

# Level 2 Accounts/Finance Assistant Apprenticeship



## Course Overview

This Apprenticeship is for capable individuals wishing to pursue a career in Accounting and/or Finance through the combination of actual employment and the achievement of nationally recognised qualifications.

The majority of your skills and knowledge will be developed through your employer and the job that you do. This will be complemented and supported by your planned training programme incorporating attendance on the College's courses in Accounting and Functional Skills. All learning must be recorded to demonstrate you are achieving at least 20% of your working week to off the job learning, a requirement of the apprenticeship. This will be discussed and agreed with you and your employer at the start of the apprenticeship.

## What You Will Study

At least 20% of your working week for the duration of the apprenticeship must be spent carrying out new learning relating to the apprenticeship standards. To support you in achieving this, you will study the AAT Level 2 Accounting based at either Wakefield or Castleford college.

- Introduction to Bookkeeping
- Principles of Bookkeeping
- Principles of Costing
- The Business Environment. This will be assessed within the synoptic exam taken at the end of the course - This will be part of the End Point Assessment

As part of your End Point Assessment, you will be required to complete the Business awareness course and attend a remote interview with AAT. The interview will require you to discuss and reflect on your portfolio of evidence you will have prepared throughout the year.

## Attendance Expectations

Classes will take place once a week at Wakefield or Castleford college, with attendance expectations of more than 80% You are also required to meet regularly with your apprenticeship assessor in your place of work for reviews on progress and workplace assessments to take place.

If you are undertaking Functional Skills as part of your apprenticeship, you will be required to attend college for a week block of teaching, per Functional Skills subject.

### START DATE

September or  
November

### LEVEL

Level 2

### STUDY MODE

Full-time

### DURATION

15 months

### AWARDING BODY

Association of  
Accounting  
Technicians (AAT)

### LOCATION

Workplace Based



For further information  
about this course, including  
Entry Requirements,  
Assessments and Further  
Study, scan the QR code.

## Need More Information?

For additional course information please contact the Course Information Team on **01924 789111** or email [courseinfo@heartofyorkshire.ac.uk](mailto:courseinfo@heartofyorkshire.ac.uk).

To learn more about the Heart of Yorkshire Education Group, our facilities and how we can support you please visit our website [www.heartofyorkshire.ac.uk](http://www.heartofyorkshire.ac.uk).

## Quick Links



How to  
Apply



Student  
Support



Virtual  
Tours



This will be discussed at your enrolment and induction.

## How You Will Be Assessed

Assessment will be continuous and take place in both the workplace and the College. There will be a combination of computer-based assessments and projects or work-based evidence.

End Point assessment results take 4 weeks

## Entry Requirements

Certificate evidence of English and Maths at Level 1 or GCSE Grade 9-4.

If you do not have these, we can support the development of your English and Maths skills through completion of Functional Skills in the relevant subject and one-to-one support. Most employers look for ability in these areas and the majority of university courses require you to have Maths and English GCSEs Grade 9-4. This is why the development of Maths and English is so important, whatever your field of study.

Apprentices without Level 1 English and Maths will need to achieve this level and taken the test for Level 2 prior to taking their end point assessment.

## Fee Information

Please contact the Apprenticeship Recruitment Team on 01924 789469 or email [apprenticeships@heartofyorkshire.ac.uk](mailto:apprenticeships@heartofyorkshire.ac.uk)

## Further Study

On completion, the apprentice will be able to apply for the most appropriate level of professional membership aligned within this apprenticeship (Advanced Level 3 Apprenticeship)

