



HIRE AN ACCOUNTING APPRENTICE

This apprenticeship gears your staff with the accounting skills needed to run operational tasks smoothly, on a daily basis.



HOW APPRENTICESHIPS WORK

- You offer a young person a role to support your business paying minimum wage of £3.50*
- The role combines of employment and training leading to a nationally recognised qualification
- Their training takes place at your workplace and at the College
- The employee is required to work a minimum of **30 hours** per week including any college attendance.



BENEFITS FOR YOUR BUSINESS

- Recruit new staff or train existing employees in a cost effective way
- Improve your recruitment policy, resulting in higher staff retention and loyalty
- Build a qualified workforce with specialist skills to suit your present and future business needs.
- Work with the largest College provider of apprenticeships in west London with over 50 years of experience.



APPRENTICESHIP REFORMS

With the introduction of the government's Apprenticeship Reforms, talk to us about how we can help you plan your recruitment. To find out more, call **01895 853780** or visit our website at www.uxbridgecollege.ac.uk/employers.



APPRENTICESHIP PROGRAMME

Levels of Apprenticeships	Pathway	Qualifications gained
<p>Level 2 - Intermediate Apprenticeship (equivalent to five GCSE passes)</p> <hr/> <p>Level 3 - Advanced Apprenticeship (equivalent to two A Level passes).</p> <hr/> <p>Level 4 - Higher Apprenticeship (equivalent to HNC).</p>	<ul style="list-style-type: none"> Accounting 	<ul style="list-style-type: none"> Technical Certificate Functional Skills Employment Rights and Responsibilities.

*All pricing information correct at time of publication, March 2017.

CAN YOU OFFER A ROLE? FIND OUT MORE:

- 01895 853780**
- employerservices@uxbridgecollege.ac.uk**
- www.uxbridgecollege.ac.uk/employers**
- UC_Employers**





INTERMEDIATE APPRENTICESHIP

Technical Certificate

- Basic accounting
- Working effectively in accounting and finance
- Basic costing
- Computerised accounting Software
- Professional ethics in accountancy and finance administration.

Suitable job roles:

- Accounts Assistant
- Accounts Clerk
- Cashier
- Credit Control Clerk
- Finance Assistant
- Purchase Ledger Clerk
- Sales Ledger Clerk.

ADVANCED APPRENTICESHIP

Technical Certificate

- Accounts preparation
- Cash management
- Costs and revenues
- Indirect tax
- Spreadsheets
- Professional ethics in accountancy and finance administration.

Suitable job roles:

- Trainee Accounting Technician
- Assistant Accountant
- Sales Ledger Clerk.

HIGHER APPRENTICESHIP

Technical Certificate

- Financial statements
- Internal control and accounting systems
- Costs and revenues
- Financial performance
- Budgeting

Optional Unit

- Credit management and control
- Personal tax

Suitable job roles:

- Accounts Manager
- Accounting Technician.

COMMON MODULES FOR ALL APPRENTICESHIPS

Functional Skills

- Application of Number – Level 1 or 2
- Information Communication Technology – Level 1 or 2
- Communication – Level 1 or 2.

Employment Rights and Responsibilities

- Rights and responsibilities of workers (including equal opportunities legislation)
- Organisation, disciplines and representative structures of the industries concerned
- Impact on the sector of public law and policies.