



# Apprenticeship Programme Guide

Assistant Accountant

Advanced Diploma in Accounting - AAT Level 3

# Overview of Programme

The Assistant Accountant Apprenticeship is a comprehensive programme lasting approximately 13 months. You'll complete both the AAT Advanced Diploma professional qualification and learn a range of Skills and Behaviours essential to succeed in an accounting role, such as, personal accountability, team work, communication, ethics and integrity. At the end of your Apprenticeship you'll take an End Point Assessment in which you'll demonstrate everything you have learned over the course of your programme.

This guide is designed to tell you everything you need to know about your Apprenticeship.



# Learning On Programme

## Professional Qualification

The Advanced Diploma is made up of 4 separately examinable units Advanced Bookkeeping (AVBK), Final Accounts Preparation (FAPR), Indirect Tax (IDRX), Management Accounting: Costing (MMAC) and a synoptic assessment (AVSY). You must have completed your studies for all separate examinable units before you attempt the synoptic assessment (which also forms part of your End Point Assessment - see later in the guide).

You can take the exams in any order but we do advise that you complete the Advanced Bookkeeping (AVBK) unit before studying for Final Accounts Preparation (FAPR).

All exams are taken via Computer Based Assessments lasting between 2-2.5 hours.

You'll have access to our fully flexible study offer for each paper including classroom delivery, LiveOnline or OnDemand (where you can study at your own pace). Your employer may already have decided which study path they want you to follow but if you're unsure, please speak to your Talent Coach or Line Manager.

## Development Days

As part of your programme, you'll be invited to attend three optional Development Day workshops, designed in conjunction with our expert Leadership and Management team and delivered by Leadership and Management Professionals. These one day interactive workshops provide focus on key Skills and Behaviours that will benefit you in developing in your role.

Each day is broken down into short sessions involving group work, practical activities and explaining theory. Due to group sizes being limited, personal feedback is also provided to enable you to identify strengths and areas for development which can then be applied back in the workplace. The objective of each day is ultimately to help you consider how you can best demonstrate what you've learned in a work environment, producing

the very best examples of evidence for when it comes to End Point Assessment.

Unless otherwise informed, you'll need to book yourself onto your Development Day workshops via our [central booking system](#), where you'll find upcoming dates for available workshops as well as locations and timings. Please note that workshops are not held in every location and travel may be needed to attend. Please check with your Line Manager before attending the workshops.

## MyKapApp and e-Learning Modules

MyKapApp is your online learning platform, filled with quality e-Learning content to support the completion of the Knowledge, Skills and Behaviour elements of your Apprenticeship Standard.

The platform enables your Talent Coach to track and monitor your progress. You'll be issued access to the MyKapApp system after your enrolment form has been processed. Please note the e-Learning modules are optional and not mandatory and we recommend that you do not attempt any modules (other than the Induction and Introduction to your Programme section), unless directed to by your Talent Coach.

You'll be able to discuss with your Talent Coach which modules are most aligned to you, your role and areas of development.

## Training Log/Portfolio

Throughout your Apprenticeship, you need to document your learning and development activities in a Training Log, which you'll use as evidence for your work-based portfolio. Use your Training Log to record examples of your work that demonstrate where you've applied your learning.

Your log should form the basis of your discussions with your Talent Coach. A template training log can be obtained from within the MyKapApp system, or you may use a CPD or Training log template provided by your employer. If you are unsure what format to use, please speak to your Talent Coach.



# Support

## Talent Coach

You'll be allocated a Talent Coach whose role it is to support and guide you throughout your programme and ensure you are prepared and ready for End Point Assessment (EPA). At the start of your programme, your Talent Coach will have a short call with you to discuss your individual learning plan and training needs. They will then work closely with you and your Line Manager to support you in understanding your Apprenticeship, in particular providing the support and guidance you'll need to ensure you have every opportunity to learn effectively in the workplace. At EPA stage they'll help to prepare you for all your assessments, ensuring you are in the best possible place to succeed. Formal interactions between you and your Talent Coach will vary but as a minimum there will be a structured 'check-in' either face-to face or via Skype/ Hangout quarterly, with informal contact throughout your programme.

## Line Manager

Your Line Manager plays an integral role in your Apprenticeship. As well as developing you as an individual they will support you by exposing you to new experiences within the business, motivating you and discussing progress with you regularly through 121's.

Your Line Manager will also keep in touch with your Talent Coach to ensure consistency of support.

## Tutor

Your Kaplan tutors are industry experts and will support you with any part of your professional qualification. Your tutor can be contacted via phone or email. No matter how big or small your problem is around your learning they will assist you, from a mock exam question to exam tips.

We also have a dedicated Academic support team who you can contact outside of work hours. If you have a query you can contact them using the Live Chat, request a callback or email tools in MyKaplan.

## Booking exams

You can easily book your exams via the Kaplan website. We have a suite of dates and locations that can fit in around your schedule. **We strongly advise that you don't book your exam until you have spoken to your Talent Coach or Tutor.**

## MyKaplan

Your learning materials are all accessed through the MyKaplan portal for your technical studies. You can access this system from home or work via your desktop, tablet or handheld device. There are numerous resources you can access on MyKaplan including:

- Introduction to study guides
- Course Materials
- Recorded lectures
- Online tutorials breaking down the syllabus
- e-Learning segments
- Mini mock and full mock assessments
- Exam and revision technique

# End-Point Assessment

**End Point Assessment (EPA) is the final stage of your Apprenticeship. It's your opportunity to showcase all your learning through a formal assessment. You must pass your EPA to complete your programme and receive your Apprenticeship certificate.**

## Gateway

Gateway takes place at the end of your Apprenticeship when all on-programme learning and training has been completed. It is at this point the decision as to whether you are ready to move forward to EPA will be made in conjunction with your Line Manager and Talent Coach. A number of checks will be completed in order to determine and confirm that you are ready to start preparing for EPA, as a minimum you should have covered all of the Knowledge, Skills and Behaviours from the standard.

## End-Point Assessment

There are 3 parts to the end-point assessment for the Assistant Accountant Apprenticeship:

1. The **Portfolio of evidence** is drawn from practical experience in the workplace that demonstrates Knowledge, Skills and Behaviours identified in the Apprenticeship standard, such as but not limited to, emails, letters, reports, presentations, appraisal information and witness testimonies.
2. The **Reflective Discussion** will be a structured interview, lasting 1 hour, to examine the evidence presented in your portfolio and your learner journey in more detail.
3. The **Synoptic exam** is an online assessment which will give you the opportunity to tackle a series of business-related tasks in line with typical role activities. It is necessary to pass your synoptic assessment to achieve your professional qualification. It is often referred to as AVSY and can only be sat once you've gone through the Gateway and have sat all other exams (see below). Your Talent coach will be able to book your advanced synoptic assessment for you when you are ready.

More detail on EPA will be provided by your Talent Coach as you move towards this stage of the programme.



# Functional Skills

**If you already hold Maths & English GCSE grades A-C, 4 or above (or equivalent), you'll be exempt from completing the Functional Skills qualifications. You must submit your certificates to your Talent Coach within 6 weeks of starting your Apprenticeship.**

If you have not achieved a Math and English GCSE or equivalent you are required to complete the Functional Skills qualifications within the first 6 months of your programme.

Functional Skills provide you with a qualification showing you have the skills and understanding of how to apply Level 2 Maths and English within daily life and work. Whilst it can seem daunting, it is likely you're already working at this level and by completing a short initial assessment we can identify the areas which you should focus on.

After completing the initial assessment you'll be assigned study modules and be supported to successfully achieve the qualification. On completion of these studies and only when you are ready, you'll be sent a mock exam to attempt (it's advisable these are sat under exam conditions). Once your mock exam has been marked and you're ready to sit the actual exam, your Talent Coach will discuss dates and a suitable Kaplan venue where these can be taken.

English comprises of an English reading (70 minute) exam, English writing (80 minute) exam and an English speaking, listening and communication assessment. Maths consists of one (2 hour) exam. Results will be with you within 6 weeks.

Functional Skills is not an area to be concerned about. Kaplan will support you to complete it successfully so you can focus on other learning areas in your Apprenticeship.

# Off-the-job Training

**As part of your Apprenticeship you must be given time to complete the learning required for your Apprenticeship outside of your normal day-to-day working environment. This time must equate to at least 20% of your working hours over the course of your Apprenticeship programme. This doesn't mean it has to be one day per week and can be structured to suit the needs of your business area.**

## What is off-the job training?

- Teaching of the Knowledge and technical elements of the Apprenticeship e.g. lectures, on-line learning, assignments
- Developing practical Skills training e.g. shadowing, coaching sessions, developmental 1-1s, projects
- Understanding and developing the Behaviours identified in the Apprenticeship, assignments, practical opportunities, on-line learning
- In essence it includes any form of training to enable you to upskill and further develop in your role and future role. It's highly recommend that you keep a log of this training activity through your training log/file, although we don't require you to log or count hours unless directed to by your employer

# FAQ

## **What if I don't meet the 20% requirement?**

Kaplan and your employer will work together to ensure you are meeting the 20% requirement. On joining the programme you would have signed a commitment statement with your Manager to ensure the 20% requirement is met. Please speak to your Talent Coach and Manager if you have any concerns.

## **Who do I contact if I'm having trouble logging into the MyKapApp platform?**

Please email [apprenticeships@kaplan.co.uk](mailto:apprenticeships@kaplan.co.uk), our support team will assist you in resetting your password.

## **How do I know who my Talent Coach is?**

Your Talent Coach will make contact with you within the first 4 weeks of your Apprenticeship. If you haven't heard from us after this time please contact [apprenticeships@kaplan.co.uk](mailto:apprenticeships@kaplan.co.uk)

## **How do I book my exams?**

You can book your exams via the Kaplan website.

## **How can I reschedule my exams?**

Your Talent Coach will be able to advise and help you to rearrange your exam to a suitable date that works with you. Please ensure you give us at **least 5 days notice** if you do wish to reschedule. Otherwise your employer may be charged.

## **How do I book onto Development Days?**

Unless otherwise arranged by your Line Manager, you'll need to book onto our open market Development Days, which run in various locations across the country. Please refer to our [central booking system](#) where you'll find a series of dates, locations and timings.

## **How do I cancel a Development Day workshop?**

You can do this by emailing [businessstraining@kaplan.co.uk](mailto:businessstraining@kaplan.co.uk)

## **What happens if I fail my technical exams?**

Contact your Kaplan tutor who will help you to identify where you went wrong and give you advice on how to improve for your next attempt.

## **What happens if I need to postpone my Apprenticeship due to personal reasons?**

Contact your Talent Coach who will advise on the best course of action, ensuring you are supported and your Manager is fully aware.

## **Do I have to pass all my exams before I can go through to End Point Assessment (EPA)?**

Yes it's a requirement that all on programme elements are completed to pass through Gateway in order to sit your EPA.

## **What if I cannot find my GCSE/A Level certs to exempt me from Functional skills?**

Unless you are able to prove exemptions, you'll be required complete Functional Skills in Maths and English. Speak to your Talent Coach if you can not find your certificates.

## Next steps

We appreciate that once you've signed up for the programme, it can be daunting to understand what comes next. We've put together this handy checklist to guide you through what to expect over the next few months. Your Apprenticeship will not start until you complete the Initial Assessment as this will trigger the set-up of your course and the allocation of an appropriate Talent Coach.

### Within your first 3 months you should have...

Had your first meeting with your Talent Coach	Your Talent Coach should have been in touch with you to arrange this. If you haven't heard from them within 4 weeks of completing your Initial Assessment, please email <a href="mailto:apprenticeships@kaplan.co.uk">apprenticeships@kaplan.co.uk</a> .
Received MyKapApp & MyKaplan log-in details	Activate your account by logging in and resetting your password as soon as you receive your activation emails.
Completed your Commitment Statement	Together with your Manager complete your commitment statement and send into our <a href="mailto:apprenticeships@kaplan.co.uk">apprenticeships@kaplan.co.uk</a> team so they can process your enrolment quickly.
Completed your Initial Assessment	Within the MyKapApp system you'll be assigned your initial assessment. It's important you complete this within 2 weeks of receiving your login details.
Completed the Introduction modules in MyKapApp	It is important that you complete your induction modules within the first month of registering as an apprentice.
Functional Skills (if required)	Begin to work through your diagnostic tests supported by your Talent Coach
Registered with your Awarding Body	Register with <a href="http://www.aat.org.uk">www.aat.org.uk</a> This will be necessary for when you need to book your exams. Please note your registration fees should be paid for by your employer.
Attending your on programme course/meeting your tutor	At this stage you should have enrolled on your first AAT Advanced Diploma Level 3 course and received your joining instructions detailing your course dates, timings and venue (if you have selected a LiveOnline or Classroom option). If you have not received these please contact your Talent Coach or Student Services.
Booked your Development Days	Via our <a href="#">central booking system</a>

We hope you have found this guide a useful introduction to your Apprenticeship programme. We wish you the best of luck throughout your time with us.

If you wish to enquire about Kaplan Apprenticeship programmes please call +44 (0)161 951 5769 or email: [apprenticeships@kaplan.co.uk](mailto:apprenticeships@kaplan.co.uk)

