

Professional Diploma in Accounting Level 4



Programme

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

Knowledge

- ✓ Technical Knowledge: Tax or Accounting
- ✓ Business Awareness
- ✓ Ethical standards
- ✓ Regulations and compliance
- ✓ Systems and processes

Skills

- ✓ Analysis
- ✓ Communication
- ✓ Leadership
- ✓ Produces quality and accurate information
- ✓ Teamwork and collaboration
- ✓ Uses systems and processes

Behaviours

- ✓ Adaptability
- ✓ Adding value
- ✓ Ethics and integrity
- ✓ Proactivity
- ✓ Professional scepticism



Duration

The duration of the Level 4 Professional Accounting Technician Apprenticeship will typically be 15-18 months in total. The minimum duration on programme before an apprentice can take the end-point assessment is 12 months.



Qualification

The entry requirements will be set by the employer and may vary. You will typically need five GCSE's grade 4-9 9 (A* to C). You may be required to take functional skills if you do not already hold GCSE equivalent qualifications. Peak will support you to complete functional skills qualifications and they will be completed prior to your end point assessment.



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.

Synoptic Assessment

A case study exam

Set by the AAT this exam is part of the professional qualification

Professional discussion

Professional discussion with an independent assessor

The discussion will go through the portfolio of evidence gathered throughout the apprenticeship



Job Role

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

- Assistant Auditor
- Assistant Management Accountant
- Assistant Financial
- Senior Financial Officer
- Senior Bookkeeper
- Commercial Analyst
- Tax Investigations officer
- Business/Personal tax assistant
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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 Level 4 Accountancy AAT qualifications, 4 mandatory units & 2 optional units. 6 exams and end-point assessment.



Progression opportunities

The Level 4 AAT can give students exemptions towards the Level 7 Professional Accountant Apprenticeship offering the opportunity to progress studies to become a chartered accountant through CIPFA, ACCA, CIMA or ICAEW