

Accounting Apprenticeships

Summary of the key elements

The Apprenticeship *Frameworks* for Accounting comprised, for most students:

1. The AAT examinations (Association of Accounting Technicians)
 2. Completion of an Apprentice Workbook (Employment Rights and Responsibilities)
 3. Functional Skills, which are normally covered by prior achievement at GCSE Maths and English and
 4. At Level 4, the completion of the AAT Diploma in Business Skills.
- There are 3 Frameworks, covering AAT Levels 2, 3 and 4

The new Apprenticeship *Standards* are designed to add *considerably* more value to that offered under the current scheme. We therefore developed a comprehensive programme to add much more than that included under the old Frameworks. As the programme must meet the needs of the employer, the content and cost is subject to agreement by the employer and we suggest it is reviewed regularly to ensure it continues to meet your needs.

There are 2 Standards, covering AAT Levels 3 and 4. Our programme will incorporate Level 2 into the Level 3 Apprenticeship. (There is also a Level 7 Standard, which we won't cover in this document).

The suggested key elements of our Apprenticeship Programmes are:

	Initial visit to discuss the programme with Employer and Apprentice, perform initial assessment (unless completed prior to visit), agree an Individualised Learning Plan and to start the study process
	<p>The Learning Plan for the Level 3 “Assistant Accountant” Apprenticeship will include the required AAT qualification studies, covering the syllabus content of:</p> <ul style="list-style-type: none"> - Some, all or none of the AAT Foundation Certificate in Accounting (Level 2) - AAT Advanced Diploma in Accounting (Level 3) <p>It is anticipated that the duration for this will range between 15 and 24 months (to allow completion of the subsequent Level 4 by the end of the 3rd year)</p> <p>For Level 4 “Professional Accounting / Tax Technician” Apprenticeship, the Learning Plan will include the required AAT qualification studies, covering the syllabus content of:</p> <ul style="list-style-type: none"> - AAT Professional Diploma in Accounting (Level 4)
	Weekly classroom sessions are held in Plymouth, Exeter and Taunton. These are flexible drop in sessions, run from 9.30am to 8.30pm. This will assist staff to time their sessions to fit in with their work pattern and support compliance with the “20% off-the job training requirement”.
	There will be monthly monitoring, review and mentoring of practical work experience, in order to build up the required Portfolio, allowing our AAT training to be more focused on improving performance in the office.

	This will be much more comprehensive than the current review of study progress and will look to really integrate the apprentice's studies with their work and we will liaise closely with their line managers on this.
	We have a comprehensive "schedule of competences" and, will adapt this to the needs of each learner so we can work with their line manager to "sign off" these competences over the duration of the apprenticeship, based on the line manager's assessment of the apprentice's performance.
	In addition to the above, there will be additional training covering:
	Technical accountancy related training via access to a selection of SWAT webinars, designed around the needs of the office and the apprentice. It is likely that the majority of these will be timed towards the end of the two year, Level 3 Apprenticeship and during the Level 4 Apprenticeship, by which time the apprentice will be more advanced at work and more able to relate to the technical training to both work and their examinations studies
	Personal skills training provided by a mix of webinar and limited face to face training, provided by Agar Management Consultancy As with the technical training above, most of these sessions are likely to be planned towards the end of the first year of the Apprenticeship, by which time the apprentice should be properly settled in and in a better position to apply the skills learned, in practice
	The End Point Assessment cannot be completed until at least 12 months of the Apprenticeship has been completed – "The Gateway". We will be responsible for identifying when the apprentice is ready to enter the Gateway and be scheduled for: <ul style="list-style-type: none"> - Sitting their AAT synoptic exam and - Completion of their Portfolio and presentation for assessment, along with either a Professional Discussion and/or a Reflective Statement

Please note that the above programme can be amended and flexed to suit the requirements of the employer. Each of your students may work in very different environments and although there will be a central core to the training programme, some of the more individual elements can be subject to a "pick and mix" approach, which might simply be amending the order of when an element is completed, in line with changes to the work the apprentice is being asked to perform.

We would hope to have regular reviews with the employer on this in order to monitor the delivery of the programme over the year.