

Accounting Level 2 Intermediate Apprenticeship

Duration: 12 months

Who is the apprenticeship for?

The programme is intended for new or existing staff who are looking to start a career in accountancy. The aim of this level is to introduce an apprentice to basic accounting and finance skills. Apprentices will develop your skills in finance administration: double entry bookkeeping, basic costing principles and purchase, sales and general ledger. On completion they will be awarded the Level 2 Certificate in Accounting.

Entry requirements

Applicants must be aged 16 and over with preferably GCSEs A*- C in Maths and English.

What qualifications are delivered?

- ◆ AAT Intermediate (level 2) Certificate in Accounting
- ◆ GCSEs or functional skills in English and Maths at level 2 (if not already achieved)
- ◆ Employee rights and responsibilities
- ◆ Personal Learning and Thinking Skills

What does the apprenticeship cover?

Apprenticeships are achieved through a blended learning approach, incorporating taught sessions and workplace learning. Most of an apprentice's training is performed in the work place on the job but there will also be the need to complete off-the-job training within college by day release. Each unit will be continually assessed with the majority of the assessment taking place at the college with the potential for some limited work placement assessment. There are 5 units for this apprenticeship:

Mandatory Units:

- ◆ Basic costing
- ◆ Computerised Accounting
- ◆ Work effectively in accounting and finance
- ◆ Processing book keeping transactions
- ◆ Control accounts, journals and the banking system

Training Programme

The apprentice will come to college one half-day per week during term-time to study for their AAT. Exams for each unit are approximately every 6 weeks. Our assessor will also visit the employer and apprentice for a quarterly review every 10 - 12 weeks.

Additional notes for employers of accountancy apprentices

Employers of Accountancy Apprentices are asked to pay the Apprentices' AAT membership fees, the cost of their books and any exam re-sits

For more information contact Training Solutions at:
trainingsolutions@rutc.ac.uk OR call **020 8607 8306**