

WHAT IS AN APPRENTICESHIP?

The Apprenticeship programme provides you with an opportunity to earn while you learn. As an Apprentice, you will spend time both in College and in the workplace learning new skills and training alongside experienced staff, which will lead to a nationally recognised Apprenticeship. At the end of the Apprenticeship you will have acquired job specific skills and the ability to perform your job competently; you may also have achieved qualifications which are recognised by your chosen profession.

VENUE AND DURATION OF COURSE:

East Surrey College, Gatton Point, Redhill, RH1 2JX. We are working in partnership with Mindful Education to create a suite of AAT blended learning courses that provide flexible study options. The Apprenticeship programme will be delivered over 18-24 months and will take place in the workplace alongside combined online learning and face-to-face lessons in the classroom. This may reduce depending on previous experience and skills.

ENTRY REQUIREMENTS:

Applicants will need to be employed in a relevant accounting role and obtain 5 GCSEs at grade 9-4 (A* to C) or equivalent including English and Maths.

WILL I GAIN ANY QUALIFICATIONS?

The Apprenticeship Standard you are studying is a qualification in its own right. Some employer groups have asked for formal qualifications to be achieved as part of the apprenticeship programme. These will be listed below along with any units or topics delivered and forms of assessment.

APPRENTICESHIP DESCRIPTION:

The content of an Apprenticeship has been developed by an employer group. The detail can be found on the website <https://www.instituteforapprenticeships.org/> Below is a brief summary:

This Apprenticeship will prepare apprentices for junior and entry-level accounting roles. It delivers a solid foundation in finance administration, covering areas such as double entry bookkeeping and basic costing principles. Learners will then move on to mastering more complex accounting disciplines including financial processes, advanced bookkeeping, final accounts and ethical practices for accountants over an 18-month period.

Working with East Surrey College, Mindful Education provide a unique, interactive online learning package. This delivers key knowledge and skills in a variety of ways, allows students to test their knowledge and ask questions which are monitored by tutors. This also ensures that tutors can ensure face-to-face contact which focuses on the key areas that students need support with. Our courses offer the best of both worlds, requiring less time in College than traditional classroom-only courses, and allowing students to choose how, when and where they want to study.

Please note: a proportion of this course will be delivered online.



END POINT ASSESSMENT:

All Apprenticeship standards have an End Point Assessment. This is carried out by an independent organisation who will assess whether you have achieved all the elements of your Apprenticeship. They will assess the Knowledge, Skills and Behaviours gained throughout your Apprenticeship. You will only be able to undertake the EPA once you have satisfied all the requirements of the element called 'The Gateway'. The detail can also be found on the Institute for Apprentices website.

GATEWAY REQUIREMENTS:

- Maths and English at Level 2.

END POINT ASSESSMENTS ELEMENTS:

- Knowledge Assessment
- Practical Skills Assessment
- Oral Skills Assessment underpinned by a portfolio of evidence

EQUIPMENT NEEDED:

Books, pen, paper, calculator, access to the internet, a quiet place to work from home, and a device such as a PC/laptop or tablet.

WHERE CAN IT LEAD?

Upon successful completion, you can apply for the AAT associate bookkeeping membership and become a professional AAT Bookkeeper (AATQB).

The skills and knowledge you will gain throughout this Apprenticeship will qualify you for roles including Finance Officer, Assistant Accountant and Bookkeeper. You will also be eligible for AAT Bookkeeper (AATQB) status, giving you the option to work as a freelance bookkeeper.

COURSE FEE:

All fees where applicable are paid for by the employers and no fees will be charged to Apprentices. Your employer will contribute as follows:

Companies with a payroll of more than £3 million will have a levy account which can be used to pay for Apprenticeship training. Where the training costs exceed the amount of levy available the Government will contribute 95% of the outstanding amount and the employer will be invoiced the remaining 5%.

Other companies:

Apprentice Age (start of programme)	Less than 50 staff members on PAYE	50 or more staff on PAYE
16-18 years	Free – No fees due	5% Contribution of overall fee
19+	5% contribution of overall fee	5% Contribution of overall fee

Incentive payments: All companies who recruit an Apprentice aged 16-18 years will be eligible for a grant of £500 once the Apprentice has been in training for 13 weeks and a further £500 at 52 weeks.

WHAT TO DO NEXT:

If you are employed or have an employer lined up, please contact our Employer Services team on 01737 788316 or by emailing employerservices@esc.ac.uk.

To find an employer working with the College and to view all of our current Apprenticeship vacancies, please visit our website www.esc.ac.uk/apprenticeship-vacancies.

Candidates who are unable to secure employment should consider applying for a Full-time programme at the College or may consider a Traineeship programme.



Disclaimer:

Every effort has been made to ensure that the details contained in this leaflet are up-to-date and accurate at the time of printing. However, the College reserves the right to alter or cancel courses, their content, entry requirements, fees or other details should circumstances dictate.

Should you require this leaflet in a different format please contact Client Services on 01737 788444.

