

Accounting Level 2 - Foundation

TAMESIDE
COLLEGE

Tameside College Training
Beaufort Road
Ashton-under-Lyne
OL6 6NX

Tel No: 0161 909 5706

Contact Name: Susan James-Keyes

Email: susan.james-keyes@tameside.ac.uk

What will the Apprentice study?

They will be working towards an AAT (Association of Accounting Technician) Foundation which is the equivalent of an NVQ level 2. The technical certificate is embedded into the qualification therefore there is no additional test.

The AAT foundation will allow employees to demonstrate that they have reached a competent level of knowledge and practical skills to do the job.

Entry Requirements

The Apprentice will have attained GCSE's at Grade C or above in Maths and English.

Course Content

Units

- Recording Income & receipts
- Making & recording payments
- Prepare ledger balances & an initial trail balance
- Supplying information for management control
- Working with computers
- Contribute to the maintenance of a healthy, safe & productive working environment
- Achieving personal effectiveness

The candidates are tested at regular intervals throughout the course and will take the central assessment test in June. We would ask you not to allow your employee to book holidays in that month.

Course Duration and Format

One year, The Apprentice will spend 4 days in the workplace and attend College 1 day per week or 5 days in the workplace and 2 evenings at college.

What support is available during the training?

A member of Tameside College Training will provide support and guidance throughout and will also visit both you and your Apprentice in the workplace every 8 weeks.

How do I apply for free training?

By contacting us direct on either the telephone number or on the email link.

How much do I need to pay the Apprentice?

There are no set standards for wages. Levels will vary depending on the type of job and how much experience the Apprentice may already have. The minimum requirement is £95.00 per week.

Progression

The Apprentice can progress onto an Intermediate Apprenticeship at Level 3

