



LEVEL 7 ACCOUNTANCY AND TAX APPRENTICESHIPS FAQ'S FOR EMPLOYERS

.....

■ What is the Level 7 professional Accountancy and Tax Apprenticeship?

This new Apprenticeship enables the apprentice to study for a professional qualification such as ACCA, CIMA, ACA (ICAEW) or CTA whilst developing key skills and behaviours essential for this job role, such as leadership, communication and problem solving.

■ What will the apprentice receive when they complete the Apprenticeship?

The apprentice will receive a professional qualification and, subject to fulfilling the relevant work experience requirements, will be eligible to join the professional body.

In addition you will also receive an level 7 Apprenticeship certificate which is the equivalent to a Masters Degree* and will be recognised in the sector following the support of employers and Professional Bodies in the design of the new Apprenticeship standard.

■ What makes this different from just studying for the qualification?

There are a few key differences:

1. With the Apprenticeship there is an equal focus on the development of skills and behaviours rather than just focusing on the attainment of technical knowledge.
2. To achieve the Apprenticeship the apprentice will also need to complete an end point assessment to show they have learned and applied the full range of knowledge, skills and behaviours required by the Apprenticeship standard. This will involve writing a 4000 word project report to reflect the apprentice's recent and relevant professional work experience.
3. On an Apprenticeship scheme, 20% of the apprentice's working time must be spent in training and development, such as professional qualification study, shadowing, mentoring, 1-2-1s and technical training.

■ Can the apprentice still perform evening or weekend study via an Apprenticeship?

Yes they can BUT only if you provide your apprentice with time back in lieu OR if there is sufficient training and development as part of their job role to make up 20% of their time on the programme.

■ My trainees like to study and take their exams when they like - can they still do this via an Apprenticeship?

Apprenticeships are structured training programmes and as such it is important the apprentice is seen to be making progress whilst they are on programme. It is also a requirement that we set a time-frame in which they should complete. Therefore the apprentice would be expected to commit to taking a set number of exams each year and following a structured programme. If they prefer to take exams as and when they have time, an Apprenticeship is probably not the right route.

■ How will I know the apprentice is achieving their skills and behaviours?

The apprentice will be allocated a personal Talent Coach who will be there to support them throughout their whole programme, ensuring they are progressing as they should be. It is their job to identify any possible gaps on their skills development and to update you with their progress.

■ What resources will the apprentice receive to support them?

In addition to all of the usual resources the apprentice receives through MyKaplan, (for their technical studies) they will also have access to their own personal Apprenticeship portal – MyKaplanApprenticeship (MyKapApp).

Through this, they can access a range of e-learning modules on a wide range of skills and behaviours, message their Talent Coach and track progress.

■ How can I enrol apprentices with Kaplan?

It is vitally important that the apprentice is currently in employment and in an Accounts/ Finance role. Apprentices must be both employed and working in a job role that is related to their chosen Apprenticeship.

If so, then the apprentice will be required to complete an enrolment form. Levy paying employers are additionally required to sign a standard levy contract with Kaplan.

■ How much will Level 7 cost?

If your apprentice is eligible to complete a Level 7 Apprenticeship, then there are 2 ways in which you can use government funding for this programme:

1. If you are a Levy payer, your levy can be used to fund the Apprenticeship.
2. If not, then the government will fund 90% of the training costs meaning you will have to pay 10% of the levy cap.

In either case, you will pay any exam and registration fees as these can't be funded by the government.

■ If my trainee has a degree in Accountancy – are they still eligible for an Apprenticeship?

Yes, as this programme is a Level 7 qualification and an undergraduate degree is a Level 6, it is possible to still complete this Apprenticeship as it is at a higher level than the one they have already studied.*

Practically speaking the only situation where the apprentice is unlikely to be eligible is if they have a masters degree in an Accountancy related subject.

■ Are they still eligible even if they have exemptions from some of the professional exams?

Yes, so long as they have at least 12 months of study time, with the exams they have left to complete, then they can still study for the Apprenticeship. We would look at the exemptions they have and work out a pro-rated study programme.

■ My trainee is part way through studying for their professional qualification – can I transfer them onto an Apprenticeship?

Yes, as per above, as long as they have at least 12 months of study time remaining they can still transfer onto the Apprenticeship.

Please note however that they would have to commit to completing all components of the Apprenticeship including the Project Report if they do switch.

■ If they have completed the AAT Level 3 Apprenticeship, can they proceed straight onto a Level 7 Apprenticeship?

Technically they can but we would recommend speaking to Kaplan about this as moving from a Level 3 straight into Level 7 is a very big step and it's important they are set up to succeed.

■ Through doing an Apprenticeship, can they add any more letters at the end of their name other than the ones they get from doing the qualification?

No - other than the letters they receive from taking the qualification they don't get any further letters from completing the Apprenticeship. However, they will receive an Apprenticeship certificate which will be recognised in the sector following the support of employers and Professional Bodies in the design of the new Apprenticeship standard.

■ Does the 20% of the off the job training have to be completed in work time?

Yes - the 20% either has to be completed during normal working hours OR you have to give the apprentice time back in lieu for any study they've completed outside of work time.

* The Apprentice does not receive a Masters Degree on completion of this Apprenticeship.