

Level 3 ASSISTANT ACCOUNTANT APPRENTICESHIP

DELIVERED BY

HTFT PARTNERSHIP

HTFT PARTNERSHIP
Providing an *innovative* accountancy learning solution

Apprenticeships
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Apprenticeship Levy

The Apprenticeship Levy is a levy on UK employers to fund new apprenticeships.

If you have a UK wage bill of over £3m, you will be required to pay 0.5% of that into a levy. In England, control of apprenticeship funding will be put in the hands of employers through the Digital Apprenticeship Service.

The government is committed to boosting productivity by investing in human capital. As part of this, the government is committed to developing vocational skills, and to increasing the quantity and quality of apprenticeships. It has committed to an additional 3 million apprenticeship starts in England by 2020. The levy will help to deliver new apprenticeships and it will support quality training by putting employers at the centre of the system.

The levy is the government's solution to funding the increase in numbers and putting control of the funding in the hands of employers.

Apprenticeship Standards: overview

Apprenticeships are changing. From 2017 the government will replace existing Apprenticeship frameworks with employer-designed Trailblazer 'standards', based around specific job roles which detail the Knowledge, Skills and Behaviours an Apprentice would have to demonstrate to prove competence in that role.

Apprenticeship Standards: the components

Each standard will contain the following key elements:

On-programme training and learning

On-the-job and off-the-job training and learning need to develop the apprentice's knowledge, skills and behaviours.

Gateway to end-point assessment

Towards the end of the apprenticeship, employers and providers will 'sign-off' the apprentice as being ready for end-point assessment.



Assistant Accountant Apprenticeship Standard (Level 3)

Overview of standard

Occupation: Assistant Accountant

Duration: Typically 15 to 18 months

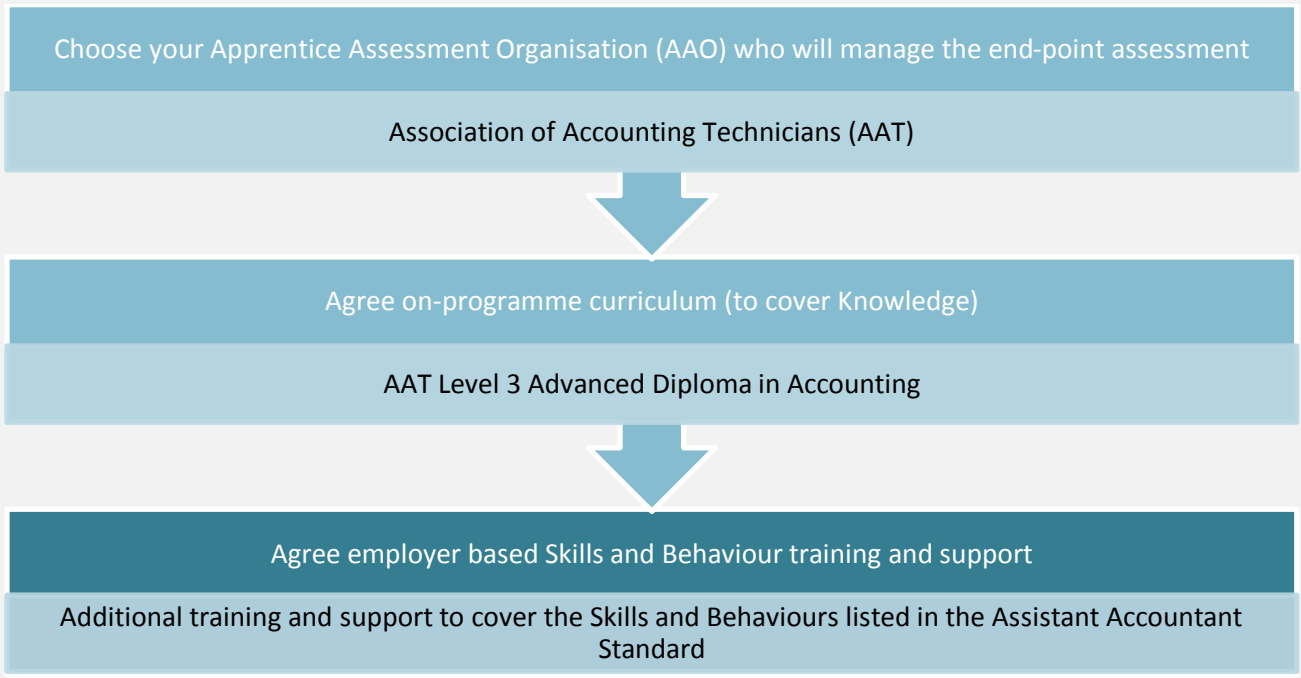
Level: 3

Funding band: £9,000

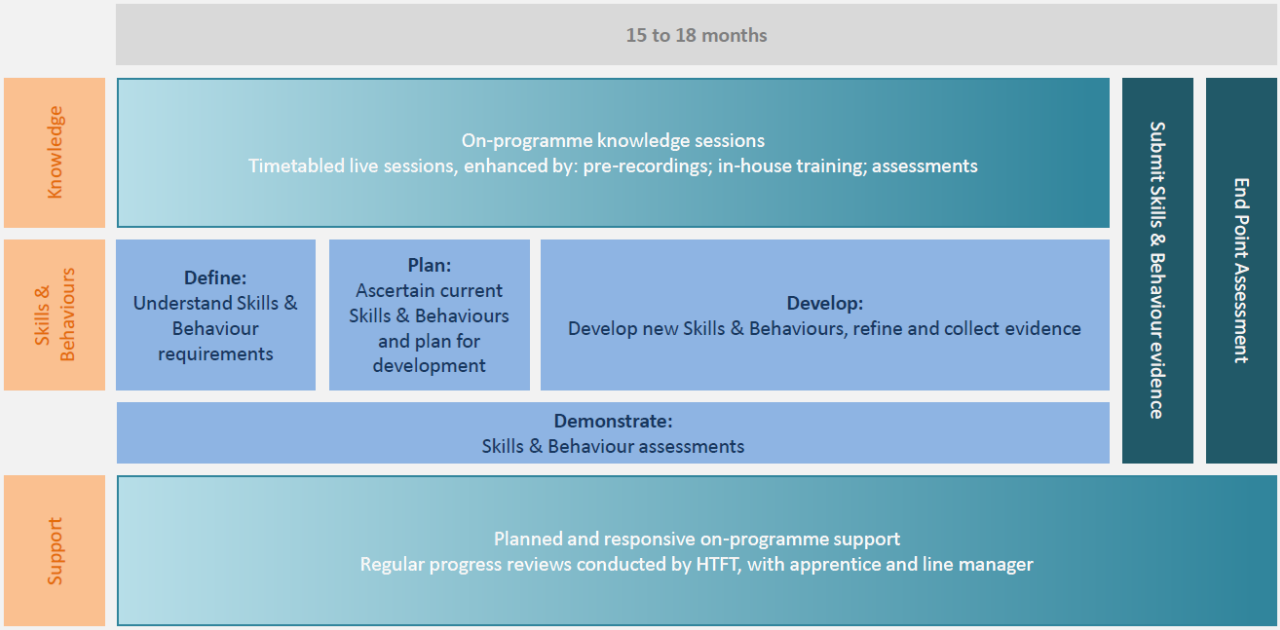
Role Profile: An Assistant Accountant provides support to internal and external customers and will work predominately either as an assistant accountant within practice or alternatively within the finance function of an organisation. Part of their role will involve assisting in the day to day financial activities such as data entry to month end management accounts and/or year-end financial statements. In addition the Assistant Accountant may find themselves involved in regulatory financial requirements such as the completion of VAT returns or assisting in the preparation of tax computations.

Planning your Apprenticeship programme

In addition to the planning required to identify where apprentices fit into workforce planning; gain wider support, advertise for and recruit apprentices, there are some fundamental activities that we will support you through to ensure your Apprenticeship programme works for you.



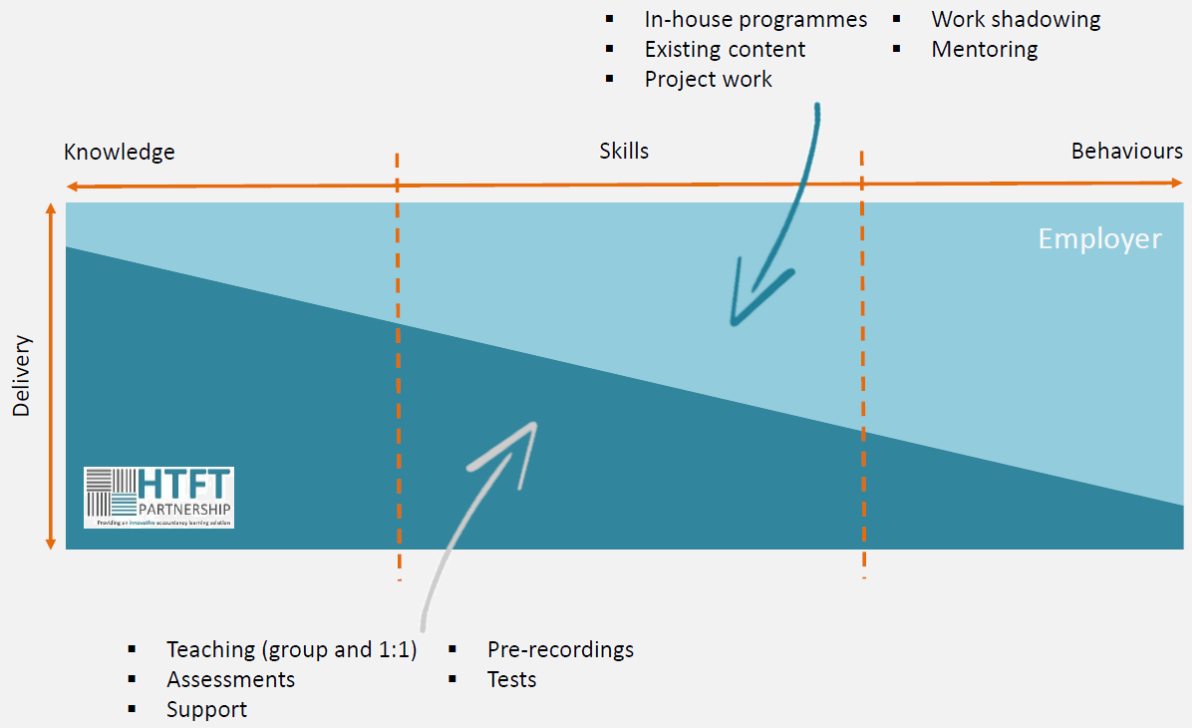
Assistant Accountant Apprenticeship overview



Partnership model

Our aim is to create and deliver Apprenticeship programmes that grow the skills and competence of new and existing employees.

HTFT will be responsible for the majority of the technical knowledge and together, we will jointly develop the apprentice's skills and behaviour:



Eligibility

The key eligibility criteria include:

- Have the right to work in the UK (ordinarily resident for 3 years)
- 16 in academic year they start their Apprenticeship
- Able to complete Apprenticeship in contracted time i.e. 12 month contract won't now cover length of programme
- Spend 50% of their time working in the English borders
- Not be enrolled on another Apprenticeship
- Not asked to contribute financially to any costs of the Apprenticeship
- Existing members of staff and graduates eligible **as long as** receiving significantly new training

Potential apprentices will need to have English and maths to GCSE level. If they have not reached this level, or can't not evidence they have, we can help.

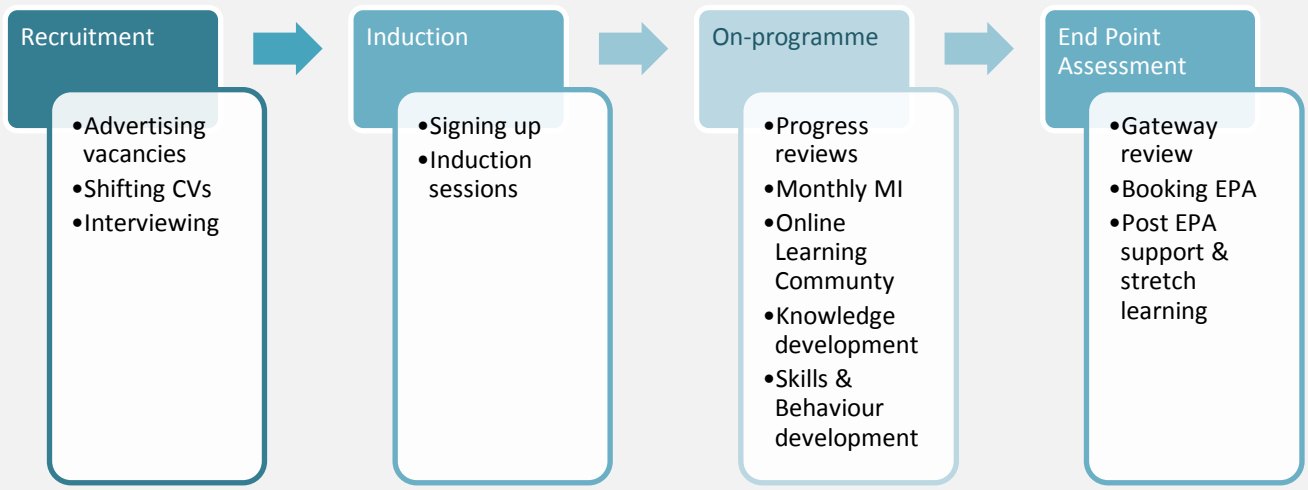
Support

As a leading professional accountancy training provider we're skilled in managing funded learning and have invested in the technology required for successful Apprenticeship delivery.

We can provide levy and non-levy paying employers with a full management service where you can utilise our experience and special training resources and design Apprenticeship programmes that deliver the results you want.

- We make sure you get most from Apprenticeship funding and/or your digital account.
- We manage administration and ensure compliance with funding rules and guidance.
- We can provide recruitment and assessment services.
- We'll guide your apprentices to success and arrange their End Point Assessment.

Our core support for the Assistant Accountant Apprenticeship comprises:



Apprenticeship Funding

Each new Apprenticeship Standard has been awarded a funding cap.

Levy payers can pay for the programme through their digital account. Non-levy payers are eligible to receive 90% funding through co-investment with a government backed scheme. Therefore trainees are able to gain a professional qualification at a fraction of the traditional cost.

The funding cap for the Assistant Accountant Apprenticeship is £9,000

Monitoring and quality assuring your Apprenticeship programme

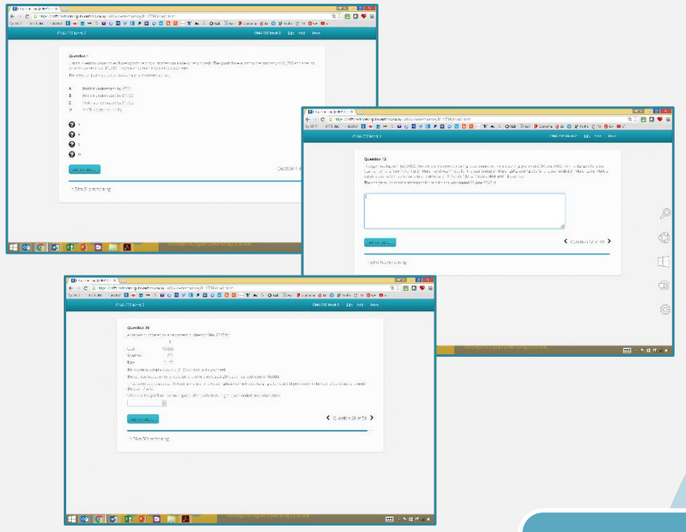
Our quality assurance is underpinned by our approval by professional accountancy bodies to deliver their training programmes.

Specifically for our Apprenticeship programmes, our monitoring and quality assurance will cover:



Regular apprentice progress reviews, structured (holistic) reporting and employer review meetings will be built into the Apprenticeship timetable before the on-programme training commences.

What sets HTFT Partnership apart?



- Section tests
- Learning outcome focused tests
- HTFT mock exams
- Instant feedback and rationale
- Mock debriefs
- Tutor led feedback
- Reporting to employers is facilitated

Flipping the classroom

Focus on mastering

Exam focused online testing

Empowerment

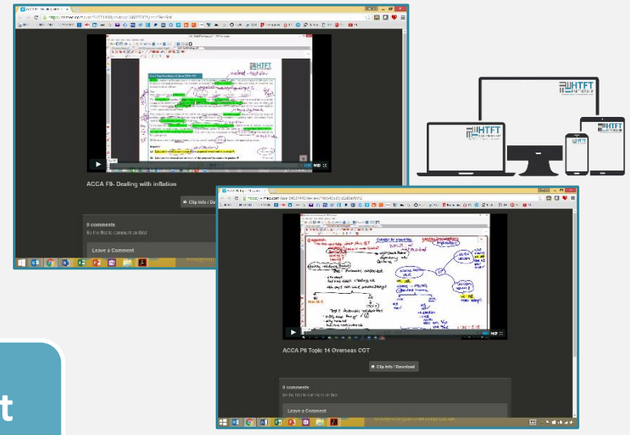
Live masterclasses

Accountability

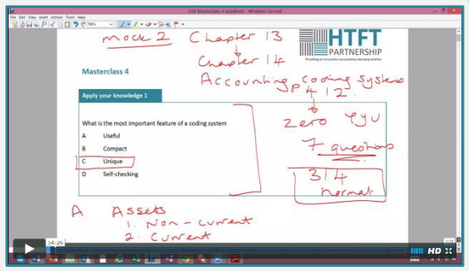
Online Learning Community - Online Learning Community - Online Learning Community

Personal Support

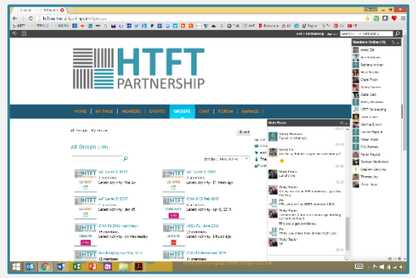
- HTFT, syllabus specialist, tutors
- Dedicated tutor per course, with support tutor
- Access to tutor via:
  - Messaging on Online Learning Community
  - Email
  - Phone / Text
- Extra sessions – including one2ones
- Weekly touch/contact points



- All learning outcomes recorded in bite-sized videos, in HD, that can be watched on all devices and downloaded to be watched offline.
- All resources available from day one



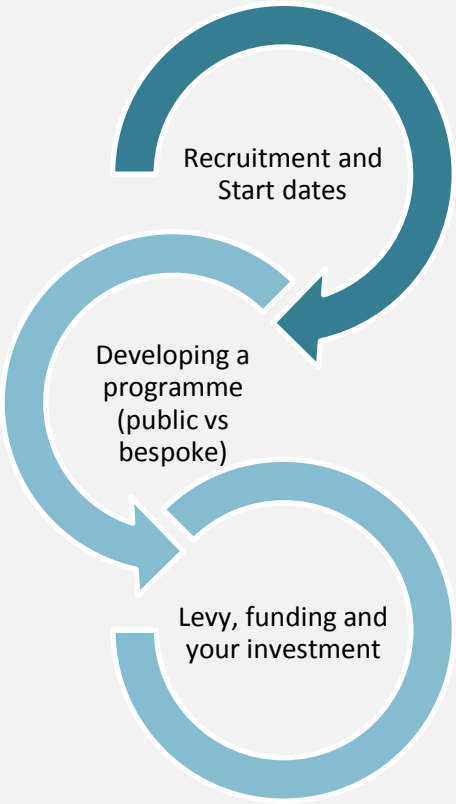
- On screen models to reflect real exams
- Early exposure to rigorous exam standard questions
- Focus on how syllabus is examined
- Encourage higher level discussions about why right answers are right, and why wrong answers are wrong
- Put syllabus into work based context



- Pre-class quizzes
- Students feel they are progressing
- Weaknesses identified
- Students empowered to address weaknesses
- Tutors can identify problem areas pre live masterclasses
- Reporting to employers facilitated

Next steps

Let us guide you through the planning of your Assistant Accountant Apprenticeship planning:



Contact us

For more information on how you could benefit from the Assistant Accountant (Level 3) Apprenticeship Standard please phone **0121 745 8842** or email apprenticeships@htftpartnership.co.uk

Alternatively, please visit our website:

http://www.htftpartnership.co.uk/courses/apprenticeships-and-internships-htft/



Why HTFT Partnership?

HTFT was founded on the vision and promise of offering a real alternative to professional accountancy training.

We're committed to digital delivery. We're committed to delivery models that reflect how you learn. That means putting flexibility and leading edge technology at the heart of our delivery.

We **put learning and mastering first.** 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-class exercises: allowing the tutor's role to change from instructor to coach and mentor.

aat Approved

Approved Learning Partner ACCA Platinum

CIMA Premium Learning Partner 2017

ICAEW Partner in Learning

PQ magazine Awards 2017 Winner 'Online College of the Year 2017'

HTFT Partnership
Providing an *innovative* accountancy learning solution

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