

# ***What* you need to know**

## **Assistant Accountant apprenticeship v1.2**

### **Overview**

#### **Duration**

Minimum 12 months but you'll typically complete within 15–18 months.

#### **Entry requirements**

Individual employers will identify entry requirements. You'll ideally have Level 2 maths and English at the start of your apprenticeship, if not you must achieve it before you complete your apprenticeship.

#### **Can I be an apprentice?**

Yes, apprenticeships are open to anyone over 16 years old. Whether you're a school leaver, a graduate or you're already in work, you're eligible.

#### **What roles could this lead to?**

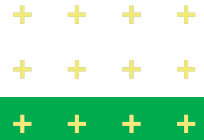
Typical roles could include:

Assistant Accountant, Accounting Technician, Accounts Clerk, Assistant Accountant, Finance Assistant, Purchase Ledger Clerk, Sales Ledger Clerk.

#### **Cost**

The cost to an apprentice is £0.00! The employer and Government fund the scheme. As an apprentice you'll earn as you learn giving you a wage from day one.





## The apprenticeship

During the apprenticeship you'll develop all the knowledge, skills and behaviours needed to be a competent Assistant Accountant.

### How?

As an apprentice you'll be working in an environment where you'll gain great finance experience. Working alongside other professionals, you'll gain the confidence, skills and behaviours needed to succeed whilst earning a wage.

### Do I gain a qualification?

Yes, AAT's Level 3 Diploma in Accounting qualification is a mandatory element on the On-Programme Learning that you will complete, giving you the technical skills to supplement the practical skills you'll gain in the workplace.

### Off the job training

You'll spend 20% of your employed time completing off the job training to support your apprenticeship. How this is structured will be up to your employer and training provider.

## EPA

### What's an EPA?

An EPA (End Point Assessment) is the final stage of your apprenticeship. You'll only be put forward to take this when your employer and training provider agree you are ready.

### What's involved?

The EPA has two elements:

- a knowledge assessment, where you'll tackle a series of business-related tasks through simulation in line with typical role activities
- a professional discussion that is underpinned by a portfolio of evidence which you'll gather from the workplace.

### ....and then?

You'll be awarded the AAT Level 3 Diploma in Accounting qualification, a giving you a stepping stone to further studies and you'll get your apprenticeship certificate.

