

Level 4 (AAT)

Professional Accountant/Tax Technician
Manchester - January & March 2024 intake

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 regular standard intakes for each of our programmes.
There are options to customise delivery and the timing of modules may depend upon location and delivery mode.

January 2024 Intake

	2024												2025	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Level 4 Professional Accounting Technician - AAT Level 4 <i>Duration - 12-15 months</i>														
Impact Skills Programme	Intro			ISP 1		ISP 2		ISP 3&4				ISP 5		
Personal Tax (PNTA)			Exam											
Applied Management Accounts (AMAC)					Exam									
Business Tax (BNTA)								Exam						
Internal Accounting Systems and Controls (INAC)									Exam					
Drafting and Interpreting Financial Statements (DAIF)												Exam		
Professional Synoptic and EPA														Exam
Portfolio	Monthly written assignments set evidencing workplace development							Portfolio prep session	Continued monthly assignments				Collation of final portfolio & EPA professional discussion	
Tasks set with Line Manager & Coach			Review			Review			Review			Review		

Programme Pathways

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March 2024 Intake

Level 4 Professional Accounting Technician - AAT Level 4 Duration - 12-15 months

	2024										2025					
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Impact Skills Programme	Intro			ISP 1		ISP 2				ISP 3&4			ISP 5			
Applied Management Accounts (AMAC)			Exam													
Personal Tax (PNTA)					Exam											
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Drafting and Interpreting Financial Statements (DAIF)									Exam							
Internal Accounting Systems and Controls (INAC)												Exam				
Professional Synoptic & EPA														Exam		
Portfolio	Monthly written assignments set evidencing workplace development									Portfolio prep session	Continued monthly assignments			Collation of final portfolio & EPA professional discussion		
Tasks set with Line Manager & Coach			Review			Review			Review			Review			Review	

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.



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



Communication, small classes, the feeling of building up relationships with FI. They know the trainees, so they know who you're talking about. You can tell that they know who they are. They're invested and we have great communication.

Michelle DiMascio, Assistant Manager, UHY



FI are so approachable and knowledgeable about the whole apprenticeship experience. In-depth knowledge of AAT, ACA, ACCA. They can explain everything to us a lot better than what we've experienced previously, they know all the ins and outs to stop us from tripping up.

Kathryn Rigbye, Manager – People, PM+M



Contact Us



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