



**Train Together**

# Level 4 Professional Accounting Technician Standard



**Realise Your Potential**



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## About us.

We are an Ofsted-rated "Good" provider with a long track record of specialising in Accountancy apprenticeships.

Our expertise lies in delivering comprehensive and tailored apprenticeship training programmes in Accountancy, equipping learners with the skills and knowledge needed for a successful career in the field.

Our goal is to ensure every apprentice receives exemplary education and training, preparing them for a prosperous future while providing our clients with highly skilled professionals who can drive their organisations forward.

By partnering with us, clients benefit from customised training solutions that address their specific needs, improve operational efficiency, and promote long-term growth and development.





# About us.

At Train Together, we pride ourselves on our expertise in Accountancy apprenticeships. We understand the unique challenges and opportunities within this sector and are dedicated to delivering tailored solutions that drive success.

Our innovative delivery models combine the latest technology with industry expert training. This approach ensures that the learning journey is engaging, effective, and maximises value for both learners and the businesses we work with.

## Our Values and What Makes Us Tick



**Nurture:** Maintaining excellent relationships with stakeholders is key to meeting our vision and mission.



**Courageous:** We embrace difficult conversations and are committed to walking the walk, not just talking the talk.



**Genuine:** Transparency in all we do ensures clear and clean communication with all stakeholders.



**Dedicated:** We go above and beyond for our learners and clients, offering excellent resources and support to achieve their goals.



**Empower:** Providing information, advice, and guidance enables excellent decision-making and helps our partners meet their objectives.





# Understanding The Challenge

01



**Adapting to Economic Volatility and Uncertainty:** Economic volatility and uncertainty disrupt financial stability and complicate decision-making. Professionals need robust risk management and economic analysis skills to navigate these environments. Without proper training, poor decisions can lead to financial losses.

**Ensuring Data Integrity and Cybersecurity:** Financial institutions handle sensitive data, making them prime targets for cyber-attacks. Maintaining data security and accuracy is essential for trust and compliance. Continuous updates to cybersecurity practices are necessary to avoid financial and reputational damage.



02

03



**Promoting Innovation and Sustainable Finance:** Meeting the demand for innovative and sustainable financial products requires understanding and integrating sustainability principles. Without proper training, organisations may struggle to innovate and capitalise on new market opportunities, losing their competitive edge.

**Managing Global Financial Operations:** Global financial operations involve navigating multiple jurisdictions with different regulations. Professionals need a solid understanding of international finance and effective collaboration skills. Proper training ensures efficiency and compliance in global operations.



04



## A Collaborative Solution

01



### Assisting in Risk Management and Economic Analysis

Our Level 4 Professional Accounting Technicians possess foundational skills in risk management and economic analysis. They support finance functions by providing valuable data and preliminary analysis, helping senior staff make informed decisions during times of economic volatility and uncertainty.

### Strengthening Data Security and Integrity

Equipped with up-to-date knowledge of cybersecurity practices and data management protocols, our Level 4 professionals help ensure the integrity and security of financial data. They assist in implementing cybersecurity measures to protect sensitive information from threats, maintaining regulatory compliance and organisational trust.



02

03



### Driving Innovation and Sustainability

Our Level 4 technicians understand the basics of sustainable finance and can assist in integrating these principles into financial processes. They support the development and promotion of innovative financial products, such as green finance solutions, helping organisations stay competitive and meet market demands for sustainability.

### Enhancing Global Financial Operations

With a solid grasp of international finance principles and effective cross-border collaboration skills, our Level 4 professionals support streamlined global financial operations. They assist in ensuring compliance with diverse regulatory frameworks, optimising international workflows, and enhancing the overall efficiency of global finance functions.



04



# The Level 4 Professional Accounting Technician Standard



## Practical Learning

Hands-on Experience



Use of Accounting Software



Problem-solving Skills



## Assessment Principles

Rigorous Performance Evaluation



Continuous Self & Peer Assessment



Effective Financial Communication Skills



## Role Proficiency

Professional Ethics and Responsibility



Communication Skills



Technical Proficiency



## Process Understanding

Audit and Assurance



Budgeting and Forecasting

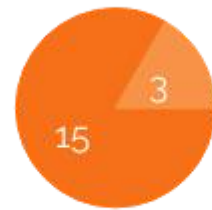


Risk Management

## Qualifications

- Level 4 AAT Diploma in Professional Accounting
- Level 4 Professional Accounting Technician Standard

## 18-Month Programme



On-Programme

End-Point Assessment

## Progression Route

- Level 7 Accountancy or taxation professional





# Level 4 Professional Accounting Technician Accountant Standard

Month 1-12

## On-Programme Learning

### Knowledge

Business awareness  
Ethical standards  
Regulation & compliance  
Systems & Processes

### Skills

Systems & Analysis  
Communication  
Planning & prioritisation  
Quality and accuracy  
Teamwork

### Behaviours

Adaptability & Proactivity  
Adding value  
Ethics & integrity  
Professional scepticism

## AAT Level 4 Professional Diploma in Accounting

### Mandatory Units

Applied Management Accounting  
Financial Statements for Limited Companies  
Internal Accounting Systems & Controls

### Two Optional Units

Credit & Debt Management  
Cash & Financial Management  
Audit & Assurance  
Personal Tax  
Business Tax

Months 15-18

## End Point Assessment

Upon successful completion of the on-programme learning, you will undergo a comprehensive final end-point assessment designed to showcase your development throughout the programme. This assessment consists of two components:

### Synoptic Assessment



The synoptic will assess the Apprentice's ability to analyse and respond to a typical set of issues faced by an organisation, drawing upon all aspects of their Knowledge, Skills and Behaviours.

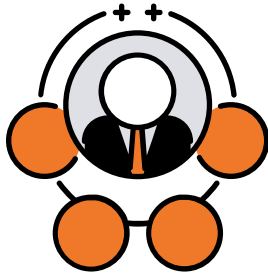


### Portfolio of Evidence

The completion of a Portfolio, including a Reflective Statement, is the most effective method of assessing the Apprentice's demonstration of Knowledge, Skills and Behaviours in the work place.



# Programme Benefits



## Employer

Enhance apprenticeship support, improve outcomes, ensure compliance with accounting standards, and invest in staff development and retention by promoting a skilled, motivated workforce.

## Employee

Gain a recognised qualification, enhance career progression, build confidence and competence in accounting practices, and develop comprehensive skills to effectively support diverse client needs.



## Contact us

To find out more about the Level 4 Professional Accounting/Taxation Technician Standard, please contact our Customer Relationship Manager, Jo Povall



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