



APPRENTICESHIP ACCOUNTING

Want to become an accountant or work in one of the UK's largest service sectors? Start an **Accounting Apprenticeship** with Uxbridge College and earn while you learn!

HOW APPRENTICESHIPS WORK



ACCOUNTING APPRENTICESHIP PROGRAMME

This apprenticeship could find you working in an accounts department, helping a business or organisation manage their money properly. Job roles in accountancy may vary. Depending on whether they're keeping track of one person's or a global corporation's finances, there are several things that accountants can do to help their clients' businesses. Whatever type of company you want to work for, they will always need the services of an accountant.

Entry requirements	Levels offered	Qualification gained
<ul style="list-style-type: none"> 16 years or over GCSE English & maths or equivalent Basic skills assessment in literacy & numeracy. 	<p>Level 2 - Intermediate Apprenticeship (equivalent to five GCSE passes)</p> <hr/> <p>Level 3 - Advanced Apprenticeship (equivalent to two A Level passes).</p> <hr/> <p>Level 4 - Higher Apprenticeship (equivalent to HNC).</p>	<ul style="list-style-type: none"> Technical Certificate Functional Skills (English, maths & ICT) Employment Rights and Responsibilities. <hr/> <p>Exam Body - AAT</p> <hr/> <p>Duration - 12 months</p>

VIEW OUR VACANCIES TO APPLY
uxbridgecollege.ac.uk/apprenticeships

ALREADY WORKING?
 Turn your job into an apprenticeship. Call us on 01895 853622 / 01895 853786 to get you started.

This factsheet is issued as a general guide and may be altered at any time, August 2016.

- 01895 853622 / 01895 853786
- apprenticeships@uxbridgecollege.ac.uk
- www.uxbridgecollege.ac.uk/apprenticeships
- @UCApprenticeJob





SAMPLE UNITS YOU MAY STUDY

TECHNICAL CERTIFICATE

You will study knowledge based units that combines theory and performance. Sample units include:

Level 2:

- Basic accounting
- Computerised accounting software
- Working effectively in accounting and finance.

Level 3:

- Cash management / costs and revenues

- Professional ethics in accountancy and finance administration.

Level 4:

- Financial statements
- Budgeting
- Internal control and accounting systems.



CHOOSE UXBRIDGE COLLEGE



A TOP COLLEGE

in London for success rates.



THE LARGEST

college provider of apprenticeships in west London.



WE WORK

with many companies e.g. Barclays, British Airways, Royal Opera House & Sky.



91% OF APPRENTICES

secure employment at the end of their apprenticeship through Uxbridge College.



FREQUENTLY ASKED QUESTIONS (FAQs)

What extras will I get?

NUS Apprentice Extra Card -

To get discounts on shopping, visit

www.apprenticeextra.co.uk

Apprentice Oyster Card -

To get up to discounts on travel within London Borough, visit

<https://tfl.gov.uk/fares-and-payments/adult-discounts-and-concessions/apprentice-oyster-photocard>

Do I already need to have a job?

You should be working a minimum of 30 hours per week in a job. If you are unemployed, view our vacancies to apply for a job: www.uxbridgecollege.ac.uk/apprenticeships

Can I start an apprenticeship after Year 11?

Yes, you can! Young people in England must stay in education or training until they turn 18. If you're looking for a different option after Year 11, an apprenticeship could be the answer for you!

How long does it take to complete an apprenticeship?

You can complete each apprenticeship within 12 months,

depending on your experience, competence and the company you are working in.

How much does it cost?

There is no cost for you to do an apprenticeship if you are 16-23 years old and you will be paid a wage.

How am I assessed?

Assessments are carried out in your workplace. Our assessor will come and assess you in your job role.

What's next after I complete my apprenticeship?

Further Study -

On successful completion of a Level 2 Apprenticeship, you may progress to a Level 3 Apprenticeship or similar qualification. Some apprenticeships are now available at Level 4, the equivalent to a Foundation Degree.

Career opportunities -

Level 2: Accounts assistant / accounts clerk, cashier, credit control clerk / finance assistant, purchase ledger clerk & sales ledger clerk.

Level 3: Trainee accounting technician & assistant accountant.

Level 4: Trainee management accountant or similar roles.