



# Foundation Apprenticeship in Accounting

## Overview

The Foundation Apprenticeship in Accounting has been designed to provide a structured approach to training and developing prospective Accountants and is suitable for employees in the following roles;

- > Accounts Clerk/Assistant
- > Cashier
- > Credit Control Clerk
- > Finance Assistant
- > Purchase Ledger Clerk
- > Sales Ledger Clerk

## The framework includes the following components:

- > Level 2 Certificate in Accounting
- > Essential Skills Wales Level 2 in Communication
- > Essential Skills Wales Level 1 in Application of Number
- > Employee Rights and Responsibilities

## Level 2 Certificate in Accounting

### Mandatory Group A

Title	Level	Credit
Processing Bookkeeping Transaction	2	9
Control Accounts, Journals and the Banking System	2	8
Basic Costing	2	8
Work Effectively in Accounting and Finance	2	5
Computerised Accounting	2	4

Mae'r Rhaglenni Prentisiaeth, Hyfforddeiaeth a Thwf Swyddi Cymru, a arweinir gan Lywodraeth Cymru, yn cael cymorth ariannol gan Gronfa Gymdeithasol Ewrop

The Apprenticeship, Traineeship and Jobs Growth Wales Programmes, led by the Welsh Government, are supported by the European Social Fund





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## Delivery Options for AAT

### Level 2

**Option 1:** Day release for 42 weeks (36 over the academic year plus 6 weeks for those requiring Essential Skills) – every Wednesday 9-12 and 1-4

**Option 2:** Two Evenings a week for 42 weeks (36 over the academic year plus 6 weeks for those requiring Essential Skills) – every Monday 6-9pm and every Wednesday 6-9pm

### Please contact us for more information:

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Visit our website: [alstraining.org.uk](http://alstraining.org.uk) for a comprehensive list of our training services