

## Course Information

### Advanced Apprenticeship in Accounting Course Code - W0119

#### What is an Apprenticeship?

The Apprenticeship programme provides you with an opportunity to earn while you learn. As an Apprentice you will spend time both in College and in the workplace learning new skills and training alongside experienced staff, which will lead to nationally recognised qualifications. At the end of the Apprenticeship you will have acquired job specific skills and the ability to perform your job competently; you will also achieve qualifications which are recognised by your chosen profession.

#### Venue and duration of course:

The Apprenticeship programme will take place both at East Surrey College and at the workplace and will run for approximately 12-18 months.

#### Entry requirements:

The Level 2 Certificate in Accounting (AAT)

You must also be in paid work for a minimum of 30 hours per week. It is essential you have the right mind-set for working full time and studying at the same time. Having a can-do attitude, being flexible and reliable are also important. You must also be able to communicate effectively with others.

#### What qualifications will I get?

The Apprenticeship is made up of a number of qualifications that you will receive, which includes:

- The Level 3 Diploma in Accounting (AAT)
- English Functional Skills
- Maths Functional Skills
- Employment Rights and Responsibilities
- Personal, Learning and Thinking Skills

#### Course description:

This second stage in the AAT suite of qualifications (following the AAT Certificate in Accounting) introduces higher level topics to further develop your understanding of accounting and finance. The course is for anyone who wishes to develop their career in finance and accounting.

#### Units/topics covered:

You will study units including;

- Accounts Preparation 1 and 2
- Cost and Revenues
- Taxation

- Cost Management

**Type of assessment:**

Assessment through practical on the job observations, assignments and end of unit test for the Diploma

**Equipment needed:**

Calculator

**Where can it lead?**

This can lead to a career as:

- Accounts Assistant/Clerk
- Cashier
- Credit Control Clerk
- Finance Assistant
- Purchase Ledger Clerk
- Sales Ledger Clerk
- Trainee Accounting Technician
- Assistant Accountant

**Course fee:** If you are under 19 when you start your apprenticeship then tuition is free. If you are 19 or over please call our Employer Services team for advice and guidance on funding and eligibility.

**What to do next:**

If you have an employer please contact our Employer Services team on 01737 788316 or by emailing [employerservices@esc.ac.uk](mailto:employerservices@esc.ac.uk).

To find an employer all Apprenticeship vacancies are advertised on the National Apprenticeship Website - <https://www.gov.uk/apply-Apprenticeship>.

Candidates who are unable to secure employment should consider applying for a full time programme at the college or may consider a Traineeship programme.

**Disclaimer:**

Every effort has been made to ensure that the details contained in this leaflet are up-to-date and accurate at the time of printing. However, the College reserves the right to alter or cancel courses, their content, entry requirements, fees or other details should circumstances dictate.

Should you require this leaflet in a different format please contact Client Services on 01737 788444.