



Star
Institute



Star Apprenticeships

ASSISTANT ACCOUNTANT

QUALIFICATION

AAT Level 3 Advanced Diploma in Accounting

DURATION

15 months

WHO IS IT FOR?

This programme is aimed at those who deal with the financial activities of the school.

FUNCTIONAL SKILLS

This programme requires completion of Functional Skills Level 2 in Mathematics and English, unless a learner has prior qualifications that exempt them and valid evidence can be produced.

HOW IS IT DELIVERED?

This programme will be delivered through one to one, face to face and remote visits with a Skills Coach. Visits will take place every four weeks and will be 1.5 hours in duration. These visits may be supported by full or half day masterclasses at set intervals throughout the course.

END POINT ASSESSMENT (EPA)

Towards the end of the apprenticeship, knowledge, skills and behaviours will be tested by an independent End Point Assessor. Prior to the EPA the learner will attend a Gateway Meeting with their Manager and Skills Coach who will review their progress and confirm that all of the requirements of the apprenticeship have been met.

The EPA will take the form of a timed simulated task – preparing a report, presenting it and Q&A, and also a project report and presentation with Q&A. The outcome of the EPA test will be graded Pass, Distinction or Fail.

LEARNER JOURNEY

In monthly stages

1-3	Induction & Fundamental Accounting Concepts
3-6	Advanced Bookkeeping Concepts
7-8	Final Accounts Preparation
8-9	Management Accounting Costing Concepts
10	Indirect Taxation Concepts
11-12	Synoptic Assessment Preparation
13-15	End Point Assessment

ON THE JOB TRAINING

Business Awareness

Understands the transactional processes and support provided by the establishment. Understands business strategy including customer and supplier needs in order to produce relevant and compliant financial information.

Financial Accounting and Reporting

Understands the basic elements of double entry bookkeeping and accounting standards required to process financial documents and report financial information.

These are just some of the topics that you will be working towards. Your Skills Coach will support you to meet the full requirements of the apprenticeship.

OFF THE JOB TRAINING

The programme will be completed through various on and off the job training activities. Induction, mandatory and refresher training will be embedded into this programme and will count towards off the job training activity. Other examples include:

- Online learning such as e-learning, video, quizzes and research
- Babington virtual classrooms and workshops
- Reflective practice, written assignments and task sheets
- Workplace activities, mentoring, shadowing and peer discussion



For further information about apprenticeships please contact Star Institute:

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 @Star_Inst