

*Apprenticeship*  
**ACCOUNTS/  
FINANCE ASSISTANT**  
*Level 2*



## Apprenticeship ACCOUNTS/FINANCE ASSISTANT Level 2

### 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?

- ▶ Accounts assistant/clerk
- ▶ Cashier
- ▶ Credit control clerk
- ▶ Finance assistant
- ▶ Purchase ledger/Sales ledger clerk

### What will you study

Level 2 AAT Foundation Certificate in accounting. Functional Skills In Math And English Level 1 Working Towards Level 2 (exemptions apply).

### Knowledge and skills you will develop

- ▶ General business
- ▶ Understanding the organisation
- ▶ Accounting system and processes
- ▶ Basic accounting
- ▶ Ethical standards
- ▶ Attention to detail
- ▶ Communication
- ▶ Using systems and processes
- ▶ Personal effectiveness

### Behaviours you will develop

- ▶ Team work
- ▶ Personal development
- ▶ Professionalism
- ▶ Customer focus

### Entry requirements

Initial assessments in maths and English. Comprehensive skills scan

### How long will it last?

Typical duration: 15 Months

### How will it be delivered?

The Foundation certificate 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 Certificate 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:

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

### Qualification gained

- ▶ Level 2 AAT Foundation Certificate in Accounting
- ▶ Institute for Apprenticeships (IFA) certificate
- ▶ Maths and English Functional Skills if appropriate.

### Progression to further study

Successful apprentices can progress, if opportunity allows, onto:

- ▶ Assistant Accountant Apprenticeship Level 3

### Further details

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

### Who to contact

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