

# TCHC GROUP LIMITED

## ACCOUNTS OR FINANCE ASSISTANT

LEVEL 2 STANDARD

# ABOUT US

TCHC Group Limited have been a leading provider of skills training and provision for 17 years, delivering our vision of transforming the lives of individuals by being the first-choice provider for exceptional provision of employment, skills, apprenticeships and business support.

To date, we have helped 270+ employers to access our apprenticeship services and 1000+ apprentices to develop their careers.

## What is an Apprenticeship?

An apprenticeship is a form of employment while studying for a core set of skills that will upskill an individual and provide them a qualification that can help boost their career goals. As an employee, an apprentice is entitled to the same rights as a contracted employee with full time pay (wage is determined by the employer) with holiday leave and statutory sick pay.

## What is Accounts Assistant?

The Accounts Assistant Apprenticeship provides a steppingstone for those that want to be formally trained and progress to work within a finance department or accountancy practice. The programme will cover areas such as bookkeeping, basic costing principles and using accounting software.

## Typical Job Roles

- Assistant Auditor
- Assistant Management Accountant
- Assistant Financial Accountant
- Accounts Payable and Expenses Supervisor
- Commercial Analyst
- Payroll Manager
- Senior Bookkeeper
- Senior Financial Officer
- Tax Investigations Officer
- Personal Tax Assistant
- Business Tax Assistant

## ELIGIBILITY:

- Candidate must have resided in the EU for the last 3 years
- Must be employed working at least 30 hours
- Must not be enrolled in any other type of government funded training
- Must not have attained a qualification that supersedes the desired apprenticeship programme

# DELIVERY MODEL

**Where does the programme take place:**

Currently remote delivery through Microsoft Teams.

**When are sessions booked:**

1st session booked at induction and then after previous sessions.

**Is there a schedule for the entire programme:**

No dedicated schedule for the whole programme regarding dates and times as typically we arrange sessions after the previous session. We will have lesson plans scheduled for each session but this is only viewed by the Learning Coach.

**Frequency of sessions:**

Once a month, typically 3 hours per session.

# CONTENT

Knowledge, Skills and Behaviours (KSB's) are the main aspects of assessing an apprentice's competency within their occupation of employment.

## Knowledge

- General Business
- Understanding your Organisation
- Accounting systems and processes
- Basic Accounting
- Ethical Standards

## Skills

- Attention to Detail
- Communication
- Uses systems and processes
- Personal Effectiveness

## Behaviours

- Team Work
- Personal Development
- Professionalism
- Customer Focus

## Functional Skills

If you do not have a maths and English GCSE grade C or above they will be required to complete Functional Skills maths and English at level 2 during the Apprenticeship.

Any opportunity to apply to a recognised body within the profession.

The administration role may be a gateway to further career opportunities, such as management or senior support roles.

### 20% OFF THE JOB

All Apprentices must have a minimum of 20% off-the-job training which needs to be completed within working hours. If training must, by exemption, take place in an evening, or outside of contracted hours, we would expect this to be recognised (for example, through time off in lieu).

Your TCHC Dedicated Account Manager will help you agree the off-the-job training before the start of the apprenticeship.

# COURSE OUTLINE

1

## Initial Assessments Pre-enrolment

Initial Assessments  
English & maths

Accounts Assistant Entry Assessment

2

## On-programme Learning Month 0-9

Knowledge, Skills and Behaviours

Functional Skills:\*  
English Level 2  
Maths Level 2

3

## Gateway Month 9-10

Attained at least the minimum knowledge, skills and behaviours detailed in the Standard

Successful completion of a work-based assignment covering all three units

Achieved Functional Skills certificates at level 2 for English and maths\*

4

## End Point Assessment (EPA) Month 9-12

Structured Interview  
(Supported by Portfolio of Evidence Summary)

In-Tray Test

\*if you have already achieved GCSE grade C/grade 4 or above in English and maths, you may be exempt from this element.

# END POINT ASSESSMENT (EPA)

The EPA takes place once you have completed your on-programme learning and your readiness to complete the apprenticeship has been determined. The EPA enables you to prove your competence in the role of a digital marketer and will be facilitated by an independent End Point Assessment Organisation (EPAO). Your employer and TCHC Learning Coach will guide you through your EPA and advise you on the best approach to take towards your assessment.

## What does the EPA consist of?

For the Accounts Assistant Level 2 course, you are required to complete two assessments. The two methods of assessment will build a cumulative picture of how well you have met the requirements of the apprenticeship standard. The overall grade you are awarded is a holistic judgement of all EPA requirements, none of the assessments are graded individually. In order to pass the apprenticeship, you must meet the expected level of quality in each assessment.

# What does the EPA consist of?



Grading	
Distinction	90%
Pass	70%
Fail	<70%

# STRUCTURED INTERVIEW

The structured interview must last for 60 minutes. The independent assessor has the discretion to increase the time of the structured interview by up to 10% to allow the apprentice to complete their last answer. Further time may be granted for apprentices with appropriate needs, for example where signing services are required.

The structured interview will be conducted as set out here:

The structured interview will focus on the portfolio completed by the apprentice during the on programme phase of the Apprenticeship, and the independent assessor will seek to gain assurance of the apprentice's competency by questioning. The independent assessor will receive the Portfolio within 2 weeks of the gateway. The Independent Assessor will draw 10 questions from the EPAO's question bank to ask the apprentice. All 10 questions must be asked. The independent assessor may ask any number of their own additional follow up questions within the total time permitted for the structured interview to delve deeper into the apprentice's answers if this is necessary to authenticate evidence, experience and competence. The apprentice may refer to their Portfolio during the discussion should they wish to.

A structured specification and question bank must be developed by EPAOs. The 'question bank' must be of sufficient size to prevent predictability and review it regularly (and at least once a year) to ensure that it, and its content, are fit for purpose. The specifications, including questions relating to the underpinning knowledge, skills and behaviours, must be varied yet allow assessment of the relevant KSBs. EPAOs must ensure that apprentices have a different set of questions in the case of re-sits/re-takes.

# IN-TRAY TEST

The test provides for an in-tray exercise based on a fictitious organisation's scenario, which replicates the typical work an Accounts/Finance Assistant will have to manage in a workplace.

By its very nature, the Accounts/Finance Assistant occupation demands accurate and detailed written work, including calculations, and so this assessment method is an appropriate and manageable way of testing occupational competency against the knowledge and skills requirements outlined in Appendix 1.

The scenarios may be based on a variety of different organisational structures or operations and success will require an integration of the technical knowledge and skills required for the standard.

# FAQ's

## **Do I have to be in full-time employment to enrol onto this course?**

In order to enrol onto one of our courses, you must be employed a minimum of 30 hours per week. If you are not already employed in a role that meets our entry requirements, we will work with you to find a suitable role that supports your career aspirations.

## **If I apply for a job vacancy as part of my course how much will I be paid?**

Each vacancy we advertise is different and the salary you receive will be dependent on the employer, role and industry you apply for.

The roles we advertise are apprentice positions, however, we encourage our employers to pay above the NMW for apprentices and many of our positions include performance related incentives.

Further guidance on the NMW for apprentices can be found online at [www.gov.uk/nationalminimum-wage-rates](http://www.gov.uk/nationalminimum-wage-rates).

## **Will I be entitled to paid annual leave whilst studying?**

Throughout your programme you will be entitled to the same statutory leave entitlement and have the same right to Statutory Sick Pay (SSP) as other employees. To calculate your statutory leave entitlement please visit [www.gov.uk/holiday-entitlement-rights](http://www.gov.uk/holiday-entitlement-rights).

## **What happens if I fall behind?**

Your tutor will be closely monitoring your progress with regular reviews to ensure you are on track. If at any point your development is not where it should be, your tutor and employer will work with you to update your individual learning plan and ensure you get up to speed.

## **What happens if my employer doesn't allow me time to study?**

All employers are legally required by the UK Government to allow you 20% of your contracted working hours to study towards your course. If you are having difficulties with your employer, please speak to your learning coach.

## **What happens when I finish my course?**

At the end of your course, if we have placed you into your role, your employer will decide whether they will continue to employ you as a full-time member of staff and you'll have the opportunity to decide which steps you take next. Your tutor will talk to you about career progression and you may also wish to progress onto a further training course with TCHC Group.

# CONTACT US

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