

Apprenticeships in Accounting

This Apprenticeship aims to enable learners to develop specific accounting skills, and apply them in practical situations in the workplace.

The programme offers young people the opportunity to achieve AAT (Association of Accounting Technicians) qualifications in accounting along with Key Skills units whilst gaining practical work experience.

At the same time employers benefit from well-trained and motivated members of staff who can make a significant contribution to the company.

Apprentices follow an approved framework of training at Level 2 or Advanced Level that will meet the different needs of both small and large organisations.

The framework consists of:

A National Vocational Qualification (NVQ) in Accounting at Level 2 and/or Level 3 awarded by the Association of Accounting Technicians.

NVQs are nationally recognised qualifications - they are work-based and work relevant and build on practical experience gained in the workplace. Each NVQ unit is tested by devolved assessment in college. At Level 2 an externally marked assessment takes place in June and at Level 3 two externally marked assessments take place in June and/or December.

Key Skills

- Communication
- Application of Number

Key Skills are transferable skills that enhance not just the young person's contribution in the workplace but also in everyday life. An external test may require to be taken by the young person depending on GCSE grades previously achieved.

Employment Responsibilities and Rights Workbook

This is part of a comprehensive induction programme and focuses on the rights and responsibilities of workers (including equal opportunities issues), the organisation, disciplines and representative structures of the industry, the impact on the industry of public law and policies.

Technical Certificate

Achievement of the NVQ through the AAT awarding body gives exemption from the Technical Certificate.

Entry requirements

All learners will have an initial assessment to determine appropriate level of qualification to be undertaken.



Content to be covered

NVQ Level 2 in Accounting Seven units:

- Making and recording payments
- Preparing ledger balances and an initial trial balance
- Recording income and receipts
- Supplying information for management control
- Working with information technology
- Health and safety
- Achieving personal effectiveness

NVQ Level 3 in Accounting Five units:

- Maintaining financial records and preparing accounts
- Preparing reports and returns
- Recording cost information
- Using information technology
- Health and safety (if not already achieved Level 2 Accounting)

Staffing

Learners are visited regularly in the workplace by Training Consultants for one to one progress reviews and guidance on portfolio building as well as some workplace assessments.

Occupationally competent and qualified tutors at a local college deliver learning sessions and assess competence.

Resources

- > Occupationally competent tutors.
- > Workshop training sessions at Prescott Street offering underpinning knowledge on Communication and Application of Number Key Skills and their relevance in the workplace as well as practice sessions for Key Skills tests.

Duration of programme

Foundation level - 12 to 18 months

Advanced level - 12 to 18 months

Venue

- > 1:1 progress reviews, guidance on portfolio building and some assessments carried out in the workplace.
- > Training facilities at Prescott Street Wigan including IT suite.
- > Training facilities at local colleges.

For further information please contact us on:

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