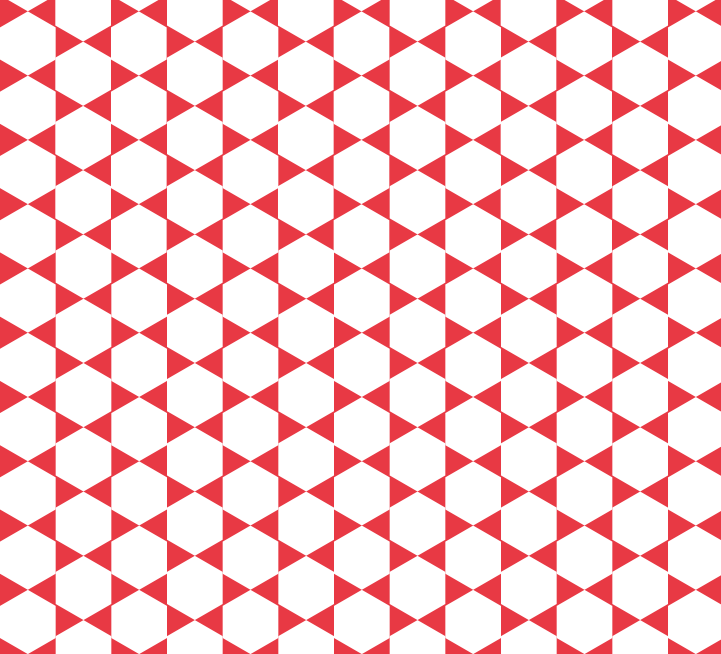




AAT Accountancy Apprenticeships





APPRENTICESHIP DELIVERY MODEL

Accounts/Finance Assistant

LEVEL 2

At the Growth Company Education & Skills we understand that apprenticeships are vital to ensuring your employees have the skills and knowledge to perform their roles to their full potential. We also understand that an apprenticeship is a commitment for both you and your employee, which is why we design our apprenticeship programmes to complement the day to day running of your business.

Our delivery plan will provide you with all the information you need to know about how our apprenticeships are provided and what you can expect.

How we work

Our team of industry experts will work closely with you to ensure you and your apprentices receive the support they need to successfully achieve. From our initial business training consultation through to completion and progression, we are with you every step of the way.

Our apprenticeship package

All the elements you and your apprentices need to succeed are included in all our apprenticeship packages:

- Virtual workshops/blended learning
- Reflecting learning log
- Functional skills if required (Maths and English)
- Assessments/observations
- Reviews and action planning

As standard we will provide regular feedback on their progress and advise of any further assistance we feel your apprentice could benefit from. We will then guide you in implementing the additional support you will need to provide.

Progression

On successful completion apprentices can progress onto the Assistant Accountant Level 3.

Your commitment

The apprenticeship journey is as much yours as it is the apprentices, therefore we will provide you with all the tools you need to help them achieve. As you take responsibility for their learning you will provide us with regular feedback on their performance, when they should progress and when you feel they are ready to take their end point assessment.

It is important to note that in order for your apprentice to successfully achieve you will need to commit to 20% off the job learning, which equates to approximately 1 day per week for the duration of their programme.

Additional support available

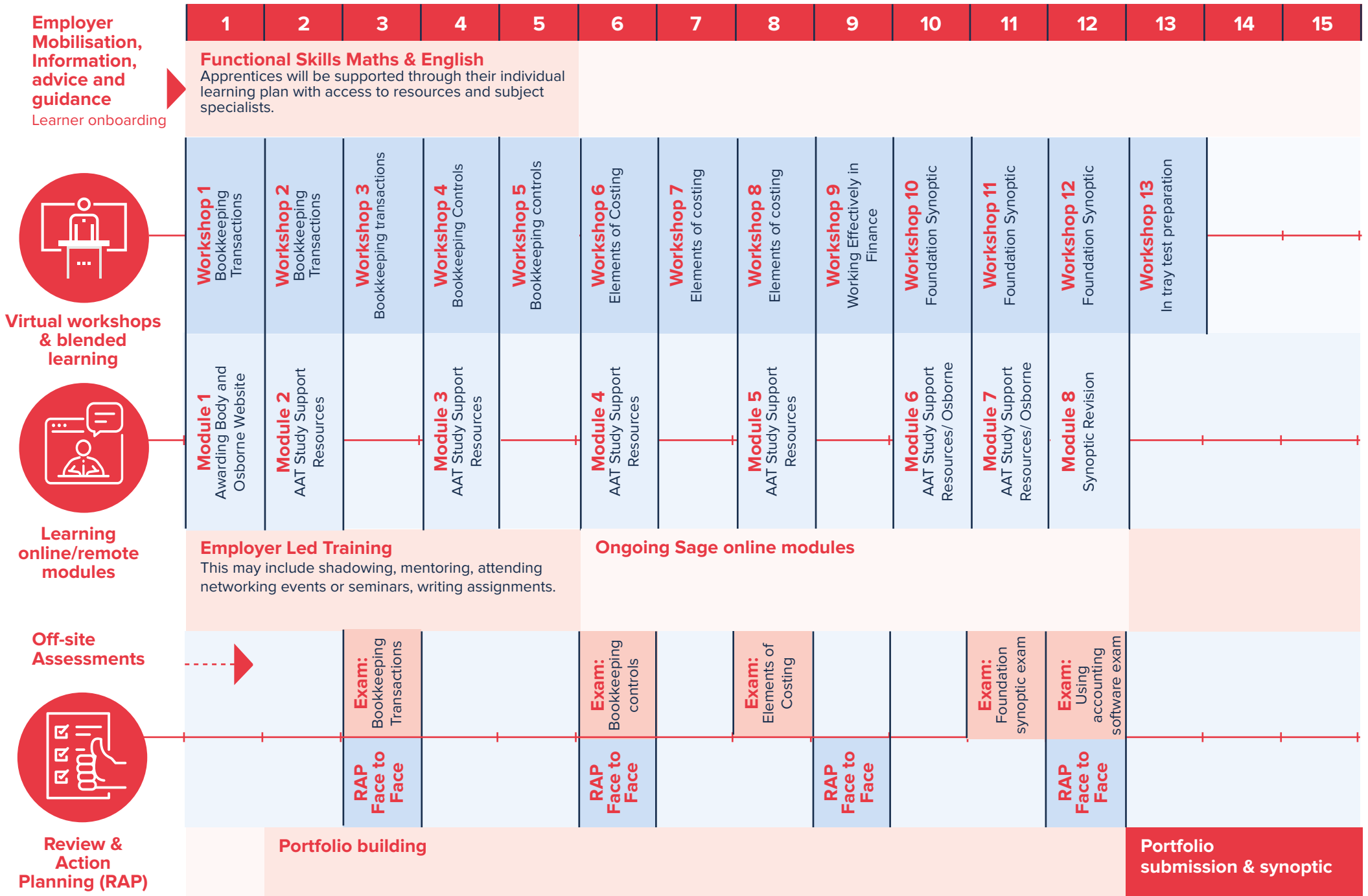
To enhance your apprenticeship experience we have a range of tailored solutions for you to choose from at an additional cost above your standard apprenticeship package. These can include:

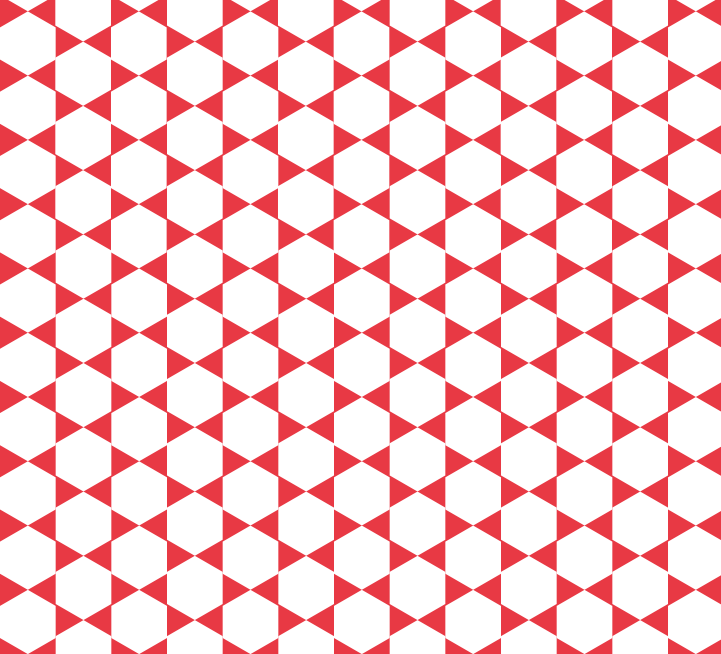
- Additional visits to your workplace
- Intensive workshops to ensure progress
- Extra assessment to ensure apprentices are on track

We can also work with you to explore complementary qualifications, which we think would broaden your employee's skills set, and enhance your business as a whole.



DURATION IN MONTHS





APPRENTICESHIP DELIVERY MODEL

Accountancy

LEVEL 3

At the Growth Company Education & Skills we understand that apprenticeships are vital to ensuring your employees have the skills and knowledge to perform their roles to their full potential. We also understand that an apprenticeship is a commitment for both you and your employee, which is why we design our apprenticeship programmes to complement the day to day running of your business.

Our delivery plan will provide you with all the information you need to know about how our apprenticeships are provided and what you can expect.

How we work

Our team of industry experts will work closely with you to ensure you and your apprentices receive the support they need to successfully achieve. From our initial business training consultation through to completion and progression, we are with you every step of the way.

Our apprenticeship package

All the elements you and your apprentices need to succeed are included in all our apprenticeship packages:

- Virtual workshops/blended learning
- Reflective learning log
- Functional skills if required (Maths and English)
- Assessments/observations
- Reviews and action planning

As standard we will provide regular feedback on their progress and advise of any further assistance we feel your apprentice could benefit from. We will then guide you in implementing the additional support you will need to provide.

Progression

On successful completion apprentices can progress onto the Accountancy Level 4 apprenticeship.

Your commitment

The apprenticeship journey is as much yours as it is the apprentices, therefore we will provide you with all the tools you need to help them achieve. As you take responsibility for their learning you will provide us with regular feedback on their performance, when they should progress and when you feel they are ready to take their end point assessment.

It is important to note that in order for your apprentice to successfully achieve you will need to commit to 20% off the job learning, which equates to approximately 1 day per week for the duration of their programme.

Additional support available

To enhance your apprenticeship experience we have a range of tailored solutions for you to choose from at an additional cost above your standard apprenticeship package. These can include:

- Additional visits to your workplace
- Intensive workshops to ensure progress
- Extra assessment to ensure apprentices are on track

We can also work with you to explore complementary qualifications, which we think would broaden your employee's skills set, and enhance your business as a whole.



DURATION IN MONTHS

Employer Mobilisation, Information, advice and guidance
Learner onboarding



**Virtual/
workshops**



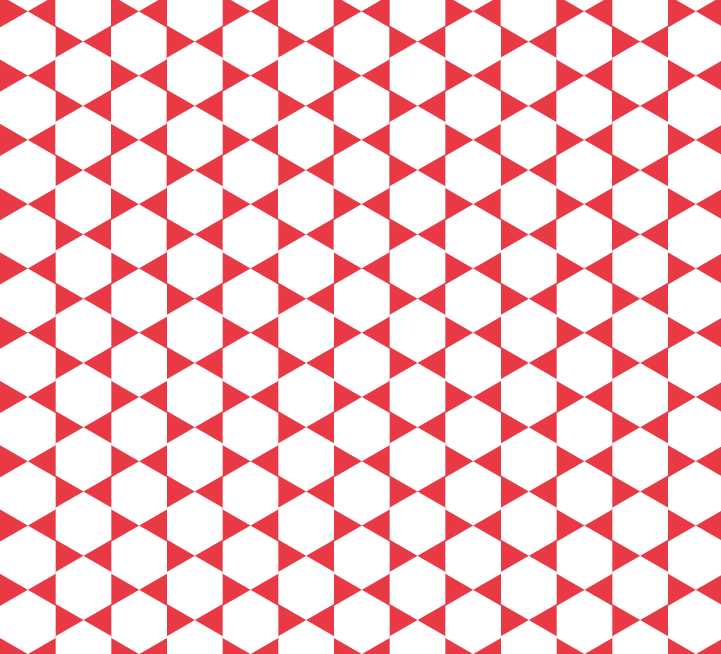
**Learning
online/remote
modules**

**Assessment of
knowledge, skills
and behaviours.**



**Review &
Action
Planning (RAP)**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Employer Mobilisation, Information, advice and guidance Learner onboarding	Functional Skills Maths & English Apprentices will be supported through their individual learning plan with access to resources and subject specialists.														
Virtual/ workshops	Workshop 1 Advanced Bookkeeping	Workshop 2 Advanced Bookkeeping	Workshop 3 Advanced Bookkeeping	Workshop 4 Final Accounts Prep	Workshop 5 Final Accounts Prep	Workshop 6 Final Accounts Prep	Workshop 7 Management Costing	Workshop 8 Management Costing	Workshop 9 Management Costing	Workshop 10 Spreadsheet and Ethics	Workshop 11 Spreadsheet and Ethics	Workshop 12 Spreadsheet and Ethics	Workshop 13 EPA Learning Group		
Learning online/remote modules		Module 1 AAT Study Support Resources			Module 2 AAT Study Support Resources	Module 3 Webinar		Module 4 AAT Study Support Resources	Module 5 Webinar	Module 6 Osborne: Data Spreadsheet software	Module 7 Osborne: Data Spreadsheet software	Module 8 Synoptic Revision			
Assessment of knowledge, skills and behaviours.	Employer Led Training Off the job. This may include shadowing, mentoring, attending networking events or seminars and writing assignments.														
Review & Action Planning (RAP)			Exam: Advanced Bookkeeping			Exam: Final Accounts			Exam: Management Costing				RAP Face to Face		
	Portfolio building												EPA Synoptic Exam	Professional discussion with AAT	



The
Growth
Company

APPRENTICESHIP DELIVERY MODEL

Accountancy

LEVEL 4

At the Growth Company Education & Skills we understand that apprenticeships are vital to ensuring your employees have the skills and knowledge to perform their roles to their full potential. We also understand that an apprenticeship is a commitment for both you and your employee, which is why we design our apprenticeship programmes to complement the day to day running of your business.

Our delivery plan will provide you with all the information you need to know about how our apprenticeships are provided and what you can expect.

How we work

Our team of industry experts will work closely with you to ensure you and your apprentices receive the support they need to successfully achieve. From our initial business training consultation through to completion and progression, we are with you every step of the way.

Our apprenticeship package

All the elements you and your apprentices need to succeed are included in all our apprenticeship packages:

- Virtual workshops/blended learning
- Reflective learning log
- Functional skills if required (Maths and English)
- Assessments/observations
- Reviews and action planning

As standard we will provide regular feedback on their progress and advise of any further assistance we feel your apprentice could benefit from. We will then guide you in implementing the additional support you will need to provide.

Progression

On successful completion apprentices can progress onto higher level qualifications such as ACCA and CIMA.

Your commitment

The apprenticeship journey is as much yours as it is the apprentices, therefore we will provide you with all the tools you need to help them achieve. As you take responsibility for their learning you will provide us with regular feedback on their performance, when they should progress and when you feel they are ready to take their end point assessment.

It is important to note that in order for your apprentice to successfully achieve you will need to commit to 20% off the job learning, which equates to approximately 1 day per week for the duration of their programme.

Additional support available

To enhance your apprenticeship experience we have a range of tailored solutions for you to choose from at an additional cost above your standard apprenticeship package. These can include:

- Additional visits to your workplace
- Intensive workshops to ensure progress
- Extra assessment to ensure apprentices are on track

We can also work with you to explore complementary qualifications, which we think would broaden your employee's skills set, and enhance your business as a whole.



