

Professional Accounting Technician Level 4



Programme

compliance

Systems and

processes

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

Knowledge		Skills		l	Behaviours	
-	Technical	\checkmark	Analysis	\checkmark	Adaptability	
	Knowledge: Tax	\checkmark	Communication	\checkmark	Adding value	
	or Accounting	\checkmark	Leadership	\checkmark	Ethics and	
•	Business	\checkmark	Produces quality and		integrity	
	Awareness		accurate information	\checkmark	Proactivity	
	Ethical	\checkmark	Teamwork and	\checkmark	Professional	
	standards		collaboration		scepticism	
-	Regulations and	\checkmark	Uses systems and			



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.

processes

Professional discussion or Reflective statement

Professional discussion or production of a reflective statement to be produced for an independent assessor

Synoptic assessment

Designed to test your ability and draw together the knowledge and skills learnt

The discussion or statement will describe the portfolio of evidence gathered throughout the apprenticeship



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 Level 4 Accountancy AAT qualifications, 3 mandatory units and 2 optional units. 5 exams and end-point assessment.



The duration of the AAT Level 4 Apprenticeship will typically be 15-18 months in total.

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



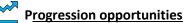
Qualification

The entry requirements will be set by the employer and may vary. You will typically need five GCSE's grade 4-9 9 (A* to C). You may be required to take functional skills if you do not already hold GCSE equivalent qualifications. Peak will support you to complete functional skills qualifications and they will be completed prior to your end point assessment.



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

- Assistant Auditor
- Assistant Management Accountant
- Assistant Financial
- Senior Financial Officer
- Senior Bookkeeper
- Commercial Analyst
- Tax Investigations officer
- Business/Personal tax assistant



Level 4 AAT can give students exemptions towards the Level 7 Professional Accountant Apprenticeship offering the opportunity to progress studies to become a chartered accountant through CIPFA, ACCA, CIMA or ICAEW.

Questions? Give us a call on 01625 574 856 or email us apprenticeships@peakaccountancytraining.co.uk