

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			Skills		Behaviours	
/	Technical	\checkmark	Analysis	\checkmark	Adaptability	
	Knowledge: Tax	\checkmark	Communication	\checkmark	Adding value	
	or Accounting	\checkmark	Leadership	\checkmark	Ethics and	
1	Business	\checkmark	Produces quality and		integrity	
	Awareness		accurate information	\checkmark	Proactivity	
1	Ethical	\checkmark	Teamwork and	\checkmark	Professional	
	standards		collaboration		scepticism	
1	Regulations and	\checkmark	Uses systems and			

processes

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

compliance

Systems and

processes

A case study exam

Professional discussion

Professional discussion with an independent assessor

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

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



Deliverv

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.



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

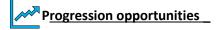
The entry requirements will be set by the employer and may vary. You will typically need five GCSE's grade 4-9 9 (A* to C). You may be required to take functional skills if you do not already hold GCSE equivalent qualifications. Peak will support you to complete functional skills qualifications and they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





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



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**