

## FACT SHEET

### Higher Apprenticeship in Accountancy (AAT – The Association of Accounting Technicians) Level 4

**Duration:** 18 – 24 months

**Entry criteria:** You must be 18 or over and working in relevant role for at least 20 hours a week.

This Higher Apprenticeship would suit those already working in accounting teams, who are progressing through their career. You should have already achieved the AAT Diploma at Level 3 before embarking on this Level 4 programme.

On achievement of this Higher Apprenticeship, you will be eligible for affiliate membership of the AAT.

You may be asked to undertake an initial assessment in English, Maths and ICT, unless you have achieved these relevant qualifications within the last 5 years.

If you are interested in studying this Higher Apprenticeship yourself, or you are an employer who is thinking about this option for your team, please contact:



Business Engagement Team 020 3667 0333



employer.services@bdc.ac.uk

## Introduction

This Higher Apprenticeship is suitable for those working in a financial management role, such as the internal accounts department, in the private, public or third sector organisation.

Upon completion of this Higher Apprenticeship, you will be a qualified technician with the opportunity to progress onto a professional qualification with a chartered body or onto a Higher Education (degree) programme related to finance, banking or business.

This Higher Apprenticeship is made up of two parts, both of which are assessed in the workplace:

1. A theory component, the Level 4 Diploma in Accounting;
2. A competency component, the Level 4 Diploma in Business Skills.

Within the Diploma in Accounting there are **4 mandatory units**:

1. Financial Statements (FNST)
2. Budgeting (BDGT)

3. Financial Performance (FNPF)
4. Internal Control and Accounting Systems (ISYS)

You will also choose **2** units from the following:

1. Cash Management (CSHM)
2. Credit Control (CRDC)
3. Personal Tax (PTAX)
4. Business Tax (BTAX)
5. External Auditing (EXTA)

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