

ACCOUNTS OR FINANCE ASSISTANT LEVEL 2

Including

Foundation Certificate in Accounting awarded by **AAT**



OVERVIEW

🕒 15 Months Training plus EPA (end point assessment)

£300 (5%) employer co-investment or



£6,000 Levy deductible (speak to the Riverside Team)



4 Modules

Includes: AAT Level 2 Foundation Certificate in Accounting

End Point Assessment Organisation (EPAO) Association of Accounting Technicians (AAT)

12 Months AAT membership included

IAB – Associate Level Membership

ICB – Associate Level Membership

DELIVERY

Flexible learning & delivery

1-2-1 support and coaching

Quarterly reviews with your Learning & Development Coach and your management and/or stakeholders

An online virtual learning environment

Herefordshire based classroom teach sessions (optional)

Online messaging and submission portal

Dedicated AAT Qualified Learning and Development Coaches



MODULES

Unit 1 Introduction to Bookkeeping

Unit 2 Principles of Bookkeeping Controls

Unit 3 Principles of Costing

Unit 4 The Business Environment



IDEAL CANDIDATES

This course is ideal for people currently working in a finance-related area and wishing to pursue a dedicated career in accountancy and finance, perhaps in one of these roles...

- Accounts Payable Clerk
- Audit Trainee
- Credit Controller
- Finance Officer
- Payroll Supervisor
- Professional Book-keeper
- Tax Assistant



EXAMINATIONS

Diploma: Individual Unit Exams...

- Bookkeeping Transactions
- Bookkeeping Controls
- Elements of Costing
- Using Accounting Software
- **Working Effectively in Finance**
- **Foundation Synoptic Assessments**

End Point Assessment (EPA)

- Structured interview (supported by a portfolio of evidence summary) lasting 60 minutes with Fail/Pass/Distinction marks
- In-tray test lasting 90 minutes with 15 extra minutes for review time of 1500 words background info. The test will consist of 3 elements; 20 multiple choice questions, 3 short written responses and a correction of deliberate errors. Fail/pass marks.



INNOVATIONS

Your learner platform.



Offering everything from learning material, qualification tracking, evidence submissions and review records.

Understand more about BUD and its benefits to you as a learner or employer by clicking the icon.

Not all of us think in the same way.



Some of us are better at languages than others. One person's maths is another person's nightmare. How we think and our strengths are dictated by eight areas of brain activity.

CognAssist is an incredible system that maps your personal brain strengths through a quick, fun, online assessment. This will help you and your assessor identify your preferred learning style and plan for assessments that will work best for you.

Understand more about Cognassist and its benefits to you as a learner or employer by clicking the icon.

Supporting our learners is our priority!



Whether it be anxiety right through to suicidal thoughts, we understand the challenges life presents.

We have partnered with Bee Inspired to deliver confidential support to any of our learners or indeed staff who may have issues, and need support.

Riverside Training offers a range of support resources and Bee Inspired are on hand to offer weekly support sessions throughout the duration of our learner's courses.

Understand more about Bee Inspired and its benefits by clicking the icon.

OFF THE JOB (OTJ) TRAINING

Off-the-job training is defined as learning which is undertaken outside of the normal day-to-day working environment and leads towards the achievement of a Qualification.

Off-the-job training is based on the learners normal working hours. This is calculated at 20% of their working hours, capped at a minimum requirement of **six hours** per week.

This can be allocated across the course duration in any format.

The idea is that the candidate is using their knowledge, skills and behaviours and applying it during working hours.

Over the duration of the qualification 20% of their time should be allocated to the training (it does not mean they need to take 6 hours in a block per week).

OTJ EXAMPLES

Off-the-job training will depend on the focus of the Qualification. Training should develop the learner as an employee and must involve learning new skills.

Activities could include:

- Shadowing team members at work to learn new skills and behaviours
- Attendance at workshops, training days and webinars relevant to the apprenticeship
- Completion of online learning through Riverside Training's BUD system
- Industry visits, conferences and other external training (outside of the workplace) that develops the skills and professional ability of the learner
- Practical training to use programmes, technology or other relevant tools
- Learning support and time spent writing assignments

You will receive support from your Learning & Development Coach on how to log your off-the-job training.

This is just a summary but if you are keen to pursue a career in Accounting or Finance you will need to secure the necessary qualifications to progress.

Doing this whilst you are in employment makes great sense for you and your employer.

We at Riverside Training are one of the UK's most dynamic and respected training providers.

Complete a Suitability Checker and speak to a member of our Team for support on your next steps....

For further information check out our website at
www.riverside-training.co.uk

or call us for an insightful chat on
01432 359 244

