

Professional Accounting Technician Apprenticeship



**Flexible apprenticeship programmes for
employers**

Professional Accounting Technician Apprenticeship

Making the right investment in staff training is key for any successful organisation. Apprenticeships are proven to increase staff performance and job satisfaction – ensuring core team members stay with you for longer. Higher level apprenticeships can be used to train current staff, further developing and building on existing skills and knowledge.

West Met Skills offers the Professional Accounting Technician Apprenticeship, which is a higher-level accounting qualification for experienced team members who already hold a Level 3 accounting qualification, or possess equivalent skills and knowledge through relevant and recent work experience.

The apprenticeship will be delivered through our Online and On Campus model, which is an effective way to develop your team, with minimal disruption to your business. Levy-paying employers can access levy funds to pay for this programme.

Units of study

The Professional Accounting Technician Apprenticeship covers a range of core units, including:

Mandatory units

- Management accounting: budgeting
- Management accounting: decision and control
- Financial statements of limited companies
- Accounting systems and controls

Optional units*

- Personal tax
- Business tax
- External auditing
- Cash and treasury management
- Credit management

*Students who complete two optional, specialist units will be awarded the AAT Level 4 Professional Diploma in Accounting and will be eligible to apply for full AAT membership. Optional units are subject to availability.



Our next apprenticeship programme starts soon – get in touch to find out more.

Flexible learning to suit your business

Our courses are delivered through our Online and On Campus approach.

Online lessons can be accessed any time, using a mobile, tablet or desktop, meaning apprentices can fit their study around work and home commitments. This learning is supported through face-to-face classes at West Met Skills, where an experienced tutor will lead group exercises and classroom-based teaching. This flexible approach to training empowers students, minimises disruption to employers, and delivers tangible results in the workplace.



Apprenticeships & Employer Services
From Harrow College & Uxbridge College



West Met Skills is working in partnership with Mindful Education to deliver flexible Online and On Campus apprenticeships. Mindful Education's award-winning courses provide students with an innovative, media-rich learning experience which is setting new standards in the digital delivery of education.



For more information

 www.westmetskills.co.uk/employers

 01895 853780



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 employers@westmetskills.co.uk

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