

Level 4 Professional Taxation Technician.

Our Level 4 Professional Taxation Technician apprenticeship helps your professionals prepare, co-ordinate and implement tasks that support the creation of taxation returns and their supporting documentation and statements. This apprenticeship is designed to equip learners with the knowledge to become technically qualified by passing professional exams, as well as developing complementary skills and behaviours to succeed in their career. Upon successful completion, learners will be able to apply for the ATT Tax Technician.

The following is included as part of the apprenticeship:

- ATT Membership Fee
- ATT Exam cost for first attempt of each paper
- One single resit for an on-programme exam

Who's it for?

This apprenticeship is for individuals beginning or progressing their career in tax, finance, or compliance. It suits those who want hands-on experience while studying towards a professional tax qualification. Typical job roles include Tax Assistant, Assistant Tax Technician, Tax Compliance Officer, Personal Tax Assistant, and Corporate Tax Support Analyst.

What is included

- **Momentum – exam-focused learning**
Award-winning approach proven to increase first-attempt pass rates by around 20%
- **Lifetime Pass Assurance**
Unlimited access to learning materials and tutor support until you pass
- **Expert tutor access**
Direct contact with specialist, qualified A&T tutors and performance coaches and active forums for real-time guidance
- **Data-driven support**
Advisers use performance insights to deliver timely, targeted support and keep you on track

Business impacts

- **Improved Tax Compliance**
Apprentices gain a thorough understanding of tax regulations and reporting requirements, helping your organisation stay compliant and reduce errors.
- **Reduced Operational Risk**
By developing accurate and consistent tax-related processes, apprentices help protect your organisation from penalties and compliance issues.
- **Greater Analytical Capability**
Learners build strong analytical and problem-solving skills, enabling them to interpret legislation and support complex tax matters.
- **Building Future Tax Professionals**
Supports long-term talent development, ensuring your finance or tax function has capable and confident future specialists.

Built for performance

- ✓ Programmes designed and delivered by industry experts
- ✓ Dedicated Performance Coach, qualified in both coaching and their specialist subject area
- ✓ Backup from a multidisciplinary performance team
- ✓ Market-leading online live learning experience
- ✓ 24/7 access to programme materials, enrichment resources, study support and specialist insight via our virtual learning platform
- ✓ Mentoring, networking and peer support through BPP Community, including our Student Ambassador Network
- ✓ Learning pathways built using a 'stretch and challenge' model by design, meaning each learner is pushed to their maximum abilities
- ✓ Progression pathways that can take you from entry level to specialist expert
- ✓ Dedicated Functional Skills support if required



Programme overview.

Apprenticeship standard: Professional Taxation Technician

Cost: £15,000

Duration: 24 months (including EPA)

Entry requirements

All apprentices must be employed in a role relevant to the programme to be eligible to apply.

As a minimum learners will need to have:

- Five GCSEs with grades 9 to 4 (A* to C), including English and maths, or equivalent, or
- Relevant work experience



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Prepare for the challenges of tomorrow

Get ahead of evolving workforce skills needs

Every BPP apprentice has access to our exclusive Emerging Skills programme.

Comprised of four bespoke courses, the programme combines expertise from BPP, Microsoft and xUnlocked to give learners essential knowledge and skills in the rapidly emerging areas of AI, cyber security and sustainability.

- ✓ Available to all learners at no extra cost
- ✓ Accessible anytime, anywhere via our virtual learning platform
- ✓ Self-paced learning to fit into any busy schedule



Programme contents

Generative AI Fundamentals (Four modules)

Developed by BPP's expert data scientists, this course offers an introduction to working with generative AI effectively, safely and ethically.

Introduction to Sustainability (Six modules)

Developed in partnership with sustainability experts, xUnlocked, this course builds fundamental knowledge on sustainability and sustainable working practices.

Microsoft AI and Security Essentials (Seven modules)

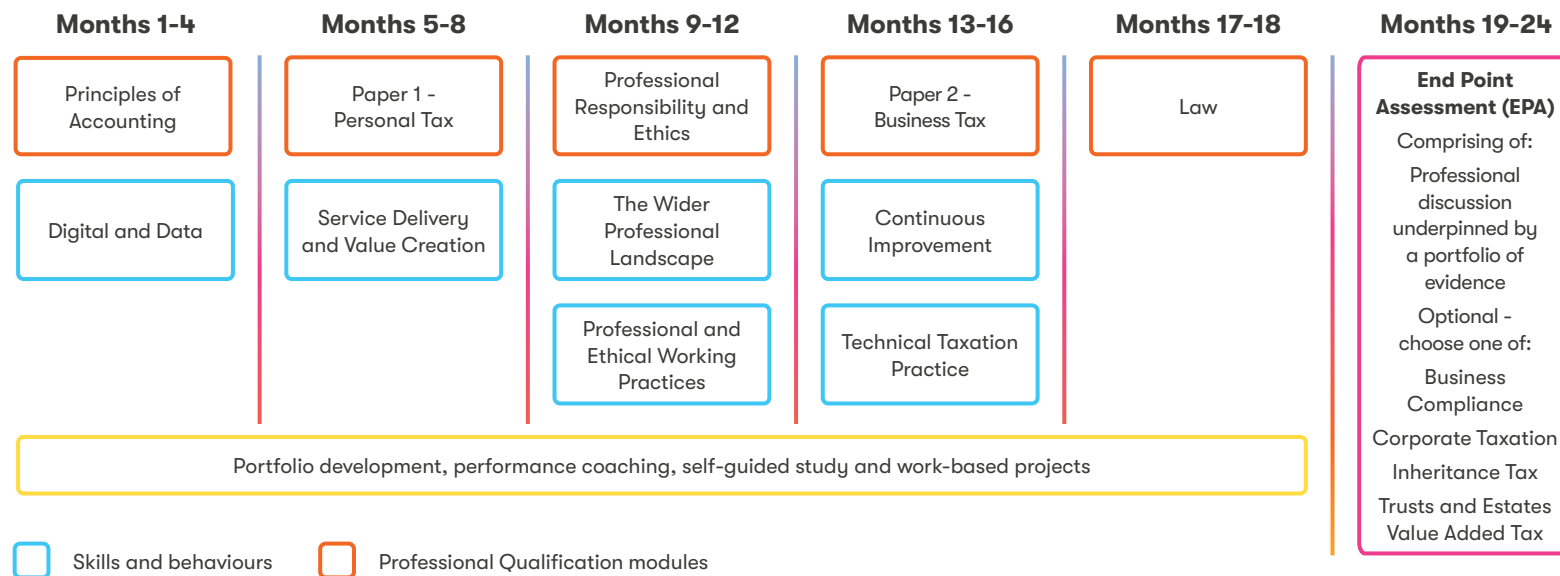
This course begins with a core AI Essentials pathway, followed by a choice between AI Fundamentals or Security. Microsoft digital badges are awarded throughout, with the option to earn a recognised Microsoft Certification upon completion.

Cyber Security (Three modules)

Designed by BPP's cyber experts, this course provides a clear and practical introduction to the importance of cyber security, the most common attack techniques everyone should be aware of, and the fast-changing digital threat landscape.

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ATT – 24-month programme (inc. EPA)*



Apprenticeship standard

 Professional Taxation Technician

Structure and commitment

 **Module delivery: Online live**

Five modules delivered via online live lectures

 **Coaching: Online**

Performance Coaches to push you further, with sessions to review your progress, give constructive feedback, support your studies and identify new challenges and opportunities

 **Guided self-study: Online on-demand**

Our Virtual Learning Platform provides you with 24/7 access to your materials, specialist insights and extra study support from wherever you are

 **Skills and Behaviours (S&B): Online**

Online resources and activities to complete that allow you to demonstrate your skills and behaviours development and help you prepare for End Point Assessment

Additional benefits

- ✓ Recognised national qualification included as part of the programme
- ✓ BPP Momentum: prepares you for your exams through a series of individual Achievement Ladder steps to measure performance, test knowledge and focus on personal areas of improvement
- ✓ BPP Community: join the online community for exclusive mentoring and networking opportunities, and make social connections with your fellow learners
- ✓ Our programmes are designed in collaboration with top employers and industry leaders, ensuring that your learning makes an immediate impact



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*Example Pathway.