

APPRENTICESHIP

Accountancy

Level 2

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Level 2 Apprenticeship

Accountancy

Our AAT accredited Foundation Accountancy Apprenticeship enables you to learn on the job whilst developing your knowledge and skills through an AAT (Association of Accounting Technicians) accounting qualification. With a focus on basic level accounting and finance, this apprenticeship aims to provide you with skills that you can utilise in the workplace. Progression from Level 2 to Level 3 will be subject to sustained performance within agreed timescales and engagement with classes.

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Apprenticeship Framework

The aim of the AAT Foundation Certificate in Accounting is to provide you with a basic level of accounting and finance skills that you can utilise in the workplace. You will develop skills in finance admin, double entry book keeping, basic costing principles and purchase, sales and general ledgers.

The programme prepares learners for roles such as:

- Accounts Assistant/Clerk
- Cashier
- Credit Control Clerk
- Finance Assistant
- Purchase / Sales Ledger Clerk
- Book Keeper

Who is this apprenticeship for?

This programme is aimed at new financial members who want to gain skills in financial accounting within a Corporate financial team, Accountancy Practice or Public Sector organisation.

Overview

The AAT Foundation Certificate in Accounting delivers a solid foundation in finance administration - covering areas such as double entry bookkeeping to basic costing principles and using accounting software.

On completion of this apprenticeship you will achieve the following:

- Level 2 Foundation Apprenticeship in Accounting
- AAT Foundation Certificate in Accounting- Level 2
- Level 1 Essential Communication Skills
- Level 2 Essential Application of Number Skills
- Prentis-iaith Welsh Language Development

On the following pages, you will find information relating to the main qualification as well as other aspects that will make up this apprenticeship programme, including Essential Skills and Welsh Language Development.



Level 2 Foundation Certification in Accounting

Length of time to complete

We will tailor your learning programmes to suit your needs, so that each learner's experience is unique. While learner's needs will be different, **the recommended time to complete this programme is 12 months.**

Course Delivery

This programme will be delivered at **weekly one-day** workshops which run from 9:30am to 4pm (specific day to be confirmed) or if day classes are not possible, you have the option to attend **two evenings per week** which are currently Tuesdays and Wednesdays. Attendance at these workshops is compulsory in order to complete the qualification and at present these are being delivered remotely through 'Microsoft Teams'. Your workshop tutor will request attendance by invitation. You will also be assigned a 'Learner Journey Officer' who will meet you remotely on a 1-2-1 basis every month in order to give you the opportunity to discuss progress outside of the classroom. The Learner Journey Officer will liaise directly with your tutor to report any concerns although you will also have access to your AAT tutor should you need to contact them directly.

Learners will be provided with a class timetable which will detail the dates of classes and the dates of exams. All exams are hosted at our Ocean Park House Office based at East Tyndall Street, Cardiff, CF24 5EA and are run during the day only. All exams require a pass rate of 70% in order to complete the qualification.

AAT at ACT is funded however it is the responsibility of the learner or employer to pay for the AAT student membership and admin fee in order to undertake this programme. The first attempt of each exam will be covered by ACT however if any resits are required, the learner will be responsible for this fee. ACT will also provide

the text book for each unit (where applicable) and question banks will be available to the learner for purchase upon request. AAT fees are as follows;

- AAT Student membership - £101
- Admin fee - £49
- Exam fee if resits required - £47 (£50 for Synoptic assessment only)

What you will learn

This programme is made up of a mixture of mandatory units (these have to be completed by all learners as part of the qualification) and optional units (we will work with you to decide what units are relevant to your role, and your business). A brief overview of these units is below.

Mandatory Units

- Bookkeeping Transactions
- Bookkeeping Controls
- Elements of costing
- Using accounting Software (*Xero*)
- Working Effectively in Finance

(all four units above are individually assessed through computer based exams)

(assessed through synoptic computer based exam which also includes assessment of knowledge and skills gained across the qualification in an integrated way)

Workshops

The workshops run will help develop the knowledge and skills needed in order for to prepare for your exams. The weekly workshops will provide the content of the units detailed below, as well as revision time and exam preparation.

These are the learning outcomes for each unit;

Bookkeeping Transactions

1. Understand financial transactions within a bookkeeping system
2. Process customer transactions
3. Process supplier transactions
4. Process receipts and payments
5. Process transactions through the ledgers to the trial balance

Assessed through computer based test – 1 hours 30 minutes – 70% pass rate

Bookkeeping Controls

1. Understand payment methods
2. Understand controls in a bookkeeping system
3. Use control accounts
4. Use the journal
5. Reconcile a bank statement with the cash book

Assessed through computer based test – 1 hours 30 minutes – 70% pass rate

Elements of Costing

1. Understand the cost recording system within an organisation
2. Use cost recording techniques
3. Provide information on actual and budgeted costs and income

Assessed through computer based test – 1 hour 30 minutes – 70% pass rate

Using Accounting Software

1. Set up accounting software
2. Process sales and purchases transactions
3. Process bank and cash transactions
4. Perform period end routine tasks
5. Produce reports

Assessed through computer based test – 2 hours – 70% pass mark

Working Effectively in Finance (Synoptic Assessment)

1. Understand the finance function within an organisation
2. Use personal skills development in finance
3. Produce work effectively
4. Understand corporate social responsibility (CSR), ethics and sustainability within organisations

Assessed through computer based test – 2 hours – 70% pass mark

Have any questions about our Level 2 Foundation Certificate in Accounting?

We are here to help. If you have any further questions or enquiries about the main qualification element of the programme, please contact our Route Manager:

Ann Rees

Route Manager for Accounting and Education and Development

annrees@acttraining.org.uk

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Essential Skills Qualifications

When you agree to undertake an Apprenticeship you may be required to complete Essential Skills as part of your Apprenticeship framework.

What are Essential Skills?

Essential Skills qualifications develop learners' knowledge and understanding of **Application of Number** (Numeracy), and **Communication** (Literacy). These qualifications enable learners to demonstrate that they can apply these vital skills to a range of situations whilst at work, in learning and throughout life.

The Essential Skills qualifications you are required to complete depend upon your previous qualifications, the apprenticeship level you are completing and your own particular needs.

The Essential Skills qualifications are all available at four levels, depending on your individual needs (Entry 3, Level 1, Level 2, and Level 3) and includes:

Essential Application of Number Skills

- Understand numerical data
- Carry out calculations
- Interpret and present results findings

Essential Communication Skills

- Speaking and listening
- Reading
- Writing

Wales Essential Skills Toolkit (WEST)

All learners will undertake WEST when signing up for an apprenticeship. These are a set of online skills assessments that calculate the level of ability and understanding in Literacy (Communication), Numeracy (Application of Number) and Digital Literacy.

The WEST assessments are not exams and have no pass or fail criteria. WEST assessments can be completed in Welsh or English, and the Application of Number assessment is bilingual (any learners who would like to explore this, just ask!). There are no set time limits for any of the assessments, but they must be taken under supervised conditions.

WEST is a vital part of your learner journey. The results help your Essential Skills Tutor plan your learning programme to meet your specific needs. As well as assessments, you will also be encouraged to use WEST to develop your skills throughout your Apprenticeship programme. Your Essential Skills Tutor will provide guidance on how to use WEST fully.

Course Delivery

If you are required to complete your Essential Skills as part of the Apprenticeship framework, they will be discussed at your first visit with your Assessor and employer.

Through analysis of your WEST results and a detailed conversation, a learning plan will be put in place to support the achievement of any Essential Skills you are required to complete.

Together you will agree the best times and locations for the support for both you and your employer, balancing your personal needs and your work life commitments.

Examples of how we will support you with this include:

- Support with a member of our Essential Skills team
- Attendance at group workshops
- Digital workshop sessions

If you have already achieved qualifications in literacy, numeracy or digital literacy, but would like to further develop these skills with the support of our Tutors, just let your Assessor know and this can be arranged for you.

Length of time to complete

We tailor your learning programme to your needs; so every learner's learning programme is unique. Whilst we cannot say for certain how long it will take to complete your Essential Skills qualification(s), we are able to give you a little guidance on time frames. These guidelines depend on the Apprenticeship level you are completing and your own particular needs. For example:

Application of Number	Approximately 7-8 weeks*
Communications	Approximately 8 weeks*

*Includes Task and Test

Please note:

- Each skills session is between 1.5 to 2.5 hours, depending upon method of support. Your Essential Skills Tutor will discuss the time required for your Essential Skills assessments with you, which will also depend upon the level you are taking.
- We often find that where we need to work with you to upskill by more than one level, we may ask you to attend some extra sessions with us. Don't worry – we have a range of ways that we can help you to do this (for example through skills sessions).
- We can support you on a one to one basis, but as you may appreciate these spaces are limited. Please discuss with your Assessor.

Proxy

If you already hold qualifications, these may be used as 'proxy' towards your Apprenticeship framework. As a result, you will be exempt from achieving that particular Essential Skill, if you wish.

Below are some examples, although this list is not exhaustive. All applications for proxy will be checked and confirmed at the start of your Apprenticeship. Please be aware that original certificates will need to be produced within the first 8 weeks in order to be exempt from Essential Skills.

Essential Skill	Proxy
Communication Level 1	GCSE G or above, Key Skills or Essential Skills Wales
Communication Level 2	GCSE C or above, Key Skills or Essential Skills Wales
Communication Level 3	AS/A Level E or above, Key Skills or Essential Skills Wales
Application of Number Level 1	GCSE G or above, Key Skills or Essential Skills Wales
Application of Number Level 2	GCSE C or above, Key Skills or Essential Skills Wales
Application of Number Level 3	AS/A Level E or above, Key Skills or Essential Skills Wales

This will be discussed with you before you sign up with us, and will also be followed up by your assessor before and during your first visit from us.

Have any questions about Essential Skills?

We are here to help. If you have any further questions or enquiries about Essential Skills element of the programme, please contact our Essential Skills Manager:

Julie Maughan
Essential Skills Manager
juliemaughan@acttraining.org.uk

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Welsh Language Development

As part of your Welsh Government funded framework, you will be supported to develop and maintain your Welsh language skills for the workplace.

What is Welsh Language Development?

ACT are committed to playing their part in the Welsh Government Million Speakers strategy. All learners will complete the Prentis-iaith Welsh Language Development course as part of your framework with us.

Don't panic – this is as a means of development and is aimed to support you with the development of your Welsh Language skills. This course is specially designed to give apprentices a basic knowledge of Welsh for the workplace and consists of 6 interactive modules to complete online. The course will be completed throughout your framework, with support from your assessor.

Already bilingual?

If you are Welsh speaking you will undertake your learning bilingually. In practice this means that you can choose the elements of your learning that you would like to complete through the medium of Welsh. You will be able to discuss your particular preferences with your assessor.

Have any questions about Welsh Language Development?

We are here to help. If you have any further questions or enquiries about the Welsh Development element of the programme, please contact our Welsh Development Manager:

Non Wilshaw

Welsh Development Manager

nonwilshaw@acttraining.org.uk