



Qualification:	Accountancy Foundation Apprenticeship Level 2
Duration:	Level 2 – 12 Months
Date/s:	September - July
Location:	Pembrokeshire College/In the Workplace
Cost:	No Cost

PURPOSE OF THE FRAMEWORK:

The AAT Foundation Certificate in Accounting is an ideal starting point for anyone wishing to pursue a career in accountancy or finance.

The purpose of the AAT Foundation Certificate in Accounting is to offer grounding in the core accounting knowledge and skills needed to progress either to employment or to further study. This qualification is suitable for young people who have just left school as well as for adults returning to work after a break or for anyone wishing to change career. The Foundation Certificate is open to those who are working and those who are not currently in employment. This qualification could also help someone who is already working in an entry-level finance role to progress in their career by offering them development and formal recognition of their skills.

COURSE CONTENT:

- Certificate in Accounting Level 2
- Level 2 Essential Skills Wales Communication
- Level 1 Essential Skills Wales Application if Number
- Employer Rights and Responsibilities

The AAT Foundation Certificate in Accounting covers a range of foundation accounting and finance skills in five mandatory units (240 guided learning hours):

- Bookkeeping Transactions
- Bookkeeping Controls
- Elements of Costing
- Using Accounting Software
- Work Effectively in Finance





The purpose of this qualification is to ensure that students are well prepared to progress into a career in business, finance or professional accountancy, or into further education.

All of the units within the qualification are mandatory: Four units are assessed individually in end-of-unit assessments, but this qualification also includes a synoptic assessment that students sat towards the end of the qualification. The synoptic assessment draws on and assesses knowledge and understanding from across the qualification:

A student completing this qualification will develop accountancy skills in double-entry bookkeeping and basic costing, as well as an understanding of purchase, sales and general ledgers. Students will learn to use accounting software and to develop the professional skills and behaviours needed to contribute effectively in the workplace. Working in accountancy requires good communication skills, IT skills and an understanding of the business environment, all of which are covered by this qualification.

It is good practice for students to work with employers while studying. However, this may be a mandatory course requirement for 16–19-year-old students on study programmes. It may include work experience or placements, working on projects or exercises set or supervised by those working in the industry, or by attending masterclasses or guest lectures by people working in accounting. Employers also contribute to the development of AAT qualifications. A student who passes an AAT assessment is passing a test of real workplace skills, set in a real workplace context which has been reviewed by practitioners and industry experts

ENTRY REQUIREMENTS:

For the Level 2 Foundation Apprenticeship in Accounting, no previous accounting experience is necessary, but applicants must like working with numbers and be able to demonstrate the potential for developing good communication skills.

COURSE ASSESSMENT / EXAMINATION:

Will be based on examinations.

PROGRESSION:

Upon completion of this pathway, apprentices can progress onto the Level 3 Apprenticeship in Accounting.

The finance, accountancy, business and communications skills developed in the AAT Foundation Certificate in Accounting can lead to employment as:

- an accounts administrator
- an accounts assistant
- an accounts payable clerk
- a purchase/sales ledger clerk
- a trainee accounting technician
- a trainee finance assistant

