



Duration

The duration of the AAT Level 2 apprenticeship will typically be 12-14 months in total.

The minimum duration on programme before an apprentice can take the end-point assessment is 12 months.



Qualification

The entry requirements will be set by the employer and therefore may vary. You will typically need five GCSEs grade 4-9 (old system A*-C)

You may be required to take functional skills Maths and English if you do not already hold the equivalent qualifications GCSE. Peak will support you to complete the functional skills qualifications and they will be completed prior to the end point assessment.



Job Role

The roles associated with this apprenticeship can be varied but are likely to include:

- Cashier
- Clerical Assistant
- Accounts administrator
- Accounts payable clerk
- Purchase/Sales Ledger clerk
- Trainee accounting technician
- Trainee Finance assistant
- Trainee Bookkeeper



Progression opportunities

The AAT Level 3 Apprenticeship is available and can be completed with achieving professional AAT Bookkeeper status (AATQB)

The Level 4 Assistant Accountant/Tax Technician Apprenticeship is available and can be completed with several different qualifications attached.

Accounts/Finance Assistant Level 2



Programme

Each apprenticeship standard has its own criteria for the knowledge, skills and behaviours that will be developed over the apprenticeship programme.

Knowledge	Skills	Behaviours
<ul style="list-style-type: none"> ✓ General business Awareness ✓ Understanding your organisation ✓ Accounting systems and processes ✓ Ethical standards ✓ Basic Accounting 	<ul style="list-style-type: none"> ✓ Attention to detail ✓ Communication ✓ Use systems and processes ✓ Personal Effectiveness 	<ul style="list-style-type: none"> ✓ Teamwork ✓ Personal development ✓ Professionalism ✓ Customer Focus



End-point assessment

The end-point assessment is the final opportunity for an apprentice to showcase their competency across all the knowledge, skills and behaviours defined in the apprenticeship standards.

In Tray Test (ITT)

ITT to assess Accounting Systems & Processes, Basic Accounting, and attention to detail.

Structured Interview

Structured Interview with an independent assessor supported by a portfolio of evidence.



Delivery

Peak Accountancy Training are committed to supporting every apprentice, adding value and providing clear progression opportunities. Our apprenticeship delivery options offer flexibility to ensure every apprenticeship is tailored to the apprenticeship and employer needs.

- ✓ Options of classroom or live online classes for knowledge courses - typically 1 afternoon per week.
- ✓ Live online development of skills and behaviours through progress review meetings and a series of professional discussions and assessments during the apprenticeship to help compile the portfolio of evidence.
- ✓ Completion of the Level 2 AAT qualifications, 4 exams and end-point assessment.