

Apprenticeship Standard for

Professional Accounting/Taxation Technician

**Occupational Profile**

Our Accounting/Taxation Technician Level 4 Diploma will allow the apprentice to apply both theory and work-based experience from the apprenticeship in order to develop a great knowledge-base for a career in Accounting.

This Apprenticeship will provide you with a number of responsibilities such as creating and reviewing accurate and timely financial information within the organisation all the while ensuring the information meets relevant ethical, professional, and legal standards.

During this programme, you will be expected to utilise your knowledge of accounting processes in order to keep your organisation at the forefront of changes.

**Occupation**

There are a number of job roles that this programme would fit. The typical roles include, but are not limited to; Assistant Management Accountant, Business and Finance Administrator, Expenses Supervisor, Commercial Analyst, Assistant Financial Accountant, Accounts Payable Supervisor, and Senior Bookkeeper.

**Entry Requirements**

Individual employers will set their own entry requirements for their apprentices. Typically candidates will have achieved a grade C/4 or above in at least 5 GCSEs including English and Mathematics, and hold a minimum of 120 UCAS points, or equivalent. Applicants must have completed AAT Level 3 previously.

**Module Breakdown**

With support from both BAL and your organisation, you will be expected to complete Off-the-job training which should amount to 20% of the contracted hours of employment across the duration of the entire apprenticeship. The below modules will be built into the individual learning plan alongside monthly visits from the Assessor.



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| **The AAT Level 4 modules are; afollows;**  **What is required (through formal learning and applied according to business environment)** | |  |  |  |
| **Name of Module** | **Delivery Days** | **Study Time (Hours)** | **Online Support** | **Assessment Methods** |
| Management Accounting: Budgeting | 6 | Academy – 42 Hours | Yes | Computer Assessment and Synoptic Test |
| Online – 15 Hours |
| Exam Revision – 3 Hours |
| Workplace Project – 6 Hours |
| **Total = 66 Hours** |
| Management Accounting: Decision and Control | 8 | Academy – 28 Hours | Yes | Computer Assessment and Synoptic Test |
| Online – 15 Hours |
| Exam Revision – 3 Hours |
| Workplace Project – 8 Hours |
| **Total = 54 Hours** |
| Financial Statements for Limited Companies | 9 | Academy – 63 Hours | Yes | Computer Assessment and Synoptic Test |
| Online – 15 Hours |
| Exam Revision – 3 Hours |
| Workplace Project – 9 Hours |
| **Total = 90 Hours** |
| Accounting Systems and Controls | 6 | Academy – 42 Hours | Yes | Synoptic Test |
| Online – 16 Hours |
| Exam Revision – 3 Hours |
| Workplace Project – 6 Hours |
| **Total = 66 Hours** |
| Credit Management | 5 | Academy – 35 Hours | Yes | Computer Assessment |
| Online – 15 Hours |
| Exam Revision – 3 Hours |
| Workplace Project – 5 Hours |
| **Total = 58 Hours** |
| Cash Treasury Management | 5 | Academy – 35 Hours | Yes | Computer Assessment |
| Online – 15 Hours |
| Exam Revision – 3 Hours |
| Workplace Project – 5 Hours |
| **Total = 58 Hours** |

**Cost – £8000**

* If you are a Levy payer, this will come out of your Levy account. If you are a non-levy payer, the government via the ESFA will pay 95% of the programme and the remaining 5% will be paid by you within the first 3 months of the programme.
* As of 1st April 2024, if your learner is aged 21 or under and you are a non-levy employer that is classed as a small or medium sized business, the government will pay for the remaining 5% co investment.
* If your learner is 16-18, your company will receive an incentive payment of £1000 which is paid in two instalments to support the learning programme.
* There is no cost to the apprentice.

**Level –** 4

**Duration -** Typically this Apprenticeship will take 18 months plus 3 months for End Point Assessment

**Qualifications –** Apprentices without level 2 English and Maths will need to achieve this level prior to taking the end-point assessment.

AAT Level 3 Diploma must be obtained prior to starting this course

**If you are interested in applying for this apprenticeship or you would like to find out further information, please contact:**

**Sabrina Tebb, Business Development Apprenticeship and WBL on** [**sabrina.tebb@buckinghamshire.gov.uk**](mailto:sabrina.tebb@buckinghamshire.gov.uk) **or 01296585309.**

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