

PROFESSIONAL ACCOUNTING TAXATION TECHNICIAN – 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

- ✓ Produce quality and accurate information
- ✓ Analysis
- ✓ Communication
- ✓ Leadership
- ✓ Planning and prioritisation
- ✓ Team work and collaboration
- ✓ Use systems and processes

BEHAVIOURS

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



END POINT ASSESSMENT

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

SYNOPTIC ASSESSMENT

A role simulation synoptic exam

The end-point assessment will be graded with apprentices able to achieve either a pass or distinction.

PORTFOLIO AND REFLECTIVE ACCOUNT

A final showcase portfolio to evidence development with a reflective statement completed as a written piece or interview



DELIVERY

First Intuition is committed to dedicated support, added value and clear progression. Our apprenticeship delivery options offer flexibility to ensure every apprenticeship is fit for purpose

- ✓ Options of classroom or live online classes for knowledge courses
- ✓ Face to Face and live online skills and development days
- ✓ Online learning environment to support learning throughout the apprenticeship



DURATION

The duration of the Level 4 Professional Accounting Taxation Technician Apprenticeship will typically be between 18 - 24 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 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 at level 2, if you do not already hold the equivalent qualification GCSE grade 4-9 (old system A*-C). This will be done prior to the assessment of the apprenticeship



JOB ROLE

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

Assistant auditor
Assistant management accountant/financial accountant
Accounts payable and expenses supervisor
Commercial analyst
Business tax assistant



PROGRESSION

The Level 7 Professional Accountant Apprenticeship offers the opportunity to become a qualified accountant via an apprenticeship programme