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Llywodraeth Cymru
Welsh Government

1701 Welsh Apprenticeship Pathway

in

Accounting

The content of this Pathway has been agreed by Workforce Development Trust. This is the only Apprenticeship Pathway in the Legal & Financial Services sector approved for use in Wales that is eligible for Welsh Government funding.

More Information can be obtained from:

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Gwefan • website: www.llyw.cymru
www.gov.wales

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LEARNING PROGRAMME CONTENT

The Learning Programme provision shall comprise of three mandatory elements:

- Qualifications,
- Essential Skills
- On/off the job training

The total minimum credit value required for the Level 2 Pathway Accounting is 46 credits.

The total minimum credit value required for the Level 3 Pathway Accounting is 53 credits.

The total minimum credit value required for the Level 4 Pathway Accounting is 68 credits.

ENTRY REQUIREMENTS

Level 2 and Level 3: Accounting

For the Level 2 Foundation Apprenticeship and the Level 3 apprenticeship in Accounting, no previous accounting qualifications or experience is necessary however should be should be proficient /comfortable working with numbers. Numeracy and Communication would be advantageous but are not essential.

Level 4: Accounting

It is recommended that Level 3 Apprentices and Level 4 Higher Apprentices, who have not achieved a Level 2 Apprenticeship in Accounting will require GCSE Maths grades A*- C or Key Skill Application of Number at Level 1, or previous accounting experience or qualifications.

Learners will be asked to declare any criminal convictions, bankruptcy or CJs at the time of registration onto the accounting qualification.

APPRENTICESHIP PATHWAY LEARNING PROGRAMME(S)

Level 2: Accounting

Qualifications

Participants must achieve one of the following combined qualification(s) below.

ACCA Diploma in Financial and Management Accounting (RQF Level 2)					
Awarding Body	Qualification No.	Credit Value	Total Qualification Time	Competence / Knowledge / Combined	Qualification Assessment Language(s)
ACCA	C00/0595/5	51	513	Combined	English Only

Level 2 Foundation Certificate in Accounting					
Awarding Body	Qualification No.	Credit Value	Total Qualification Time	Competence / Knowledge / Combined	Qualification Assessment Language(s)
AAT	C00/0789/4	34	340	Combined	English Only

Please see [Annex 1](#) for the relationship between the competence and knowledge units within the combined qualification.

Essential Skills Wales (ESW)

Essential Skills Wales qualifications assessment languages are English-Welsh

Level 2: Accounting	Level	Minimum Credit Value
Communication	1	6
Application of Number	2	6
Digital Literacy	N/A	N/A

On/Off the Job Training

Pathway	Minimum On the Job Training Hours	Minimum Off the Job Training Hours
Level 2: Accounting	265	100

On/Off the Job Qualification details (Minimum Credit & Hours)

Level 2 Diploma in Financial and Management Accounting - 513 hours/51 credits over a 12 month period - Total GLH 312

Level 2 Foundation Certificate in Accounting - 340 Hours/34 Credits - over a 12 month period - Total GLH = 365

All learning should be completed during working hours.

On/Off the Job Essential Skills details (Minimum Credit & Hours)

- 6 credits / 45 GLH Level 1 Essential Skills Wales Communication
- 6 credits / 45 GLH Level 2 Essential Skills Wales Application of Number

Level 3: Accounting

Qualifications

Participants must achieve one of the following combined qualifications below.

ACCA Diploma in Financial and Management Accounting (RQF Level 3)					
Awarding Body	Qualification No.	Credit Value	Total Qualification Time	Competence / Knowledge / Combined	Qualification Assessment Language(s)
ACCA	C00/0595/6	57	573	Combined	English Only

Level 3 - Advanced Diploma in Accounting					
Awarding Body	Qualification No.	Credit Value	Total Qualification Time	Competence / Knowledge / Combined	Qualification Assessment Language(s)
AAT	C00/0789/6	53	530	Combined	English Only

Please see [Annex 2](#) for the relationship between the competence and knowledge units within the combined qualification.

Essential Skills Wales (ESW)

Essential Skills Wales qualifications assessment languages are English-Welsh

Level 3: Accounting	Level	Minimum Credit Value
Communication	2	6
Application of Number	2	6
Digital Literacy	N/A	N/A

On/Off the Job Training

Pathway	Minimum On the Job Training Hours	Minimum Off the Job Training Hours
Level 3: Accounting	365	100

On/Off the Job Qualification details (Minimum Credit & Hours)

Level 3 Diploma in Financial and Management Accounting (RQF Level 3) – 573 hours / 57 credits over a 12-18 month period - Total GLH 312 hours

Level 3 Advanced Diploma in Accounting - 340 Hours / 53 Credits – over a 12 to 18 months period - Total GLH = 465

All learning should be completed during working hours.

On/Off the Job Essential Skills details (Minimum Credit & Hours)

- 6 credits / 45 GLH Level 2 Essential Skills Wales Communication
- 6 credits / 45 GLH Level 2 Essential Skills Wales Application of Number

Level 4: Accounting

Qualifications

Participants must achieve one of the following combined qualifications below.

Level 4 Professional Diploma in Accounting					
Awarding Body	Qualification No.	Credit Value	Total Qualification Time	Competence / Knowledge / Combined	Qualification Assessment Language(s)
AAT	C00/0789/7	56	560	Combined	English Only

ACCA Diploma in Accounting and Business (RQF Level 4)					
Awarding Body	Qualification No.	Credit Value	Total Qualification Time	Competence / Knowledge / Combined	Qualification Assessment Language(s)
ACCA	C00/0595/7	89	890	Combined	English Only

Please see [Annex 3](#) for the relationship between the competence and knowledge units within the combined qualification.

Essential Skills Wales (ESW)

Essential Skills Wales qualifications assessment languages are English-Welsh

Level 4: Accounting	Level	Minimum Credit Value
Communication	2	6
Application of Number	2	6
Digital Literacy	N/A	N/A

On/Off the Job Training

Pathway	Minimum On the Job Training Hours	Minimum Off the Job Training Hours
Level 4: Accounting	454	100

On/Off the Job Qualification details (Minimum Credit & Hours)

Level 4 Diploma in Accounting and Business (RQF Level 4) 890 hours / 89 credits over a 12 to 18 month period - TOTAL GLH – 441

Level 4 Diploma in Accounting - 420 Hours / 56 Credits – over a 12 to 18 months period - Total GLH = 545

All learning should be completed during working hours.

On/Off the Job Essential Skills details (Minimum Credit & Hours)

- 6 credits / 45 GLH Level 2 Essential Skills Wales Communication
- 6 credits / 45 GLH Level 2 Essential Skills Wales Application of Number

OTHER ADDITIONAL REQUIREMENTS

Learners will be asked to declare any criminal convictions, bankruptcy or CJs at the time of registration onto the accounting qualification.

JOB ROLES

The latest version of the job roles and job descriptions for this Pathway can be found [here](#)
[Link to summary/Platform](#)

The Pathways includes the following job occupations at the following Level:

Level 2: Accounting

Accounts Assistant/Clerk;

Cashier;

Credit Control Clerk;

Finance Assistant;

Purchase Ledger Clerk;

Sales Ledger Clerk.

Level 3: Accounting

Trainee Accounting Technician;

Assistant Accountant.

Level 4: Accounting

Accounting Technician;
Accounts Manager.

PROGRESSION

Level 2: Accounting

Progression into this Apprenticeship can come from the following qualifications:

- GCSE's, A-levels and other alternative qualifications;
- 14-19 Diploma;
- Welsh Baccalaureate;
- AAT Level 1 Award in Accounting.

Apprentices can progress onto the Level 3 Apprenticeship in Accounting, the stand-alone Level 3 Diploma in Accounting or ACCA Diploma in Financial and Management Accounting (RQF Level 3) qualification.

Level 3: Accounting

Progression into the Level 3 Apprenticeship in Accounting can come from the following qualifications and Apprenticeships:

- GCSE's, A-levels and alternative qualifications;
- Welsh Baccalaureate;
- 14-19 Diploma;
- ACCA Diploma in Financial and Management Accounting (RQF Level 2);
- AAT Level 2 Foundation Certificate in Accounting
- Level 2 Foundation Apprenticeship in Accounting, Providing Financial Services, Payroll or other Level 2 Foundation Apprenticeship.

Apprentices can progress onto the Level 4 Higher Apprenticeship in Accounting, the stand alone Level 4 Diploma or Advanced Diploma in Accounting or the following qualifications and job roles:

Foundation Degree in Accounting - <http://fd.ucas.com/CourseSearch/Default.aspx>

Various degree programmes in Accounting and Finance - <https://www.ucas.com/>

Level 4: Accounting

Progression into the Level 4 Higher Apprenticeship in Accounting can come from the following qualifications and Apprenticeships:

- GCSE's A-levels and alternative qualifications;
- Welsh Baccalaureate;
- 14-19 Diploma;
- ACCA Diploma in Financial and Management Accounting (RQF Level 3);
- AAT Level 3 Advanced Diploma in Accounting
- Level 3 Apprenticeship in Accounting, Providing Financial Services, Payroll or other Level 3 Apprenticeship.

Apprentices can progress onto the following qualifications and job roles:

Foundation Degree in Accounting - <http://fd.ucas.com/CourseSearch/Default.aspx>

Various degree programmes in Accounting and Finance - <https://www.ucas.com/>

Individuals who have completed AAT Level 4, may gain direct entry directly into stage 2 of the Robert Gordon University - Aberdeen - BA Accounting with CIMA Advanced Diploma programme depending on modules studied.

Some exemptions from Chartered Accounting examinations - Association of Chartered Certified Accountants (ACCA), Chartered Institute of Management Accountants (CIMA), Institute of Chartered Accountants in England and Wales (ICAEW), Institute of Chartered Accountants of Scotland (ICAS) and Chartered Institute of Public Finance and Accountancy (CIPFA).

EQUALITY & DIVERSITY

It is important that apprenticeship pathways are inclusive and can demonstrate an active approach to identifying and removing barriers to entry and progression. Pathways should advance equality of opportunity between persons who share protected characteristics and those persons who do not as identified in the Equality Act 2010.

The Protected characteristics identified in the Equality Act are age, disability, gender re-assignment, race, religion or belief, sex, sexual orientation, pregnancy and maternity. Marriage and civil partnership is also included although only in respect of the requirement to eliminate discrimination in employment.

Training providers and employers MUST also comply with the other duty under the Equality Act 2010 to ensure that applicants are not discriminated against in terms of entry to the industry based upon those nine protected characteristics.

Our aim is to see the progression of all under-represented groups. There should be open recruitment of Apprentices to the programme, which is available to all people, regardless of gender, ethnic origin, religion, or disability who meet the stated selection criteria.

Legislation regulating equality and diversity has introduced new requirements that firms must now comply with, such as the Equality Act 2010 and the Enterprise and Regulatory Reform Act 2013. Such legislation prohibits discrimination in the workplace based on specific protected characteristics.

As of 6 April 2018, gender pay legislation mandates all employers with more than 250 employees to report annually on their gender pay gap.

Information to help disabled students to understand the Equality Act has been produced by Disability Rights UK and can be found here:

<https://www.disabilityrightsuk.org/understanding-equality-act-information-disabled-students>

All partners involved in the delivery of the apprenticeship - providers, assessment centres and employers must be committed to a policy of equal opportunities and must have a stated equal opportunities policy and procedure.

Apprenticeships should have flexible entry and progression routes into the professions which can support mid-career, career interchange and career returner opportunities.

This will help talent, regardless of background or qualifications to have the opportunity to develop and thrive. This pathway therefore aims to tackle these issues.

EMPLOYMENT RESPONSIBILITIES AND RIGHTS (ERR)

Employment Responsibilities and Rights (ERR) is no longer compulsory. But it is recommended that all apprentices (especially the 16 years -18 year group) receive a company induction programme.

RESPONSIBILITIES

It is the responsibility of the Training Provider and Employer to ensure that the requirements of this pathway are delivered in accordance with the Welsh Government Apprenticeships Guidance.

Further information may be obtained from:

Welsh Government
DfES-ApprenticeshipUnit@gov.wales

Annex 1

Level 2: Accounting

Relationship between competence and knowledge qualifications

ACCA Diploma in Financial and Management Accounting Level 2 - Qualification
Specification can be found at:

www.accaglobal.com

RECORDING FINANCIAL TRANSACTIONS (FA1)

Aim:

To develop knowledge and understanding of the main types of business transactions and documentation and how these are recorded in an accounting system up to the trial balance stage.

Main capabilities:

- Types of business transactions and documentation
- Duality of transactions and the double entry system
- Banking system and transactions
- Payroll
- Ledger accounts
- Cash and Bank
- Sales and Credit transactions
- Purchases and Credit transactions
- Reconciliation
- Preparing the trial balance

MANAGEMENT INFORMATION (MA1)

Aim: To develop knowledge and understanding of providing basic management information in an organisation to support management in planning and decision-making.

Main capabilities:

- Explain the nature and purpose of cost and management accounting
- Identify source documents in a costing systems and correctly code data
- Classify costs by nature, behaviour and purpose
- Record costs for material, labour and expenses
- Use spreadsheets in Microsoft excel

AAT Level 2 Foundation Certificate in Accounting - Qualification Specification:

<https://www.aat.org.uk/prod/s3fs-public/assets/AAT-Foundation-Certificate-Accounting-Qualification-Specification.pdf>

The AAT Foundation Certificate in Accounting covers a range of foundation accounting and finance skills in five mandatory units (240 guided learning hours):

- Bookkeeping Transactions
- Bookkeeping Controls
- Elements of Costing
- Using Accounting Software
- Work Effectively in Finance

Annex 2

Level 3: Accounting

Relationship between competence and knowledge qualifications

ACCA Level 3 - Diploma in Financial and Management Accounting - Qualification Specification can be found at:

www.accaglobal.com

Students are awarded the ACCA Diploma in Financial and Management Accounting when they have successfully completed the following components of the qualification:

- Examinations
 - Maintaining Financial Records (FA2)
 - Managing Costs and Finance (MA2)
- Online module
 - Foundations in Professionalism.

AAT Level 3 - Advanced Diploma in Accounting - Qualification Specification:

https://www.aat.org.uk/prod/s3fs-public/assets/AAT_Advanced_Diploma_in_Accounting_qual-spec.pdf

The AAT Advanced Diploma in Accounting covers a range of complex accounting tasks, including maintaining cost accounting records and the preparation of reports and returns. It comprises six mandatory units (390 guided learning hours):

- Advanced Bookkeeping
- Final Accounts Preparation
- Management Accounting: Costing
- Indirect Tax
- Ethics for Accountants
- Spreadsheets for Accounting.

Annex 3

Level 4: Accounting

Relationship between competence and knowledge qualifications

ACCA Level 4 - Diploma in Accounting and Business - Qualification Specification can be found at:

www.accaglobal.com

Students are awarded the ACCA Diploma in Accounting and Business when they have successfully completed the following components of the qualification:

- Examinations
 - FFA/FA Financial Accounting
 - FMA/MA Management Accounting
 - FBT/BT Business and Technology

- Online module
 - Foundations in Professionalism.

Level 4 - Professional Diploma in Accounting - Qualification Specification:

<https://www.aat.org.uk/prod/s3fs-public/assets/AAT-Professional-Diploma-Accounting-qualification-specification.pdf>

This qualification comprises four mandatory units and two specialist units selected from a choice of five options (420 guided learning hours in total).

The mandatory units are:

- Management Accounting: Budgeting
- Management Accounting: Decision and Control
- Financial Statements of Limited Companies
- Accounting Systems and Controls.

The optional units are:

- Business Tax
- Personal Tax
- External Auditing
- Cash and Treasury Management
- Credit Management.