



LMP EDUCATION

TRAINING PROVIDER

Finance Apprenticeships

ACCOUNTS/FINANCE ASSISTANT

AAT LEVEL 2

Online and Virtual Classroom



aat

ACCOUNTS/FINANCE ASSISTANT LEVEL 2 OVERVIEW



Level 2
Intermediate



**Typical
Duration**
17 Months



Training Method
Online and Virtual
Classroom



**Assessment
Methods**
Synoptic end test,
portfolio and
reflective discussion



Funding
Value £7,000



**EPA
Organisation**
AAT

This level 2 AAT (Association of Accounting Technicians) finance apprenticeship will equip staff with the skills and knowledge that can be directly applied in their role. It is ideal for colleagues who assist with financial tasks or undertake junior accounting duties. The online training programme will include foundation bookkeeping and the latest accounting software skills.

This flexible apprenticeship is delivered in partnership with Mindful Education, it combines Online and Virtual Classroom learning with regular sessions from an LMP Education tutor.

QUALIFICATIONS INCLUDED

Apprentices will study the AAT Level 2 Certificate in Accounting as their on-programme learning. This internationally recognised AAT qualification enables those working in accounting or those looking to pursue accountancy as a career to gain knowledge, practical experience and the all-important certification often sought by employers.

UNITS OF STUDY

This level 2 apprenticeship covers a range of key areas, including:

- Introduction to Bookkeeping
- Principles of Bookkeeping
- Principles of Costing
- The Business Environment

TYPICAL JOB ROLES

Accounts or Finance Assistant, Cashier
Finance Assistant, Purchase Ledger Clerk,
Sales Ledger Clerk.

PROGRESSION ROUTES

On successful completion of this programme, you can progress to higher levels of the AAT accounting qualifications via apprenticeship training or through part-time courses (level 3 and then on to level 4).

ENTRY REQUIREMENTS

No formal entry requirements for this apprenticeship. However, previous knowledge of accounting or a Level 1 Bookkeeping qualification would be advantageous but not essential. Apprentices will need to be employed in a relevant finance, bookkeeping or accounting role.

STUDY METHOD – ONLINE AND VIRTUAL CLASSROOM

We have partnered with Mindful Education to deliver this apprenticeship through our Online and Virtual Classroom model. Apprentices study online materials during allotted time at work, and also attend regular virtual sessions with a tutor.



Online lessons can be accessed at any time, using a mobile, tablet or desktop - meaning apprentices can fit their study around work commitments. Each lesson lasts around 45 minutes and is accompanied by animations and motion graphics to bring concepts to life. Exercises, interactive case studies and analytical tools help to enhance the learning experience further.



Virtual Classroom – apprentices benefit from regular virtual classes with an experienced tutor. A combination of tutor-led work, group exercises and discussion encourages apprentices to apply theory to real-life workplace situations. This modern, flexible approach to apprenticeship training empowers learners, minimises disruption to employers, and delivers tangible results in the workplace.

OUR PARTNER – MINDFUL EDUCATION

Mindful Education's Online and Virtual Classroom apprenticeships deliver flexibility for employers and learners. On-demand access to high quality online courses means that apprentices can study on their own terms, as their work schedule allows. Learners also benefit from regular sessions with a tutor from LMP Education, who guides them through their course.



**Mindful
Education**

Online learning powered by Mindful Education

**WATCH VIDEO – LEVEL 2
ACCOUNTS/FINANCE PLATFORM**



FOR EMPLOYERS - WHY HIRE AN ACCOUNTS/ FINANCE ASSISTANT APPRENTICESHIP?

Apprentices bring fresh and diverse perspectives, eagerness to learn, and a dedication to growing within your organisation. Apprenticeships allow for tailored training, ensuring that individuals acquire specific skills aligned with your organisation's needs, making them valuable assets from day 1. Investing in an apprentice not only fills crucial roles but also fosters a culture of mentorship and continuous improvement within your organisation.



LMP Education offers a free recruitment service when it comes to taking on an apprentice. You are able to train or upskill existing team members within your organisation using this training programme.

WHAT TO EXPECT FROM LMP EDUCATION

LMP Education is an award-winning training provider rated 'Best Training Provider in the UK' at the RateMyApprenticeship awards. Our experienced tutors and support team deliver vibrant and engaging learning across the UK.

BENEFITS INCLUDE

- **Dedicated account management and recruitment**
- **Specialist tutors in finance apprenticeships**
- **Tailored learning place for each individual/organisation**
- **High quality remote learning plus Online and Virtual Classroom**
- **Designated support and safeguarding team**
- **EPA exam fees and registration costs are covered by LMP including 1 resit, if needed. NB. Diploma exam costs or resit fees are not covered by LMP.**

Contact Us

WWW.LMPEDUCATION.ORG

INFO@LMPEDUCATION.ORG

#InspiringAmbition

**ARRANGE A DISCOVERY CALL
TO FIND OUT MORE.**

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