

AAT ACCOUNTING APPRENTICESHIP

PROGRAMME GUIDE

An Accounting apprenticeship is a work- based training programme that combines on the job training with a nationally recognised qualification, and offers an apprentice a direct route into the accounting and finance profession.

The Apprenticeship framework for 'Accounting' consists of the following:

1. **AAT LEVEL 2 CERTIFICATE OR 3 DIPLOMA IN ACCOUNTING**
2. **FUNCTIONAL SKILLS – ENGLISH AND MATHS (if required)**
3. **ERR - EMPLOYMENT RIGHTS AND RESPONSIBILITIES**

In order to achieve the full Apprenticeship framework all of the above sections must be completed.

INTERMEDIATE APPRENTICESHIP – LEVEL 2 CERTIFICATE IN ACCOUNTING

The Level 2 Certificate in Accounting will develop skills in basic accounting practices and techniques, and finance administration: double entry bookkeeping, basic costing principles and purchase, sales and general ledgers. The qualification is made up of five mandatory units, which are: Bookkeeping Transactions, Bookkeeping Controls, Elements of Costing, Using Accounting Software, and Working Effectively in Finance.

ADVANCED APPRENTICESHIP – LEVEL 3 DIPLOMA IN ACCOUNTING

Level 3 Diploma in Accounting introduces more complex accounting tasks like final accounts for sole traders and partnerships, and the preparation of reports and returns. The qualification is made up of six mandatory units, which are: Advanced Bookkeeping, Final Accounts Preparation, Management Accounting: Costing, Indirect Tax, Ethics for Accountants and Spreadsheet for Accounting.

The Apprentice will be required to attend college lessons, currently one day a week at our Dartford Campus. Attendance at college for these lessons is part of the Apprenticeship agreement. Assessment is by computer based tests and computer based projects set by the AAT.

FUNCTIONAL SKILLS - Maths and English at the level relevant to your Apprenticeship framework. Exemptions are available dependent on GCSE grades.

EMPLOYMENT RIGHTS AND RESPONSIBILITIES include induction, employment legislation, company policies etc.

The Assessor will carry out periodic reviews with Employer and Apprentice and will work with the Apprentice to ensure that he/she achieves all sections of the Apprenticeship framework in order to gain the Apprenticeship Certificate.

For further information please contact:

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