

LEVEL 2 ACCOUNTS OR FINANCE ASSISTANT

Training and retaining younger and less experienced team members can be challenging for any organisation. Investing in an apprenticeship can bring long-term benefits to your business by building on existing knowledge and skills, improving performance and boosting staff retention in junior and entry-level positions. London South East Colleges offers the Accounts/ Finance Assistant Apprenticeship, the current entry level for an accounting apprenticeship. The knowledge component of the apprenticeship is delivered through the internationally recognised AAT Level 2 Certificate in Accounting. The apprenticeship is delivered via our flexible Online and On-Campus model, which effectively develops your team with minimal disruption to your business. Levy-paying employers can access levy funds to pay for this programme. For non-levy paying employers, the Government will fund 95% of the apprenticeship training cost.

DELIVERY OVER 15 MONTHS

INDUCTION

One day induction to Apprenticeship programme, meeting with a Skills Coach and Delivery Plan agreed.

IN COLLEGE

One classroom session a week for the duration of Programme.

ONLINE

Access learning materials 24/7 via Mindful – your online learning environment

ASSESSMENT

On programme assessments every 6-8 weeks, including progress reviews every 8-10 weeks.

END POINT ASSESSMENT

To complete the apprenticeship, apprentices will be expected to complete:

- A synoptic end-test covering knowledge and skills gained throughout the on-programme stage.
- A portfolio and reflective discussion, comprising evidence from the workplace, demonstrating the apprentice's meeting of knowledge, skills, and behaviours outlined in the standard.

QUALIFICATION

- AAT Level 2 Certificate in Accounting

On completion, apprentices can apply for professional membership aligned with the apprenticeship:

- IAB – Associate Level Membership
- ICB – Associate Level Membership

KNOWLEDGE/ SKILLS/BEHAVIOURS

Knowledge

- General business
- Understanding your organisation
- Accounting systems and processes
- Basic accounting
- Ethical standards

Skills

- Attention to detail
- Communication
- Uses systems and processes
- Personal effectiveness

Behaviours

- Teamwork
- Personal development
- Professionalism
- Customer focus

ENTRY REQUIREMENTS

GCSE grades 9 to 4 in maths and English or an equivalent qualification in Functional Skills. Individuals requiring further support will need to participate in an intensive week programme or are required to attend weekly support sessions.

PROGRESSION

- Level 3 Assistant Accountant