

# Level 4 (AAT 3 & 4)

## Professional Accountant/Tax Technician

London April 2021 - January 2022

*Completing some specific modules from AAT Level 3 first can help students progress to Level 4 more easily; helping them to successfully gain their level 4 qualification.*

This programme will provide apprentices with all of the knowledge, skills and behaviours needed to progress in the world of business.

### Knowledge, Skills and Behaviours

#### Knowledge

- » Business Awareness
- » IT Systems & Processes
- » Ethical Standards
- » Financial Accounting & Reporting
- » Management Accounting
- » Tax
- » Regulations and Compliance

#### Skills

- » Analysis
- » Communication
- » Leadership
- » Planning & Prioritisation
- » Producing Quality & Accurate Information
- » Team Working & Collaboration
- » Using Systems & Processes

#### Behaviours

- » Adaptability
- » Adding Value
- » Ethics & Integrity
- » Proactivity
- » Professional scepticism

### Typical Roles

- » Assistant Auditor
- » Assistant Manager
- » 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 chartered accountant via an apprenticeship programme.

### Course Details

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

**Duration:** Typically 20-22 months.

**Funding Band:** £8,000

# Programme Pathways

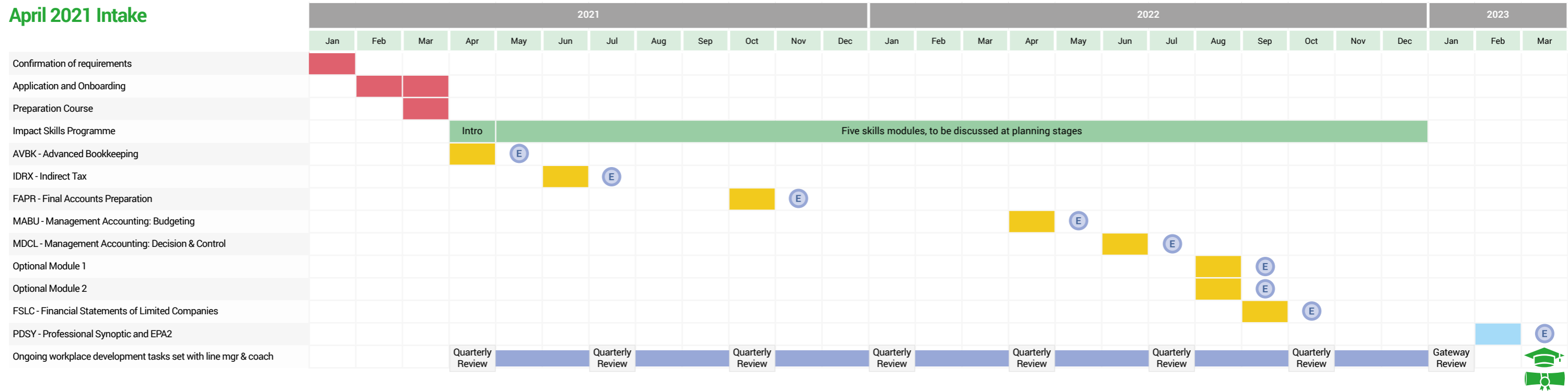
We offer three standard intakes per year for our AAT Level 3/4 programme. Standard optional modules include Business Tax and Personal Tax, but other options are available based on role and preference. There are options to customise the delivery.

We can offer specific intake dates if you have large cohorts. Our programme offers a fully supported package that includes the key knowledge, skills and behaviours needed. Our tutors and coaches are experts in delivering high quality training.

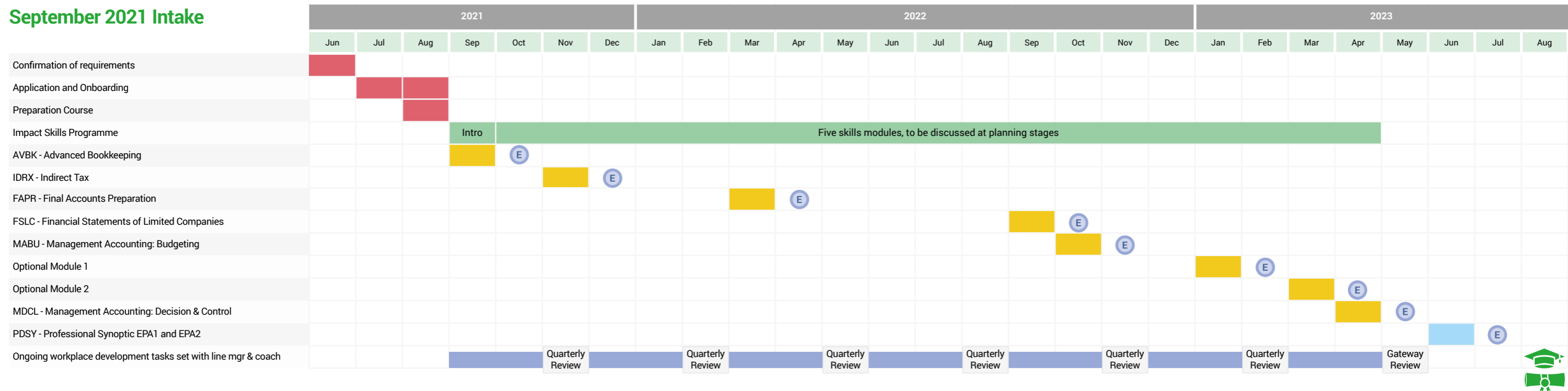
Impact Skills Programme (ISP) Abbreviations*			
Introduction Day	Intro	Business & Commercial Awareness	BCA
Focus on Leadership	Lshp	Focus on Data	Data
Focus on Project Management	PM	Focus on Risk	Risk
Advanced Teamworking	ATW	Change Management	CM
Focus on Teams & Problem-Solving	TPS		

\* These pathways are illustrative and the Impact Skills Programme may vary based on the development needs of the learner and the requirements of the employer.

## April 2021 Intake



## September 2021 Intake



# Programme Pathways

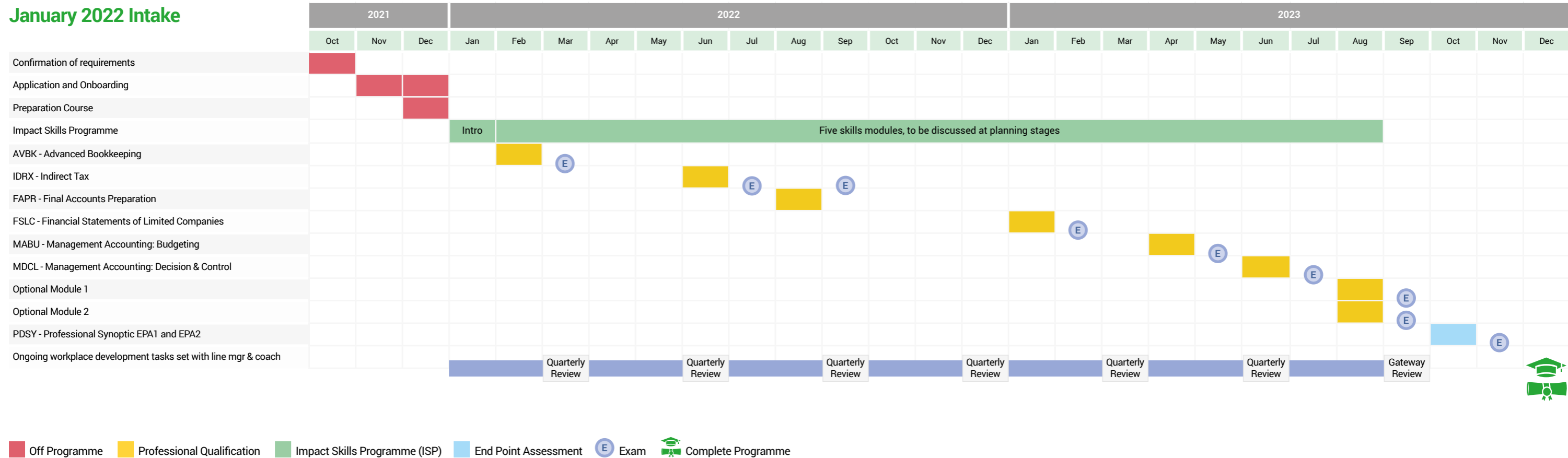
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## January 2022 Intake



## FI Skills Coaches



### Louise O'Leary

Louise joined FI in 2019, with a wealth of HR experience. Louise has experience in Construction, Retail (from FMCG to Luxury cars), Global Technology industries and is now embracing the Accountancy world. Louise's passion is to contribute to Apprentices' growth and development (particularly inclusivity with SEN), working closely with each individual to support and coach them on their journey.



### Leila Csehi

Leila joined First Intuition in 2017 and is part of the Apprenticeship Team as a Skills and Development Coach. She brings 9 years' experience as secondary school teacher and supports apprentices in their apprenticeship journey. Leila is also one of our Safeguarding Officers.



### Emma Wright

Emma joined First Intuition in 2018 as a Skills and Development Coach bringing over 12 years' experience in teaching, coaching and mentoring to the role. She has a particular interest in mental health and uses her experience in the field to support the wellbeing of her apprentices. She is also our Functional Skills Lead and ensures all apprentices who need to are able to achieve a Level 2 in English and Maths.



### Yasir Ali

Yasir joined FI in 2020 with experience in working across Traineeships, Apprenticeships and Study Programmes. Yasir's passion is the development and progression of young people and adults. Yasir has delivered training and coaching in work-based sectors for Management, Team Leading, Customer Service, Business Administration, ICT, and Accountancy.



### Michael Walby

Michael is a skills and development coach with over 15 years experience as a learning and development professional. He helps ACA, CIMA and AAT apprentices to realise their full potential in their studies, work experience and skills development. Michael has developed and implemented award winning school leaver and graduate programmes in the professional services industry and is an advocate for LGBTQ, mental health and social mobility issues in the workplace.



### Ledir Bavutti

Ledir joined FI in 2019 and works closely to our apprentices on every stage of their apprenticeship programme. Ledir is passionate about providing coaching and guidance, and helping apprentices to identify further opportunities to develop their skill sets. Ledir has extensive experience working across different industries and holds a Business Psychology degree with a particular interest in professional development and company collaboration.

## Frequently asked questions



### How do I register with AAT?

You will need register with AAT prior to starting your apprenticeship, via the AAT website. Your employer must pay for the cost of your registration.



### What happens if I have exemptions from some modules?

You will need to check which exemptions you can claim with AAT directly. This will determine the point at which you will enter the apprenticeship and the modules the programme will include. Your employer will need to cover the cost of your exemptions.



### How will I study for my professional qualification?

AAT tuition is delivered via both classroom and online study modes.



### Can I choose when I sit my exams?

All of your exams are planned in advance, before your apprenticeship begins, so you will have a clear idea of what exams you have to sit and when, before you start.



### How and when will I receive my study materials?

As soon as you are booked on to your course you will immediately receive online access on FI Learn, our online learning platform. If your course requires physical materials too you will either receive them on day 1 of the course (for in-centre courses), or we will be in touch with you ahead of each course to confirm your address and order your materials for delivery (for online or online-live courses). For some programmes materials will be provided in digital format.



### How do I know who my Tutor is?

Each time you are booked on to a new course you will receiving joining instructions, which will include the name and contact details of your tutor for each module.

## What our clients say about us



FI have helped tremendously in delivering our programme mainly through their continuous support and guidance surrounding the rules and regulations for apprenticeships...

**Chloe Bourne, Senior Audit Manager  
& Head of Training H W Fisher**



Our experience of working with First Intuition is that they are proactive, both in managing the administration for our graduates and in providing us with advice and guidance on our approach to training and in planning our programme.

**Rob Gibbons, Director of Internal Audit &  
Performance Improvement Societe Generale**



## Contact Us

Email the team at  
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WEBSITE  
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