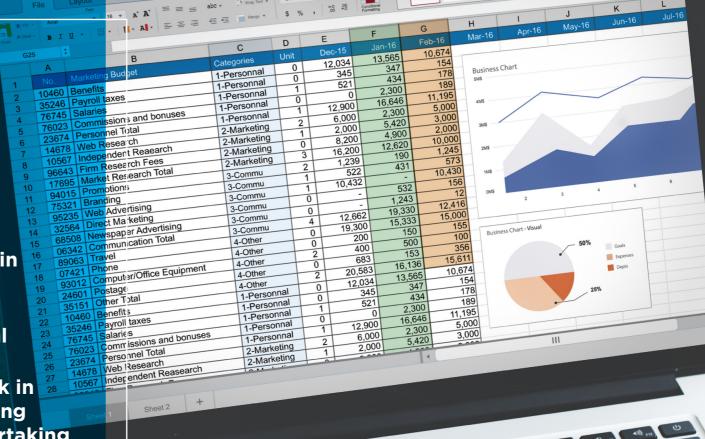




- > Starts in September and January
- > 12 months (1 day per week, 9.15am-4.15pm)
- > Level 2
- > This apprenticeship embeds an AAT Level 2 Foundation Certificate in Accounting within it
- > Upon completion you can apply for the appropriate level of professional membership with AAT
- > Accounts or Finance Assistants work in almost any sector. Individuals working within this type of role will be undertaking basic bookkeeping activities, working with sales and purchase ledgers, running calculations to ensure accurate records and payments are correct, recording cash and data entry



#### **UNITS OF STUDY**

As an apprentice you will develop your knowledge, skills and behaviours in the following key areas:

- > General business
- > Understanding your organisation
- > Accounting systems and processes
- > Basic accounting and bookkeeping
- > Ethical standards
- > Examining and reconciling data
- > Rectifying errors
- > Effective communication
- > Planning and reviewing work
- > Personal effectiveness
- > Team work and professional development
- > Attention to detail



## ASSESSMENT AND TEACHING METHODS

#### **HOW WILL I BE TAUGHT?**

- > Delivered sessions
- > 1-1 support in the workplace by a Work-based Tutor

### HOW WILL I BE ASSESSED?

BALANCE SHEETS

- > End point assessment structured interview supported by your portfolio of evidence
- > An in-tray test
- > Synoptic examination

# ENTRY CRITERIA AND PROGRESSION OPPORTUNITIES

To enrol onto this course, you must:

- > Have Maths and English GCSE or equivalent at grade C/4 or above
- > Be employed within a team responsible for maintaining an effective and accurate finance function within a business

Successful completion of the course can lead to progression onto the Level 3 Assistant Accountant Apprenticeship at Preston's College.

