



Accountancy Apprenticeship (NVQ Level 2)

Overview

Apprenticeships are high quality, work-based training programmes for young people who want to develop their careers while working for an employer. Apprentices must be aged 16 or over, be in employment working more than 16 hours per week, and not taking part in full-time education.

Employers who take on Apprentices value the practical nature of the training which is directly relevant to improving performance in their business. The approach encourages dedication to work and keenness to learn. Macclesfield College staff work with employers to support them and the Apprentices during the training period. Entry requirements are flexible because Apprenticeships are not just based on academic achievement.

Who is it for?

Apprentices will be in a workplace where evidence of competence can be obtained. There are no formal qualifications but basic competence in literacy and numeracy are required for success on the AAT course.

Outcome

Apprentices are highly motivated and skilled employees. They will gain a recognised accountancy qualification (AAT) which will assist with their work and with future career development.

Content

The AAT Course covers the following units. These units provide the basics of Book-keeping and Accounts plus related Sage Computerised Accounting and Office Skills.

The course covers the following units:

- Basic accounting I
- Basic accounting II
- Working effectively in Accounting & Finance
- Basic Costing
- Computerised Accounts
- Professional ethics in Accounting & Finance
- Functional Skills in Application of Number Level 2
- Functional Skills in Communication Level 2
- AOSG Log Book

Assessment

Apprentices are assessed in the workplace and build up a portfolio of evidence of competencies. They also complete college-based assessment for each unit and take an external examination set by AAT.

Entry Requirements

Apprentices should be in a workplace where evidence of competence can be obtained. There are no formal qualifications but basic competence in literacy and numeracy are required for success on the AAT course.

Duration

The course lasts one year, part-time.

Career Opportunities

There are many employment opportunities in sales, bookkeeping and purchasing for qualified accountants, and career progression may be possible in the Apprentice's workplace. Successful Apprentices may progress to the Advanced Apprenticeship (Level 3) and Technician Stage (Level 4). Full membership of AAT is open to Apprentices who complete the Technician Stage.

Awarding Body

AAT www.aat.org.uk

Follow up courses

Advanced Apprenticeship, NVQ Level 3, followed by AAT Level 4 Technician Stage.
