

APPRENTICESHIP AND ADVANCED APPRENTICESHIP IN ACCOUNTS

APPRENTICESHIP		ADVANCED APPRENTICESHIP	
LEVEL 2 NVQ – Seven units		LEVEL 3 NVQ – Five units	
Mandatory:		Mandatory:	
01	Recording income and receipts.	05	Maintaining financial records and preparing accounts.
02	Making and recording payments.	06	Recording and evaluating costs and revenues.
03	Preparing ledger balances and an initial trial balance.	07	Preparing reports and returns.
04	Supplying information for management control.	21	Working with computers.
21	Working with computers.	22	Contribute to the maintenance of a healthy, safe and productive working environment.
22	Contribute to the maintenance of a healthy, safe and productive working environment.		
23	Achieving Personal Effectiveness.		
Key Skills		Key Skills	
Application of Number at Level 1.		Application of Number at Level 2.	
Communications at Level 2.		Communications at Level 2.	
AAT Foundation Certificate		AAT Intermediate Certificate	

Exams:- June & December in London.
 Key skills at level 2 for both Certificates.