



Level 4



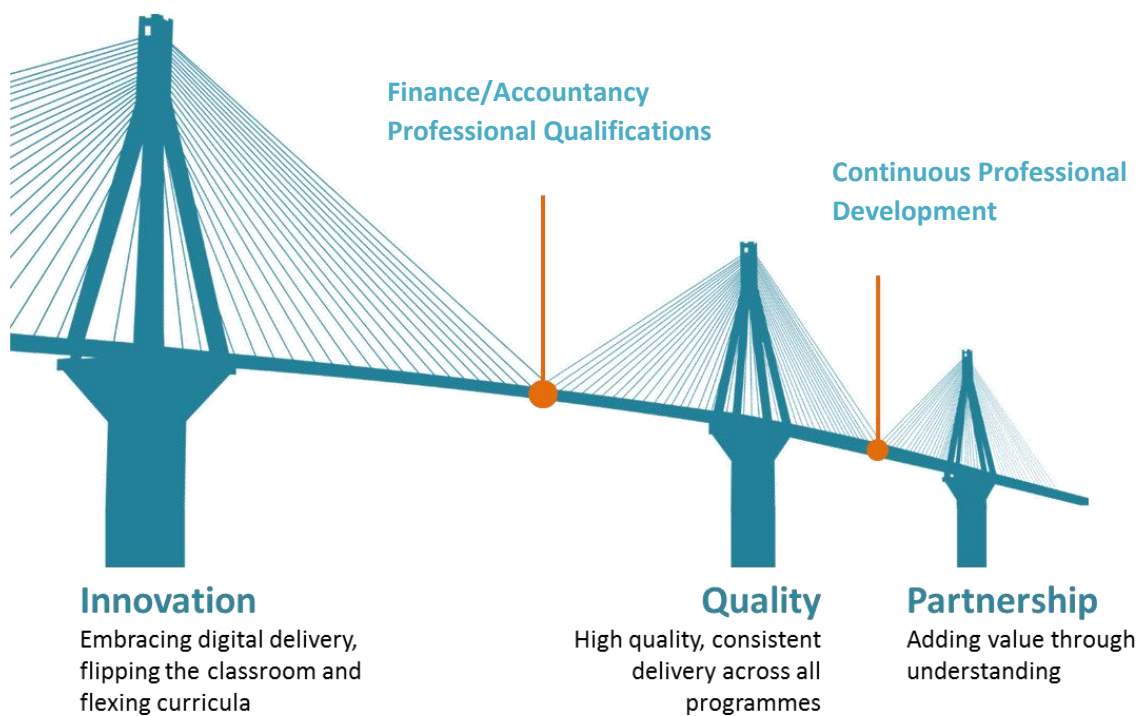
Professional Accounting Technician

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.



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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.





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 CIMA Certificate in Business 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



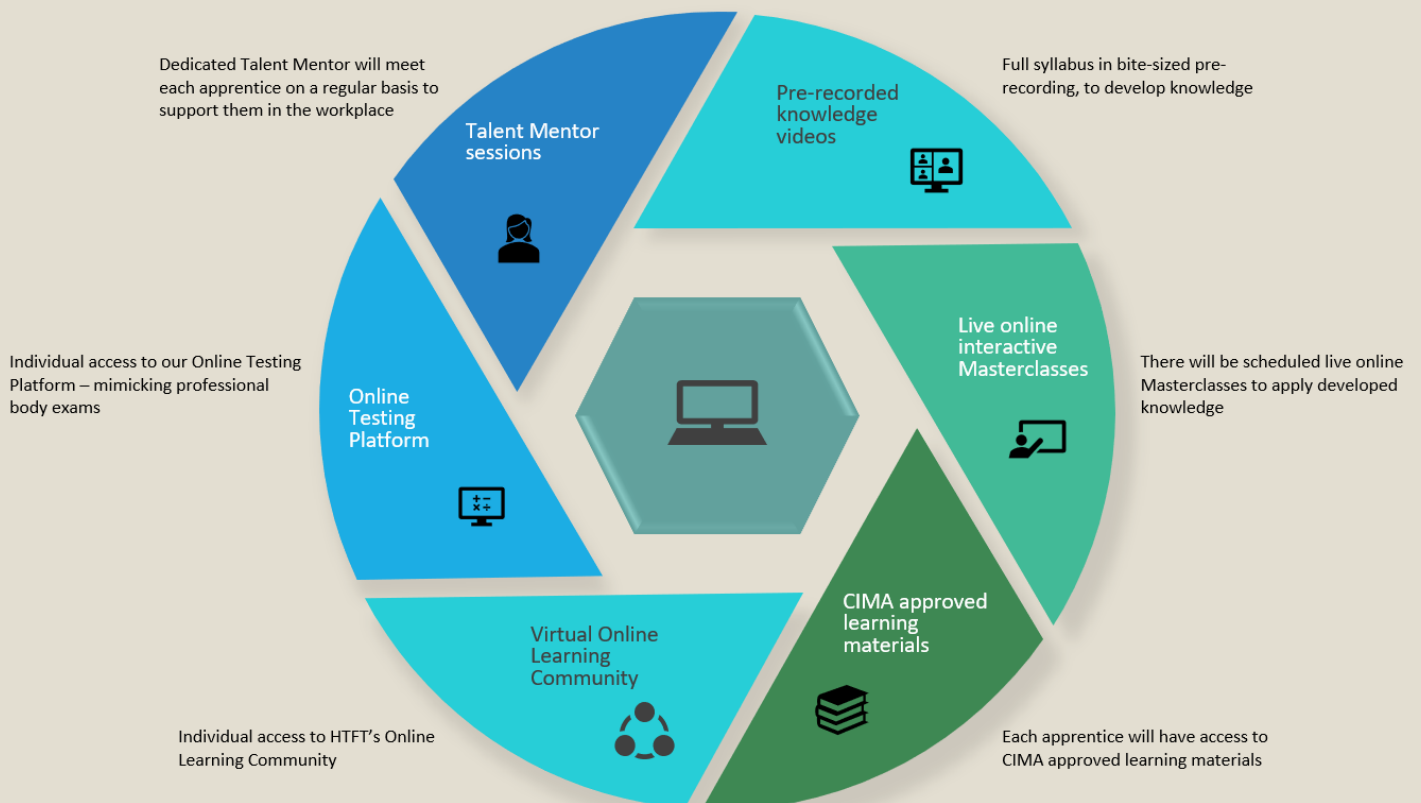
Typical Job Roles

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

Fundamentals of Business Economics

BA1 focuses on the economic and operating context of business and how the factors of competition, the behaviour of financial markets and government economic policy can influence an organisation. It also deals with the information available to assist management in evaluating and forecasting the behaviour of consumers, markets and the economy in general

Students will gain an understanding of the areas of economic activity relevant to an organisation's decisions and, within this context, the numerical techniques to support such decisions.

Module 3

Fundamentals of Financial Accounting

In BA3 students will obtain a practical understanding of financial accounting and the process behind the preparation of financial statements for single entities.

These statements are prepared within a conceptual and regulatory framework requiring an understanding of the role of legislation and of accounting standards. The need to understand and apply necessary controls for accounting systems, and the nature of errors is also covered. There is an introduction to measuring financial performance with the calculation of basic ratios.

Module 2

Fundamentals of Management Accounting

BA2 teaches students fundamental knowledge and techniques that underpin management accounting. It identifies the position of the management accountant within organisations and the role of CIMA. The subject portrays the role of management accounting in the contexts of commercial and public sector bodies and its wider role in society.

Module 4

Fundamentals of Ethics, Corporate Governance and Business Law

In BA4 students will gain an understanding of the professional standards to be demonstrated for the benefit of all stakeholders. With this in mind, the place of ethics and ethical conflict is an essential underpinning for commercial activity. It includes the role of corporate governance, corporate social responsibility and audit; and their increasing impact in the management of organisations. Wherever business is conducted the legal and administrative framework underpins commercial activity. With this in mind the areas of contract law, employment law, administration and management of companies is considered.

Level 4 Synoptic Case Study

See End Point Assessment – page 13

CIMA Certificate in Business Accounting Qualification



CIMA Certificate in Business Accounting

The CIMA Certificate in Business Accounting (Cert BA) will help students with little or no accounting experience unleash their true business potential. Teaching core business and finance skills beyond simple financial accounting, Cert BA syllabus is the perfect stepping stone towards a career in business and finance.

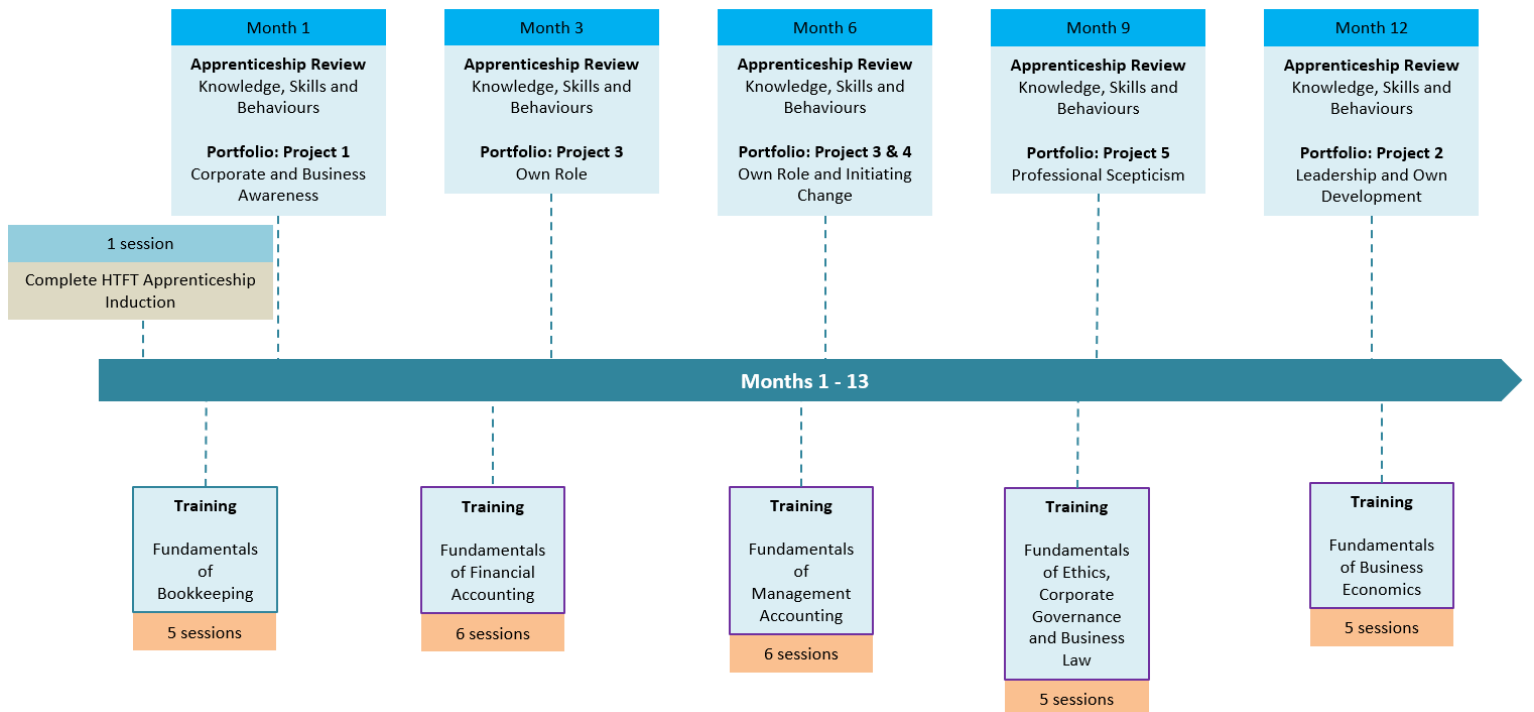
The Cert BA is a qualification in its own right and also forms a formal entry route into the CIMA Professional Qualification. Once students successfully complete both qualifications and qualify for membership, they will be awarded the Chartered Global Management Accountant (CGMA) designation.

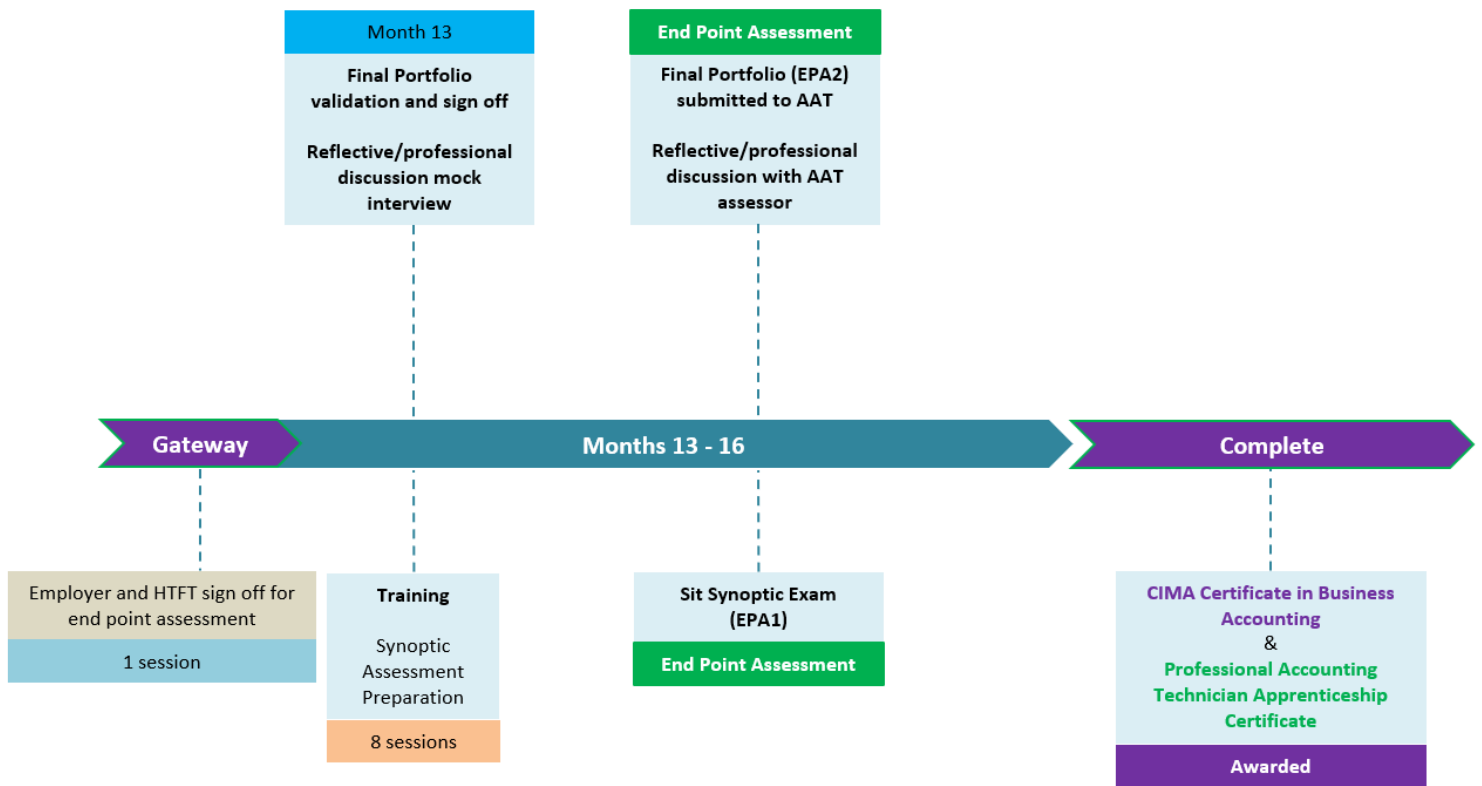




Apprentice Journey

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

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 **CIMA**) 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
- CIMA Certificate in Business Accounting qualification

On-programme Assessment

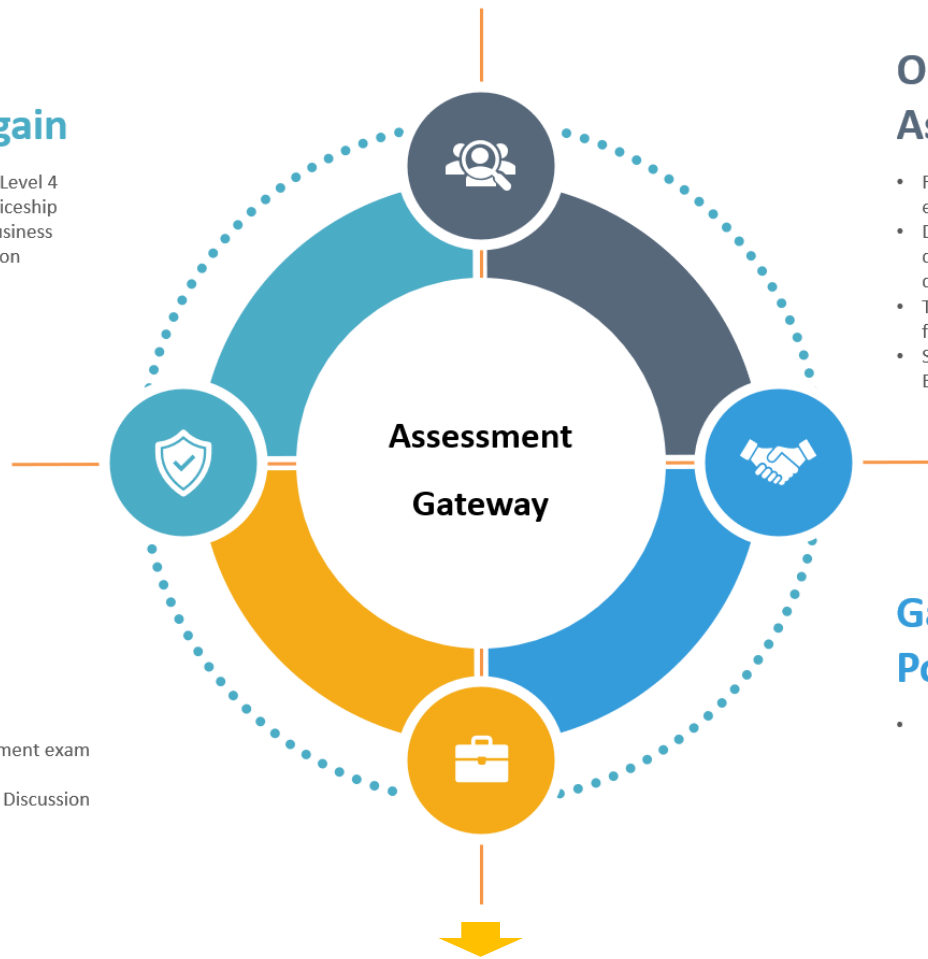
- Regular assessment (involving employer and HTFT Partnership)
- Development of portfolio demonstrating learning and development
- Through evidence of 360-degree feedback
- Successful completion of Professional Body exams

End Point Assessment

- Comprising both:
- Level 4 Synoptic Assessment exam (EPA Part 1)
 - Portfolio and 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 the **Association of Accounting Technicians (AAT)** to deliver the Level 4 Professional Accounting Technician end point assessment.



The Future of Accountancy Learning Solutions

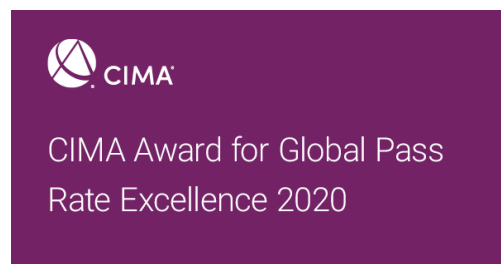
HTFT was founded on the vision and promise of offering a real alternative to ACCA, CIMA, ICAEW and AAT professional training.

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



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