

# Level 3 Assistant Accountant Apprenticeship



## Course Overview

The programme is for capable individuals wishing to pursue a career in accounting and/or finance through the combination of actual employment and the achievement of nationally recognised qualifications.

The majority of your skills and knowledge will be developed through your employer and the job that you do. This will be complemented and supported by your planned training programme incorporating attendance on the College's courses in Accounting and Functional Skills. All learning must be recorded to demonstrate you are achieving at least 20% of your working week to off the job learning, a requirement of the apprenticeship. This will be discussed and agreed with you and your employer at the start of the apprenticeship.

## What You Will Study

At least 20% of your working week for the duration of the apprenticeship must be spent carrying out new learning relating to the apprenticeship standards. To support you in achieving this, you will study the AAT Level 3 Accounting Diploma:

- Financial Accounting: Preparing financial statements
- Management accounting techniques
- Tax processes for Business
- Business Awareness

The End point assessment for the apprenticeship will consist of a synoptic examination and professional discussion with an assessor at AAT based on your portfolio of evidence which will be completed over the year.

## Attendance Expectations

You will be required to attend sessions dependant on the study method chosen.

Wakefield Daytime Course – Thursday 9am-4.30pm

Wakefield Evening Course – Thursday 6pm-9pm

Castleford Afternoon Course – Monday 1.15pm-4.15pm

## How You Will Be Assessed

Assessment will be continuous and take place in both the workplace and the College. There will be a combination of computer-based assessments and projects or work-

### START DATE

Various

### LEVEL

Level 3

### STUDY MODE

Full-time

### DURATION

15 months

### AWARDING BODY

Association of  
Accounting  
Technicians (AAT)

### LOCATION

Workplace Based



For further information about this course, including Entry Requirements, Assessments and Further Study, scan the QR code.

## Need More Information?

For additional course information please contact the Course Information Team on **01924 789111** or email **courseinfo@heartofyorkshire.ac.uk**.

To learn more about the Heart of Yorkshire Education Group, our facilities and how we can support you please visit our website **www.heartofyorkshire.ac.uk**.

## Quick Links



**How to  
Apply**



**Student  
Support**



**Virtual  
Tours**



**Heart of Yorkshire**  
Education Group

based evidence.

## Entry Requirements

Flexible dependent on age and experience, i.e. Level 2 Apprenticeship or AAT Foundation Certificate in Accounting.

Certificate evidence of English and Maths at Level 2 or GCSE Grade 9-4.

If you do not have these, we can support the development of your English and Maths skills through completion of Functional Skills in the relevant subject and one-to-one support. Most employers look for ability in these areas and the majority of university courses require you to have Maths and English GCSEs at Grade 9-4. This is why the development of Maths and English is so important, whatever your field of study.

## Fee Information

Please contact the Apprenticeship Recruitment Team on 01924 789469 or email [apprenticeships@heartofyorkshire.ac.uk](mailto:apprenticeships@heartofyorkshire.ac.uk)

## Further Study

The Assistant Accountant Apprenticeship at Level 3 will equip you for a career in Accountancy and provide you with the qualifications to pursue Professional status through The Chartered Accounting bodies. You can then move onto the next level 4 Professional Accounting Technician Apprenticeship.

