

Apprenticeships

AAT Professional Accounting / Taxation Technician Level 4



Apprenticeship Code: ST0003
Sector: Business

Length of Delivery

Up to 18 - 24 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.

About the Role

Individuals in the role of a Professional Accounting/Tax Technician will have responsibility for creating, and / or verifying and reviewing, accurate and timely financial information within the organisation in which they are employed or on behalf of another organisation

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.

Apprentices will learn the following knowledge and skills:

Knowledge:

- Technical knowledge
- Business Awareness
- Systems and Processes
- Ethical Standards
- Regulation and Compliance

Skills:

- Analysis
- Communication
- Leadership
- Planning and Prioritisation
- Produces Quality and Accurate Information
- Team Working and Collaboration
- Uses Systems and Processes

Behaviours:

- Adaptability
- Adding Value
- Ethics and Integrity
- Proactivity
- Professional Scepticism

Please go to the Institute of Apprenticeships website for further detail on the standard and assessment www.instituteforapprenticeships.org/apprenticeship-standards/professional-accounting-taxation-technician/

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, apprentices will be expected to complete:

- The completion of a Portfolio
- A Role Simulation

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

The Professional Accounting/Tax Technician standard allows student registration with a number of UK Professional Bodies in this sector. If a candidate seeks to become a member of a Professional Body there may be other requirements specific to the relevant Professional Body, which may be taken as part of, or alongside, the Apprenticeship at the employer’s and candidate’s discretion.

Completion of the Professional Accounting/Tax Technician Apprenticeship may lead to the candidate receiving credits towards the completion of the Professional Accountant/Tax Apprenticeship or Chartered Accountancy/Taxation qualifications provided by the relevant Professional Bodies. Completion of the Professional Accounting/Tax Technician Apprenticeship may also result in credits being awarded towards relevant undergraduate degree programmes.

Next Stage

- If you are an employer please contact our Business Accounts Management lead via 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 and apply
or contact our admissions team **01946 839300**
or email admissions@lwc.ac.uk


**SHAPING THE FUTURE
@ Lakes College**



PS 674327