



Buckinghamshire
Adult Learning



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.

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.

The AAT Level 4 Modules are;

Name of Module	Delivery Days	Study Time (Hours)	Online Support	Assesment 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 = 66 Hours		



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.

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