



PROFESSIONAL ACCOUNTING / TAXATION TECHNICIAN Level 4

🕒 19 Months

Responsible for creating, reviewing accurate and timely financial information within the organisation, technicians are employed with, or on behalf of, another organisation. This apprenticeship will ensure staff are able to meet relevant ethical, professional and legal standards and procedures.

FUTURE OPPORTUNITIES

- Assistant Auditor
- Assistant Management Accountant
- Assistant Financial Accountant
- Accounts Payable and Expenses Supervisor
- Commercial Analyst
- Payroll Manager
- Senior Bookkeeper
- Senior Financial Officer
- Tax Investigations Officer
- Personal/Business Tax Assistant

OUR PARTNERS

Mill
Accountancy
Ltd

TRUSEAL
PLASTICS GROUP

BruntonShaw
STRENGTH IN SERVICE

mha
Live later life well

PROGRAMME OF STUDY

- AAT Diploma in Professional Accounting
- Portfolio of Evidence
- Off-the-Job Training
- Level 2 Functional Skills Maths – if required
- Level 2 Functional Skills English – if required

KNOWLEDGE

- Accounting or Tax
- Business Awareness
- Ethical Standards
- Regulation and Compliance
- Systems and Processes

SKILLS

- Analysis
- Communication
- Leadership
- Planning and Prioritisation
- Produces Quality and Accurate Information
- Teamwork and Collaboration
- Uses Systems and Processes

BEHAVIOURS

- Adaptability
- Adding Value
- Ethics and Integrity
- Proactivity
- Professional Scepticism



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

PORTFOLIO OF EVIDENCE

With reflective statement

- The portfolio is developed on-programme and should contain evidence and training logs that demonstrate the KSBs for the standard
- The reflective statement should cover the evidence presented in the portfolio, and should reflect the whole apprenticeship journey
- It should also cover what the Apprentice has done, how and why they have done it and reflect on anything they would have done differently or have learned through the process
- This can be completed as a reflective written statement, a presentation, or a structured discussion with the independent assessor
- The decision on the format of the reflective statement must be agreed between the independent assessor, apprentice, and employer

SYNOPTIC TEST – ROLE SIMULATION

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

- Prior to the synoptic assessment being taken, access will be provided to business information about a fictitious organisation
- This information can be discussed with colleagues in advance of the assessment
- The synoptic assessment will be taken in a controlled environment at an approved assessment centre, under exam conditions
- During the assessment, further information will be presented, and the apprentice asked to undertake a series of short tasks
- Each task will assess the application of knowledge, skills, and behaviours from a minimum of three KSB areas of the standard
- Tasks will be a mix of written and objective tasks