



University of Central Lancashire

# Training 2000

INFORMATION FOR EMPLOYERS



# Accountancy

## Apprenticeships

Training 2000's AAT Accountancy Apprenticeships are suited to both existing employees and for recruiting new staff into your business. Our Accountancy Apprenticeships cover a range of crucial accounting duties including bookkeeping, purchase/sales ledger, balancing accounts, banking and auditing before moving on to drafting financial statements and maintaining financial records.

All our prospective apprentices will have to participate in an Accounting Assessment Day with our experienced accountancy team to check their suitability.

**Accounting apprentice, Holly, won the Professional Services Apprentice of the Year award at the**

**LANCASHIRE  
APPRENTICESHIP  
AWARDS 2024**

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**[www.training2000.co.uk](http://www.training2000.co.uk) | 01254 54659**  
**[businessdevelopment@t2000.co.uk](mailto:businessdevelopment@t2000.co.uk)**

## Accounts or Finance Assistant



**Duration:** 15 months

**Commitment:** One day per week at Training 2000.

The apprentice is required to spend at least 6 hours per week completing 'off the job' training. This could include their lessons at Training 2000, online training, industry visits, competitions and shadowing.

**Entry requirements:**

A minimum of four GCSEs at Grade 4 (C) or above, including maths and English are required.

**Funding your Apprenticeship:**

<b>Levy paying employers:</b>	£7,000
<b>Non-levy - 22+ years old:</b> (5% contribution)	£350
<b>Non-levy - 16-21 years old</b>	£0

**Topics covered:**

- |                                                                                                                                 |                                                                                                                                                                    |                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Understanding your organisation</li> <li>• Accounting systems and processes</li> </ul> | <ul style="list-style-type: none"> <li>• Attention to detail</li> <li>• Correcting financial data errors</li> <li>• Ensuring accurate financial records</li> </ul> | <ul style="list-style-type: none"> <li>• Optimising efficiency</li> <li>• Professional communication</li> <li>• Secure data management</li> <li>• Team work</li> <li>• Continuous learning</li> </ul> |
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**Professional qualification:** AAT Level 2 Certificate in Accounting

**End-point assessment methods:** Structured interview (supported by a portfolio of evidence) and in tray test.

## Assistant Accountant



**Duration:** 19 months

**Commitment:** One day per week at Training 2000.

The apprentice is required to spend at least 6 hours per week completing 'off the job' training. This could include their lessons at Training 2000, online training, industry visits, competitions and shadowing.

**Entry requirements:**

A minimum of four GCSEs at Grade 5 (B/C) or above, including maths and English are required OR a Level 2 AAT qualification

**Funding your Apprenticeship:**

<b>Levy paying employers:</b>	£12,000
<b>Non-levy - 22+ years old:</b> (5% contribution)	£600
<b>Non-levy - 16-21 years old</b>	£0

**Topics covered:**

- |                                                                                                                                               |                                                                                                                                                          |                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Comprehensive reporting</li> <li>• Accurate record-keeping</li> <li>• Ensuring compliance</li> </ul> | <ul style="list-style-type: none"> <li>• Supporting record compilation</li> <li>• Effective communication</li> <li>• IT systems and processes</li> </ul> | <ul style="list-style-type: none"> <li>• Cybersecurity and compliance</li> <li>• Ongoing professional growth</li> <li>• Effective collaboration</li> </ul> |
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**Professional qualification:** AAT Level 3 Advanced Diploma in Accounting

**End-point assessment methods:** A final assessment and a portfolio and reflective discussion