

Accounting

Apprenticeship

Level 2

An apprenticeship can be a smart, cost-effective way of taking on a new recruit to work in your accountancy firm or your finance department, or to train up an existing member of staff.

This apprenticeship will prepare your trainee for junior and entry level accounting roles. It delivers a solid foundation in finance administration – covering areas such as double-entry bookkeeping to basic costing principles and using accounting software. Your trainee will learn finance, accountancy, business and communication skills. At the end of their apprenticeship, your trainee will be able to work as a competent Accounting Technician in your team and should be in a position to develop more advanced skills.

Key Areas of Study

Your trainee will study for an industry-recognised Level 2 AAT (Association of Accounting Technicians) Foundation Certificate in Accounting as part of their apprenticeship. All units of the Certificate are mandatory.

Quick Information:

Modern Apprenticeships designed with employers

Sector:

Business & Professional Services

Who is it for?

New recruits or existing staff

Start date:

Flexible to suit employers

Level:

Level 2

Duration:

Minimum 12 months

How does it work?

Delivered in your workplace with one day a week at College and tutor visits every 6 to 8 weeks

Content:

Key competence and knowledge to suit your organisation

Assessment:

Work-based assessments throughout the course and some qualification tests at College

Qualification:

Level 2 AAT (Association of Accounting Technicians) Foundation Certificate in Accounting



Certificate units

Mandatory units only

- Bookkeeping Transactions
- Bookkeeping Controls
- Elements of Costing
- Using Accounting Software
- Work Effectively in Finance

Your trainee will develop accountancy skills in double-entry bookkeeping and basic costing, as well as an understanding of purchase, sales and general ledgers. They will learn to use accounting software and to develop the professional skills and behaviours needed to contribute effectively in the workplace. Working in accountancy requires good communication skills, IT skills and an understanding of the business environment, all of which are covered by this qualification.

Training, Tutoring and Assessment

The whole programme takes 12 months to complete. Your apprentice will mainly learn on the job, but the apprenticeship also includes 20% off-the-job training. Throughout the year, your trainee will spend four days a week working with you in the office as an apprentice Accounting Technician and the other one day a week in College building their skills and knowledge. Whilst at College, your apprentice will receive training to cover the knowledge and skills element of the qualification.

The AAT qualification is assessed through end-of-unit assessments and a synoptic assessment, which draws on and tests knowledge and understanding from across the qualification.

We will support you and your trainee through regular one-to-one visits by a trained assessor every six to eight weeks. These visits will cover one-to-one support and individual learning, as well as observations to assess your apprentice's competencies in the workplace and a review of their portfolio of evidence.

Apprentice Entry Requirements

Apprentices will be required to have 4 x GCSEs with minimum Grades D / 3 (or equivalents), including English and Maths, prior to being accepted onto this apprenticeship. We will provide any English and Maths tuition required. Experience in the industry would be beneficial but is not essential.

Future/Other Opportunities

- Assistant Accountant Apprenticeship Level 3
- Level 3 AAT (Association of Accounting Technicians) Advanced Diploma in Accounting

More information

To find out more about the opportunities and financing of apprenticeships and to discuss your particular requirements, please email employer@sheffcol.ac.uk or call **0114 260 2600** to speak to one of our friendly employer advisors.

Why choose The Sheffield College?

As one of the region's largest providers of apprenticeships, The Sheffield College is more than just your local provider; we deliver the dedicated support you need to source, train and get the best out of your apprentice.

We appreciate how difficult and time consuming it can be to recruit staff. That's why, when you recruit an apprentice with us, our dedicated apprenticeship recruitment service, Job Connect, will advertise the vacancy, engage your candidates and even pre-screen them to make the process as easy as possible for you.

We help you get the best deal by finding the right funding and we handle the paperwork to make the process of arranging an apprenticeship training programme as smooth as possible. Our employer partnership team, apprenticeship tutors and assessment staff are experts, and we invest time and money in training and upskilling them regularly so their knowledge is up-to-date and industry standard.

At The Sheffield College we go above and beyond; we know that every business is different and we help to develop apprentices who will meet the needs of your business.

Get In Touch

Email:

employer@sheffcol.ac.uk

Call:

0114 260 2600

Twitter:

@sheffcol

Facebook:

facebook.com/thesheffieldcollege

LinkedIn:

linkedin.com/company/the-sheffield-college

