

Accounting

Qualification and Level

Intermediate Apprenticeship (Level 2), Advanced Apprenticeship (Level 3) or Higher Apprenticeship (Level 4) in Accounting .

All qualifications in the Accounting Apprenticeship frameworks are awarded by the Association of Accounting Technicians (AAT).

Why Accounting?

Accounting roles exist across all industries. All organisations, large or small, private or public sector, profit- or non-profit-making, need accountants to manage their finances. There are also a lot of accountants working in private practice providing audit, taxation and other accounting services.

Each level of the Accounting Apprenticeship is recognised by employers throughout the UK. By completing this Apprenticeship you will enhance your accountancy skills and be able confidently to deal with a wide range of accounting tasks across all industrial sectors. This will demonstrate to an employer that you have gained the right knowledge and experience to help them in their business and encourage them to invest in you and your career.

Why York College?

York College offers a vibrant young adult environment with over 13,000 full and part-time learners, a friendly atmosphere, and support from specialist staff. We offer a wide range of academic and vocational qualifications at all levels, and work both with individuals and alongside local educational providers and businesses.

Our award-winning £60 million campus offers modern state-of-the-art teaching, learning and social facilities including: realistic training environments; Learning Centre; hair and beauty spa; day nursery; cafés and food court; restaurant; sports development centre; theatre.

What will I study?

The Intermediate Accounting Apprenticeship framework consists of:

- AAT Certificate 2 in Accounting (QCF Framework)
- Functional Skills Level 2 in Application of Number
- Functional Skills Level 2 in Communication
- Employment Responsibilities and Rights (ERR) workbook

The Advanced Accounting Apprenticeship framework consists of:

- AAT Diploma in Accounting Level 3 (QCF Framework)
- Functional Skills Level 2 in Application of Number
- Functional Skills Level 2 in Communication
- Employment Responsibilities and Rights (ERR) workbook

The Higher Accounting Apprenticeship framework consists of:

- AAT Diploma in Accounting Level 4 (QCF Framework)
- Functional Skills Level 2 in Application of Number
- Functional Skills Level 2 in Communication
- Employment Responsibilities and Rights (ERR) workbook

You must do all the qualifications in the framework, although you may be partly or fully exempt from some of them depending on your previous qualifications. You will receive a certificate for each qualification as you achieve it, and after you have achieved them all you will receive an Apprenticeship, Advanced Apprenticeship or Higher Apprenticeship certificate. Delivery of this apprenticeship is either through day release or 2 evenings per week at college.

Are there any entry criteria?

To start the course you must be employed in a relevant environment for a minimum of 30 hours per week. In addition for an Intermediate Apprenticeship you will have minimum passes at GCSE at

Grade D or above (or equivalent) in English and Maths and for the Advanced Apprenticeship you will have a minimum GCSE's at Grade C or above (or equivalent) to include English and Maths. For the Higher Apprenticeship (Level 4) you must have passed the Level 3 Diploma in Accounting. You must also have the commitment and enthusiasm to complete the course and perhaps progress onto a higher level.

How will I be assessed?

The Accounting Diploma involves a mixture of Computer Based assessments in the colleges on-line testing room which is centrally set and assessed by the AAT, and AAT e-delivered project/case study which is assessed locally by York College and verified by the AAT. Assessments take place at different times during the year.

The Functional Skills are assessed through a written test.

What can I do next?

Many students progress from Intermediate Apprenticeship to Advanced Apprenticeship and then onto the Higher Apprenticeship (all levels are studied on a part-time basis), after which full membership of the AAT can be gained. Exemptions are also offered to Level 4 Accounting Technicians who wish to study for a full professional accounting qualification (e.g. CIMA, ICAEW, CIPFA).

This programme is also helpful to anyone thinking of studying accounting or finance-related subjects at Higher Education (degree) level.

What alternatives are there?

- Business Administration
- Customer Service

How do I apply?

Fill in the Work Based Learning Application Form and send it to the Central Admissions Unit at York College at the address below. We'll write to invite you to an interview and guidance session. Our programmes are popular and fill up quickly, so we advise you to apply as early as you can, even if you don't yet have a job.

Who can give me further information and advice?

Admissions Team

Your first point of contact about the application process.
York College, Sim Balk Lane, York YO23 2BB
01904 770449, admissions.team@yorkcollege.ac.uk

Employer Engagement Support Officers

Advice about Apprenticeships for students and employers
York College, Sim Balk Lane, York YO23 2BB
01904 770445, apprenticeships@yorkcollege.ac.uk

Future Prospects

Advice about careers, Apprenticeships and other courses in the York area.
24 Swinegate, York YO1 8AZ
01904 634748, admin@futureprospects.org.uk, www.futureprospects.org.uk

Student Services

Confidential information, advice and signposting on a wide range of matters including accommodation, travel, childcare, welfare, benefits and financial assistance.
York College, Sim Balk Lane, York YO23 2BB
01904 770397, studentservices@yorkcollege.ac.uk

Apprenticeships Helpline and website

Information about Apprenticeships from the National Apprenticeship Service for students, employers and parents.
08000 150 600, www.apprenticeships.org.uk

York College is committed to creating an environment where there is mutual respect and equality of opportunity.