



Level 3



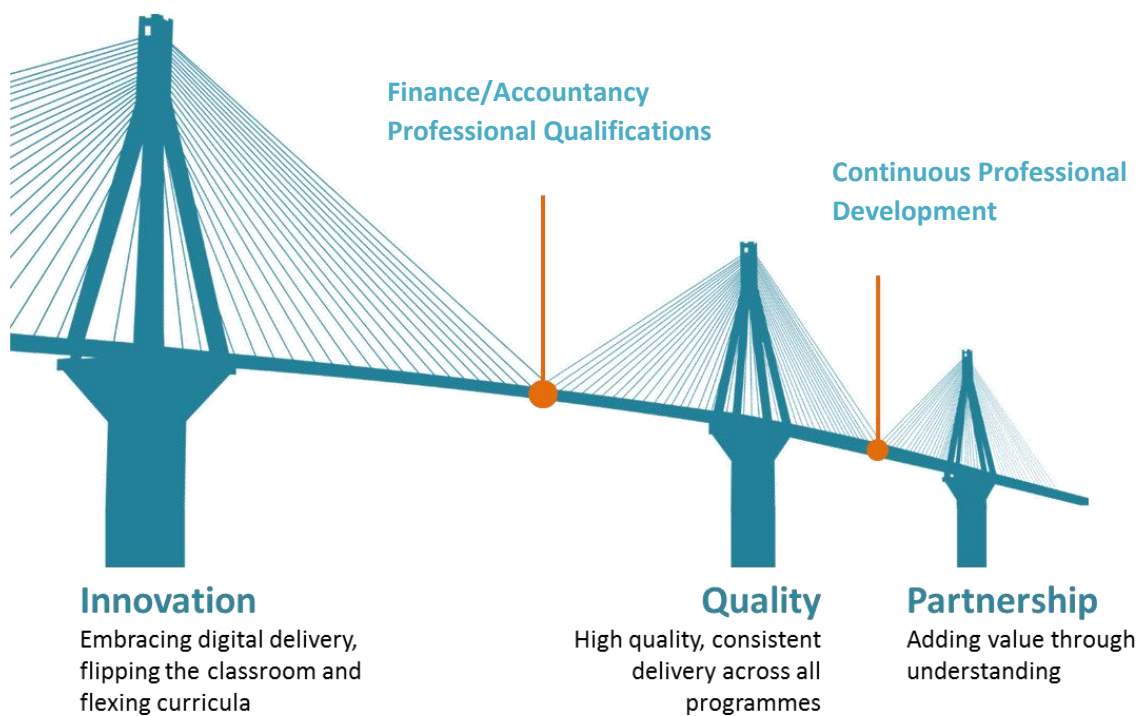
Assistant Accountant

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 L3 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 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 Diploma in Accounting.

Awarding Body Partners



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



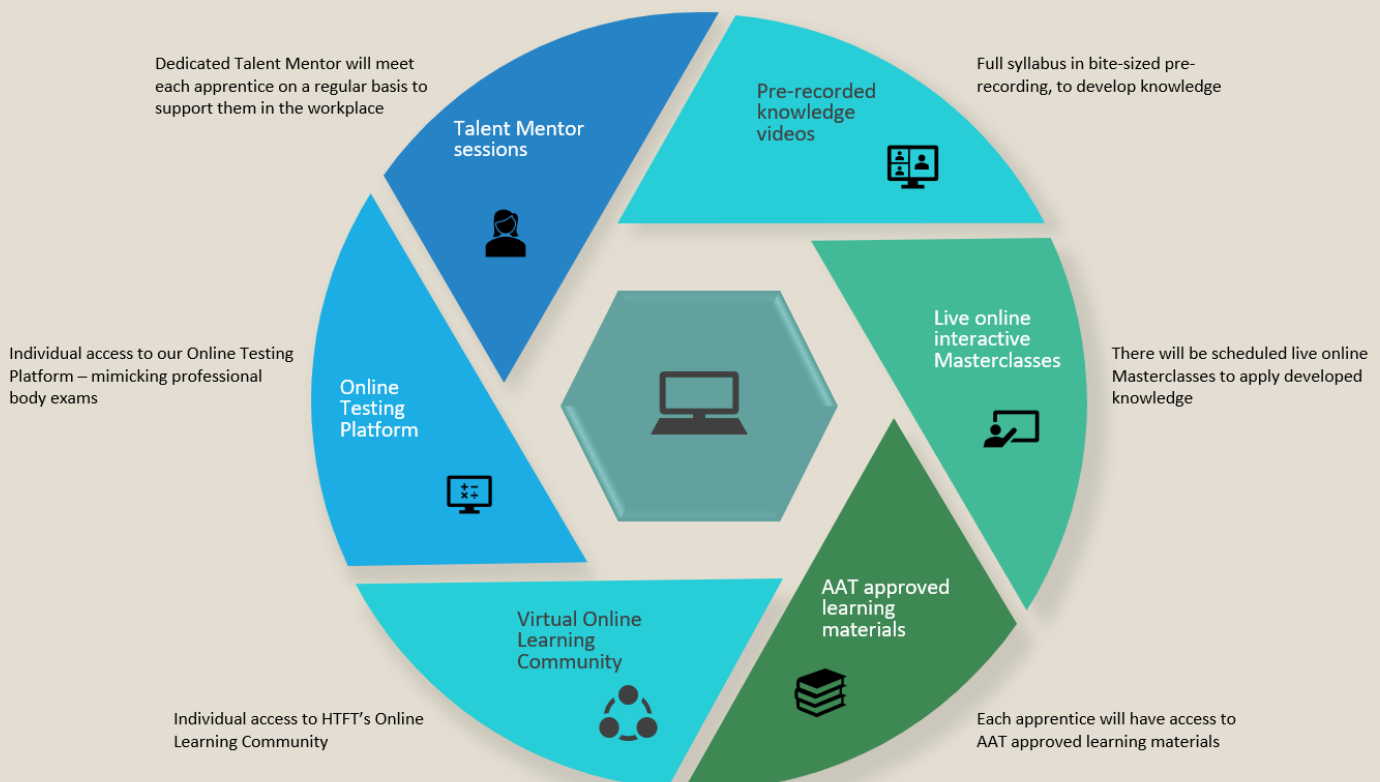
Typical Job Roles

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

Financial Accounting: Preparing Financial Statements

This unit provides students with the skills required to produce statements of profit or loss and statements of financial position for sole traders and partnerships using a trial balance. Students will learn about period end adjustments and reconciliations. They will also be able to interpret financial statements using profitability ratios.

Module 3

Management Accounting Techniques

This unit provides students with the knowledge and skills needed to understand the role of management accounting in an organisation, and how organisations use such information to aid decision making. Students will learn to use spreadsheets when making calculations, manipulating and analysing data, reporting, and forecasting.

Module 2

Business Awareness

This unit provides students with an understanding of the business, its environment, and the influence that this has on an organisation's structure, the role of its accounting function, and its performance. Students will learn about the micro- and macro-economic environments, basic business law, risk, ethics, and technology.

Module 4

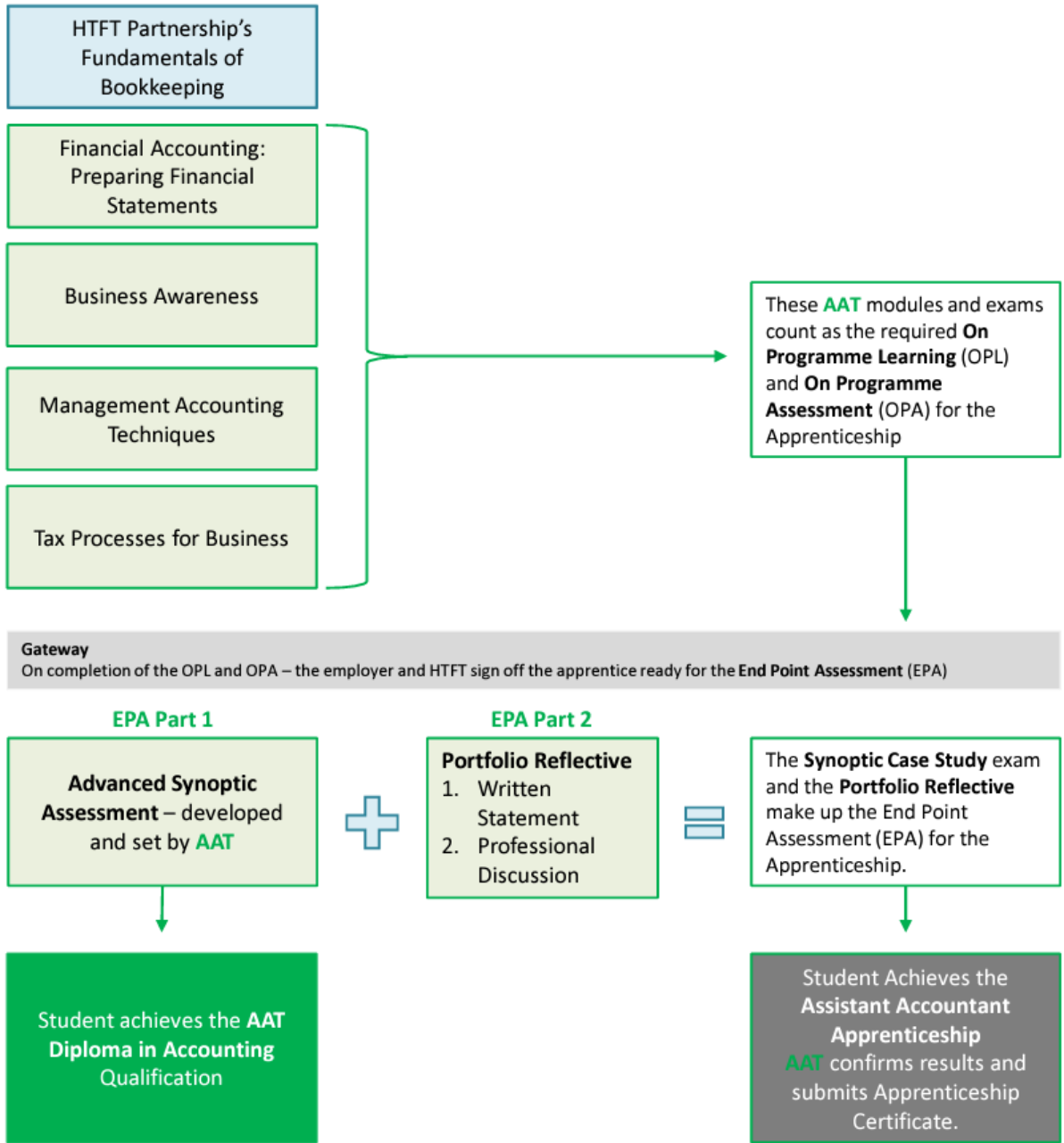
Tax Processes for Businesses

This unit explores tax processes that influence the daily operations of businesses and is designed to develop student's skills in understanding, preparing, and submitting Value Added Tax (VAT) returns to HM Revenue and Customs (HMRC). The unit provides students with the knowledge and skills that are needed to keep businesses, employers, and clients compliant with laws and practices that apply to VAT and payroll.

Advanced Synoptic Assessment

See End Point Assessment – page 13

AAT L3 Apprenticeship Overview

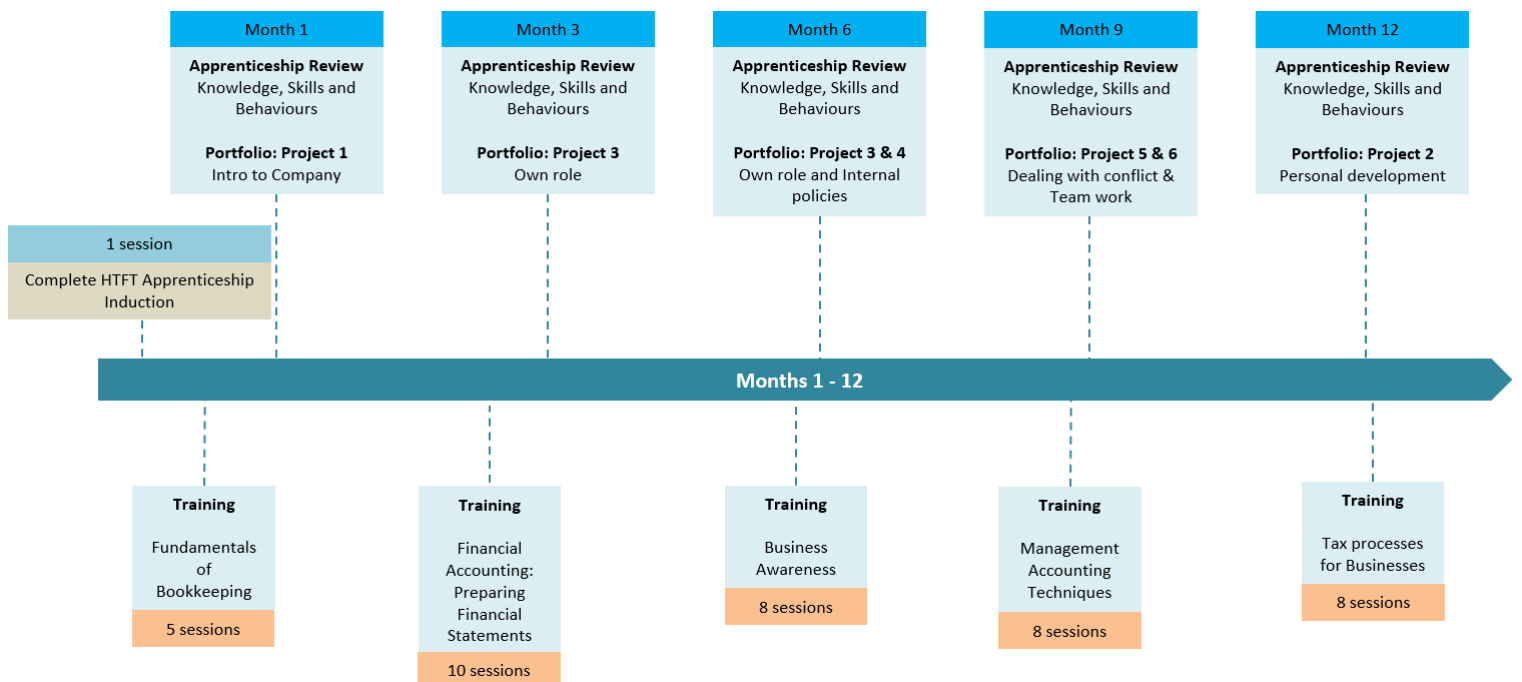


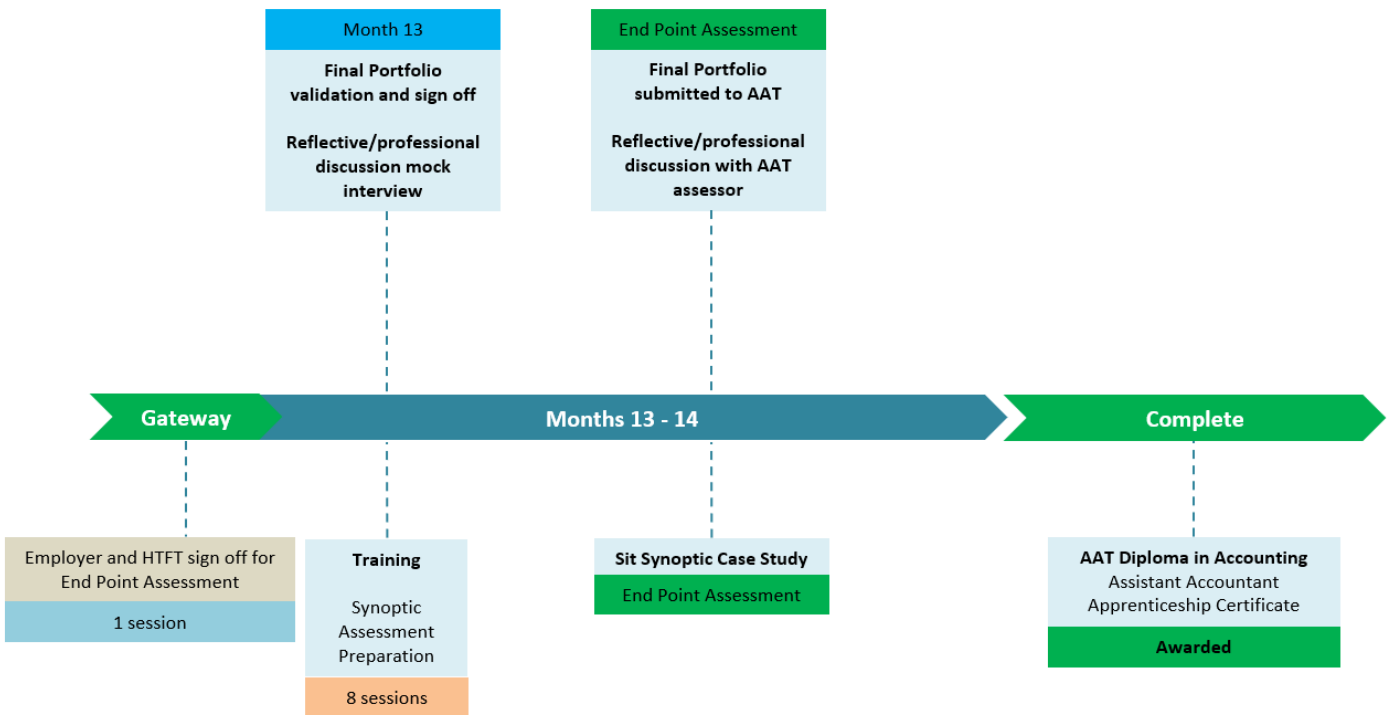




Apprentice Journey

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 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

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.

Successful Individuals gain

- An industry designed Level 3 Accountancy Apprenticeship
- The **AAT Level 3 Diploma in Accounting** qualification

On-programme Assessment

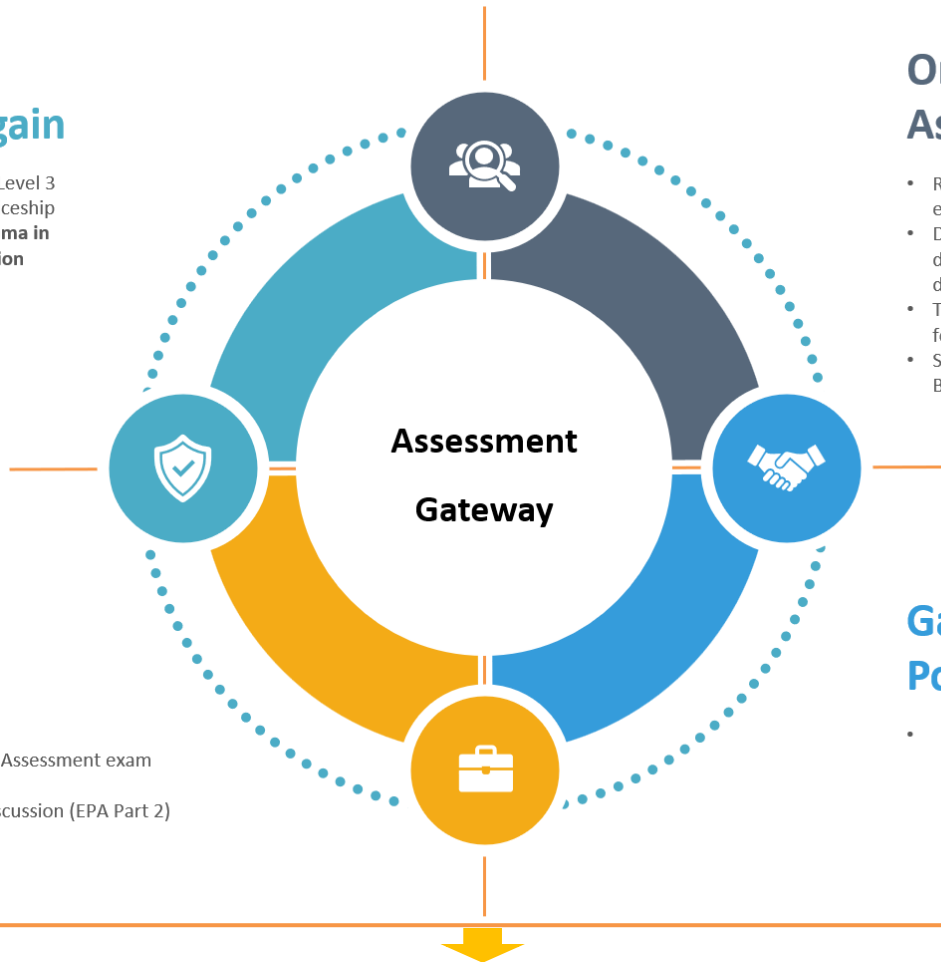
- Regular assessment (involving employer and HTFT Partnership)
- Development of portfolio demonstrating learning and development
- Through evidence of 360-degree feedback
- Successful completion of Professional Body exams

End Point Assessment

- Comprising both:
- AAT Advanced 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 3 Assistant Accountant 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



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