

Accountancy apprenticeship standard

Eligibility and funding

New and existing staff, including graduates, can benefit, provided there is an identified development need and the learning is materially different from prior qualifications.

The fees of £9,000 per apprenticeship can be fully funded via the apprenticeship levy. Non-levy-payers pay just £900 (90% Government funded). 100% funded for under 19s at employers with fewer than 50 employees. £1,000 all-employer incentive for under 19s.

Recognised qualifications

Apprentices gain qualifications accredited by The Association of Accounting Technicians (AAT), either:

- the AAT Advanced Diploma in Accounting (level 3); or
- the AAT Professional Diploma in Accounting (level 4)

Progression routes

Most students progress from the level 3 Assistant Accountant Apprenticeship Standard to the level 4 Professional Accounting Apprenticeship Standard.



Fast track chartered accountancy

Successful completion of the AAT Professional Diploma grants generous exemptions with ACCA, ICAEW, CIMA, ICAS and CIPFA.

Benefits to your business

- Attract and retain talented, ambitious new talent.
- Develop and quality assure existing non-qualified staff in finance roles.
- Widen your talent pool.
- Fully/part-fund professional qualifications for your team.

Accountancy apprenticeships structure and delivery

Most students start with the level 3 Assistant Accountant apprenticeship and then progress to the level 4 Professional Accounting standard.

- 15 month blended learning programme at level 3; 18 months at level 4.
- Dedicated Damar tutor who designs the lesson plan and provides mentoring and support via face to face and remote visits.
- Activity based, printed learning guide.
- Interactive online lessons which student can access 24/7.
- Osborne text books (printed and online) packed with question practice.

Students based in Greater Manchester can also access tutor-led sessions at our Stockport centre. We use high quality distance learning materials are supplied by our partner, Eagle Education & Training.

Apprentices study a range of AAT units as follows:

Level 3 Assistant Accountant

- Advanced bookkeeping
- Final accounts preparation
- Management accounting: costing
- Indirect tax
- Ethics for accountants
- Spreadsheets for accountants

Level 4 Professional Accounting

- Management Accounting: Budgeting
- Management Accounting: Decision and Control
- Financial Statements
- Accounting Systems and Controls
- Two optional units – choose from Business Tax, Personal Tax, External Auditing, Cash and Treasury Management, Cash Management.

At the end of each apprenticeship there is a role-based simulation that covers the knowledge and wider business skills developed during the apprenticeship. Apprentices also submit a portfolio of evidence demonstrating your competence against the full breadth of the skills in the standard.

Commitment

Apprentices need to spend a minimum of 20% of their working week on their studies.

Next steps

Enrolments are year-round.

