



Llywodraeth Cymru  
Welsh Government

## Apprenticeship Framework in Accounting

**Framework No:** FR04213 **Issue:** 23 **Date:** 19/01/2018

The content of this Framework has been agreed and published by the Financial Skills Partnership

### OVERVIEW:

This Framework specifies the standards and criteria for the delivery of Level 2 & 3 training provision within the Legal and Financial Services sector. Successful completion of the provision will lead to the award of a designated/regulated qualification(s) within the sector.

The Level 2 Apprenticeship is suitable for a variety of roles, including Insurance Underwriting Administrators, Claims Handling Administrators, Broking Administrator and Banking Cashiers.

The Level 3 Apprenticeship is suitable for a variety of roles, including Trainee Underwriter, Trainee Claims Official, Trainee Broker or Sales Representative and Senior Bank Cashiers.

### MANDATORY OUTCOMES

Achievement of these qualifications will be assessed by verification through the appropriate awarding body. Participants must complete:

- Either a competence and a knowledge qualification or a combined competence and knowledge based qualification from one of the following pathways.
- Essential Skills and the Employment Rights and Responsibilities as stated below.

#### Pathways for this Framework at level 2:

Pathway 1: General Insurance

Pathway 2: Banking

Pathway 3: Life, Pensions and Investments

Pathway 4: Financing and Credit

Pathway 5: Administration for Mortgage and/or Financial Planning Intermediaries

Pathway 6: Investment Operations

Pathway 7: Customer Payments for Financial Products and Services

Pathway 8: Debt Collection

#### Pathways for this Framework at level 3:

Pathway 1: General Insurance  
Pathway 2: Banking  
Pathway 3: Investment Operations  
Pathway 4: Life, Pensions and Investments  
Pathway 5: Administration for Mortgage and/or Financial Planning Intermediaries  
Pathway 6: Financing and Credit  
Pathway 7: Pensions Administration  
Pathway 8: Debt Collections  
Pathway 9: Customer Payments for Financial Products and Services

**Essential Skills Wales:**

Level 2 Apprenticeship  
Application of Number Level 1, Communication Level 1, ICT Level 1

Level 3 Apprenticeship  
Application of Number Level 2, Communication Level 2, ICT Level 2

**Employment Rights and Responsibilities (ERR)**

The appropriate underpinning knowledge and induction covering workplace Employment Rights and Responsibilities (ERR) is required.

**FURTHER INFORMATION**

For the full and detailed content and specification for this Framework please contact:  
Financial Skills Partnership.