

No.
Client Name
Street Name, #
70000 City Name

Phone No. 1
70000 City Name
Fax No. 700000000
E-Mail address@domain.com

Invoice

Invoice No.	20100000
Date	1/1/2011
Client Name	Joe Smith

Dear Mr. Client Name,
I authorize Payroll to make following items:

Item	Qty	Unit Price	Total Price
Food program for a winter meal, New Jersey and Pennsylvania restaurant (CRA) - built into 10 items	1	21.14	21.14
Organizational letter to the recipient	1	62.84	62.84
Photo Card for Certificate recipient	1	20.00	20.00
Total			104.00
TAX 10%			10.40
Total Amount Payable			114.40

Level 2 Accounts or Finance Assistant Apprenticeship



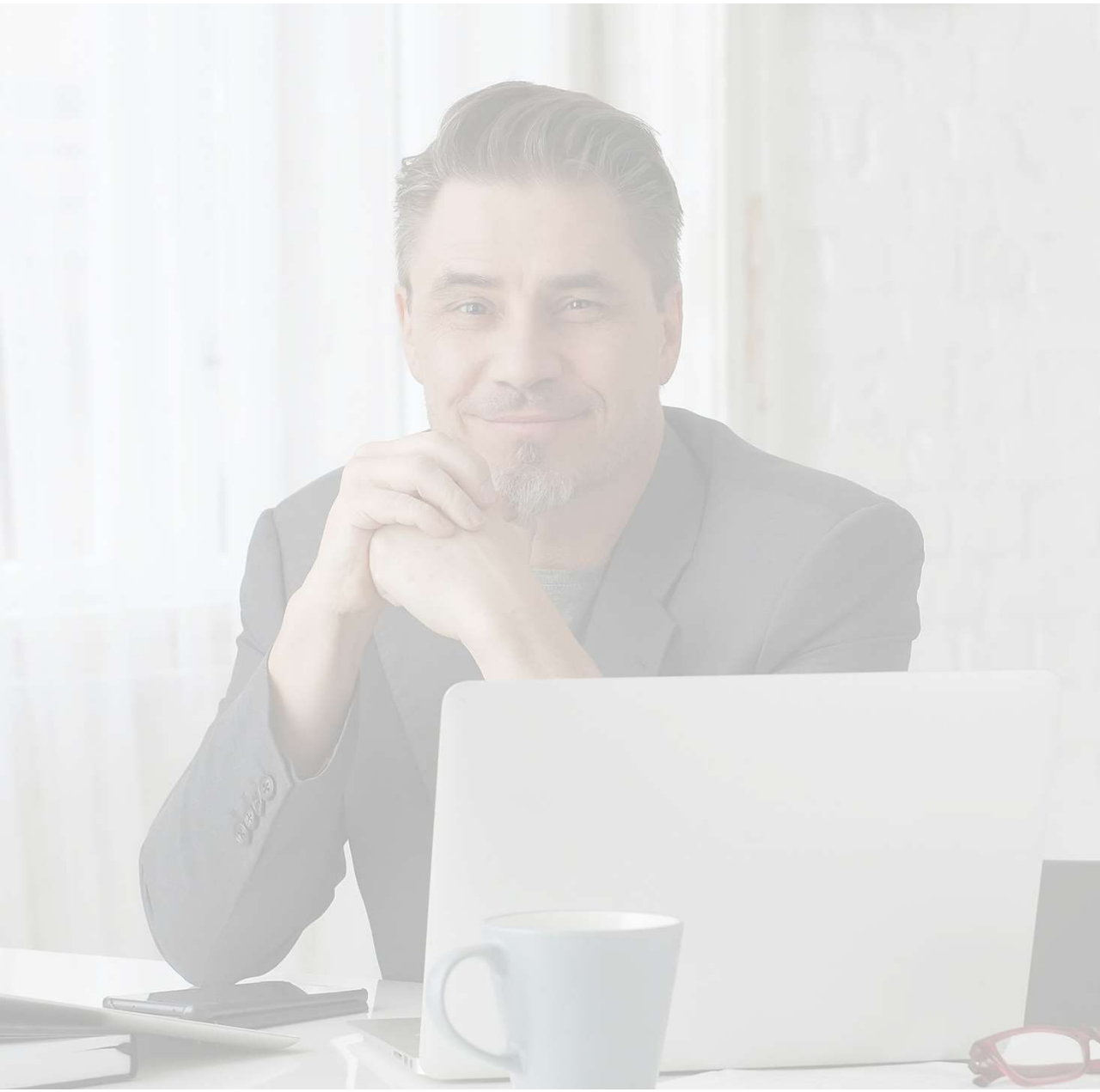
Overview

An Accounts or finance assistant apprentice is responsible for providing assistance to junior accountants.

The scope of this role can vary depending on the team structure and size of business. An Accounts or finance assistant's work could include basic bookkeeping activities, working with sales and purchase ledgers, doing calculations to ensure that records and payments are correct, recording of cash and data entry.

Accounts or finance assistant's can work in almost any sector. Potential employers include corporate businesses, sole traders, partnerships, Public sector, not-for-profit organisations and educational institutions. Accounts or finance assistant's may work in-house for an organisation or they might work for an accountancy firm, bookkeeping practice, Shared Service provider, self-employed or on behalf of several different clients.





Course Content

Knowledge – covered via a formal L2 qualification

- General business awareness
- Understanding your organisation
- Accounting systems and processes
- Basic accounting
- Ethical standards

Skills

- Attention to detail
- Communication
- Uses systems and processes
- Personal effectiveness

Behaviours

- Teamwork
- Personal development
- Professionalism
- Customer focus

Eligibility

The apprentice must work for their employer and they must:

- Be 16 years or older.
- Have the right to work in England.
- Spend at least 50% of their working hours in England.
- Not be in full time education.

Functional skills in English and Maths

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. For those with an EHCP or legacy statement the English and Maths minimum requirement is entry Level 3.





Course Duration

Typically; 13 to 15 months

Qualifications gained on completion

- Level 2 certificate in accounting
- A technical level 2 accounting apprenticeship certificate that demonstrates achievement of skills and knowledge related to the wider industry

The Assessment

Learners will go through the End Point Assessment which comprises 3 elements:

- Apprentice portfolio (demonstrating competence against knowledge, skills and behaviours)
- Structured interview – 60 minutes
- In-tray test based on a fictitious organisation's scenario – computer based, 105 minutes

Progression

Level 3 Assistant Accountant Apprenticeship

Course Costs


This course is free of charge to apprentices, as it is funded by employers (or the apprenticeship levy) and the government.

Employers that contribute to the apprenticeship levy (usually large employers); the course will normally be free to your apprentices.


Employers that do not contribute to the apprenticeship levy; will normally pay 5% towards the apprenticeship costs.

Your agreement with us will provide specifics of costs involved.







We aim to design our training courses around you, the employer, so they allow you the flexibility you need to have all-hands-on-deck during peak periods.




Our training is focused on your apprentices becoming valuable members within your organisation for the long term. We aim to develop them holistically in commercial attributes such as attitude and approach, as well as gain a qualification.



We will guide you through the administrative processes and make it as easy as possible for you to gain apprenticeship funding and complete the paperwork. We can also help you recruit an apprentice.



High quality training that focuses on the needs of learners. It also develops their soft skills, so they have industry relevant skills that make them more productive in their workplace.



Regular and timely updates and reviews with employers and apprentices on progress and content of apprenticeship training.

Why should employers choose us for your Apprenticeship Training.



Getting started

You can begin by calling us to provide you with further guidance or to discuss your requirements and get started.

Our apprenticeship courses are flexible with start dates throughout the year.

Please get in touch for further details

Contact us

Email – lucy@far-training.co.uk

Phone – 01904 702563 or 07806570111

Website – www.far-training.co.uk