

# AAT Accountancy Apprenticeship

## Part A - Eligibility Checklist

1	Are you aged 16 or over?	
2	Are you a UK resident and been living in the UK for the last 3 years?	
3	You are <u>not</u> a graduate / do not hold a degree level qualification	
4	You are <u>not</u> currently in full time education or claiming funding for any other college programme	
5	Are you employed in a permanent role for 16 hours or more per week?	
6	Is your employer supportive of your participation in the Apprenticeship scheme? (This means signing various forms and consenting to us visiting you in the workplace from time to time)	

If you answered YES to all the above questions please proceed to Part B.

## Part B – Funding Assessment

<b>1</b>	<b>Your Employer (please write the name of your organisation here)</b>		
a	How many employees work for your organisation? (Please tick the relevant box / give approx number)	Less than 1,000	More than 1,000
b	Employer details (Please give the name of your organisation and contact details of your line manager so we can contact them to discuss your Apprenticeship)	City / town _____ Manager name _____ Email _____ Tel _____	
c	What is your role in the organisation? (Please give your job title and brief details of your key responsibilities, eg payroll, banking, purchase ledger. You need to be able to demonstrate that you have some accounting/finance responsibilities)		
d	How many hours per week do you work in this role?	16-30 hours p/w	At least 30 hours p/w
<b>2</b>	<b>You (please write your full name here)</b>		
a	If you have GCSEs please list subjects, grades and date obtained		
b	If you have A Levels please list subjects, grades and date obtained		
c	Please give your date of birth (This will help us determine the level of funding you will be entitled to)		
d	How do you intend to study towards the exams? (Distance learning, Online or Classroom courses)		

Thank you. If we assess you as eligible for funding we will send you the relevant paperwork for completion and arrange a sign-up visit to discuss the start of your Apprenticeship programme.