



Level 4



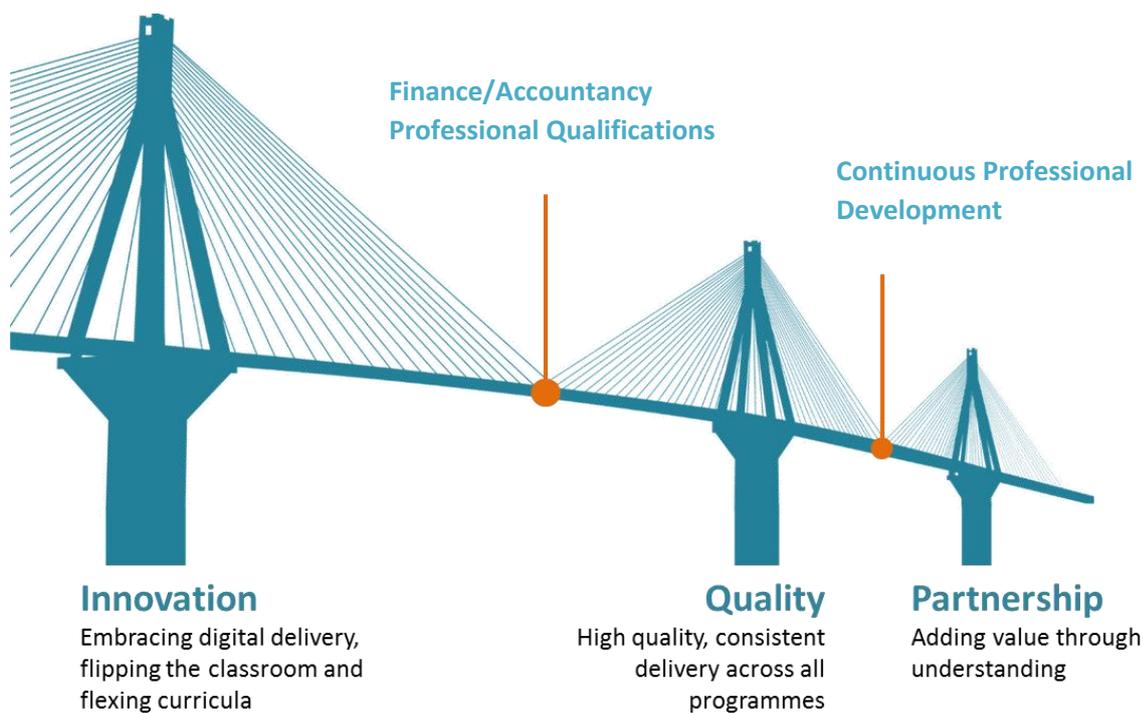
# Professional Accounting Technician

Talent Development Programme



## HTFT was founded on the vision and promise of offering a real alternative to Finance/Accountancy professional training.

We believe that our programmes should fit in with busy work schedules and help develop good professional accountants.



# Contents

Programme Overview	5
Job Roles / Future-proof Learning	6
Modules	7
AAT L4 Apprenticeship Overview	8
Apprentice Journey	10 - 11
Off-the-job training	12
Assessment	13
The Future of Accounting Learning Solution	14



## Developing Your Talent

At HTFT Partnership we have developed our programmes to allow you to develop talent within your business. We put a key focus on providing a clear structured progression route for your talent to give them the opportunity to develop and flourish both as individuals and as an asset to your business.





## Programme Overview

Welcome to the Level 4 Professional Accounting Technician programme.

Our Level 4 Professional Accounting Technician programme is at the forefront of developing industry-leading accountants.

During the programme, a Level 4 Professional Accounting Technician will utilise their knowledge of accounting processes to help their employers stay at the forefront of any industry or technological changes.

## Qualification

Our Accounting Professional programmes combines outstanding online training (utilising our flipped classroom model), dedicated workplace mentoring and on-the-job experience to build the necessary knowledge, skills and behaviours to become a highly-competent Accounting Professional.

In addition participants may work towards gaining the AAT L4 Diploma in Professional Accounting qualification.

## Awarding Body Partners



## Duration

Typically this programme will take 15-18 months to complete

## Qualification Level

Level 4

## Entry Requirements

- You must hold 5 GCSEs (graded A\* to C or 9 to 5) or equivalent
- Have Level 2 English and maths or equivalent
- Have been resident in the UK/EEA/EU for the last 3 years
- Be able to meet the programme modules through their job role



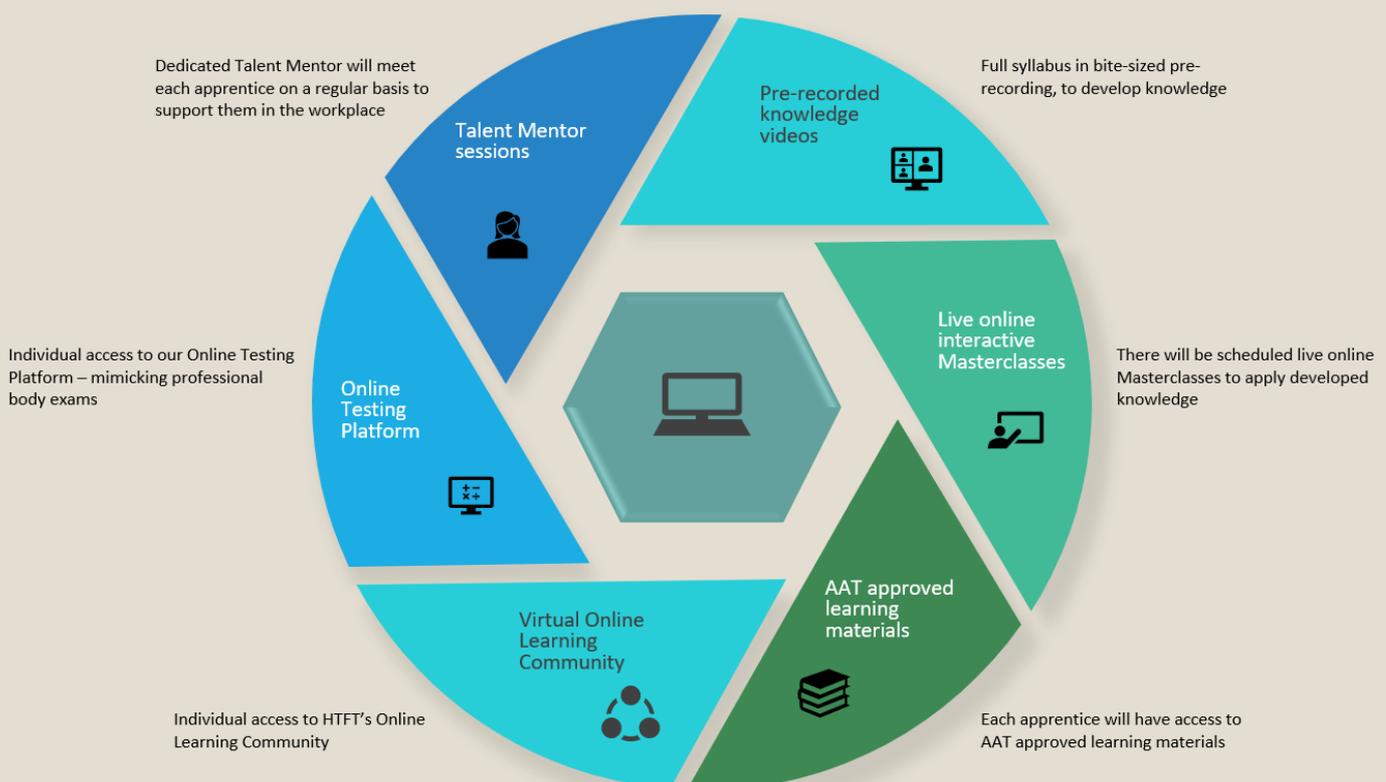
## Typical Job Roles

These are just a few of the typical job roles that would fit our Professional Accounting Technician Programme: Assistant Management Accountant, Commercial Analyst, Accounts Payable Supervisor

## Future-proof Learning

We're committed to digital delivery. We're committed to delivery models that reflect how people learn, now and in the future. We put flexibility and leading edge technology at the heart of our delivery and offering high quality, engaging live online sessions and masterclasses.

Our programme will be a combination of the following:



## Modules

Our HTFT Partnership Level 4 Professional Accounting Technician programme will allow the apprentice to apply the theory and on-the-job experience to their programme to give a great knowledge base as they develop and progress in their career in Accounting.

### Module 1

#### Drafting and Interpreting Financial Statements

This unit provides students with the skills and knowledge for drafting the financial statements of single limited companies and consolidated financial statements for groups of companies. Students will also acquire the tools and techniques required to analyse and interpret financial statements using ratio analysis.

### Module 3

#### Internal Accounting Systems and Controls

The key aim of this unit is to provide students with the tools to evaluate internal controls and to recommend improvements. Students will learn to identify appropriate controls, assess their impact in terms of cost-effectiveness, reliability, and timeliness, and ensure that all functions adapt their working practices to meet new requirements in an ethical and sustainable way.

### Module 5

#### Optional Module 2: Business Tax

This unit introduces students to UK taxation relevant to businesses. Students will understand how to compute business taxes for sole traders, partnerships, and limited companies. They will also be able to identify tax planning opportunities while understanding the importance of maintaining ethical standards.

### Module 2

#### Applied Management Accounting

This unit focuses on the three fundamental areas of management accounting: planning, control and decision making. All organisations rely on the provision of accurate, business-focused information in order to make sound business judgements.

### Module 4

#### Optional Module 1: Audit & Assurance

This unit aims to develop a wider understanding of the principles and concepts, including the legal and professional rules of audit and assurance services. The unit will provide students with an awareness of the audit process from planning and risk assessment to the final completion and production of the audit report.

### Module 6

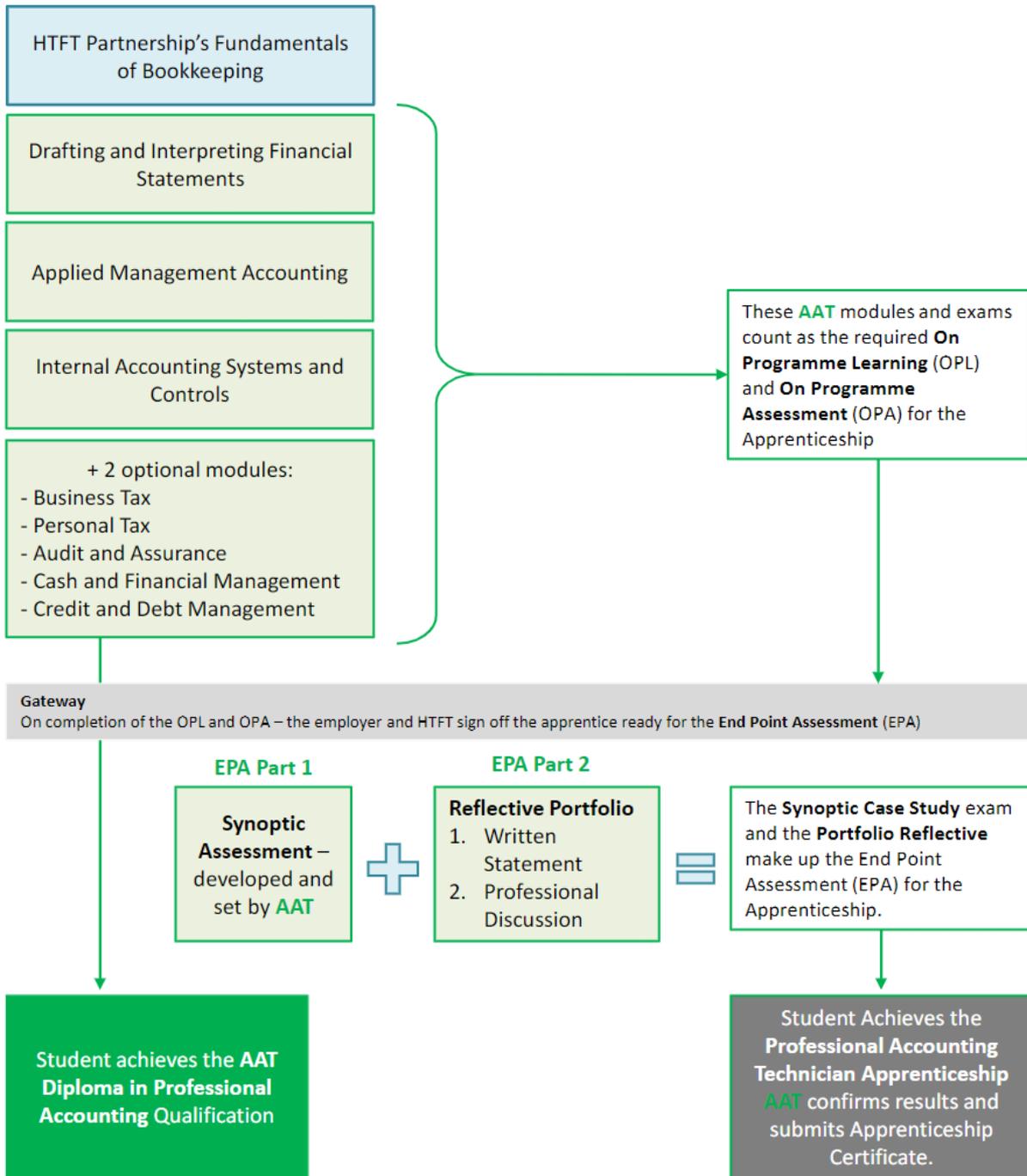
#### Option Module 3: Personal Tax

This unit provides students with the fundamental knowledge of the three most common taxes that affect taxpayers in the UK: income tax, capital gains tax, and inheritance tax. With this knowledge, students will be equipped to prepare not only the computational aspects where appropriate of these taxes, but also appreciate how taxpayers can legally minimise their overall taxation liability.

#### Level 4 Professional Synoptic Assessment

See End Point Assessment – page 13

# AAT L4 Apprenticeship Overview

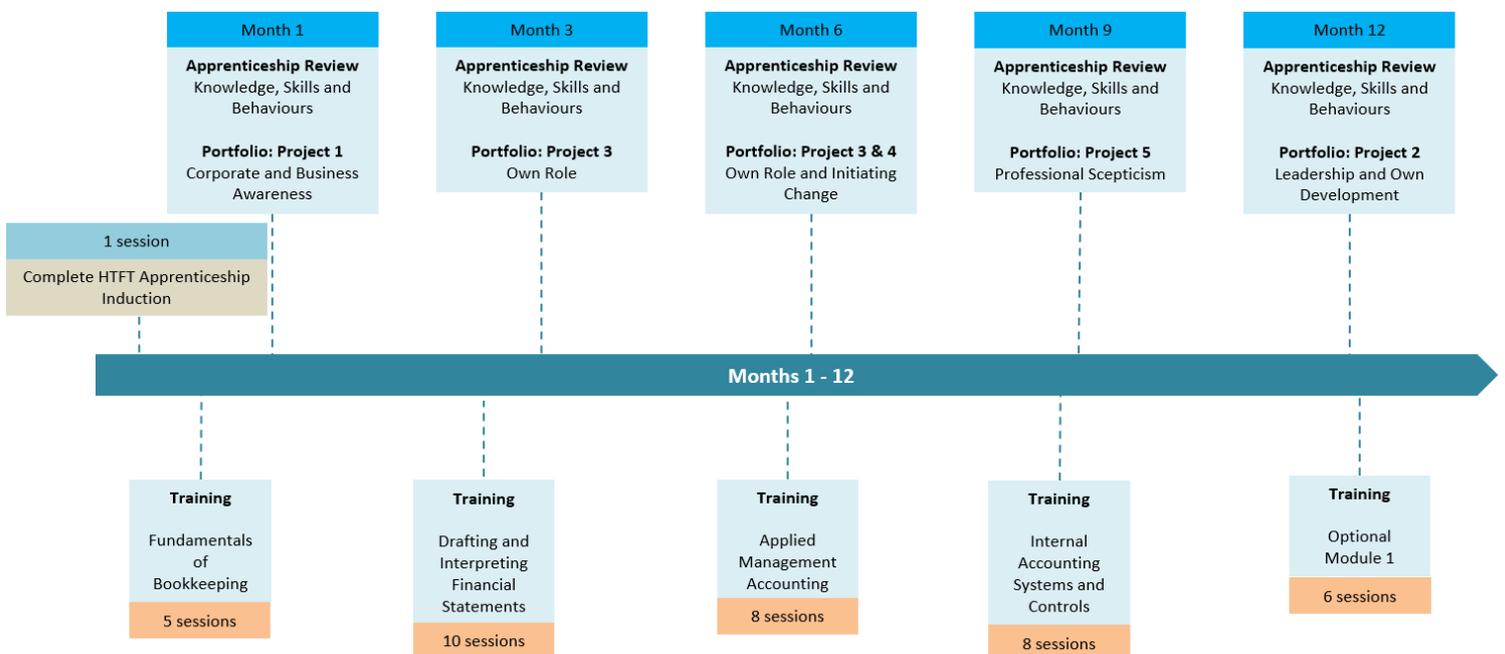


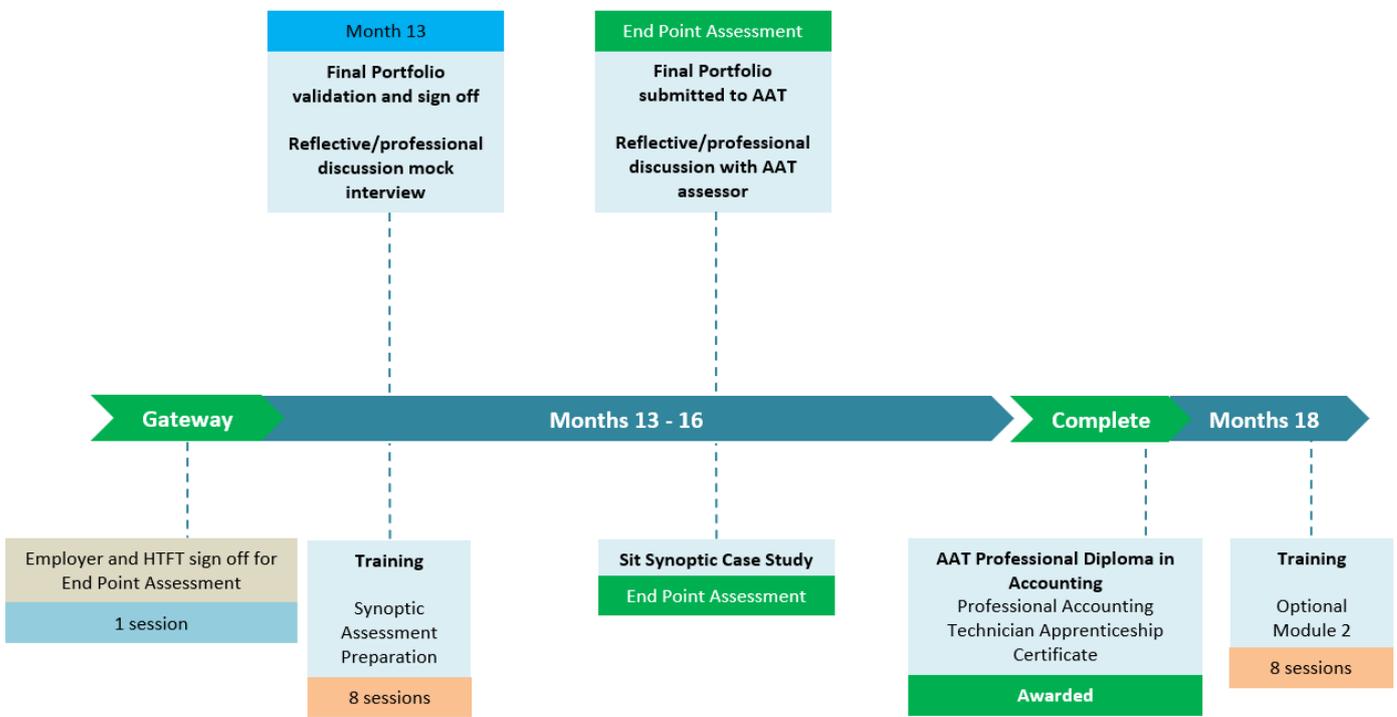




## Apprentice Journey

Each programme is designed to accommodate the needs of the apprentice, their job role and the business, so the delivery schedule and learning plan will reflect this. However, as an example of an apprentice journey through the Level 4 Professional Accounting Technician programme, we have shown a demonstrative timetable below:







## Off-the-job Training

Our programme design facilitates off-the-job learning so we can support you to confidently evidence the off-the-job training which needs to be completed within working hours.

Activity	Examples of valid off-the-job training
Online learning	Pre-recorded videos and support materials
Time off in lieu	Time off in lieu of out of work hour live sessions
Shadowing	In work or new departments/locations
Coaching	Support from line managers/colleagues
Industry visits	Within sector or outside of work roles
Writing assessments	Project Reports
Presentations	Preparation for internal/external presentations/meetings
Gathering evidence for Project Report	Recording learning and training – reflecting on progression and development

Please note – these are just some examples of off-the-job training activities. To discuss further please contact us via [apprenticeships@htftpartnership.co.uk](mailto:apprenticeships@htftpartnership.co.uk)

## Assessment

This Level 4 Professional Accounting Technician programme is made up of two main types of assessments: **on-programme assessment** and **end point assessment**.

The on-programme assessment will involve both employer and HTFT Partnership. It will involve the development of knowledge, skills and behaviours and their application in the workplace. As part of this, there will be knowledge exams (set by **AAT**) throughout the programme.

On-going assessment is through evidence of 360-degree feedback within scheduled apprentice reviews and the on-going development of the Portfolio and Reflective Discussion.

### Successful Individuals gain

- An industry designed Level 4 Accountancy Apprenticeship
- The **AAT Level 4 Diploma in Professional Accounting qualification**

### On-programme Assessment

- Regular assessment (involving employer and HTFT Partnership)
- Development of portfolio demonstrating learning and development
- Through evidence of 360-degree feedback
- Successful completion of Professional Body exams

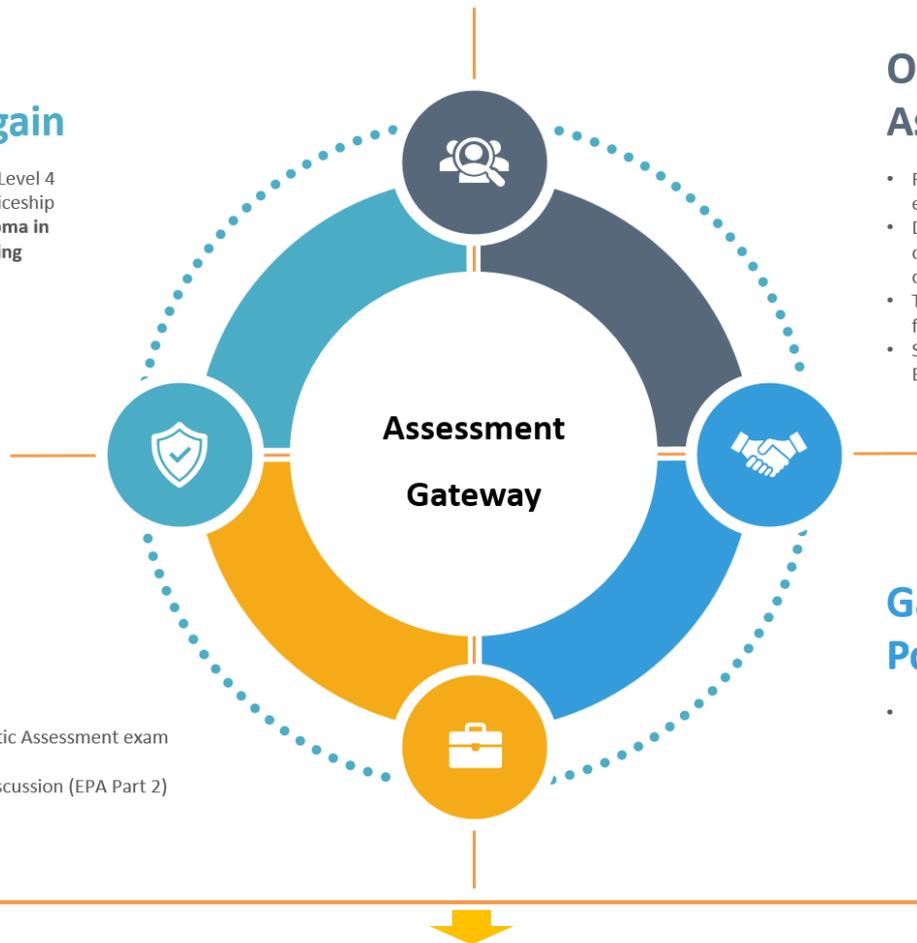
### End Point Assessment

Comprising both:

- AAT Professional Synoptic Assessment exam (EPA Part 1)
- Portfolio / Reflective Discussion (EPA Part 2)

### Gateway to End Point Assessment

- Employer and HTFT Partnership agree the apprentice meets the requirements of the Standard



## Delivering the End Point Assessment

HTFT Partnership has partnered with AAT to deliver the Level 4 Professional Accounting Technician end point assessment.



## The Future of Accountancy Learning Solutions

HTFT was founded on the vision and promise of offering a real alternative to ACCA, CIMA, ICAEW and AAT professional training.

We believe that our programmes should fit in with busy work schedules and help develop good professional accountants.

**We're committed to digital delivery.** We're committed to delivery models that reflect how people learn. That means putting flexibility and leading edge technology at the heart of our delivery and offering high quality, engaging live online sessions and masterclasses.

**We put learning and mastering first.** By creating a rich, relevant learning experience we develop highly competent professional accountants who achieve high exam results. Our innovative approach to skills training 'flips' the traditional model of training on its head. We provide a structure that allows individuals to engage in pre-recorded videos followed by in-session exercises: allowing the tutor's role to change from instructor to coach and mentor.

## Achievements and Awards



**PQ Magazine Online College of the Year 2017**

**PQ Magazine Private Sector College of the Year 2020**





Level 4



# Professional Accounting Technician

Talent Development Programme

