

The duration of the Accounts/Finance Assistant AAT Level 2 apprenticeship will typically be 12-14 months in total. The minimum duration on programme before an apprentice can take the end-point assessment is 12 months.

## Accounts/Finance Assistant Level 2 AQ2016



### Programme

Each apprenticeship standard has its own criteria for the knowledge, skills and behaviours that will be developed over the apprenticeship programme.

Knowledge	Skills	Behaviours
<ul style="list-style-type: none"> <li>✓ General business Awareness</li> <li>✓ Understanding your organisation</li> <li>✓ Accounting Systems &amp; Processes</li> <li>✓ Basic Accounting</li> <li>✓ Ethical Standards</li> </ul>	<ul style="list-style-type: none"> <li>✓ Attention to detail</li> <li>✓ Communication</li> <li>✓ Use systems and processes</li> <li>✓ Personal Effectiveness</li> </ul>	<ul style="list-style-type: none"> <li>✓ Teamwork</li> <li>✓ Personal development</li> <li>✓ Professionalism</li> <li>✓ Customer Focus</li> </ul>



### End-point assessment

The end-point assessment is the final opportunity for an apprentice to showcase their competency across all the knowledge, skills and behaviours defined in the apprenticeship standards.

#### Structured Interview

The interview will contain 10 questions through the portfolio of evidence gathered throughout the apprenticeship.

#### In Tray Test (ITT)

The ITT will assess Accounting Systems & Processes, Basic Accounting, and attention to detail.



### Delivery

Peak Accountancy Training are committed to supporting every apprentice, adding value, and providing clear progression opportunities. Our apprenticeship delivery options offer flexibility to ensure every apprenticeship is tailored to the apprenticeship and employer needs.

- ✓ Options of classroom or live online classes for knowledge courses typically 1 afternoon per week.
- ✓ Face to face and live online development through work-based visits and a series of professional discussions during the apprenticeship.
- ✓ Completion of the Level 2 AAT qualifications, 5 exams and end-point assessment.



### Qualification

The entry requirements will be set by the employer and therefore may vary. You will typically need five GCSEs grade 4-9 (old system A\*-C)

You may be required to take functional skills Maths and English if you do not already hold the equivalent qualifications GCSE. Peak will support you to complete the functional skills qualifications and they will be completed prior to the end point assessment.



### Job Role

The roles associated with this apprenticeship can be varied but are likely to include:

- Cashier
- Clerical Assistant
- Accounts administrator
- Accounts payable clerk
- Purchase/Sales Ledger clerk
- Trainee accounting technician
- Trainee Finance assistant
- Trainee Bookkeeper.



### Progression opportunities

The AAT Level 3 Apprenticeship is available and can be completed with achieving professional AAT Bookkeeper status (AATQB)

The Level 4 Assistant Accountant/Tax Technician Apprenticeship is available and can be completed with several different qualifications attached.



### Duration