

## **APPRENTICESHIPS IN ACCOUNTING WITH TRAINING ENTERPRISE AT FARNBOROUGH COLLEGE OF TECHNOLOGY**

This Apprenticeship at level 2 (Foundation 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. There will be the opportunity to progress onto an Advanced Apprenticeship at level 3 (Intermediate level) upon successful completion of the level 2 Apprenticeship.

**ENTRY REQUIREMENTS:**                      **GCSE Grades A-C in Maths and English**

**Must like working with numbers and be able to demonstrate the potential for developing good communication skills.**

**TRAINING PROGRAMME DETAILS:**

**Expected Qualifications**

**NVQ 2:**    **AAT Accounting**

**Technical Certificate:**

**Knowledge & understanding is embedded within the NVQ2. However there will be exams to assess core knowledge.**

**Key Skills:**

**Communications Level 2  
Application of Number Level 1**

**Employment Rights & Responsibilities:**

**ERR Workbook**

**NVQ in AAT Accounting Level 2**

<b>UNIT NO.</b>	<b>UNIT TITLE</b>
<b>UNIT 1</b>	<b>Recording Income &amp; Receipts</b>
<b>UNIT 2</b>	<b>Making &amp; Recording Payments</b>
<b>UNIT 3</b>	<b>Preparing Ledger Balances and an Initial Trial Balance</b>
<b>UNIT 4</b>	<b>Supplying Information for Management Control</b>
<b>UNIT 21</b>	<b>Working with Computers</b>
<b>UNIT 22</b>	<b>Contribute to the Maintenance of a Healthy, Safe &amp; Productive Working Environment</b>
<b>UNIT 23</b>	<b>Achieving Personal Effectiveness</b>

**CONTACT TRAINING ENTERPRISE ON 01252 407133**