



Kaplan Apprenticeships

Accountancy & Tax

KAPLAN



No-one starts at the top.

We have all had to spend time building valuable experience and developing the skills we still use every day... perhaps making a mistake... but learning important lessons from them. Apprenticeships are the perfect way to give the next generation of successful Accountancy and Tax professionals their first foot on the career ladder. They are the smartest investment in the future we can make."

Peter Houillon, CEO, Kaplan UK

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Developing smarter apprentices

How about a new member of your team who listens, applies their knowledge to enhance your business, makes sound judgements and is blessed with emotional intelligence? Oh, and they're bright as a button, of course.

If your job is to pump fresh blood into your company, finding such paragons is an annual challenge. So why not grow your own, with a little help from Kaplan?

In 2016, almost 25% of new AAT apprentices were trained by Kaplan, each beginning a journey that's about much more than learning the skills and knowledge of accountancy, vital as they are.

With the support of a dedicated Talent Coach, your Kaplan apprentice will develop a deep commercial understanding of business and, most importantly, your business. Because of this, they'll make better decisions and have greater impact for you.

Kaplan apprenticeships deliver real substance

"

The advantages of taking on apprentices are that you have motivated young people with the desire to make a difference, that are able to absorb new information"

Yamila Borges-Gil
Head of Management Reporting, VISA Europe



Built-in quality throughout

Any self-respecting accountancy or tax programme will teach your apprentice the fundamental knowledge they need to operate. Some better than others, but it's a staple throughout at Kaplan. We believe we do it really well, but we would say that, wouldn't we?

Here's how we back it up:

✓ **Track Record in Delivering Apprenticeships**

We understand Professional Apprenticeships and have been delivering them for more than fifteen years, training over 2,500 Accountancy and Tax apprentices every year.

✓ **We are Apprenticeship Trailblazers**

As an active member and influencer of the Accountancy and Tax Trailblazer group, we helped to redefine and redesign the new Standards. We know them inside out and are already starting to deliver programmes with clients signed up with us.

✓ **Focused on Outcomes**

All of our programmes map to the Standards and the specific outcomes needed for a role. Through our milestone maps created for each route, we develop a learning journey that combines the technical qualification with access to up to 40 'ILM' accredited online Skills e-learning sessions that explore the skill or behaviour in more detail, and help apprentices think about how they can apply it more effectively in their role.

✓ **Embedded Learning**

In addition to the core programme, we can deploy a series of practical one day development workshops, including the Kaplan Business Challenge simulation, allowing participants to physically develop their skills in key areas and see the impact of their behaviours and decisions when applied in the workplace.

✓ **Unmatched Technical Experience and Expertise**

As the largest Accountancy & Tax training provider in the UK, we are the leaders with a strong track record of delivering exceptional pass rates across all Level 2 to Level 7 Accountancy and Tax qualifications.

✓ **Qualified Expert Tutors**

With a team of over 200 experienced, qualified Accountants and Tax Advisors employed as Kaplan tutors, your staff will be trained by people who have worked in both practice and industry.

✓ **Qualified Talent Coaches**

Over half of all our talent coaches are now AAT qualified or have access to Management or other relevant qualifications.

✓ **Innovation in Learning**

Each year we invest millions of pounds in learning materials and technology to help learners study more efficiently and improve student progression.

All this means having a greater chance of success, and a more seamless learning journey, both for you and your apprentice.



Flexible programmes that work for you and your employees

Perhaps the most fundamental is the need for you, the employer, to really feel the added value and flexibility that comes from a Kaplan Apprenticeship. And, to do that, you must be comfortable with the programme we develop.

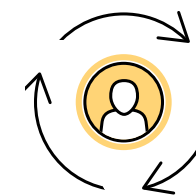
You don't have time in your day to fit around us, and why should you.

Complete flexibility



Start Dates that Suit you

You can start the programme at a time in the year to suit your business, not just in March and September. It puts you in control, enabling you to stagger the programme start times for staff, so not everyone is out of the office at the same time.



Flexible Ways to Study

Your staff can match how they study to their learning style, maximising their abilities and chances of passing. We provide traditional classroom teaching, Live Online courses and OnDemand learning, or a blend of all three.



Level 2-7 Programmes

You won't need to compromise on your choice of qualification, as we offer every accountancy and tax qualification from Level 2 to Level 7 and you can mix and match.



Identifying your Training Needs

You may be looking to develop an existing member of staff, or you could have spotted a skills gap which an apprentice could be trained to fill. Whatever the reason, an Apprenticeship Advisor will work with you and listen carefully to what you're looking to achieve. They will also help you identify the best training solution for you, your staff and your business.

How do we support your apprentice?

You may be thinking 'this sounds great but what happens if the wheels fall off? If my apprentice hits a rough patch with their studies and I don't have time to get them back on track.'

At Kaplan, our comprehensive and proactive approach to student support is designed to see this coming and avoid it happening, and it works. And if a sudden problem arises, help is immediately at hand:



Dedicated Talent Coach

Each apprentice is assigned their own dedicated Talent Coach for the duration of their Apprenticeship. Via a series of regular proactive check-in points, the talent coach is the 'go to person' with any questions about their programme or if they need some support.

They will also work with your apprentice to create a unique, integrated milestone map which will detail all of the key work, learning and development milestones they personally need for their Apprenticeship.



Online Support

Every apprentice is provided with access to two separate portals for their technical and skills and behaviours learning:

- **MyKaplan**
An online study space that provides all the learning, assessments and resources in one place for the technical qualification.
- **MyKaplan Apprenticeships**
We also provide unrivalled online skills and behaviours development and support through MyKaplan Apprenticeship - their dedicated online portal to store all e-learning modules, track their personal development and progress, message their Talent Coach, update their training log or view their personalised milestone map.



Instant Tutor Support

All of your apprentices are given access to expert tutors through our dedicated Academic Support team who are available 362 days a year (Monday-Thursday 8am-9pm; Friday 8am-5:30pm; Saturday, Sunday and Bank Holidays 9am-1pm). They can also rely on instant tutor support via Live Chat or within 4 hours by email or requesting a callback.

Put simply, your team's development is our business, and we never forget that.

Investing in apprenticeships

Each year Kaplan invests millions of pounds in learning materials, technology and our top team of over 200 qualified and expert tutors, to ensure we remain a beacon of excellence in accountancy and tax training.

Kaplan is in the vanguard of apprenticeship development, among those working with the sector to create new standards which have greater employer focus.



Delivering Apprenticeship programmes for over 15 years



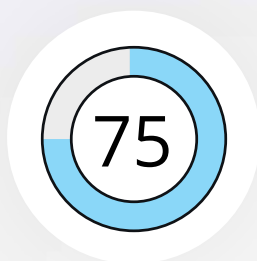
AAT Apprenticeship Provider of the year, 2015, 2016 & 2017



PQ Magazine Innovation in Accountancy winners



Accredited Tuition provider at the highest level by all Accountancy and Tax institutes



75 of the FTSE Top 100 companies have used Kaplan*



The top 10 UK accountancy firms have had students studying with Kaplan#



The only Publisher approved by ACCA & CIMA for study materials



Accredited in relevant areas by ILM, Ofsted and the Matrix standard



So does that mean it's expensive to enrol staff on our Apprenticeship Programmes?

Absolutely not, particularly if you're an SME with an annual pay bill of less than £3 million.

Non-levy paying employers instead can 'co-invest' with Government in the cost of training and developing apprentices. And you will only pay 10%. The Government will pay the remaining 90%. And you get £1,000 back if your apprentice is aged 16-18.

This puts our high-quality programmes and exceptional pass rates across all levels within the reach of all apprentices.

How do we support you and your business?

Commitment is important to you. You expect it from others and always give it yourself. You won't take something on if you feel you don't have enough time to commit to it fully. Like being responsible for an apprentice in your company.

We're business people at Kaplan. We understand the pressures. Which is why we are devoted to supporting both you and your apprentice in your joint journey through an apprenticeship, and in many other ways.

✓ End-to-end Programme Management & Support

You can rest assured that we take on the responsibilities and manage the admin, compliance and funding headaches, allowing you to focus on growing your business.

✓ Compliant by Design

To avoid wasting your time ticking boxes and filling out paperwork to 'prove' it, our programmes have been reassuringly designed with a scheme of work that contain the appropriate amount of hours needed to meet the requirements.

✓ Recruitment

We can help you find new staff, tailoring the job role and candidate profile to exactly what you need then applying a rigorous screening process to produce a high quality short list. It's all part of the service if the successful applicant is then placed on a Kaplan Apprenticeship.

Which leaves you to run your business, with the growing help of your apprentice, of course.

keep in touch

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