

## T Level Accounting: Assistant Accountant

Location	Altrincham Campus
Course Type	College 16-18
Department	Accounting & Finance
Start Date	Monday 1st September 2025
Course Code	AFP-BU3T-1100

## Course Overview

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This T Level in Accounts is a two-year technical study programme, designed with employers to give young people the skills that industry needs. The T Level Accounts will provide a mixture of technical knowledge and skills as well as a relevant industry placement.

On completion, students will be able to choose between moving into a skilled occupation such as an Assistant Accountant or Payroll Administrator or to go into further and higher professional or academic study, for example, a higher degree level Accounts Apprenticeship, or higher-level technical study including higher education.

## Course Requirements

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5 GCSE's at grade 4 or above including maths and English Language.

## What You Will Learn

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Students who study a T Level in Accounts with us will:

1. Develop Technical core skills, behaviours and knowledge to work in an Accounting practice and with Accounts policy and procedures through class based learning to achieve a technical qualification that is the equivalent to 3 A Levels.
2. Be able to apply skills and knowledge of Accounts procedures in an industrial placement and work with partnership employers who will support employer based project work.
3. Further develop their English, Maths and Digital Skills throughout the two year course.
4. Develop their own research and analytical skills, use of variety of sources of information, problem solve and investigate to make reasoned conclusions, communicate those conclusions and become solutions focused
5. Work independently and collaborate with others.

## Assessment

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Assessment is externally set in the form of 2 written exam papers at the end of the course (synoptic in nature).

Successful completion of an employer led project and demonstration of specialist technical Accounting skills will also form part of the assessment to achieve this course.

## Progression

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1. Further Study
2. Higher Level Study - Professional or HE based
3. Employment in an Accounts Profession

## Career Options

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Finance Officer, Payroll Manager, Accounting Technician, Payroll Administrator

## Mandatory Units

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1. Business Environment
2. Career Pathways in Accounting Professions
3. Accounting regulations, professionalism, professional services and ethics
4. Security, risk and laws governing Accounts practice
5. Equality, Diversity and Inclusion
6. Technology and Digital Skills
7. Financial Accounting skills - Produce and Analyse Trial Balance, Prepare Financial Statements, Provide
8. Support for Tax and Audit Functions, Prepare Computerised Accounts for Payroll
9. Data Science and Analytics - Analyse Performance and Present Results, Make use of Financial Ratios
10. Research, Project Management and Administration

## Contact Details

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For further information please contact T: 0161 886 7070 or E: [info@trafford.ac.uk](mailto:info@trafford.ac.uk)

## Disclaimer

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Although every care has been taken to ensure that the information contained within this document is accurate, there may be changes to this programme and provision. We will endeavour to keep prospective and current students updated where appropriate and when the information becomes available.