

# NVQ in Accounting – Level 3 – AAT Advanced Modern Apprenticeship

## What makes this course special?

This is an ideal programme for any person age 16-24 who would like to advance their career in Accounting. You will be working towards and NVQ Level 3 whilst working in the vocational area.

## What are the entry requirements?

You need to be working, or willing to work in an Accounting environment and already hold a suitable Level 2 qualification – or be exempt from this through other means. Advice on this will be given at interview.

## What will I study?

You will register as a student member of the AAT – Association of Accounting Technicians. You will be working towards an NVQ Level 3, which contains 5 units. You will also be required to take two exams: -

	<b>Method of Assessment</b>
- <b>Unit 5:</b> Maintaining Financial Records and Preparing Accounts	Portfolio + Exam
- <b>Unit 6:</b> Recording Cost Information	Portfolio + Exam
- <b>Unit 7:</b> Preparing Reports and Returns	Portfolio
- <b>Unit 21:</b> Working with computers	Portfolio
- <b>Unit 22:</b> Contribute to the maintenance of a healthy, safe and productive working environment	Portfolio

You will attend college for half a day per week for 12 months in preparation for the exams.

## Further Requirements

In order to complete the full Advanced Modern Apprenticeship Framework you will be required to achieve the following in addition to your NVQ Level 3 AAT qualification: -

- Keyskills Communication Level 2 and Application of Number Level 2 (however if you achieved GCSE grades A to C in Maths and English you will be classed as proxy for your keyskills)
- Employment responsibilities and rights workbook (unless already completed as FMA)
- Technical Certificate (This is achieved upon successfully achieving the NVQ Level 3 exams for Units 5 and 6)

## How will I be assessed?

Your Training Co-ordinator, Work-based Assessor and Tutor will support you through the course. Assessment is via the collection of a portfolio of evidence, which ideally will include evidence from your workplace. There are also two exams, which can be taken in either June or December.

## Will this course lead to a qualification?

Upon successful completion you will be awarded the NVQ – Association of Accounting Technicians Level 3 certificate and Advanced Modern Apprenticeship certificate.

## Progression Opportunities

It may be possible to progress onto NVQ Level 4 in Accounting as a Further Education student.

## How do I find out more?

Contact Yorkshire Coast College Lady Ediths Drive Scarborough YO12 5RN

Web: [www.yorkshirecoastcollege.ac.uk](http://www.yorkshirecoastcollege.ac.uk) Please contact our Admissions Team on 01723 372105 or email [enquiries@ycoastco.ac.uk](mailto:enquiries@ycoastco.ac.uk) for more information.

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