



Level 4 Professional Accounting  
Technician Apprenticeship



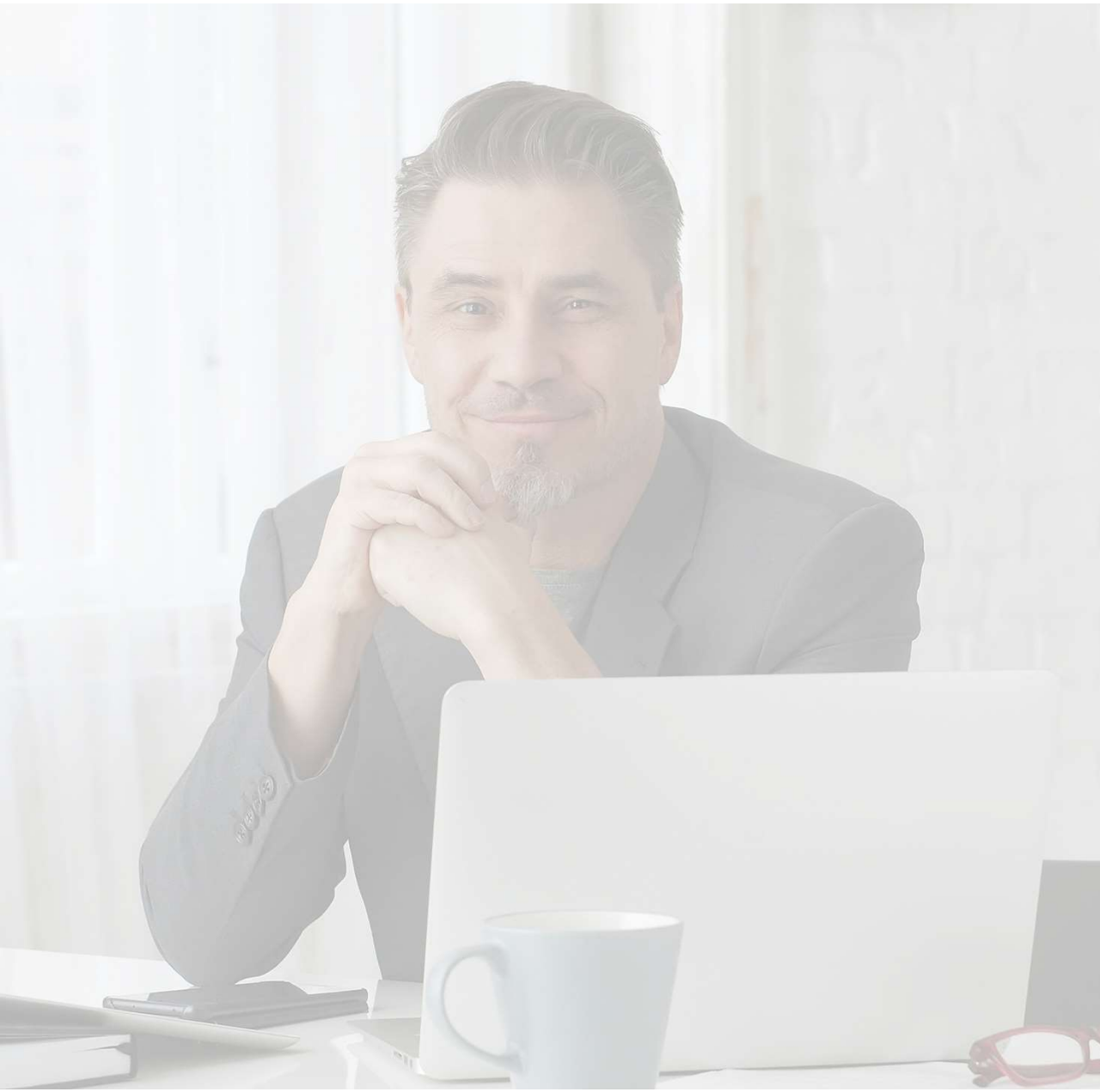
## Overview

A Professional accounting technician will have responsibility for creating, and/or verifying and reviewing, accurate and timely financial information within the organisation in which they are employed or on behalf of another organisation.

This will be performed in order to meet relevant ethical, professional and legal standards, and will utilise the individual's knowledge of the business systems and processes, as well as standard accounting and tax practices.

This role may exist in an accounting practice, a professional services company, HMRC or the accounting function of a business or other organisation.





## Course Content

### **Knowledge** — covered via Level 4 qualification

- Technical knowledge
- Business awareness
- Ethical standards
- Regulation and compliance
- Systems and processes

### **Skills**

- Analysis
- Communication
- Leadership
- Planning and prioritisation
- Produces quality and accurate information
- Team Working and collaboration
- Uses systems and processes

### **Behaviours**

- Adaptability
- Adding value
- Ethics and integrity
- Proactivity
- Professional scepticism

## 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; 18 to 24 months

### **Qualifications gained on completion**

- Professional Diploma in accounting (Level 4)
- A technical level 4 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)
- Professional discussion OR Written Statement
- Synoptic assessment – computer based, 3 hours 15 minutes

### **Progression**

Accountancy Professional Apprenticeship Level 7



## 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 and one to one support, 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 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](mailto:lucy@far-training.co.uk)

Phone – 01904 702563 or 07806570111

Website – [www.far-training.co.uk](http://www.far-training.co.uk)





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