

ADVANCED APPRENTICESHIP IN ACCOUNTING WITH TRAINING ENTERPRISE AT FARNBOROUGH COLLEGE OF TECHNOLOGY

This Apprenticeship at level 3 (Intermediate Level) will take approximately 18 months to achieve. You will be expected to be employed with a suitable employer; roles include accounting for cash and credit transactions with job titles such as Accounts Clerk, Credit Control Assistant, Finance Assistant, Purchase Ledger Clerk. You will gain valuable experience and skills working for your employer for 4 days each week and attend Farnborough College for 1 day (or 1 afternoon & evening) each week during term time. A college placement advisor and assessor will visit you in your workplace on a regular basis to discuss your progress and observe and assess your accounting skills against the NVQ criteria. Your employer will be responsible for paying your wages and you will have the same rights and responsibilities as any other young person in employment.

ENTRY REQUIREMENTS: **Completion of a Level 2 Foundation Apprenticeship in Accounting OR A Levels in English & Maths**

Must like working with numbers and have good communication skills

TRAINING PROGRAMME DETAILS:

Expected Qualifications

NVQ 3 : **AAT Accounting**

Technical Certificate : **Knowledge & understanding is embedded within the NVQ3, however there will be exams to assess core knowledge.**

Key Skills: **Communications Level 2
Application of Number Level 2**
unless already completed at Level 2

Employment Rights & Responsibilities : **EER Workbook**
unless already completed at Level 2

NVQ in AAT Accounting Level 3 - All Units are Mandatory

UNIT NO.	UNIT TITLE
UNIT 5	Maintaining Financial Record and Preparing Accounts
Element 5.1	Maintaining Records relating to capital acquisition and disposal
Element 5.2	Collecting & collating information for the preparation of final accounts
Element 5.3	Preparing the final accounts of sole traders and partnerships
UNIT 6	Recording and Evaluating Costs and Revenues
Element 6.1	Record & analyse information relating to direct costs and revenues
Element 6.2	Record & analyse information relating to the allocation, apportionment and absorption of overhead costs
Element 6.3	Prepare and evaluate estimates of costs and revenues
UNIT 7	Preparing Reports & Returns
Element 7.1	Prepare and present periodic performance reports
Element 7.2	Prepare reports and returns for outside agencies
Element 7.3	Prepare VAT returns
UNIT 21	Working with Computers (this unit need not be repeated if it has been completed at level 2)
UNIT 22	Contribute to the Maintenance of a Healthy, Safe and Productive Working Environment (this unit need not be repeated if it has been completed at level 2)

CONTACT TRAINING ENTERPRISE ON 01252 407133