

APPRENTICESHIP, LEVEL 3

Assistant Accountant

**START DATE**

September 2024

DURATION

15 months

LEVEL

Level 3

STUDY MODE

Day release

An Assistant Accountant provides support to internal and external customers. Part of their role will involve assisting in the day to day financial activities such as data entry to month end management accounts and/or year-end financial statements.

In addition, the Assistant Accountant may find themselves involved in regulatory financial requirements such as the completion of VAT returns or assisting in the preparation of tax computations.

Job Occupations: Assistant Accountant, Trainee Accounting Technician, Accounts Clerk Cashier, Finance Assistant, Purchase Ledger Clerk, Sales Ledger Clerk

Planned Duration: 15 months (Practical period: 12 months, End Point Assessment period: 3 months)

Why study this course?

Apprenticeships give you the opportunity to work for a real employer, earn a real salary and gain a real qualification whilst gaining valuable workplace skills and experience. If you are aged 16 or above, are driven to succeed in a particular industry and are willing to commit yourself to training and study, then an Apprenticeship could be the right career move for you.

What will I study?

The Apprentice will learn, work, earn and achieve a qualification all at the same time.

To achieve the Apprenticeship they will complete the following:

- An industry designed and recognised apprenticeship
- End Point Assessment (Synoptic Test and Portfolio and Reflective Discussion)

The apprentice will work towards the following Functional Skills:

- Mathematics up to Level 2
- English up to Level 2

Learners who have already achieved GCSEs (A-C or equivalent) in Maths and English may be exempt from Functional Skills.

The Apprenticeship is mainly work based, with one day per week in college. The Apprentice may also be required to attend College for functional skills if needed.

What can I do after this course?

Upon completion of the Apprenticeship, the Apprentice may progress into employment within the sector or complete further studies related to their area of work.

Potential Careers:

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

Entry requirements

There are no formal entry requirements for an Apprenticeship (unless an employer stipulates any themselves) however all potential apprentices will undertake a basic Maths and English assessment prior to enrolment.

Assessment

Synoptic Test and Portfolio and Reflective Discussion

Visit this course on our website: <https://www.selby.ac.uk/courses/assistant-accountant-apprenticeship-level-3>

For further information please contact the college: <https://www.selby.ac.uk/contact>

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