



CITY AND ISLINGTON
COLLEGE

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Westminster
Kingsway College

The College of
Haringey, Enfield
and North East London



Capital
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Training

Accounting - Level 4 Higher Apprenticeship

This qualification will prepare individuals in the role of a Professional accounting or tax technician. Apprentices will have responsibility for creating, and/or verifying and reviewing, accurate and timely financial information within the organisation in which they are employed or on behalf of another organisation.

This will be performed in order to meet relevant ethical, professional and legal standards, and will utilise the individual's knowledge of the business systems and processes, as well as standard accounting and tax practices. This role may exist in an accounting practice, a professional services company, HMRC or the accounting function of a business or other organisation.

WHAT WILL THE APPRENTICE STUDY?

On this apprenticeship you may study the following units, depending on the area you specialise in;

- Technical knowledge in accounting or tax
- Business awareness
- Ethical standards
- Regulation and compliance
- Systems and processes

For more information on the apprenticeship please visit the [Insitutue of Apprenticeships](#)

ENTRY CRITERIA

You will need:

- To be aged 16 or older
- To be employed for a minimum of 30 hours per week with 20% of your normal working hours set aside for you to complete your training and study
- 5 GCSEs at grade 4 or above, including English and Maths or Functional Skills at Level 2 in English and Maths

All applicants must have an interview and assessment in English and Maths to confirm that the apprenticeship is suitable for them.

Duration: 18 Months

Location: Workplace and College

Sector: Legal, finance and accounting



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Employers may also set additional entry requirements, as a prerequisite to working with them.

HOW IS THE APPRENTICE ASSESSED?

To complete the Accounting apprenticeship, apprentices will be expected to complete:

- A synoptic end-test covering the knowledge and skills gained throughout the on-programme stage and detailed in the standard.
- A portfolio and reflective discussion which will comprise a range of evidence produced in the work-place to show that the Apprentice has met the knowledge, skills and behaviours detailed in the standard. The reflective discussion will be a structured interview to examine this evidence and the learner journey in more detail.

OCCUPATIONAL PROFILE

The Professional accounting or tax technician standard allows student registration with a number of UK professional bodies in this sector. If a candidate seeks to become a member of a professional body there may be other requirements specific to the relevant professional body, which may be taken as part of, or alongside, the Apprenticeship at the employer's and candidate's discretion.

Completion of the professional accounting or tax technician apprenticeship may lead to the candidate receiving credits towards the completion of the Professional accountant or tax apprenticeship or chartered Accountancy or taxation qualifications provided by the relevant professional bodies. Completion of the professional accounting or tax technician apprenticeship may also result in credits being awarded towards relevant undergraduate degree programmes.

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