

***What* you need to know**

Professional Accounting Technician apprenticeship

Overview

Duration

Minimum 12 months but you'll typically complete within 15–24 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 Auditor, Assistant Management Accountant, Assistant Financial Accountant, Accounts Payable and Expenses Supervisor, Commercial Analyst, Payroll Manager, Senior Bookkeeper, Senior Financial Officer.

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 Professional Accounting Technician.

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?

Level 4 Diploma in Professional Accounting qualification is the perfect answer to addressing the knowledge requirements of the apprenticeship and can be used alongside the apprenticeship, giving you an industry recognised qualification and the ability to apply for AAT professional membership.

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:

- an online assessment, where you'll tackle a series of business-related tasks through simulation in line with typical role activities
- submission of a portfolio of evidence gathered from the workplace. You must then reflect on the portfolio through a written statement or professional discussion.

....and then?

If you're successful in your EPA and have utilised the AAT qualification you'll get your apprenticeship certificate and your AAT Level 4 Diploma in Professional Accounting qualification.

