



CITY AND ISLINGTON
COLLEGE



Westminster
Kingsway College

The College of
Haringey, Enfield
and North East London



Capital
City
College
Training

Accounting - Level 2 Intermediate Apprenticeship

This course provides a solid foundation in accountancy, finance and business, and will prepare you for work in junior and entry-level accounting roles.

The course will help you develop a wide range of accounting skills, covering units such as:

- Recording income and receipts
- Initial trial balance
- Supplying information for management control
- Making and recording payments
- Health and safety
- Achieving personal effectiveness
- Working with accounting software (SAGE)

WHAT WILL THE APPRENTICE STUDY?

On this apprenticeship you will cover topics such as;

- Bookkeeping transactions
- Bookkeeping controls
- Elements of costing
- Working effectively in finance
- Using accounting software.
- Accounting systems and processes
- Basic accounting

For more information on the apprenticeship please visit the [Insitutue of Apprenticeships](https://www.apprenticeships.gov.uk/)

Apprentices will also be required to take one of the professional qualifications listed below, as chosen by the employer to be most relevant to the job role:

- AAT Level 2 Certificate in Accounting
- ACCA Certificate in financial and management accounting (level 2)
- IAB Level 2 certificate in bookkeeping
- ICB Level 2 certificate in bookkeeping

Duration: 1 Year

Location: Workplace and College

Sector: Legal, finance and accounting



ENTRY CRITERIA

There are no formal entry requirements, but candidates should be working over 30 hours per week.

All candidates will need to attend an information session before starting the programme.

All candidates will need to undertake a literacy & numeracy assessment prior to starting the apprenticeship training. Staff should be able to demonstrate English and mathematics to at least Level 2. This will typically be identified through your existing qualifications and an initial assessment in maths and English.

The duration is 12 months to complete.

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

On completion, the apprentice will be able to apply for the appropriate level of professional membership aligned with this apprenticeship, dependent on the qualification chosen. Professional body memberships that are relevant to the options for this apprenticeship are:

- IAB – Associate Level Membership
- ICB – Associate Level Membership

Neither AAT nor ACCA offer professional registration upon completion of this apprenticeship.

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