



## Level 4 Professional Accounting or Taxation Technician

This programme is designed to further the learner's knowledge and experience of bookkeeping and accounting with the aim of gaining an AAT Level 4 Professional Diploma in Accounting qualification.

In this programme, the Professional Accounting or Taxation Technician will cover higher accounting tasks including drafting financial statements, managing budgets and evaluating financial performance, as well as optional specialist units including business tax, personal tax, external auditing and credit management and cash and treasury management.

### What Apprentices Will Learn:

- Professional finance principles and standards
- Business awareness
- Using and evaluating accounting and tax, internal control and IT systems
- Communication and collaboration skills
- Specialist tax or accounting skills

## Duration

Typical duration to gateway - 18 months  
(this does not include EPA period).

## Benefits for Learners

1. Build professionalism and confidence in a working environment
2. Ability to manage their own performance
3. Gain knowledge on Accountancy theories within the context of their work setting

## Benefit to the Business

1. Productive team members
2. AAT qualified staff
3. Responsible and adaptable team members

## Delivery

Our blended approach means that our programmes are flexible and enable apprentices to experience a range of learning and support opportunities in a variety of formats such as online or at a local ACL centre. The apprentice will have a dedicated tutor who they will meet (online or face to face) once a month who will guide them through their apprenticeship and prepare them for their End Point Assessment. Reviews of progress are carried out every 12 weeks with the learner, their line manager and the tutor.

Additional workshops and seminars will be available to all learners to support additional learning and the off job learning requirement.

## Commitment

6 hours a week (based on a 30 hour week) of a learner's contracted hours must be given to support the completion of the programme. Tutor led sessions are a mandatory part of the course along with any other learning activities set by the assessor or tutor.

Maths and English may need to be undertaken in addition to the main qualification depending on previous attainment in these areas. It is likely that the learner will be required to undertake research, reading and write ups to support their learning. The programme requires 100% commitment from the learner & employer to ensure successful completion.

## End Point Assessment (EPA)

End Point Assessment (EPA) takes place at the end of the apprenticeship programme and is a comprehensive holistic assessment of the skills, knowledge and behaviours required as laid out in the apprenticeship standard.

The Level 4 Professional Accounting or Taxation Technician EPA is made up of:

### Portfolio, including a Reflective Statement –

This is the most effective method of assessing the Apprentice's demonstration of Knowledge, Skills and Behaviours in the workplace. This form of assessment provides flexibility for the Apprentice to demonstrate competency, at the required level, as it relates to their role.

**Role Simulation** - will assess the Apprentice's ability to analyse and respond to a typical set of issues faced by an organisation, drawing upon all aspects of their Knowledge, Skills and Behaviours. The Role Simulation will enhance the credibility of the Apprentice's competency.

## Entry Requirements

Applicants must:

- Be working in or towards an appropriate job role
- Achieve the required level of Maths and English as part of the apprenticeship if a recognised qualification is not already held
- Be employed and have the support of their employer to undertake the programme

## Application Process

Applicants will:

- Complete an application form
- Undertake an Initial Assessment test that includes Maths and English
- Have an interview with an ACL team member to assess suitability and eligibility

Employers will:

- Sign a contract with ACL
- Consent to a health and safety checklist to be completed by an ACL team member

## Contact

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