

# ASSISTANT ACCOUNTANT APPRENTICESHIP LEVEL 3 STANDARD

DEVELOP SPECIFIC SKILLS, KNOWLEDGE AND BEHAVIOURS TO START YOUR CAREER IN ACCOUNTING

## WHAT ARE STANDARDS?

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

## HOW WILL THIS DIFFER FROM THE EXISTING L3 FRAMEWORKS?

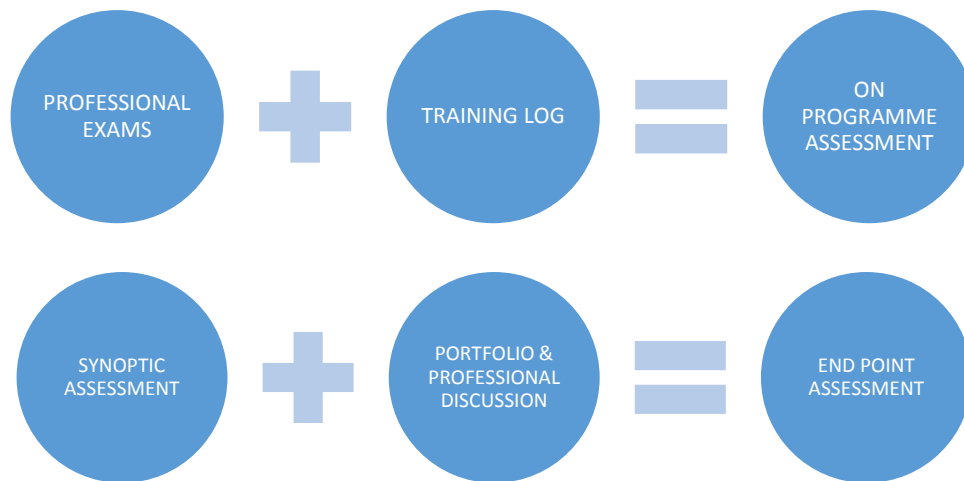
The tables below aim to show the main similarities and differences between the two different options:



Programme Content	Level 3 Apprenticeship Framework	Level 3 Apprenticeship Standard
Professional Qualifications:		
- AAT	✓	✓
- FIA (ACCA)	×	✓
Portfolio Creation	×	✓
Progress Review	✓	✓
End-Testing	×	✓
Grading	×	✓

Main Similarities	Main Differences
<ul style="list-style-type: none"> <li>- Both contain a Professional Qualification.</li> <li>- Both require regular reviews of progress with a Training, Development &amp; Quality Coach.</li> </ul>	<ul style="list-style-type: none"> <li>- Some or all of Level 2 can be included as part of the Level 3 Apprenticeship, offering you more flexibility and the opportunity to complete both levels more quickly.</li> <li>- Mandatory end-point assessment which has to sit above the existing qualification.</li> <li>- All new Apprenticeships have to be graded.</li> </ul>

## WHAT DOES THE ASSESSMENT LOOK LIKE IN PRACTICE?



### - WHAT IS INCLUDED IN ON-PROGRAMME ASSESSMENT?

Apprentices will take the professional exams of their chosen qualification. This can include just Level 3 and/or Level 2 papers.

Apprentices will also work on demonstrating key skills and behaviours, which will be discussed and planned for at quarterly progress reviews, such as Team Working, Communication, Ethics and Using Systems and Processes. The final portfolio and professional discussion must evidence that these skills and behaviours have been demonstrated.

### - WHAT DOES END-POINT ASSESSMENT INCLUDE?

1. Portfolio and Professional Discussion – This will comprise a range of evidence produced in the work-place to show that the Apprentice has met the knowledge, skills and behaviours detailed in the standard. The reflective discussion will be a structured interview with an Independent Assessor to examine this evidence and the learner journey in more detail.

This carries 60% weighting for the final grade.

2. Synoptic Test – Apprentice will sit a test under controlled conditions which will synoptically test the knowledge and skills stated in the standard. They will be given information about a fictitious organisation and will then be presented with a variety of tasks relating to this information.

This carries 40% weighting towards the final grade awarded.

ASSITANT ACCOUNTANT L3 EXAMPLE MILESTONE MAP - PLEASE NOTE THIS TIMEFRAME DOES NOT ACCOUNT FOR NON-TERM TIME

