

# GIVE YOURSELF A FLYING START

## Tolley<sup>®</sup> Exam Training Taxation Technician Apprenticeship

### Level 4 Standard

The career of a taxation technician can be diverse and challenging. Over the course of the apprenticeship programme learners will develop the knowledge, skills and behaviours set out in the standard.

Knowledge	Skills	Behaviours
<ul style="list-style-type: none"><li>• Technical Knowledge of Tax</li><li>• Business Awareness</li><li>• Ethical Standards</li><li>• Regulation and Compliance</li><li>• Systems and Processes</li></ul>	<ul style="list-style-type: none"><li>• Analysis</li><li>• Library of resources including guidance documents and development tasks.</li><li>• Leadership</li><li>• Planning and Prioritisation</li><li>• Produces Quality and Accurate Information</li><li>• Team Working and Collaboration</li><li>• Uses Systems and Processes</li></ul>	<ul style="list-style-type: none"><li>• Adaptability</li><li>• Adding Value</li><li>• Ethics &amp; Integrity</li><li>• Proactivity</li><li>• Professional Scepticism</li></ul>

### Duration

18-24 Months

### Entry Requirements

Requirements will be set by individual employers but typically include 5 GCSEs grade 4-9 including English and Maths.

Learner eligibility will be reviewed as part of the application process.

### Professional Registration and Progression

Achievement of the ATT qualification is an added benefit of the apprenticeship. This offers the opportunity of ATT membership when supported with two years' practical experience.

Learners who complete the Level 4 apprenticeship may progress to the Level 7 Taxation Professional apprenticeship.

### Cost

Levy and Non-Levy employers can access funding through their Digital Apprenticeship Service accounts.

Tolley<sup>®</sup>

Tax intelligence  
from LexisNexis<sup>®</sup>

# TAXATION TECHNICIAN APPRENTICESHIP

## Programme Structure

### Introduction

Online live webinar including an introduction to the knowledge, skills and behaviours and detailed overview of the programme.

### On-Programme

Knowledge	Skills & Behaviours	Support
<ul style="list-style-type: none"><li>• Study material written by our expert tutors.</li><li>• Practice exams including feedback for improvement.</li><li>• Tuition courses cover the ATT syllabus – available in class or online live.</li><li>• Revision courses cover question practice and exam technique – available in class or online live.</li><li>• Tolley Academy online access via laptop, tablet or mobile.</li></ul>	<ul style="list-style-type: none"><li>• Webinars on recognising skills &amp; behaviour in the workplace.</li><li>• Library of resources including guidance documents and development tasks.</li><li>• Activities including feedback for improvement.</li><li>• Regular progress reviews between coach, learner and training manager.</li><li>• E-Assessor online access via laptop, tablet or mobile.</li></ul>	<ul style="list-style-type: none"><li>• Tutors available for technical questions or exam tips.</li><li>• Dedicated Apprenticeship Client Service Team for course and programme queries.</li><li>• Personal coach for reviews and feedback.</li><li>• Trained safeguarding team for raising concerns or health and wellbeing support.</li><li>• Online forums for queries and student discussions.</li></ul>

### Off-The-Job Training

Off-the-job training is a statutory requirement for all English apprenticeships and is calculated as 20% of the apprentice's normal working hours.

Off-the-job training includes Tolley training such as courses, online learning and time spent on assessments. Learning in the workplace also counts towards this provided it delivers new skills directly relevant to the standard.

### Gateway

Following successful completion of the required exams and skills and behaviour development, a gateway review will take place to address the learner's competency against the standard.

### End Point Assessment

End Point Assessment will assess whether the learner is able to show competency across all the required knowledge, skills and behaviours. Both elements of End Point Assessment must be passed for learners to achieve the apprenticeship certificate.

Role Simulation	Portfolio and Reflective Statement
Case study examination based on real-life business-related tasks.	Written showcase of evidence drawn from practical experience in the workplace, including analysis of performance.

Tolley®

Tax intelligence  
from LexisNexis®