

# Apprenticeships

## AAT Level 3, Assistant Accountant Standard

Apprenticeship Code: ST0002  
Sector: Business

### Length of Delivery

Up to 18 months.

### Entry Requirements

Individual employers set the selection criteria, but this is likely to include 5 GCSEs, including Maths and English at Grade C/4 or above, although some employers will accept other relevant qualifications and experience, including a relevant Level 2 qualification. Employers can set their own entry requirements; however, learners must be of the right calibre and committed to achieve all components of their apprenticeships.

### About the Role

An Assistant Accountant provides support to internal and external customers and will work predominately either as an assistant accountant within practice or alternatively within the finance function of an organisation. Part of their role will involve assisting in the day to day financial activities such as data entry to month end management accounts and/or year-end financial statements. In addition the Assistant Accountant may find themselves involved in regulatory financial requirements such as the completion of VAT returns or assisting in the preparation of tax computations.

### What Apprentices need to learn

Apprentices need to complete 20% off-the-job training during the on-programme phase of their apprenticeship. Specific rules govern this, and it must take place in the apprentice's contracted hours

All Apprentices will demonstrate the following Knowledge, Skills and Behaviours:

#### Knowledge:

- Analysis
- Communication
- Produces Quality and Accurate Information
- Systems and Processes
- Problem Solving

#### Skills:

- Business Awareness
- IT Systems and Processes
- Ethical Standards
- Financial Accounting and Reporting
- Management Accounting

#### Behaviours:

- Embracing Change
- Adding Value
- Ethics and Integrity
- Personal Accountability
- Productivity
- Team working and Collaboration

Please go to the Institute of Apprenticeships website for further detail on the standard and assessment [www.instituteforapprenticeships.org/apprenticeship-standards/assistant-accountant/](http://www.instituteforapprenticeships.org/apprenticeship-standards/assistant-accountant/)

## End Point Assessment (EPA): how apprentices achieve their qualification

When the apprentice reaches the end of the On-Programme Assessment stage, they pass through “Gateway” to the End Point Assessment (EPA). As part of their End Point Assessment (EPA), apprentices will be expected to complete: a synoptic assessment, which covers the knowledge and skills as indicated in the mapping document, a portfolio and reflective discussion which exhibits a range of evidence produced in the work-place to demonstrate they have met the knowledge, skills and behaviours specified in the standard. The portfolio of evidence must meet all learning outcomes, as set out in the standard, and will support and inform the assessment of the reflective discussion.

Before you can book end point assessment, Lakes College and the employer will sign off that the apprentice will be ready for EPA by a gateway assessment.

- Where an apprentice has not already achieved Level 2 English and Maths (GCSE C /4 or above), they must do so before taking the end point assessment.

## Progression Opportunities

Level 4 Accountancy Standard

As well as ensuring full competency as an Assistant Accountant, this standard provides the foundation for progression into a number of career paths in the Accounting sector including Audit Trainee, Corporate Recovery Analyst, Credit Controller or Tax Accountant.

## Next Stage

- If you are an employer please contact our Business Accounts Management lead via [team-sales@lwc.ac.uk](mailto:team-sales@lwc.ac.uk), whom will arrange an appointment to support your recruitment needs.
- If you are an applicant please either:  
Go to our website [www.lwc.ac.uk](http://www.lwc.ac.uk) and apply  
or contact our admissions team **01946 839300**  
or email [admissions@lwc.ac.uk](mailto:admissions@lwc.ac.uk)

  
**SHAPING THE FUTURE  
@ Lakes College**

  
Education & Skills  
Funding Agency

Office for  
Students 

  
disability  
confident  
EMPLOYER

  
European Union  
European Social Fund  
Investing in jobs and skills

  
NATIONAL COLLEGE  
FOR NUCLEAR

  
matrix  
Quality Standard for Education  
and Training  
Approved by the Skills Accreditation Body

  
bsi ISO  
9001:2015  
Quality  
Management  
PS 674327

[www.lwc.ac.uk](http://www.lwc.ac.uk) | 01946 839300