

Accounting Apprenticeship Frameworks

(As guidance for completion the frameworks can take 12 to 24 months depending on experience and existing qualifications)

Intermediate Apprenticeship

Progression

Advanced Apprenticeship

Level 2 Certificate 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 1
English 1/2**

Functional Skills - Exam

Level 3 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

Additional Employer Requirements:

Additional elements can be added to the framework at the request of the employer, at additional cost. These should be sector specific and can be additional units or qualifications which the employer feels would offer enhancement and meet business needs.

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.

Additional Employer Requirements:

Additional elements can be added to the framework at the request of the employer, at additional cost. These should be sector specific and can be additional units or qualifications which the employer feels would offer enhancement and meet business needs.