

# Level 4 Professional Accounting Technician.

The Level 4 Professional Accounting Technician apprenticeship empowers your people to become capable, technically confident professionals who can apply core accounting principles, understand business frameworks, and support informed financial decision-making. Learners will develop practical accounting skills while working towards a recognised certificate or diploma level qualification with AAT, ACCA, CIMA or ICAEW. Through the programme, apprentices will build confidence in preparing financial statements, managing budgets, ensuring regulatory compliance, and supporting wider organisational goals. This apprenticeship is designed to build essential financial capability, analytical thinking, and the foundations required for progression to higher-level qualifications. **Once you complete the apprenticeship, you'll also gain free access to one paper from the next qualification level – giving you a head start on progression at no extra cost.**

## Who's it for?

This apprenticeship is suitable for individuals beginning or developing their career in accounting and finance. It supports those who want to work towards a recognised accounting qualification while applying their learning directly in the workplace.

Typical job roles for this apprenticeship include Assistant Auditor, Assistant Management Accountant, Assistant Financial Accountant, Accounts Technician, and Finance Assistant.

## 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

### ✓ Enhanced Financial Capability

Apprentices develop strong technical accounting skills, enabling your organisation to improve accuracy, streamline financial operations, and support business decision-making.

### ✓ Future-Focused Resource Planning

Learners gain an understanding of how financial information supports planning, forecasting, and long-term organisational sustainability.

### ✓ Stronger Compliance and Risk Management

With robust understanding of regulation, controls, and financial standards, apprentices help ensure compliance and reduce exposure to financial risk.

### ✓ Building High-Performing Finance Teams

By developing analytical, problem-solving, and communication skills, apprentices contribute more effectively while supporting continuous professional development.

## 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 Accounting Technician

**Cost:** £12,000

**Duration:** 18 months (including EPA)

## Entry requirements

To apply for Level 4 AAT, we strongly advise that you complete the Level 3 AAT qualification or apprenticeship first.

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 at grades 9 to 4 (A\* to C), and
- Level 3 qualification such as A-Levels (or equivalent)



Disclaimer: This information is accurate as at the date of publication, November 2025. It is subject to change. This document is for guidance only and does not form part of any contract. For more, visit [bpp.com](https://www.bpp.com). ©BPP 2025. 03937

## 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.

# Level 4 Professional Accounting Technician.

## ACCA

Our accounting and tax apprenticeship programmes are designed to equip you with the knowledge to become technically qualified by passing professional exams, as well as developing complementary skills and behaviours to succeed in your career. On successful completion of the apprenticeship, you'll be able to apply for the ACCA Diploma in Accounting and Business. **Once you complete the apprenticeship, you'll also gain free access to one paper from the next qualification level – giving you a head start on progression at no extra cost.**

To apply for this programme you must be employed in a relevant role, and, as a minimum requirement, have:

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

## ACCA – 18-month programme (inc. EPA)



## Apprenticeship standard

 **Professional Accounting Technician**

### Structure and commitment

 **Module delivery: Online live**

Three modules delivered via online live lectures, with the option of online on-demand learning where available

 **Coaching: Online**

Performance Coaches to push you further, with three-monthly 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 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. Students who follow our Momentum approach are 20% more likely to pass their exam
- ✓ 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
- ✓ Progression pathways to take you from entry level to industry specialist



# Level 4 Professional Accounting Technician.

## AAT

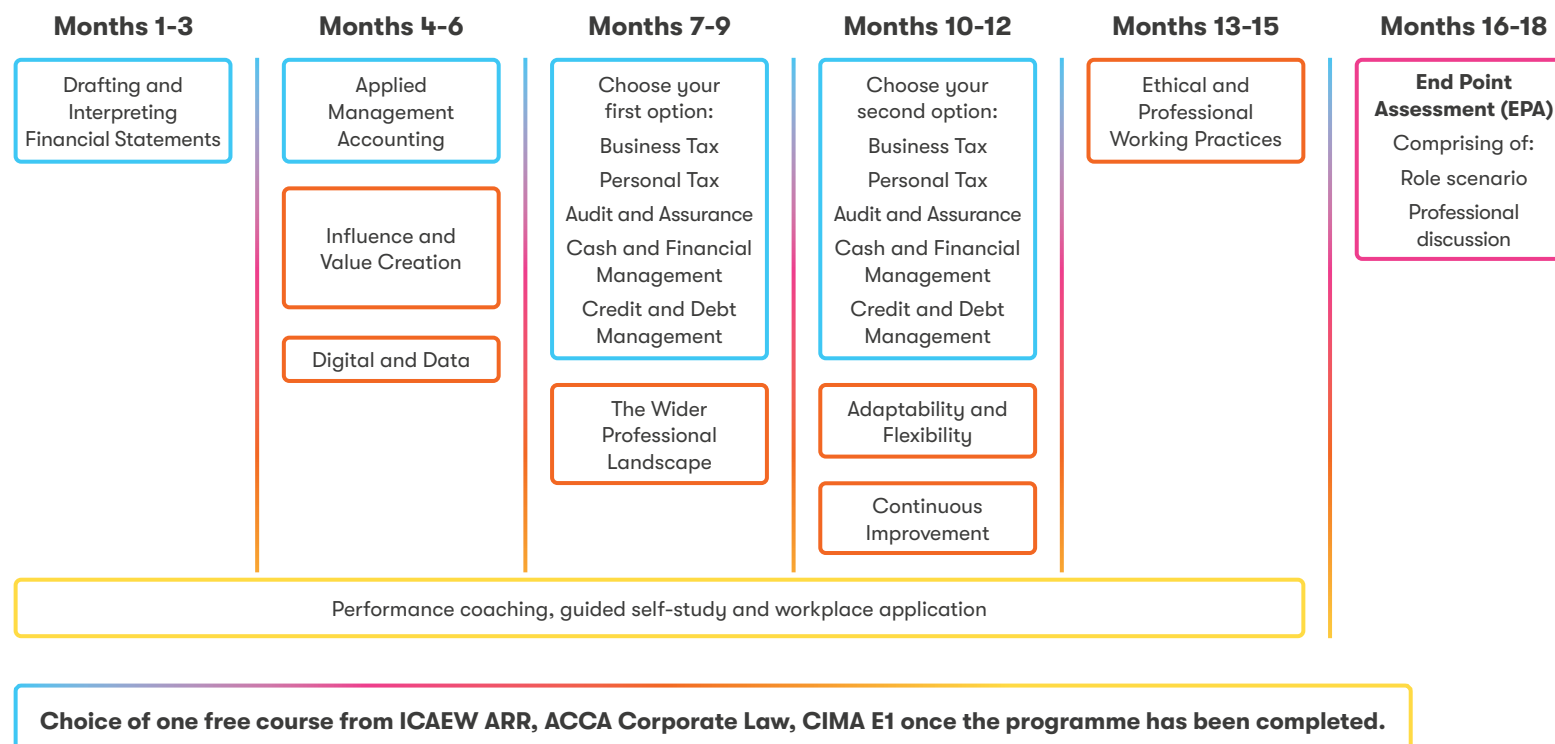
Our accounting and tax apprenticeship programmes are designed to equip you with the knowledge to become technically qualified by passing professional exams, as well as developing complementary skills and behaviours to succeed in your career. On successful completion of the apprenticeship, including all on-programme exams, you'll gain the AAT Diploma in Professional Accounting. **Once you complete the apprenticeship, you'll also gain free access to one paper from the next qualification level – giving you a head start on progression at no extra cost.**

To apply for this programme you must be employed in a relevant role, and, as a minimum requirement, have:

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

If you choose to study the Level 4 AAT we strongly advise that you complete the Level 3 AAT qualification or apprenticeship first.

## AAT – 18-month programme (inc. EPA)



## Apprenticeship standard

### Professional Accounting Technician

## Structure and commitment

### Module delivery: Online live

Four modules delivered via online live lectures, with the option of online on-demand or face-to-face learning where available

### Coaching: Online

Performance Coaches to push you further, with three-monthly 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 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. Students who follow our Momentum approach are 20% more likely to pass their exam
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# Level 4 Professional Accounting Technician.

## AICPA & CIMA

Our accounting and tax apprenticeship programmes are designed to equip you with the knowledge to become technically qualified by passing professional exams, as well as developing complementary skills and behaviours to succeed in your career. On successful completion of the apprenticeship, you'll be able to apply for the CIMA Certificate in Business Accounting. **Once you complete the apprenticeship, you'll also gain free access to one paper from the next qualification level – giving you a head start on progression at no extra cost.**

To apply for this programme you must be employed in a relevant role, and, as a minimum requirement, have:

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

## CIMA – 18-month programme (inc. EPA)



## Apprenticeship standard

 Professional Accounting Technician

## Structure and commitment

 **Module delivery: Online live**

Four modules delivered via online live lectures, with the option of online on-demand learning where available

 **Coaching: Online**

Performance Coaches to push you further, with three-monthly 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 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. Students who follow our Momentum approach are 20% more likely to pass their exam
- ✓ BPP Community: join the online community for exclusive mentoring and networking opportunities, and make social connections with your fellow learners
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# Level 4 Professional Accounting Technician.

## ICAEW

Our accounting and tax apprenticeship programmes are designed to equip you with the knowledge to become technically qualified by passing professional exams, as well as developing complementary skills and behaviours to succeed in your career. On successful completion of the apprenticeship, you'll be able to apply for the ICAEW Certificate in Finance, Accounting and Business. **Once you complete the apprenticeship, you'll also gain free access to one paper from the next qualification level – giving you a head start on progression at no extra cost.**

To apply for this programme you must be employed in a relevant role, and, as a minimum requirement, have:

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

## ICAEW – 18-month programme (inc. EPA)



## Apprenticeship standard

 **Professional Accounting Technician**

### Structure and commitment

 **Module delivery: Online live**

Six modules delivered via online live lectures, with the option of online on-demand or face-to-face learning where available

 **Coaching: Online**

Performance Coaches to push you further, with three-monthly 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 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. Students who follow our Momentum approach are 20% more likely to pass their exam
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