

**Accounting Apprenticeship Framework
Higher Apprenticeship**

(As guidance for completion the level 4 framework can take up to 24 months depending on experience and existing qualifications)

AAT Level 4 Diploma in Accounting
(Knowledge and competence based computer assessments)

Employment Rights and Responsibilities workbook
(Knowledge based workbook)

**Does the individual have GCSE grades A – C in Mathematics
and English?**

Yes

No

**Will be claimed as part
of the Apprenticeship
framework**

**Maths 2
English 2
Functional Skills - Exam**

Example Job Roles as an Apprentice

Level 2- Accounts Assistant/Clerk, Cashier, Credit Control Clerk, Finance Assistant, Purchase Ledger Clerk, Sales Ledger Clerk.

Level 3- Trainee Accounting Technician, Assistant Accountant.

Level 4- Finance Manager, Accounting Technician.

What is an Apprenticeship

Apprenticeships are a mix of real work and learning. Apprentices earn a wage and gain experience whilst working towards a number of qualifications.

There are a number of elements to each apprenticeship and this is called the framework. Each apprenticeship framework has three main strands:

- Competence and knowledge based element
- Work skills element
- Functional skills element

The three strands are sometimes accompanied by additional qualifications to give the most relevant skills and knowledge required for the job.

Duration

12 to 24 months depending on previous experience and qualifications.

Location

Experience is gained in the workplace with part-time attendance at college to receive training in knowledge elements and to complete computer assessments. Functional skills are delivered in the workplace and assessed in formal examinations in college.

Overview

This framework has been developed by employers and providers to meet the needs of small and medium size enterprises through to the larger organisations. It provides a structured approach to training and developing prospective accountants who understand the needs of the organisation, its customers and the sector within which they operate. It will help employers' recruitment of accountants by providing a training programme that can attract and help retain people in the sector.

Progression

Level 2 to level 3 then level 4. Further training to professional qualifications.

Example Job Roles as an Apprentice

Level 2- Accounts Assistant/Clerk, Cashier, Credit Control Clerk, Finance Assistant, Purchase Ledger Clerk, Sales Ledger Clerk.

Level 3- Trainee Accounting Technician, Assistant Accountant.

Level 4- Finance Manager, Accounting Technician.