

ACCOUNTS/FINANCE ASSISTANT

Apprentices will attend on a day release basis to study AAT Level 2 to underpin the knowledge elements of the apprenticeship. Apprentices are required to build a portfolio of evidence during their time on the programme. Every apprentice will be allocated a Coach to support ongoing learning and preparation for EPA.

Course Overview

Progress Reviews will take place regularly to ensure the apprentice is on track. End Point Assessment The two EPA assessment methods are:

Structured interview (supported by a portfolio of evidence summary)

In-tray test

Modules

An Accounts/Finance Assistant is an integral part of the team responsible for maintaining an efficient and accurate finance function within a business, assisting the team of accounts with junior accounting duties. In addition to the Knowledge, Skills and Behaviours required for this apprenticeship, an Assistant Accountant apprentice will study the following modules to achieve AAT L2 qualification:

- Bookkeeping Transactions
- Bookkeeping Controls
- Using Accounting Software
- Elements of Costing
- Synoptic Assessment

Course code
AS2 AA

Award on successful completion
AAT L2 Standard

Study type
Day Release

Level
2

Start date
September / January

Duration
15 months

Fees
£6000 levy payers or 5% contribution for non - levy payers £300

Location
Worcester or
Bromsgrove Campus

End Point Assessment

The two EPA assessment methods are:

- Structured interview (supported by a portfolio of evidence summary)
- In-tray test

Both assessment methods will be conducted and graded by an independent EPAO.

Entry requirements

Maths and English GCSE grade 4 and above.

Methods of assessment

Exams, Portfolio, End Point Assessment.

What can I do next?

Assistant Accountant Standard and AAT L3.