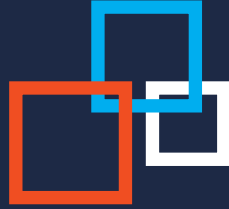


Professional Accounting Technician



Level
4

Duration

Typically 18 months

Levy Cost £8,000

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

How can a Professional Accounting apprentice benefit my business?

Individuals in the role of a Professional Accounting or Taxation Technician will have responsibility for creating, and/or verifying and reviewing, accurate and timely financial information within the organisation. This will be performed in order to meet relevant ethical, professional and legal standards, and will utilise the individual's knowledge of the business systems and processes, as well as standard accounting and tax practices.

Who is the Professional Accounting Technician apprenticeship for?

The Professional Accounting Technician apprenticeship will suit job roles including; Assistant auditor, Assistant management accountant, Assistant financial accountant, Accounts payable and expenses supervisor, Commercial analyst and Payroll manager.

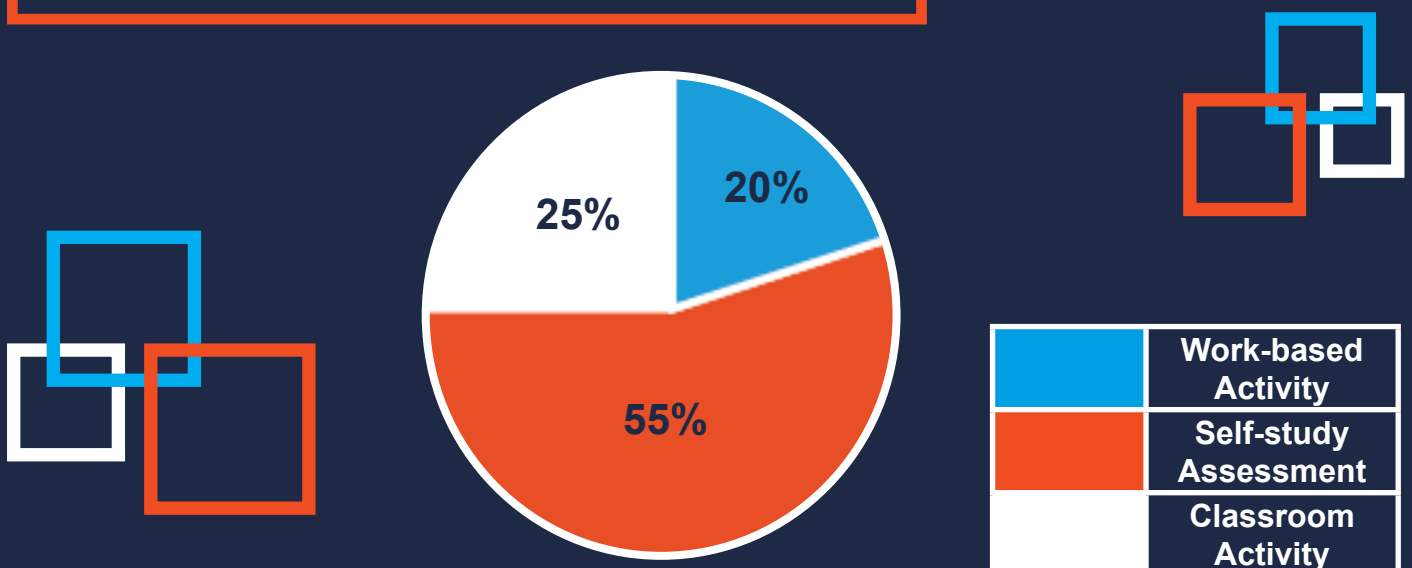
What will it cost the business to take on an apprentice?

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 Professional Accounting or Taxation Technician consists of:

- Portfolio of evidence with a reflective statement
- Role simulation task
- Synoptic assessment / role simulation

The Learner Journey

Month 1	Sign-up and induction	Skills scan · Developmental activities · Induction · Training plan
Months 2 - 14	On programme	Mindful education · VLE completion Classroom session · Qualification preparation and exams
Months 14 - 15	Gateway to EPA	Portfolio building · Tutorials · Synoptic preparation
Months 15 - 18	EPA	Portfolio submission · Synoptic assessment

Apprentices will attend college weekly on a Thursday.

Progression

On successful completion there are several progression routes for your staff:

- ACCA advanced qualification
- Accountancy or taxation professional or Chartered Accountancy or taxation qualifications/ apprenticeships
- Completion of the Professional Accounting or Tax Technician apprenticeship may also result in credits being awarded towards relevant undergraduate degree programmes

Additional 'Optional' Qualification

AAT Level 4 Professional Diploma in Accounting

£240

This qualification establishes skills including drafting financial statements for limited companies and presenting complete management accounting reports. By studying for this qualification, students will acquire professional accountancy and finance skills that will be useful throughout their careers.