

# Foundation Accountancy Apprenticeship

- ❖ Level 3 Assistant Accountant Apprenticeship including AAT industry recognised certifications
- ❖ AAT Membership
- ❖ Employed by an NHS lead employer on a fixed term, 24-month contract
- ❖ Agenda for Change Band 2 Annex 21 trainee contract ie. £14,923 - £15,989 (figures correct as of April 2023)
- ❖ Training one day per week throughout the programme
- ❖ Programme facilitated by the NW Skills Development Network with training delivered by the specialist accountancy provider, First Intuition

L3 Assistant Accountant Apprenticeship	
AAT Certificate in Bookkeeping	AAT Diploma in Accounting
Introduction to Bookkeeping	Business Awareness
Principles of Bookkeeping Controls	Management Accounting Techniques
	Financial Accounting: Preparing Financial Statements
	Tax Processes for Business
	Synoptic

For further information or to be part of this programme please contact:  
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## Foundation Apprenticeship Programme Level 3 Assistant Accountant

The Network's Foundation Apprenticeship is a programme aimed at school and college leavers supporting health service employers to develop the workforce of the future.

The 24-month Level 3 Assistant Accountant Apprenticeship is intended for individuals commencing roles within a Finance function; typical job roles include Purchase/Sales Ledger Clerk, Finance Assistant etc.

### What the Programme Includes:

#### Recruitment

- Attraction, screening and assessment of potential apprentices
- Upfront employability skills training
- Work experience placement
- Employment via a lead employer

#### Development

- Induction
- Day release, classroom training in Liverpool or Manchester
- Online learning materials
- Coaching
- Development Days
- Student Conference
- AAT membership

#### Support

- Regular meetings in the workplace with a Training Adviser/Coach
- Face-to-face and remote support from the Network's Pastoral Officer
- Mentoring

#### Programme Management

- Co-ordination of programme content and delivery
- Training provider quality reviews
- Learner management
- Employer Forum

### Programme Pre-requisites:

- 4 GCSE's A-C / 9-4, including English and maths
- Desire to learn
- Good communication skills, both written and verbal
- Good organisational and administrative skills
- Basic IT literacy

### What the Learning Involves:

On programme apprentices will be provided with training on the following AAT units:

- Bookkeeping Transactions
- Bookkeeping Controls
- Business Awareness
- Financial Accounting: Preparing Financial Statements

- Management Accounting Techniques
- Tax Processes for Business

As well as classroom learning apprentices will be expected to undertake independent study in order to adequately prepare them for the exam at the end of each unit.

### What End Point Assessment (EPA) Entails:

The purpose of the EPA is to assess an apprentice's competency in the role.

Apprentices are put forward for EPA when they have:

- Passed the AAT unit exams
- Completed at least 20% 'off the job' training
- Produced a portfolio of work based evidence

The EPA consists of the following components:

- Synoptic exam
- Professional discussion with an independent assessor in relation to the portfolio of evidence and work experience gained

On completion a final grade of either Pass or Distinction is awarded to recognise achievement.

In addition to the L3 Assistant Accountant Apprenticeship individuals who successfully complete the programme will also gain the AAT L2 Certificate in Bookkeeping and L3 Diploma in Accounting.

### Programme Duration & Costs

- The programme takes 18 months to complete during which time apprentices are employed by a lead employer on a fixed term contract
- Apprentices are paid Agenda for Change Band 2 (£20,270 - £21,318) Annex 21 trainee contract rates:
  - 1-2 years prior to completion of training: 70% of pay band maximum
  - Less than 12 months prior to completion of training: 75% of pay band maximum
- Apprentices have to be enrolled as student members of AAT whilst on programme at a cost of £132 plus VAT per year; fees cannot be paid from the apprenticeship levy
- The cost of training, paid via the levy, is £8,000.

### Progression

On completion apprentices could progress on to the L4 Professional Accounting Technician Apprenticeship and ultimately the L7 Accountancy Professional Apprenticeship incorporating professional qualifications.