

## AAT ACCOUNTING APPRENTICESHIP

### PROGRAMME GUIDE

Welcome to your qualification and thank you for choosing North Kent College. Your Apprenticeship involves three parties – You, Your Employer and North Kent College. An apprenticeship is a work-based training programme that combines on the job training with a nationally recognised qualification, and offers a direct route into the accounting and finance profession.

The Apprenticeship framework you have chosen is ‘Accounting’ and this framework includes three sections as follows:

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

In order to achieve your full Apprenticeship framework you must complete all of the above sections. Some sections you may be exempt from but your Assessor will discuss this with you in more detail.

#### INTERMEDIATE APPRENTICESHIP – LEVEL 2 CERTIFICATE IN ACCOUNTING

During the Level 2 Certificate in Accounting you will develop your 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: Basic Costing, Computerised Accounts, Working Effectively in Accounting and Finance, Processing Bookkeeping Transactions, Control Accounts, Journals and the Banking System.

#### 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: Accounts Preparation, Preparing Final Accounts for Sole Traders and Partnerships, Costs and Revenues, Professional Ethics, Indirect Tax and Spreadsheet Software.

You will be required to attend college lessons, currently one day a week at our Dartford Campus. Your Employer must release you to attend these lessons as part of your Apprenticeship. Assessment is by computer based tests and computer based projects set by the AAT.

For your **FUNCTIONAL SKILLS** you will be required to undertake Maths and English at the level relevant to your Apprenticeship framework. Exemptions are available if you have achieved a grade C or above at GCSE.

Your **ERR** section is to show that you have received a full induction at your workplace and ensure you understand your rights and responsibilities as an employee.

We hope you enjoy your time at North Kent College. Your Assessor will work with you to ensure that you achieve all sections of your Apprenticeship framework in order to gain your Apprenticeship Certificate.

If you have any problems during your Apprenticeship then please discuss this with our Assessor who can be contacted as follows: