



Accountancy

Apprenticeships

A guide for employers

Apprenticeships

What better start to a career in accountancy, than employment with yourselves and a training programme from Bracknell & Wokingham College! We will work in partnership with you to ensure your apprentices are taught at the high standard of teaching that we pride ourselves on. We have a long history of teaching professional Association of Accounting Technicians (AAT) qualifications to adults from Level 2 to Level 4.

Apprentices are:

- **Cost effective - a great investment for the future**
- **Motivated - loyal workers who want to succeed**
- **Professionally trained - adapting to your way of working**

Your apprentice will:

- **Do on-the-job and off-the-job training**
- **Gain job-specific skills**
- **Get a National Vocational Qualification (NVQ) at Level 2 or above**
- **Improve their Functional Skills in Maths, English and IT**

Course length

- 1 year

Attendance

- Four days at work
- One afternoon and one evening per week at college
- The Training Advisers at college will design an Individual Learning Plan and will visit the apprentice both in college and the workplace

Qualifications

- AAT Certificate in Accountancy Level 2
- Functional Skills - English (Level 1) and Maths (Level 1)
- Employment Rights and Responsibilities Workbook

Entry requirements

Candidates should expect to achieve or have achieved GCSE grade C or above in English and Maths.

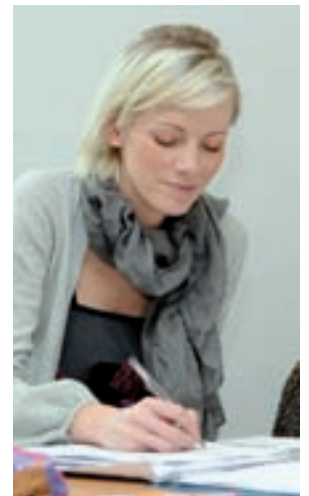
There is a pre-entry assessment in the form of a verbal interview and an online English and Maths assessment.

After the course is finished

There may be the opportunity to progress to the Advanced Apprenticeship.



College facilities



aat Association
of Accounting
Technicians



Watch other employers online at
www.bracknell.ac.uk

Accountancy team



Cathy Jay, Senior Lecturer Accounts

“AAT Apprenticeships give our students the opportunity to combine workplace experience with obtaining a qualification. In the classroom students are provided with the theory, which is illustrated with case studies to enable them to understand the processes that they see in the workplace. The structure of the qualification gives them exposure to a wide range of skills, including communication skills, IT skills and technical skills such as how to prepare a set of financial statements. These skills combined with the workplace experience produce students who can make a very positive contribution to their business.”



James Cotton, Finance Manager, KnowledgePool (the UK's leading managed learning service provider):

“We chose Bracknell & Wokingham College because they are right on our doorstep and they have great facilities. I actually did a part-time course there myself last year, so I knew all about how fantastic the college was.

“I would definitely encourage other people to take on an apprentice. The process has been great from start to finish and Bracknell & Wokingham College have been excellent in not only helping us find the right apprentice, but also supporting us throughout the duration of the course.”



Dexter Burt, Accountancy Apprentice