**Assistant Accountant Apprenticeship**

**Duration:** 18 months with End Point Assessment (EPA) available from month 12

**Cost:** The apprenticeship is set at £9000 with a £900 employer contribution

**Classroom Delivery:** You will attend one day a week. Delivery is in Exeter on a Wednesday and Plymouth on a Thursday

**On Programme Delivery**

**Functional Skills:** Both maths and English are required at Level 2 or relevant GSCE results

**Registration:** for AAT, exams and text books

**Qualification:** AAT Advanced Diploma in Accounting

**Units Covered and AAT Unit Exams**

* Foundation Bookkeeping (Introduction to Accounting)
* Advanced Bookkeeping
* Final Accounts Preparation
* Management Accounting: Costs
* Indirect Tax
* Ethics for Accounting\*
* Spreadsheets for Accounting\*

\*Units are only assessed in the synoptic assessment and not on programme

**Assessment in the Workplace:** Your designated Training Consultant will visit you in the workplace to support the development of your on programme portfolio and to complete your quarterly reviews

**Tracking Your Progress:** Our electronic portfolio, iLearner will track your progress

**People Involved in Your Apprenticeship**

Classroom Tutor: David Jessop

Training Consultant: Fay Huddy

Group Quality Manager: Michelle Pointer

**Gateway:** On completion of the on programme learning, the employer, training provider and learner will confirm that the apprentice is ready for the End Point Assessment

**End Point Assessment (EPA)**

* Synoptic assessment to cover the units stated above, worth 40%
* Portfolio of evidence and a professional discussion, worth 60%

**Grading**

* A Pass is awarded for achievement of 70%
* A Distinction is awarded for the achievement of 90%

