

Professional Accounting Technician Level 4



Programme

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

Knowledge

- ✓ Technical Knowledge: Tax or Accounting
- ✓ Business Awareness
- ✓ Ethical standards
- ✓ Regulations and compliance
- ✓ Systems and processes

Skills

- ✓ Analysis
- ✓ Communication
- ✓ Leadership
- ✓ Produces quality and accurate information
- ✓ Teamwork and collaboration
- ✓ Uses systems and processes

Behaviours

- ✓ Adaptability
- ✓ Adding value
- ✓ Ethics and integrity
- ✓ Proactivity
- ✓ Professional scepticism



Duration

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.



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.

Professional discussion or Reflective statement

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

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

Synoptic assessment

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



Job Role

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



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



Progression opportunities

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.