



ASSISTANT ACCOUNTANT Level 3

🕒 17 Months

An assistant accountant provides support to internal and external customers and works predominately as an assistant accountant within practise or within the finance function of an organisation. Part of their role will involve assisting in the day-to-day financial activities. In addition, the assistant accountant may find themselves involved in regulatory financial requirements such as the completion of VAT returns.

FUTURE OPPORTUNITIES

- Assistant Accountant
- Trainee Accounting Technician
- Accounts Clerk
- Cashier Finance Assistant
- Purchase Ledger Clerk
- Sales Ledger Clerk

OUR PARTNERS



Nottingham
City Council

VAILLANT GROUP



OUR LADY OF LOURDES

CATHOLIC MULTI-ACADEMY TRUST



PROGRAMME OF STUDY

- AAT Diploma in Accounting
- Off-the-Job Training Requirement Fulfilled
- Showcase Portfolio
- Level 2 English Qualification
- Level 2 Maths Qualification

KNOWLEDGE

- Business Awareness
- IT Systems and Processes
- Ethical Standards
- Financial Accounting and Reporting
- Management Accounting

SKILLS

- Analysis
- Communication
- Produces Quality and Accurate Information
- Uses Systems and Processes
- Problem Solving

BEHAVIOURS

- Embracing Change
- Adding Value
- Ethics and Integrity
- Personal Accountability
- Productivity
- Teamwork and Collaboration



RESULTS

100%
EPA Pass rate

EXCELLENT

reviews from employers and
learners on 'Find an
Apprenticeship'

97%
of our learners are satisfied with
their overall learning experience





END POINT ASSESSMENT (EPA) REQUIREMENTS

SYNOPTIC TEST

A final test to evaluate the skills and knowledge attained during the course

- The synoptic test is taken under controlled, examination conditions at an approved test centre
- The assessment will be taken on a computer and will last up to 3 hours
- Synoptic assessments are available to be sat in six one-week 'windows' during any 12-month period
- Grade weighting of the synoptic test towards the overall apprenticeship grade is 40%
- Overall result of test is graded as fail, pass or distinction

PORTFOLIO AND REFLECTIVE DISCUSSION

- The portfolio of evidence will be completed on-programme and must reflect the full range of knowledge, skills and behaviours detailed in the standard
- The portfolio should contain evidence collated from the workplace such as, but not limited to, emails, letters, reports, presentations, appraisal information, and witness testimonies
- Evidence submitted can address more than one of the knowledge, skills, and behaviours of the standard – holistic evidence
- The reflective discussion will be conducted by the independent assessor, optionally accompanied by the employer
- The discussion will take place under exam conditions
- Grade weighting of the synoptic test towards the overall apprenticeship grade is 60%
- The duration of the reflective discussion will be a minimum of 60 minutes