

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

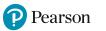
Level 2 Certificate in Accounting

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 , Traineeshi p and Jobs Growth Wales Programmes , led by the Welsh Governmen t, 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:

ALS Training, Ocean Park House, East Tyndall Street, Cardiff, CF24 5ET • Telephone: 029 2267 7020 Visit our website: alstraining.org.uk for a comprehensive list of our training services