

Level 3 (AAT)

Assistant Accountant

London September 2021 - April 2022

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

Skills

- » Analysis
- » Communication
- » Producing Quality & Accurate Information
- » Using Systems & Processes
- » Problem Solving

Behaviours

- » Embracing Change
- » Adding Value
- » Ethics and Integrity
- » Personal Accountability
- » Productivity
- » Team working & Collaboration

Typical Roles

- » Assistant Auditor
- » Assistant Manager
- » Accountant/Financial Accountant
- » Accounts Payable and Expenses Supervisor
- » Commercial Analyst
- » Business Tax Assistant

Progression

The Level 4 Professional Accountant/Tax Technician apprenticeship can include several different professional qualifications, depending on the pathway selected.

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 13-15 months.

Funding Band: £8,000

Programme Pathways

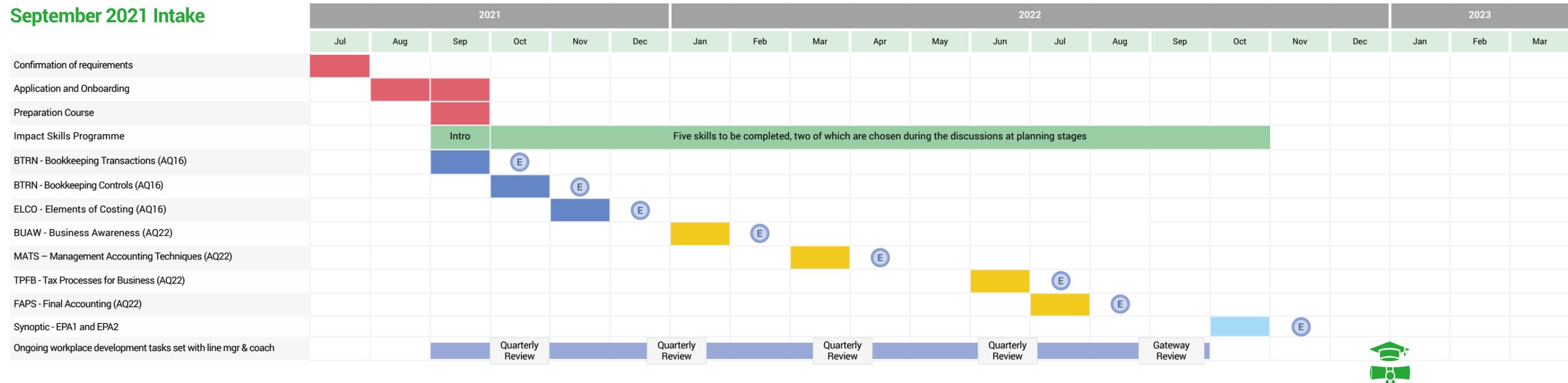
We offer three standard intakes per year for our AAT Level 3 programme. There are options to customise the delivery. Timing of modules may depend upon the delivery mode of courses.

The AAT syllabus will be changing from 2022 (to AQ22), so our pathways below will differ per intake, with intakes starting in 2021 having a transition period to AQ22, and intakes from 2022 starting on the new syllabus.

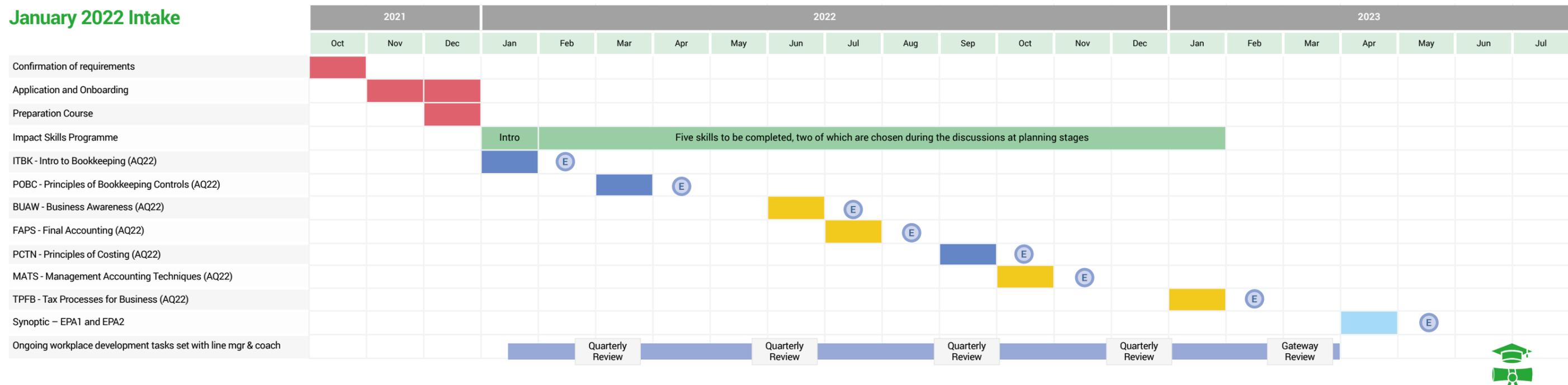
Impact Skills Programme (ISP) Abbreviations*			
Introduction Day	Intro	Focus on Project Management	PM
Advanced Teamworking	ATW	Focus on Teams & Problem-Solving	TPS
Business & Commercial Awareness	BCA	Focus on Data	Data
Change Management	CM	Focus on Risk	Risk

* 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.

September 2021 Intake



January 2022 Intake



Programme Pathways

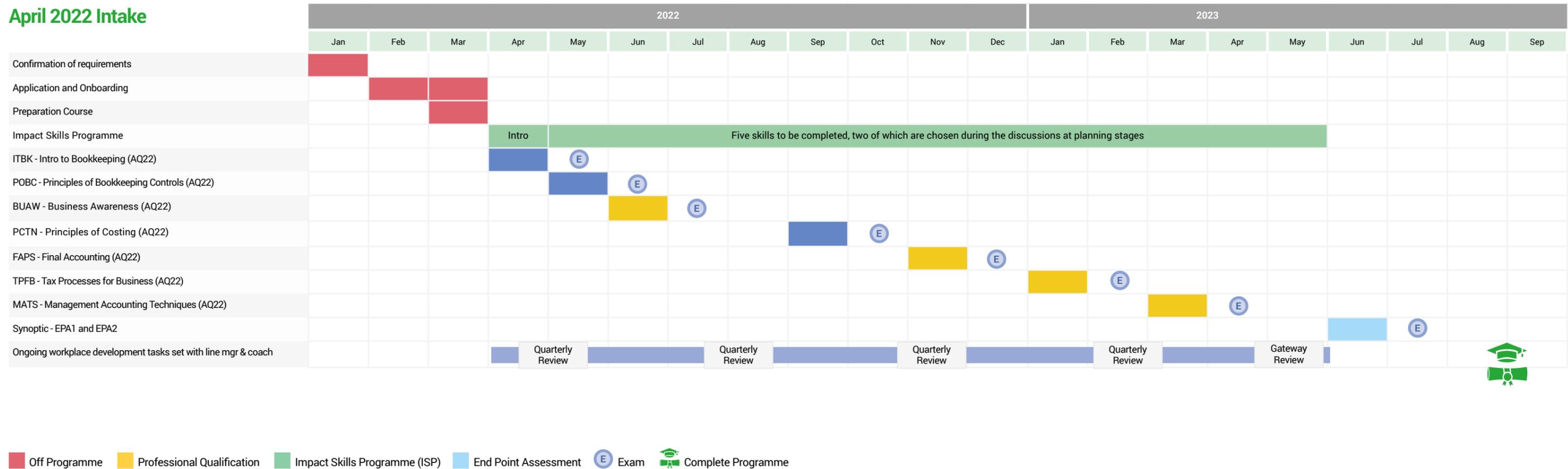
We offer three standard intakes per year for our AAT Level 3 programme. There are options to customise the delivery. Timing of modules may depend upon the delivery mode of courses.

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.

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April 2022 Intake



FI Skills and Development Coaches

Our growing team of highly experienced Skills and Development Coaches ensure apprentice and line manager programme understanding and assist with any queries right up until the end of the apprenticeship.

They are passionate about trainee development and work closely with our employers, the FI Client Relationship Management team and our expert Tutors in order to support progression and subsequently achievement of the highest potential for each individual apprentice.

The team includes specialists in each End Point Assessment and Professional Qualification along with Public Sector, Industry and Practice experts, plus a Mental Health and Apprenticeship Support Lead in order to assist and advise where additional interventions may be necessary.

For more information or queries regarding our Skills Coaches, please contact Mabel Pennington, Apprenticeship Manager mabel@fi.co.uk



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

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WEBSITE
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