

# Accounts/Finance Assistant (ST0608) Apprenticeship – AAT Level 2 (Online and On Campus)

## Overview

The Accounts/Finance Assistant Apprenticeship is at Level 2 – equivalent to GCSEs – and will equip apprentices with skills and knowledge that can be directly applied in their roles.

This apprenticeship is ideal for team members who assist with financial tasks and undertake junior accounting duties. Apprentices will learn foundation bookkeeping and accounting software skills.

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 12-14 months.**

## What will I learn?

This qualification 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, basic costing principles and using accounting software.

This apprenticeship standard is at Level 2. The structure allows students to achieve the AAT (Association of Accounting Technicians) Foundation Certificate 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 2 apprenticeship covers a range of key areas, including:

- Introduction to bookkeeping
- Principles of bookkeeping
- Principles of costing
- The business environment

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 Accounts/Finance Assistant 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

### ***Desirable:***

- Maths Grade 9-4

and

- English Grade 9-4

## Further study and career options

### **Progression**

On successful completion of this course, you can progress to higher levels of the AAT Accounting Qualifications via apprenticeship training or through part-time courses (Level 3 and then on to Level 4).

### **Career opportunities**

The skills and knowledge you will gain throughout this qualification will qualify you for roles including Accounts Assistant, Finance Assistant, Credit Control Assistant or Purchase Ledger Clerk.

## 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:** 20/09/24

**Tresham College Corby Campus:** 16/09/24

**Central Bedfordshire College:** 10/09/24

### College attendance

**Bedford College:** 1 day a week in college.

**Tresham College Corby Campus:** 1 evening every other week. Blended delivery with online platform and classroom delivery.

**Central Bedfordshire College:** 1 evening per week. Blended delivery with online platform and classroom delivery.

### College day release intakes

**Bedford College:** September

**Tresham College Corby Campus:** September

**Central Bedfordshire College:** September

### When can the apprentice start employment?

**Bedford College:** June to August for a September start

**Tresham College Corby Campus:** June to August for a September start.

**Central Bedfordshire College:** June to August for a September start.

### When can the apprenticeship training start?

As soon as employment starts.

## Campuses

This apprenticeship is available at Bedford College, Tresham College and Central Bedfordshire College.

### For more information, please visit here:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/accounts-or-finance-assistant-v1-4>

## How to apply

Through the apprenticeship vacancy page of our website:

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

and the national apprenticeship website:

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