

Level 2 Accounting Apprenticeship

The aim of this Level 2 Accountancy apprenticeship is to introduce an apprentice to basic accounting and finance skills. You'll develop your skills in finance administration: double-entry bookkeeping, basic costing principles and purchase, sales and general ledgers. It will provide the grounding for the higher levels of the AAT apprenticeship and support you with your first steps in your finance career. The apprenticeship is made up of qualifications and learning that will provide apprentices with the skills and knowledge required to become competent in their chosen job role.

The framework includes a balance of content in technical, business and interpersonal areas, designed to ensure apprentices have an appropriate set of skills to operate in today's accounting job roles.

Who The Apprenticeship Is For

New entrants wanting to work in a Finance or Accountancy setting, or existing members of staff with no previous formal Accountancy Qualifications who would like to upskill for further development.

Entry Requirements

GCSE (or equivalent) in Maths & English Grades D/3 and above.

Delivery Model

This blended work-based programme is delivered at College 1 day per week and will include assignments, modular assessments, work-based company projects and self-study. Average duration is 18 months.

Programme Content

- Bookkeeping Transactions
- Bookkeeping Controls
- Elements of Costing
- Using Accounting Software
- Work Effectively in Finance
- Ethics in Accounting

Contact Us

Apprenticeship Team

T: +44 (0)1509 515461

E: apprenticeships@loucoll.ac.uk

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Assessment

On-programme is the learning phase for apprentices to apply the academic theory to their own organisations and role, and to capture the skills, knowledge and behaviours developed on the programme and in the workplace. To achieve this apprenticeship, it is necessary to complete 20% off-the-job training during the on-programme phase of their apprenticeship, this can be tracked and monitored through our e-portfolio.

Programme assessment includes: - modular assessment and final synoptic end test covering knowledge, skills gained through out apprenticeship and a portfolio and reflective discussion, to show apprentice has met knowledge skills and behaviours of standard.

Maths & English

Prior to completing the Apprenticeship, Apprentice must achieve Level 1 Maths & English and be working towards and attempt Level 2 Maths & English (equivalent to GCSEs at grades A* to C). If maths and English are required these are typically taught in college specialist functional skills classes.

Progression

Successful learners can progress onto a range of qualifications, including the Level 3 Assistant Accountant Apprenticeship, Business Administration or Leadership & Management Apprenticeships.

Payment Breakdown

	Levy (via Digital Apprenticeship Service DAS)	Non-Levy (direct debit arrangement)
Total cost to employer	£2000	£200
Monthly cost	£111.11	£16.66
End Point Assessment	N/A	N/A
Payment Terms	18 Months	12 Months

If an employer has less than 50 employees with the apprentice aged 16-18 at the start of training it is fully funded (no cost to the employer).

*All details correct at time of print. Additional costs may apply

Disclaimer

Whilst every effort is made to ensure that the information contained on this website is correct, the College accepts no liability for any errors or omissions. Please note that details are subject to change without notice with regard to the provision of courses, course times and dates and the fees and charges levied.

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