

Level 4 (AAT)

Professional Accountant/Tax Technician

September 2023 - April 2024

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: We would typically expect students to have completed AAT Level 3, however this will be reviewed on a case by case basis.

Duration: Typically 13-15 months.

Funding Band: £8,000

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



First Intuition has been awarded Private College of the Year 2023 by PQ Magazine. This

prestigious award recognises First Intuition's ongoing commitment to providing exceptional training and support to our students.



FI Ltd has received an Outstanding grade according to our Ofsted report which was released

on 4th February 2022. This is the highest available grade, which was awarded following our inspection visit carried out in December 2021.

Programme Pathways

We offer three standard intakes per year for our AAT Level 4 programme. We can offer specific intake dates if you have large cohorts. There are options to customise the delivery. Timing of modules may depend upon location and delivery mode of courses.

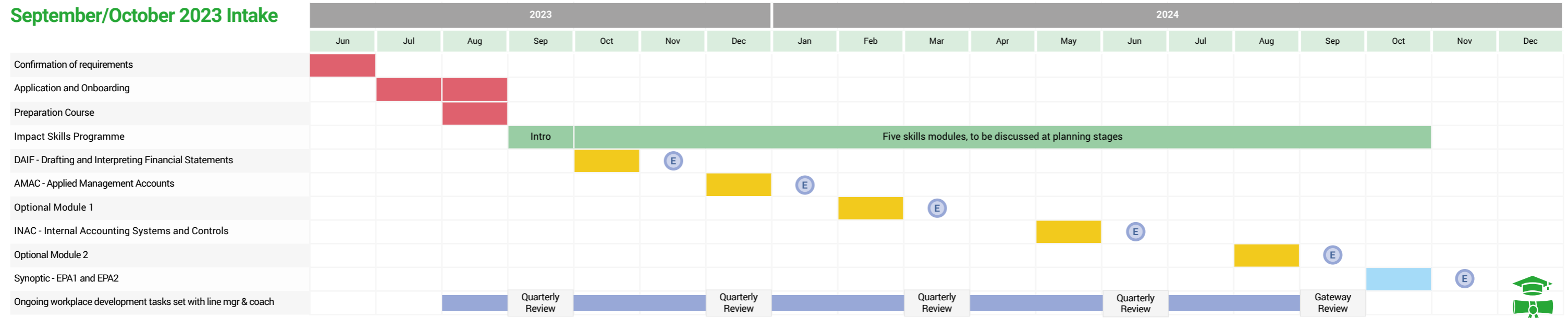
Standard optional modules include Business Tax and Personal Tax, but other options are available based on role and preference.

Impact Skills Programme (ISP) Abbreviations*

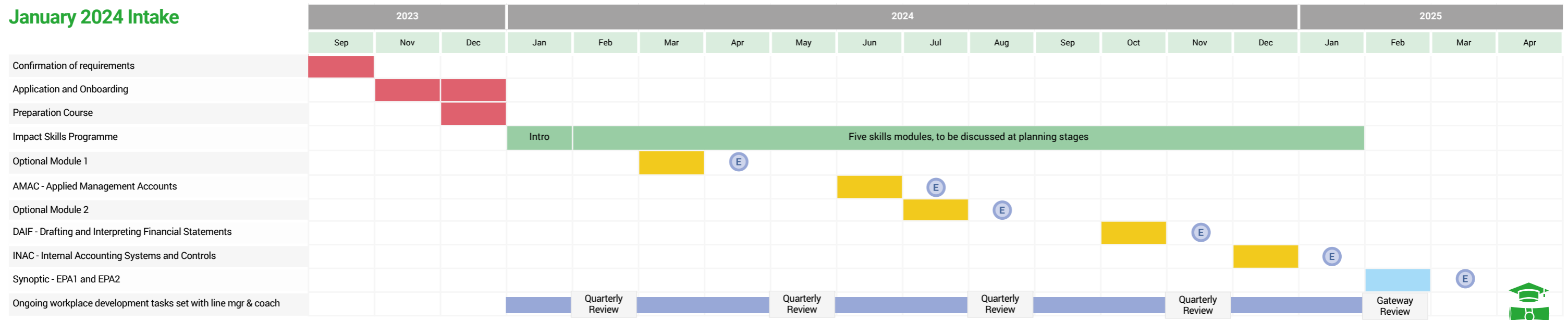
Introduction Day	Intro	Business & Commercial Awareness	BCA
Focus on Leadership	Lshp	Focus on Data	Data
Focus on Project Management	PM	Focus on Risk	Risk
Advanced Teamworking	ATW	Change Management	CM
Focus on Teams & Problem-Solving	TPS		

*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.

September/October 2023 Intake



January 2024 Intake



Programme Pathways

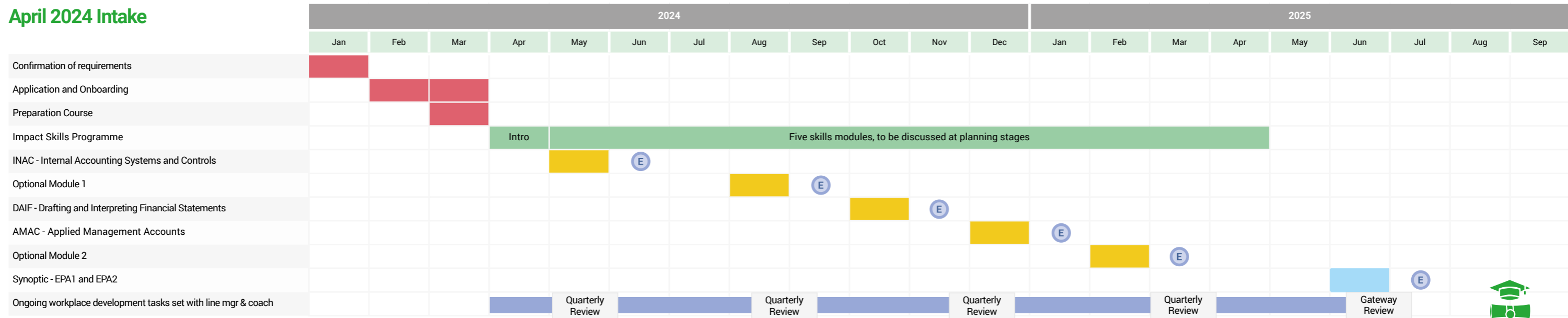
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April 2024 Intake



■ Off Programme
 ■ Professional Qualification
 ■ Impact Skills Programme (ISP)
 ■ End Point Assessment
 E Exam
 Complete Programme

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 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 receive joining instructions, which will include the name and contact details of your tutor for each module.



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.

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
clientsupport@fi.co.uk



CALL
0207 323 9636



WEBSITE
www.firstintuition.co.uk