Accountant apprenticeship for?

The assistant accountant apprenticeship will suit job roles including; Assistant Accountant, Trainee Accounting Technician, Accounts Clerk, Cashier Finance Assistant and Purchase Ledger Clerk.

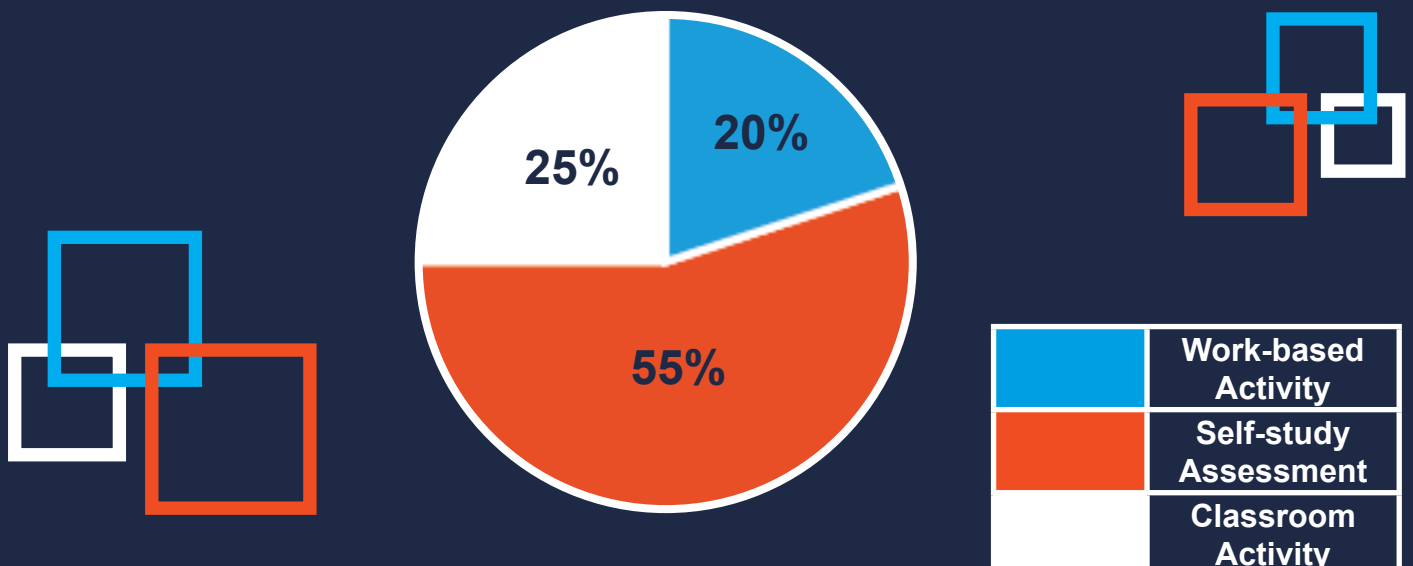
What will it cost the business to take on an apprentice?

Levy-paying employers in England can use funds in their Apprenticeship Service Account to fund apprenticeship training costs.

Non-levy paying employers: The government will fund between 95% - 100%* of the cost of training an apprentice.

*This depends on how many people are employed within the company, the age of the apprentice and also if they have been in care or have a Local Authority Education, Health and Care Plan

How is the '20% off-the-job' training delivered?



Functional Skills

If your apprentice does not hold a GCSE 4/5 or equivalent in English and maths, they will be required to complete functional skills. Delivery options will be agreed upon before the commencement of the apprenticeship.

End Point Assessment

The EPA tests and validates the knowledge, skills and behaviours that an apprentice has gained during their training and demonstrates the competence of an apprentice in their role. This assessment for the Assistant Accountant consists of:

- A synoptic end-test
- A portfolio and reflective discussion

The Learner Journey

Month 1	Sign-up and induction	Skills scan . Developmental activities (including extended writing guidance) . Induction . Training plan
Months 2-13	On programme	Mindful education VLE completion . Classroom session . Qualification preparation and exams
Months 14-15	Gateway to EPA	Portfolio building . Tutorials . Synoptic preparation.
Months 16	EPA	Portfolio submission . Synoptic assessment

Classroom Delivery

We have partnered with Mindful Education to deliver this apprenticeship through our Online and On Campus model. Apprentices will attend college fortnightly on a Wednesday between 09:00 - 16:00 and will study online materials during allotted time at work on a weekly basis.

Progression

On successful completion candidates may progress onto:

- Professional accounting Taxation technician Level 4 apprenticeship

Additional Qualification

AAT Level 3 Diploma in Accounting

£225

As part of the Assistant Accountant Apprenticeship your apprentice may also complete the Level 3 Diploma in Accounting. This qualification covers a range of essential accounting tasks, such as maintaining cost accounting and the preparation of reports and returns. It provides students with the specialist knowledge and skills required to progress in an accounting or finance role.