

### WHAT IS AN APPRENTICESHIP?

The Apprenticeship programme provides you with an opportunity to earn while you learn. As an Apprentice you will spend time both in College and in the workplace learning new skills and training alongside experienced staff, which will lead to nationally recognised qualifications. At the end of the Apprenticeship you will have acquired job specific skills and the ability to perform your job competently; you will also achieve qualifications which are recognised by your chosen profession.

### VENUE AND DURATION OF COURSE:

The Apprenticeship programme will take place both at the workplace and at John Ruskin College, Selsdon Park Road, South Croydon, CR2 8JJ. The programme will run for a minimum of 2 years for 1 day a week.

### ENTRY REQUIREMENTS:

5 GCSEs at grade 9-4 (A\* to C) or equivalent including English and Maths.

### WHAT QUALIFICATIONS WILL I GET?

AAT Level 2

AAT Level 3

### COURSE DESCRIPTION:

An Assistant Accountant provides support to internal and external customers and will work predominately either as an Assistant Accountant within practice or alternatively within the finance function of an organisation. Part of their role will involve assisting in the day to day financial activities such as data entry to month end management accounts and/or year-end financial statements. In addition, the Assistant Accountant may find themselves involved in regulatory financial requirements such as the completion of VAT returns or assisting in the preparation of tax computations.

### UNITS/TOPICS COVERED:

- Accountancy principles
- Business awareness
- Using accountancy tools and data
- Financial accounting and reporting
- Management accounting
- Communications

### TYPE OF ASSESSMENT:

- A synoptic end-test covering the knowledge and skills gained throughout the programme - 40%
- A portfolio and reflective discussion - 60%
- The reflective discussion will be a structured interview to examine this evidence and the learner journey in more detail

### EQUIPMENT NEEDED:

No specific equipment needed.

## WHERE CAN IT LEAD?

- Assistant Accountant
- Trainee Accounting Technician
- Accounts Clerk
- Cashier Finance Assistant
- Purchase Ledger Clerk
- Sales Ledger Clerk

## COURSE FEE:

All fees where applicable are paid for by the employers and no fees will be charged to Apprentices. Companies with a payroll of more than £3 million pounds will have a levy account which can be used to pay for apprenticeship training. Where the training costs exceed the amount of levy available the government will contribute 90% of the outstanding amount and the employer will be invoiced the remaining 10%.

*Other companies:*

Apprentice Age (start of programme)	Less than 50 staff members on PAYE	50 or more staff on PAYE
16-18 years	Free – No fees due	10% Contribution of overall fee
19+	10% contribution of overall fee	10% Contribution of overall fee

*Incentive payments:* All companies who recruit an Apprentice aged 16-18 years will be eligible for a grant of £500 once the Apprentice has been in training for 13 weeks and a further £500 at 52 weeks.

## WHAT TO DO NEXT:

If you have an employer, please call 020 8651 1131 and ask to speak to a member of the Apprenticeship team for further advice and to arrange an interview, or email [JRCApprenticeships@johnruskin.ac.uk](mailto:JRCApprenticeships@johnruskin.ac.uk). Candidates who are unable to secure employment should consider applying for a Full-time programme at the College or may consider a Traineeship programme.

### Disclaimer:

Every effort has been made to ensure that the details contained in this leaflet are up-to-date and accurate at the time of printing. However, the College reserves the right to alter or cancel courses, their content, entry requirements, fees or other details should circumstances dictate.

Should you require this leaflet in a different format please contact us on 020 8651 1131.

