

## Course Information

### Higher Apprenticeship in Accounting Course Code - W112D

#### 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 18 months.

#### Entry requirements:

Level 3 Diploma 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 4 Diploma in Accounting (AAT)
- Level 4 Diploma in Business Skills
- English Functional Skills
- Maths Functional Skills

#### Course description:

The Higher Apprenticeship provides training for accountants to technician level (QCF Level 4) who work for accountancy firms or in finance divisions within other organisations in job roles such as:

- Accounting Technician
- Accounts Manager

#### Units/topics covered:

The Higher Apprenticeship consists of the four mandatory units listed below, and two specialist units (from a choice of five):

- Financial statements

- Understanding the regulatory framework underpinning financial reporting
- Understanding key features of published financial statements
- Drafting a limited company's statutory financial statements
- Drafting consolidated financial statements
- Interpreting financial statements using ratio analysis

**Type of assessment:**

A combination of practical on-the job assessment, knowledge based assignments and end of unit tests

**Equipment needed:**

Calculator

**Where can it lead?**

This course can lead to a career as:

- Accounts Payable and Expenses Supervisor
- Assistant Financial Accountant
- Commercial Analyst
- Cost Accountant
- Fixed Asset Accountant
- Indirect Tax Manager
- Payments and Billing Manager
- Payroll Manager
- Senior Bookkeeper
- Senior Finance Officer
- Senior Fund Accountant
- Senior Insolvency Administrator
- Tax Supervisor
- VAT 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.