

Southport  
College  
Workforce  
Development

*Apprenticeship*  
**PROFESSIONAL ACCOUNTING/  
TAXATION TECHNICIAN**  
*Level 4*



*train | grow | succeed*

## Apprenticeship PROFESSIONAL ACCOUNTING/ TAXATION TECHNICIAN Level 4

### Why study this course?

Do you want to progress in accounting and finance?

Is there a requirement for you to help your organisation work more effectively in providing high quality accounting and finance services?

Are you currently in a role that would allow you to develop your accounting and finance knowledge and skills?

### Who is the course aimed at?

- ▶ Assistant Auditor
- ▶ Assistant Financial Accountant
- ▶ Assistant Management Accountant
- ▶ Business Tax Assistant
- ▶ Personal Tax Assistant

### What will you study

- ▶ Level 4 AAT Professional Diploma in Accounting
- ▶ Level 2 Functional Skills in Maths and English (exemptions apply)

### Knowledge and skills you will develop

- ▶ Business awareness
- ▶ Technical knowledge
- ▶ Ethical standards
- ▶ Regulation and compliance
- ▶ Systems and processes analysis
- ▶ Communication
- ▶ Leadership
- ▶ Planning and prioritising
- ▶ Producing quality and accurate information
- ▶ Team working and collaboration
- ▶ Using systems and processes

### Behaviours you will develop

- ▶ Adaptability
- ▶ Adding value
- ▶ Ethics and integrity
- ▶ Proactivity
- ▶ Professional scepticism

### Entry requirements

Level 2 Maths equivalent to GCSE Grade C (4) or above as part of 5 GCSEs A-C (4 or above) or other comparable qualifications e.g. L2 & L3 accounting.

### How long will it last?

Typical duration: 18 months

### How will it be delivered?

The professional diploma will be delivered on a weekly basis in college.

Portfolio build coaching towards End Point Assessment will be delivered in the workplace.

Maths and English will be delivered on a flexible basis.

20% off-the-job training during contracted hours.

### How will it be assessed?

The AAT Professional Diploma will be assessed by exams. The Standard will be assessed through End Point Assessment once the Apprentice, Employer and Assessor have agreed that the apprentice is EPA Gateway ready for:

- ▶ Synoptic test
- ▶ Portfolio
- ▶ Reflective discussion

### Qualification gained

- ▶ Level 4 AAT Advanced Diploma in Accounting
- ▶ Institute for Apprenticeships (IFA) certificate
- ▶ Functional Skills in Maths and English if appropriate.

### Progression to further study

Successful apprentices can progress, if opportunity allows, onto:

- ▶ Foundation Degree in Accounting
- ▶ Various degree programmes in Accounting and Finance

### Further details

- ▶ Further details on this standard can be found online at: [www.instituteforApprenticeships.org](http://www.instituteforApprenticeships.org)

### Who to contact

- ▶ For more information please contact our Workforce Development Team on 01704 392874