

QUALIFICATION NAME

LEVEL 3 ADVANCED APPRENTICESHIP – ASSISTANT ACCOUNTANT

AREAS COVERED

- Bookkeeping transactions
- Bookkeeping controls
- Advanced bookkeeping
- Final accounts preparation
- Management accounting: costing
- Indirect tax
- Professional ethics in accounting and finance
- Spreadsheet software

COURSE CONTENT

- The main qualification is the AAT (Association of Accounting Technician) Advanced Diploma in Accounting Level 3
- On day release apprentices will be studying towards the level 3 AAT Advanced Diploma in Accounting
- The technical certificate is completed through the compilation of a portfolio, based on skills and behaviours demonstrated through activities undertaken in the workplace
- Apprentices will also complete an **End Point Assessment (EPA)** in the form an interview carried out by an independent assessor
- Training must include **20% off the job training**, which is undertaken outside of the normal day-to-day working environment and leads towards the achievement of an apprenticeship. This can include training that is delivered at the apprentice's normal place of work, but must not be delivered as part of their normal working duties
- Apprentices will also achieve level 2 functional skills in maths and English, if required

DURATION / COURSE FORMAT

- A level 3 advanced apprenticeship takes 15 to 18 months to complete, dependent on prior knowledge and experience
- The apprentice will spend 4 days in the workplace and attend college 1 day per week

Further information can be obtained from the apprenticeship department: 0161 908 6608

Apply online: www.tameside.ac.uk