

Assistant Accountant (ST0002) Level 3 Apprenticeship-AAT Level 3 (Online and On Campus)

The Assistant Accountant Apprenticeship is at Level 3 - equivalent to A-levels - and will equip apprentices with skills and knowledge that can be directly applied in their roles.

This apprenticeship will prepare apprentices for junior and entry-level accounting roles. It delivers a solid foundation in finance administration, covering areas such as double entry bookkeeping and basic costing principles. Learners will then move on to mastering more complex accounting disciplines including financial processes, advanced bookkeeping, final accounts and ethical practices for accountants.

This flexible apprenticeship is delivered in partnership with [Mindful Education](#), and combines online learning with regular sessions with a college tutor.

Start dates are available throughout the year.

The duration of the apprenticeship will be 18 months.

What will I learn?

This qualification covers a range of complex accounting tasks. Apprentices will learn and master financial processes, including accounting principles and concepts, advanced bookkeeping, final accounts, VAT issues in business, management accounting costing techniques and ethical practices for accountants. They will also gain software skills through spreadsheet training for accounting.

This apprenticeship standard is at Level 3. The structure allows students to achieve the AAT (Association of Accounting Technicians) Advanced Diploma in Accounting as their on-programme learning. This internationally recognised AAT qualification enables those working in accounting or those looking to pursue accountancy as a career to gain knowledge, practical experience and the all-important certification often sought by employers.

Units of study

The Level 3 apprenticeship covers a range of key areas, including:

- Financial accounting: preparing financial statements
- Management accounting techniques
- Tax processes for businesses
- Business awareness

You will also develop business communications and lifelong learning skills, applying what you learn on the course to the wider industry context.

Study Method – Online and On Campus

We have partnered with [Mindful Education](#) to deliver this apprenticeship through our Online and On Campus model. Apprentices study online materials during allotted time at work, and also attend regular sessions with a college tutor.

Online lessons can be accessed at any time, using a mobile, tablet or desktop - meaning apprentices can fit their study around work commitments, minimising disruption in the workplace. Each lesson lasts around 45 minutes and is accompanied by animations and motion graphics to bring concepts to life. Exercises, interactive case studies and analytical tools help to enhance the learning experience further.

On campus, apprentices benefit from regular classes with an experienced college tutor, either in-person or virtually. A combination of tutor-led work, group exercises and discussion encourages apprentices to apply theory to real-life workplace situations. This modern, flexible approach to apprenticeship training empowers learners, minimises disruption to employers, and delivers tangible results in the workplace.

How will I be assessed?

To complete the Assistant Accountant apprenticeship, apprentices will be expected to complete:

- A synoptic end-test covering the knowledge and skills gained throughout the on-programme stage and detailed in the standard.
- A portfolio and reflective discussion which will comprise a range of evidence produced in the work-place to show that the apprentice has met the knowledge, skills and behaviours detailed in the standard. The reflective discussion will be a structured interview to examine this evidence and the learner journey in more detail.

Entry requirements

Essential:

- Maths Grade 9-4
and
- English Grade 9-4

Further study and career options

Progression

You can progress on to the Professional Accounting Technician Apprenticeship - AAT Professional Diploma in Accounting at Level 4.

Career opportunities

Upon successful completion of the Assistant Accountant Apprenticeship, you can apply for AAT associate bookkeeping membership and become a professional AAT Bookkeeper (AATQB).

The skills and knowledge you will gain throughout this apprenticeship will qualify you for roles including Finance Officer, Assistant Accountant and Bookkeeper. You will also be eligible for AAT Bookkeeper (AATQB) status, giving you the option to work as a freelance bookkeeper.

Additional information

Course costs

This course is free to apprentices, as the cost is paid by your employer. Large companies can fund the course using their apprenticeship levy. SMEs can access government funding to subsidise the cost by 95%.

Dates and attendance

Start dates

Bedford College: 17/09/24

Tresham College Corby Campus: 18/09/2024

Central Bedfordshire College: 11/09/24

College attendance

1 day a week in college.

College Day Release intakes

Bedford College: September

Tresham College Corby Campus: September

Central Bedfordshire College: September

When can the apprentice start employment?

Bedford College: May – August for September start.

Tresham College Corby Campus : May – August for September start.

Central Bedfordshire College: May – August for September start.

When can the apprenticeship training start?

As soon as employment starts.

Campuses

Study is available at the following campuses:

- Bedford College
- Tresham College Corby Campus
- Central Bedfordshire College

For more information, please visit here:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/assistant-accountant-v1-2>

How to apply

Through the apprenticeship vacancy page of our website:

<https://bedfordcollegegroup.ac.uk/study/apprenticeships/apprenticeship-vacancies/>

and the national apprenticeship website:

<https://www.apprenticeships.gov.uk/>