

# EDA Apprenticeship Service for Members & Affiliated Members

*In partnership with EDA Apprenticeships Plus*



The Electrical Distributors' Association (EDA) is the trade association for electrical wholesalers in the UK. It has been representing their interests since 1914 and today has over 260 member companies operating from 1,900 branches around the UK. It also has over 100 affiliated members who are leading suppliers of products and services to the wholesaler members.

One of the EDA's top priorities is to promote a culture of education and training amongst its members and affiliates members. It believes in life-long learning and offers a wide range of training opportunities from the day of joining the industry to the day of retirement (and beyond).

The EDA works in partnership with an external company called EDA Apprenticeships Plus to deliver its apprenticeship programmes.



This course information sheet describes just one of the apprenticeships offered by EDA Apprenticeships Plus. You can find out more on [our website](#).

[www.eda.org.uk](http://www.eda.org.uk)

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## Level 2 Finance/Accounts Assistant (England only)



### COURSE DESCRIPTION

An Accounts/Finance Assistant can work within any sector, is an integral part of the team and is responsible **for maintaining an efficient and accurate finance function** within a business.

They are responsible for assisting the organisation accountants with the **junior accounting duties**. These responsibilities can vary depending on the team structure and size of business.

An Accounts/Finance Assistant's work could include **basic bookkeeping activities, working with sales and purchase ledgers, running calculations to ensure that records and payments are correct and recording of cash and data entry**.

### EMPLOYER COMMITMENT

Managers must be prepared to provide the apprentice with the **opportunity to carry out work which will enable them to produce evidence towards their apprenticeship**. Managers must ensure that the apprentice has enough time to complete their learning **within working hours**. Managers must regularly review the apprentice's progress with the Training Provider, identifying additional activities to stretch and challenge the apprentice and supporting the resolution of any difficulties. Managers should also be prepared to take on a mentoring role with the apprentice, passing on skills, knowledge and experience to help the apprentice develop into a fully-fledged member of the team.

Apprenticeship training can help your business attract talent and improve professional skills. From training new recruits through to post-graduate study, apprenticeships boost the skills of the workforce and help business productivity.

The EDA Apprenticeship Service is built around your needs and delivered UK-wide by our external partners. Through the EDA's service your business has access to hundreds of apprenticeship programmes that are matched to job roles, and you can access them in two ways:

1. Recruit a new team member on to an apprenticeship, or
2. Put an existing employee onto an apprenticeship to train them in a new role

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## Level 2 Accounts/Finance Assistant (England only)

### COURSE DURATION

12 months including End Point Assessment

### ELIGIBILITY

**Accounts/Finance Assistant Level 2 is only available in England.** (Other Marketing frameworks are available in the Devolved Nations)

There are no eligibility criteria.

All learners will be required to take one of the listed professional qualifications eg AAT Foundation Certificate in Accounting.

Apprentices under the age of 19 without a Level 1 English and/or Level 1 Math's qualification will need to achieve these and attempt the Level 2 English and Math's tests prior to completion of the apprenticeship and End Point Assessment (EPA).

### END POINT ASSESSMENT

To successfully complete the apprenticeship, the learner needs to pass an End Point Assessment. This is an independent assessment with two components:

- Structured interview supported by a portfolio of evidence
- An in-tray test

The assessor from the End Point Assessment body will then decide whether to award successful apprentices with a pass, merit or distinction.

\*The salary costs in the illustration below use the prevailing UK National Minimum Wage (NMW).

\*\* From April 2024, apprentices under the age of 22 are fully funded

### NEXT STEPS

For more information or to progress your vacancy the EDA Training team [training@eda.org.uk](mailto:training@eda.org.uk)

### USING THE EDA APPRENTICESHIPS PLUS HOSTING SERVICE

EDA Apprenticeships Plus is an Apprenticeship Training Agency (ATA). This ATA status means they can employ your apprentice on your behalf and you host them in your business – this is the Hosting Service. You benefit from the comprehensive Hosting Service which includes:

- A full recruitment campaign including advertising, shortlisting, pre-screening, eligibility checks, interviews scheduling, and feedback to all candidates
- Induction
- HR support and advice, including contracts of employment and related paperwork
- Performance management reviews: months 1, 3 & 9
- Payroll services
- Health and safety checks
- Mentoring support for you and your apprentice
- Apprentice performance review, pastoral support and, if applicable, disciplinary management
- Training provider sourcing, selection and contracting
- End Point Assessment (EPA) sourcing and contracting
- Entry into the EDA Learner Achievement Awards

	Annual salary based on current National Minimum Wage* (40 hours week)	Management Fee (10% of annual salary)	Training Fee (5% of overall apprenticeship fee of £7,000)	Total Annual Apprenticeship Cost incl Salary (invoiced monthly over 12 months)
Age Under 18: £302.00 a week or £7.55 per hour	£15,704	£1,570	£0**	£17,274
Age 18-20: £400.00 a week or £10.00 per hour	£20,800	£2,800	£0**	£23,600
Age 21+: £488.40 a week or £12.21 per hour	£25,396	£2,539	£350	£28,285

