

HTFT PARTNERSHIP

Providing an *innovative* accountancy learning solution

Level 3

Assistant Accountant

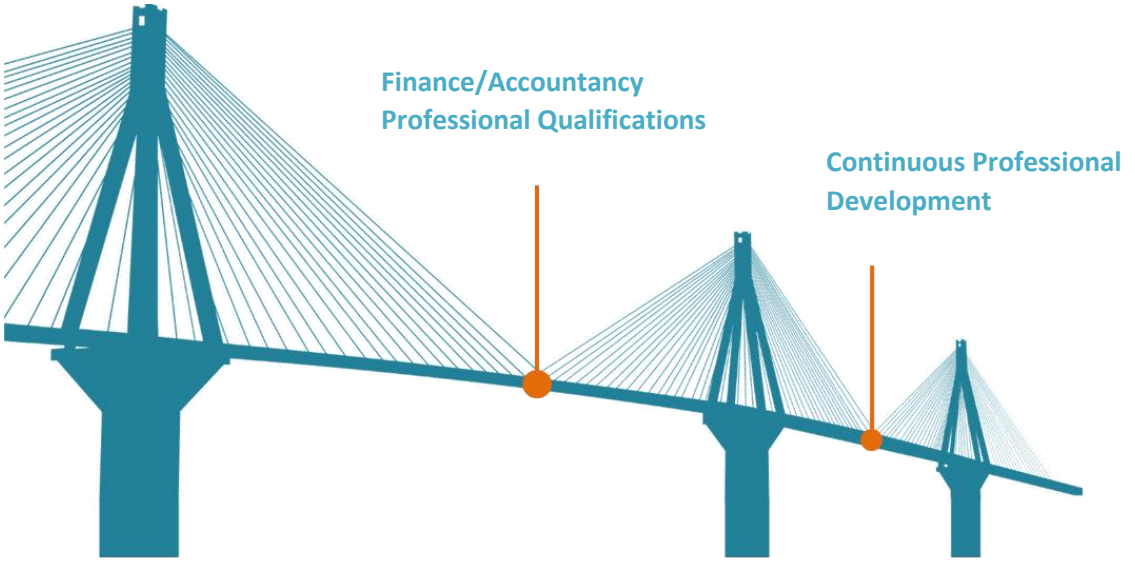
Talent Development Programme



Ofsted Good Provider

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.



Innovation
Embracing digital delivery, flipping the classroom and flexing curricula

Quality
High quality, consistent delivery across all programmes

Partnership
Adding value through understanding

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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.

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Programme Overview

Welcome to the Level 3 Assistant Accountant programme.

Our Level 3 Assistant Accountant programme is at the forefront of developing industry-leading accountants.

During the programme, individuals will cover topics allowing them to develop skills and master complex finance processes such as: final accounts, reports and returns, spreadsheet use for accountants, VAT returns and professional ethics.

Qualification

Our Assistant Accountant programme 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 the AAT Level 3 Advanced Diploma in Accounting.

Awarding Body Partners

aat
Approved

Duration

Typically this programme will take 15 months to complete

Qualification Level

Level 3

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



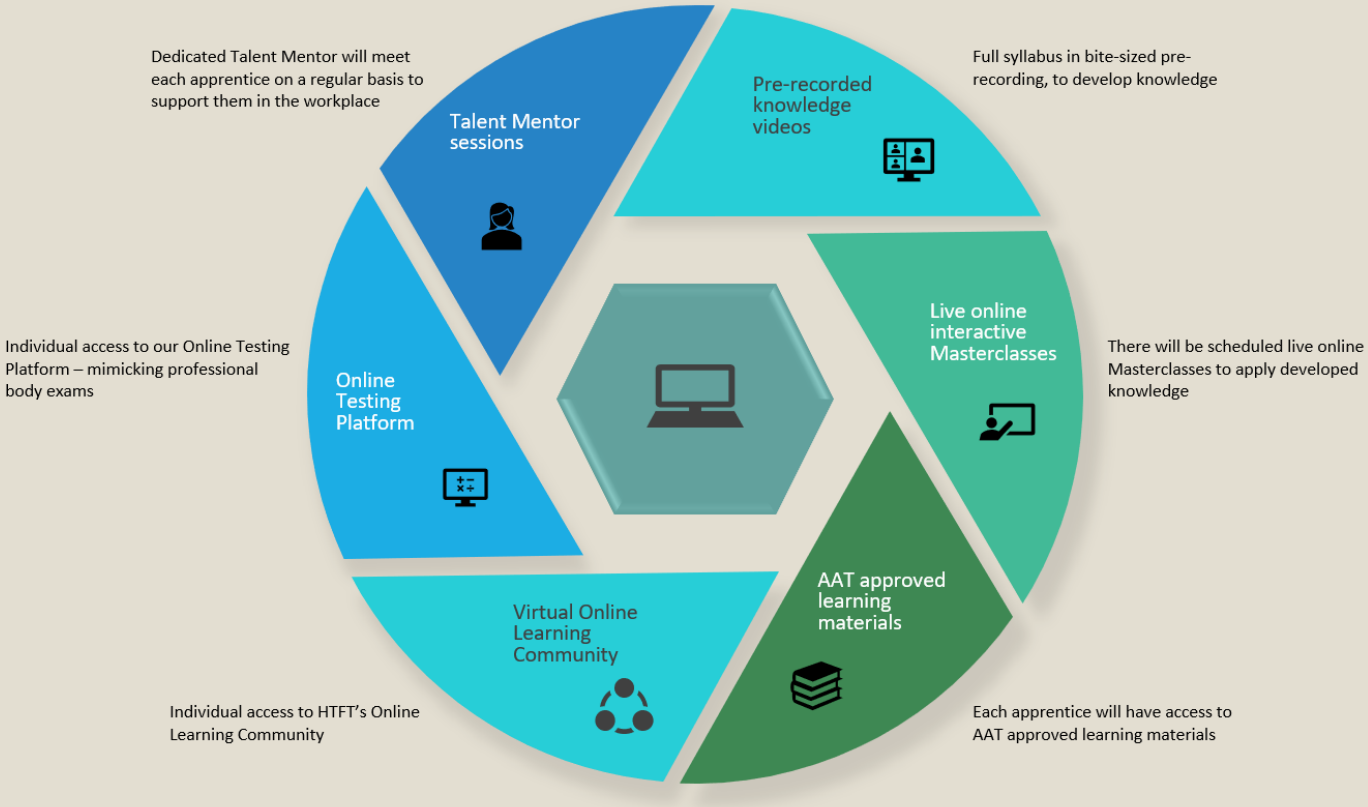
Typical Job Roles

These are just a few of the typical job roles that would fit our Assistant Accountant Programme: Junior Accountant, Accounts Assistant, Finance Assistant, Sales Ledger Clerk.

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 3 Assistant Accountant 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 start, develop and progress in their career in Accounting.

Module 1

Advanced Bookkeeping

The purpose of this unit is to build on skills and knowledge learned in the Foundation level accounting units and to develop bookkeeping skills, taken to an initial trial balance. This is valuable progress for the student, both in terms of moving towards preparing final accounts and also in terms of offering employers more technical skills at this stage.

Module 2

Financial Account Preparation

his purpose of this unit is to provide the background knowledge and skills that a student needs in order to be capable of drafting accounts for sole traders and partnerships, and it provides the background knowledge of the regulations governing company accounts. A successful student will be able to complete tasks while being aware of potential ethical issues and know how to report information effectively.

Module 3

Management Accounting: Costing

This unit provides students with the knowledge and skills needed to understand the role of cost and management accounting in an organisation, and how organisations use such information to aid management decision making.

It takes students from Elements of Costing at Foundation level and gets them ready to prepare organisational budgets and report on performance at Professional level.

Module 4

Indirect Tax

This unit is about indirect tax: specifically, the tax that is referred to in the UK and throughout this unit as value added tax (VAT). The unit is designed to develop students' skills in preparing and submitting returns to the relevant tax authority in situations where the transactions that have to be included are relatively routine.

Module 5

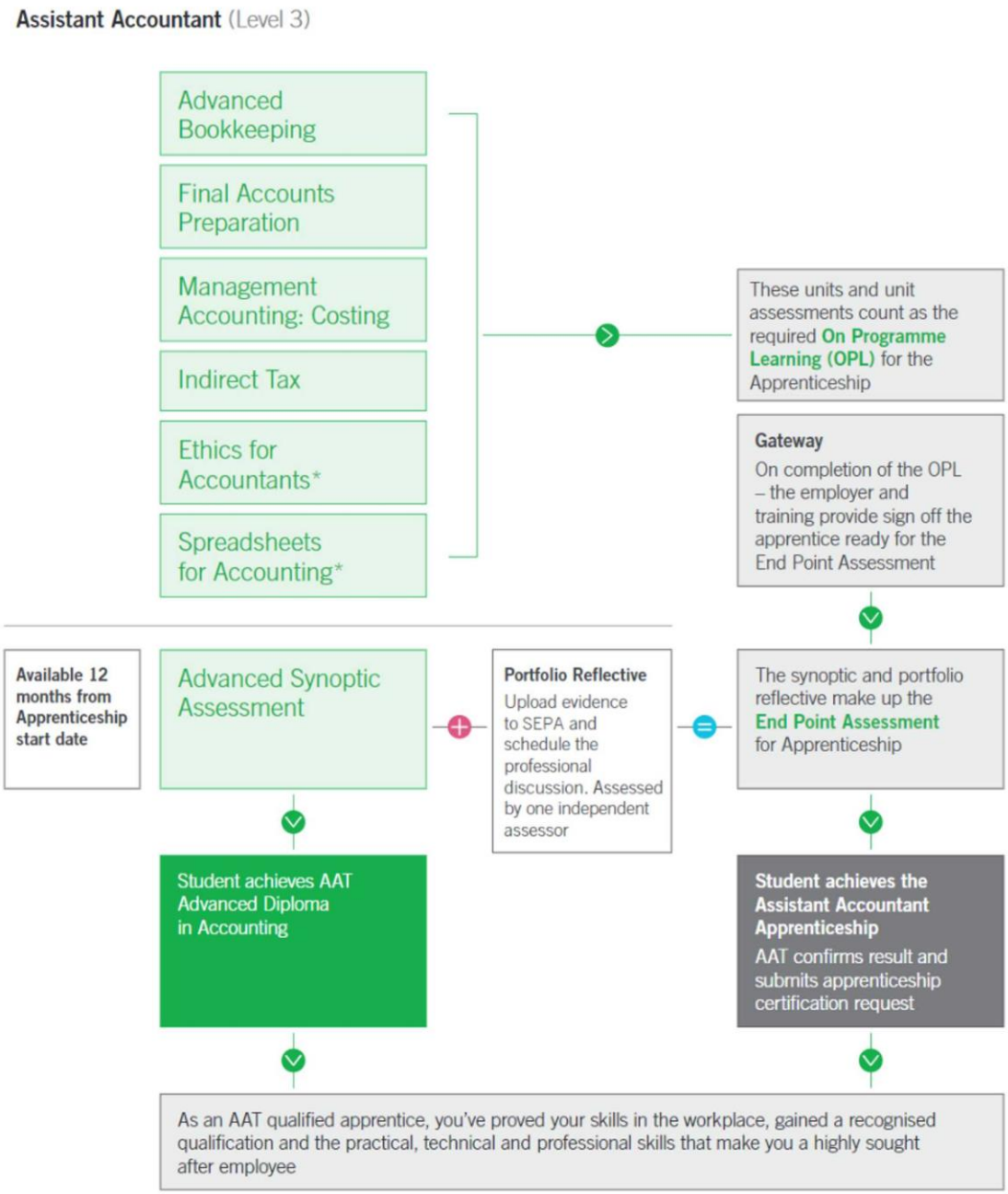
Spreadsheets for Accounting

This Advanced level unit is about using spreadsheets to accurately enter, analyse and present information so that informed accountancy judgements can be made. The skills and knowledge from this unit integrate spreadsheet use within the other Advanced level accountancy subjects.

Advanced Synoptic Assessment

See End Point Assessment – page 13

AAT L3 Apprenticeship Overview

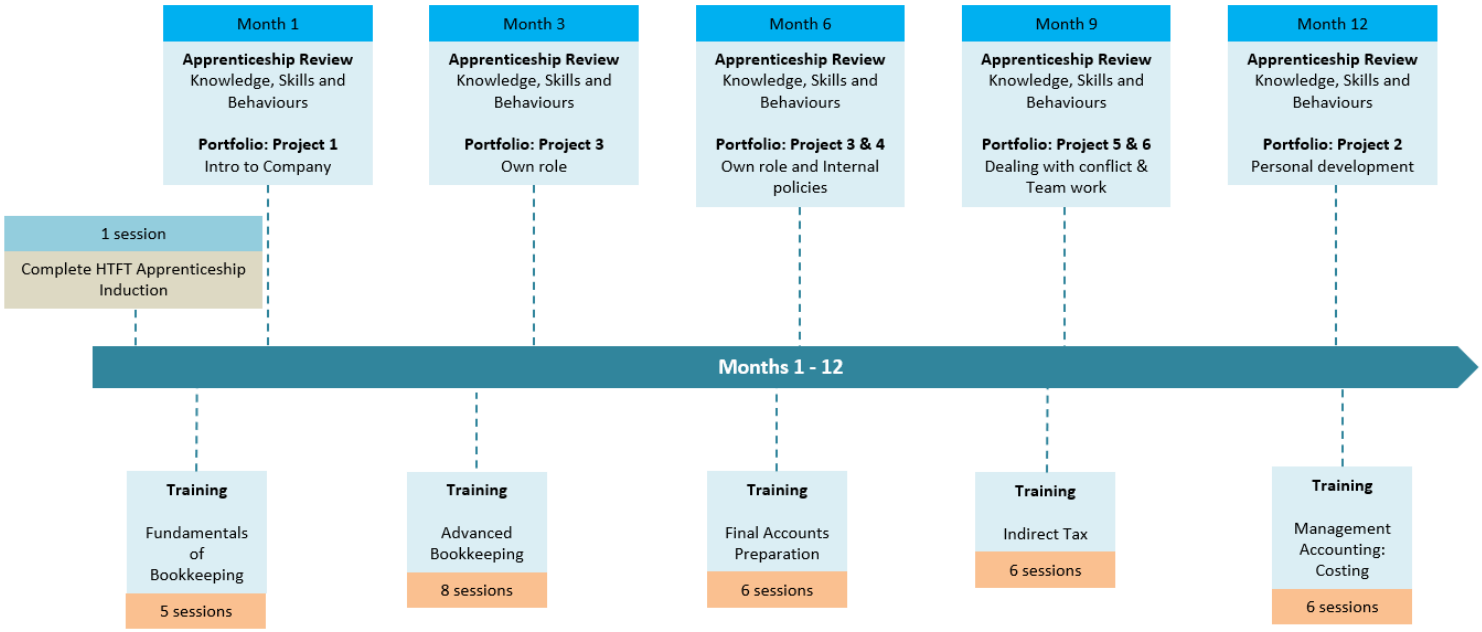




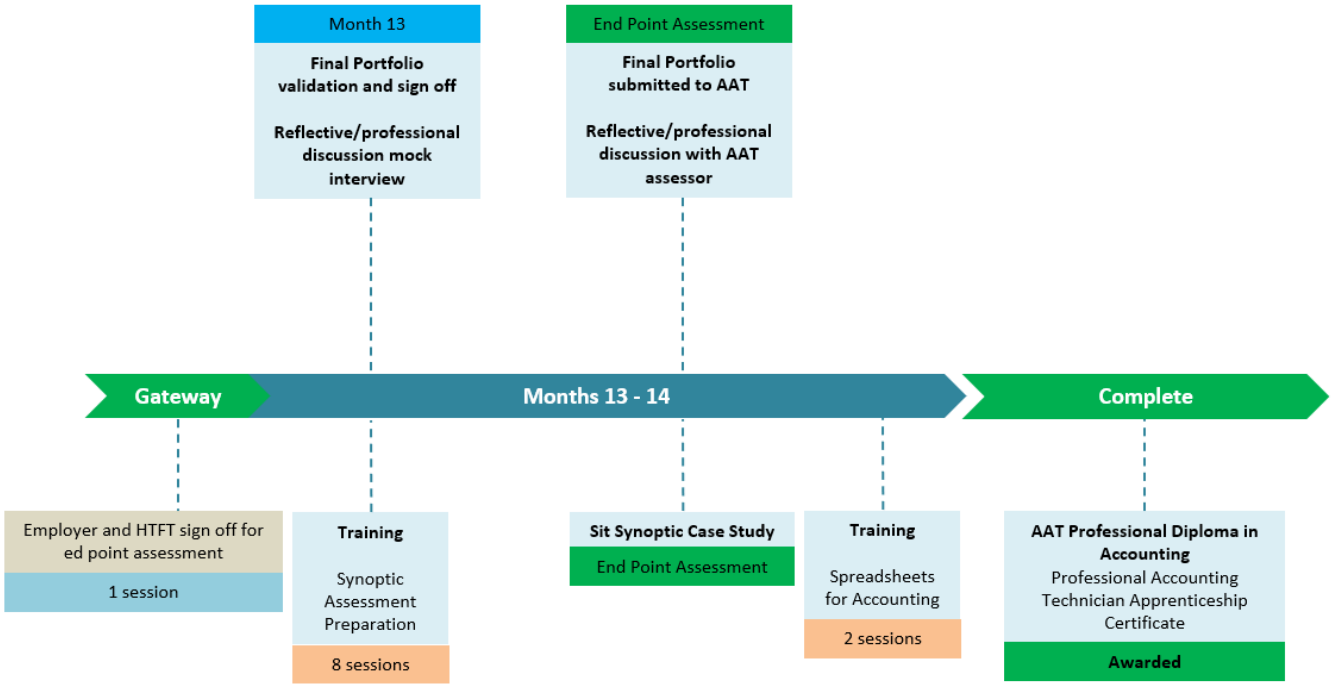


Apprentice Journey

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 3 Assistant Accountant programme, we have sown a demonstrative timetable below:






Month 13
Final Portfolio validation and sign off
Reflective/professional discussion mock interview
End Point Assessment
Final Portfolio submitted to AAT
Reflective/professional discussion with AAT assessor
Gateway
Months 13 - 14
Complete
Employer and HTFT sign off for ed point assessment
1 session
Training
Synoptic Assessment Preparation
8 sessions
Sit Synoptic Case Study
End Point Assessment
Training
Spreadsheets for Accounting
2 sessions
AAT Professional Diploma in Accounting
Professional Accounting Technician Apprenticeship Certificate
Awarded



20% off-the-job Training

Our programme design facilitates off-the-job learning so we can support you to confidently evidence the 20% 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

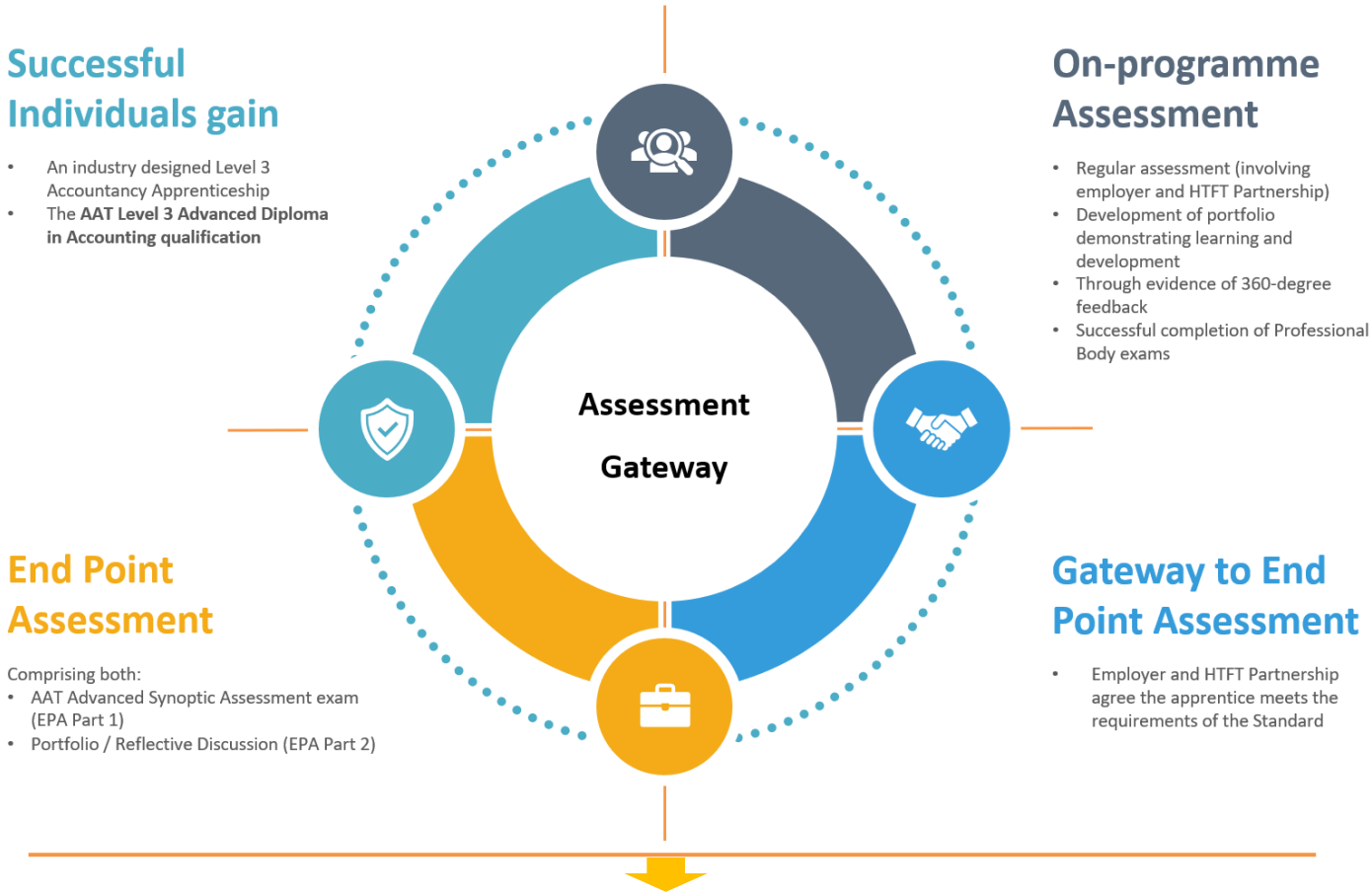
Please note – these are just some examples of 20% off-the-job training activities. To discuss further please contact us via apprenticeships@htftpartnership.co.uk

Assessment

This Level 3 Assistant Accountant 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 Project Report.



Delivering the End Point Assessment

HTFT Partnership has partnered with AAT to deliver the Level 3 Assistant Accountant end point assessment.

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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



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