

LEVEL 2

ACCOUNTS/ FINANCE ASSISTANT APPRENTICESHIP STANDARD

15 MONTHS DURATION
(12 months learning / 3 months EPA)

WHO IS THIS APPRENTICESHIP FOR?

This apprenticeship standard is an ideal programme for starting out in an accountancy or finance career.

The course offers core accounting knowledge and skills needed to progress in the finance sector.

ENTRY REQUIREMENTS

As part of this apprenticeship you will need to work towards Level 2 functional skills in maths and English and have achieved a minimum of Level 1.

COSTS

Maximum of £6,000 if you are a Levy payer
Maximum of £300 if you are a non-Levy company

*Additional costs £147 AAT membership, paid directly to AAT by the employer



aat
Approved



WHAT YOU'LL LEARN

This apprenticeship is delivered through a combination of planned learning sessions, workplace visits, on and off the job training and 1 to 1 support.

It covers areas such as:

- Bookkeeping transactions
- Bookkeeping controls
- Elements of costing
- Using accounting software
- Working effectively in finance

END POINT ASSESSMENT

This apprenticeship includes an end point assessment consisting of:

- Structured interview
- Portfolio of evidence
- In-tray test

PROGRESSION OPPORTUNITIES

You could progress on to the Level 3 Assistant Accountant Apprenticeship Standard.

pmtraining.org.uk

16-18 year old apprentices fully funded if your business has less than 50 employees.

All pricing correct at the time of printing. Feb 2020

