

Accounting Level 3 Advanced Apprenticeship

Duration: 12 months

Who is the apprenticeship for?

The programme is intended for new or existing staff who are looking to progress their accountancy career. This programme aims to enhance the skills developed in the intermediate apprenticeship. Apprentices will cover more complex financial processes, including final accounts for sole traders and partnerships, reports and returns and professional ethics. On completion they will be awarded the Level 3 Diploma in Accounting.

Entry requirements

Applicants must be aged 16 and over with preferably GCSEs A*- C in Maths and English. Students must also have an AAT Certificate Level 2 in Accounting at pass.

What qualifications are delivered?

- ◆ AAT Advanced (Level 3) diploma 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. 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.

Mandatory Units:

- ◆ Account Preparation
- ◆ Prepare final accounts for sole traders and partnerships
- ◆ Costs and Revenues
- ◆ Professional Ethics
- ◆ Indirect Tax
- ◆ Spreadsheets Software

Training Programme

The apprentice will come to college one 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**