

Tolley® 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.

The knowledge, skills and behaviours cover a comprehensive range of areas including:

- Risk Management
- Principles and Legislation
- Collaboration & Teamworking
- Workload Management
- Ethical Requirements
- Data Principles

[View the full list of knowledge, skills and behaviours](#)

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 mandated within the apprenticeship. The final exam for the qualification will take place during the end-point assessment period and counts towards both the apprenticeship and the ATT qualification.

Learners who complete the Level 4 apprenticeship may progress on to the CTA qualification.

Cost

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

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
• Study material written by our expert tutors. • Practice exams including feedback for improvement. • Tuition courses cover the ATT syllabus – available in class or online live. • Revision courses cover question practice and exam technique – available in class or online live. • Tolley Academy online access via laptop, tablet or mobile.	• Webinars on recognising skills & behaviour in the workplace. • Library of resources including guidance documents and development tasks. • Activities including feedback for improvement. • Regular progress reviews between coach, learner and training manager. • E-Assessor online access via laptop, tablet or mobile.	• Tutors available for technical questions or exam tips. • Dedicated Apprenticeship Client Service Team for course and programme queries. • Personal coach for reviews and feedback. • Trained safeguarding team for raising concerns or health and wellbeing support. • Online forums for queries and student discussions.

Off-The-Job Training

Off-the-job training is a statutory requirement for all English apprenticeships. 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. This consists of one ATT specialist paper chosen from Business Compliance, Corporate Taxation, Inheritance Tax, Trusts and Estates, and Value Added Tax. The End Point Assessment must be passed for learners to achieve the apprenticeship certificate.

FOR MORE INFORMATION:
tolley.co.uk/apprenticeships

