



# FOUNDATION APPRENTICESHIP IN ACCOUNTANCY

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SCQF Level 6

## CAREER PATHWAYS

- Trainee Accountant
- Finance Assistant
- Payroll Assistant
- Accounting
- Finance
- Banking
- Insurance
- Bookkeeping
- MA in Accountancy

## COURSE DESCRIPTION

The Foundation Apprenticeship (FA) will give you the chance to develop the skills and knowledge to enter a career in the accounting, finance and business sectors

You will learn about the preparation and analysis of accounting information, Professional values for accountancy, taxation and book-keeping/accounts preparation. This course provides real life experiences, work placements along with classroom activity, industry talks and visits.

## COURSE CONTENT

- Preparing management accounting information
- Analysing account information
- Preparing financial accounting information
- Recording data in the ledger
- Professional values for accountancy
- Advanced bookkeeping
- Final Accounts preparation
- Indirect Tax
- Work placement

## SKILLS DEVELOPED

- Finance skills
- Communication skills
- Problem solving skills
- Time management

## ENTRY REQUIREMENTS

- Achieved or be working towards National 5s
- In S5 on starting the course
- You must be capable of working at SCQF Level 6 (Higher)
- An excellent attendance record in school

## TARGET YEAR GROUP

S5

## PROGRESSION PATHWAYS

FAs are accepted by colleges and universities as part of their entry requirements. For full details, check out [apprenticeships.scot](http://apprenticeships.scot).

Fife College will accept achievement of the FA in Accountancy as equivalent to two Highers which will support you to gain entry to HNC: Accounting at SCQF level 7.

Insight Tariff Points: 427  
SCQF Credit Points: 64