



CITY AND ISLINGTON
COLLEGE

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Westminster
Kingsway College

The College of
Haringey, Enfield
and North East London



Capital
City
College
Training

Assistant Accountant - Legal, Finance and Accounting - T Level

Welcome to this T Level Accounting course, where you will develop team and professional skills to prepare you for employment, alongside acquiring essential knowledge for a successful career in accountancy.

Accounting presents an exciting and dynamic career path - every organisation requires individuals who comprehend the numbers. If you have an aptitude for mathematics, enjoy problem-solving, and possess an eye for detail, accounting could be an excellent career choice for you.

You'll spend 80% of your time in the classroom and 20% on an industry placement with an employer (equivalent to 45 days) to give you the skills and knowledge companies look for. Your industry placement gives you the chance to learn what a real career is like while you continue your studies. When and how you complete it depends on the T Level, school or college, and employer.

To achieve the T Level, you will need to successfully demonstrate your achievement of each of the components.

WHAT WILL I STUDY?

You will study the following:

- The business environment
- Careers within the finance and accounting professions
- Regulation
- Professionalism and ethics/equality, diversity and inclusion
- Security and risk
- Professional services
- Fundamentals of law
- Fundamentals of financial accounting
- Technology
- Data-driven innovation/analytics and design thinking
- Research skills
- Project/change management and administration

Start Date: 2 September 2024

Duration: 2 Years

Attendance: Full Time

Location: Tottenham Centre



Capital City
College Group

www.capitalccg.ac.uk

- Fundamentals of financial accounting (accounting pathway content)

How will you learn?

In the classroom, you will engage in independent or group work to solve accounting problems. You will research and devise innovative solutions to business issues, presenting your findings to the group.

Additionally, you will have the opportunity to apply your skills during the work placement.

WHAT WILL I NEED?

You must have:

- Minimum of five GCSEs at Grade 4 or above, all from the core subjects, including grade 5 in GCSE Maths and grade 5 in English Language

All applicants will be invited for an interview and assessment to confirm that the course is suitable for them.

HOW WILL I BE ASSESSED?

Exam Board: Pearson

This is a two-year course.

In the first year, you will complete two external exams in the core component and an employer-set project.

In the second year, you will complete an occupational specialism in Assistant Accountant through synoptic assignments.

WHAT WILL IT COST?

AGED 16-18

If you will be aged 16, 17 or 18 on 31st August prior to the start date of your course and you have the legal right to remain in the UK for the duration of your programme then your study with us will be free. Please see [here](#) for the documents you will need to show us.

Some courses will have other associated costs, such as for specialist materials and trips. Many of our students are eligible for financial support, see [here](#) for details.

WHAT CAN I DO AFTER?

T Levels are designed for university or apprenticeship pathways and prepare students for highly skilled roles in accounting and payroll.

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Future job opportunities from this T Level include:

- Payroll Administrator
- Assistant Accountant
- Cashier Finance Assistant
- Purchase/Sales Ledger Clerk
- VAT/Tax Assistant

T Levels are eligible for UCAS tariff points equivalent to A Levels and most universities recognise T Levels as equal in merit.

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