

# Professional Accounting Taxation Technician Level 4 Standards

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### Course Offer

To enable apprentices to demonstrate their knowledge, skills and behaviours, we would recommend they work towards the below qualification at level 4.

### AAT Professional Diploma in Accounting

The AAT Professional Diploma in Accounting covers high-level accounting and finance topics and tasks. Apprentices will look at and become comfortable with a wide range of financial management skills and applications, and gain competencies in; drafting financial statements for limited companies; recommending accounting systems strategy; and constructing and presenting complex management accounting reports.

Apprentices must successfully complete the mandatory units plus two optional units to achieve this qualification. The proportion of this qualification assessed by external assessments is 100%.

### Mandatory Units:

- Financial Statements of Limited Companies
- Managing Accounting: Budgeting
- Managing Accounting: Decision and Control
- Accounting Systems and Controls

### Optional Units:

- Business Tax
- Personal Tax
- Credit Management
- External Auditing
- Cash and Treasury Management

### English and Maths

Level 2 in English and Maths must be evident through exemption evidence or completing the Functional Skills in both subjects. These must be achieved before the completion of the apprenticeship.

### End Point Assessment

As well as completing the above, apprentices will be required to complete the EPA. This consists of two parts:

For more information about studying for work based learning contact Jude Ingram on 01507 601122 and Amanda Harrison-Bartley on 01754 610197 or [enquiries@firstcollegelincs.co.uk](mailto:enquiries@firstcollegelincs.co.uk) us with your enquiry.

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Part One: an online assessment, giving the apprentice the opportunity to tackle a series of business related tasks through simulation in line with typical role activities.

Part Two: a portfolio of evidence. This is used to demonstrate competence in knowledge, skills and behaviours. Evidence for this element is gathered from the workplace during the on-programme learning. The apprentice must then reflect on their portfolio of evidence, either through a written statement or professional discussion. The portfolio of evidence must be signed off by the employer.

The duration of this apprenticeship is expected between 18 – 24 months.