

L4 route to ACCA qualification

Level 4: 15 months

Funding band (for the apprenticeship element)

- £12,000 Levy payers (subject to approval)
- 5% (£600) contribution, or free if you are a non levy paying employer and your apprentice is aged 16–21 on starting, or is over 21 and has been in the care of, or is supported by their local authority*

This route to completing the ACCA qualification includes a 15 month Level 4 Professional Accounting Technician apprenticeship that covers the Applied Knowledge level of ACCA plus two subjects from the Applied Skills level.

Upon completing the apprenticeship, learners can apply for the ACCA Diploma in Accounting and Business (RQF Level 4) and be eligible to complete the four remaining Applied Skills level exams before moving onto Strategic Professional (four exams) in order to complete the full ACCA qualification.

Which role types is the standard suitable for?

The standard is aimed at apprentices working in organisations of all sizes whether small, medium, large or global. This occupation is present in public, private, and third sector organisations. Professional accounting technicians may work in finance departments or in practice based accounting roles such as an Auditor.

Typical role titles that align with this standard are: accounts payable and expenses supervisor, assistant auditor, assistant financial accountant, assistant management accountant, commercial analyst and junior analyst.

For learners already in or entering public sector roles, this standard can be tailored with a dedicated Public Sector route incorporating the ACCA Certificate in Public Financial Management.

* More details available on our [funding an apprenticeship page](#)



Eligibility and exemptions

To be eligible for the ACCA Professional Accounting Technician Level 4 apprenticeship, you must be registered as a student with ACCA.

There are no academic entry requirements or age limits for Level 4 ACCA. This means that anyone can study for the Level 4, including school leavers, graduates, experienced professionals, and career changers.

Graduates who have already completed relevant accounting based degrees are not eligible for government funding on this programme.

Pathway summary

Throughout the apprenticeship, learners will be stretched and challenged to develop their technical knowledge and skills and to apply what they learn in their current role and future career.

The Level 4 Professional Accounting Technician apprenticeship provides an excellent starting route towards completion of the full ACCA qualification. Upon completion of the Level 4, learners can subsequently progress outside of apprenticeship funding to become fully ACCA qualified by completing an additional four Applied Skills exams, the ACCA EPSM module, and four Strategic Professional exams.

Scan to find out more about the apprenticeship



Pathway diagram



- ✓ Included in apprenticeship
- ✓ One (of two) included in apprenticeship, both required for full qualification
- To be completed outside of apprenticeship

Level 4 pathway durations	ACCA subjects included in Kaplan's Level 4 ACCA	Benefits of this route
The Kaplan pathway will be 15 months long: Example – Apprentices would start with Kaplan in January 2026 and complete their apprenticeship by taking their EPA in March 2027.	This pathway includes: • All three ACCA Applied Knowledge subjects (Classroom or LiveOnline) • Foundation in Professionalism • Level 4 EPA • Law delivered via OnDemand and a choice of one of: – Performance Management (Industry Route) – Financial Reporting (Audit/Reporting Route) • A Public Sector Route is available. It Includes the self-paced ACCA Certificate in Public Financial Management (22 interactive modules). Please note that the choice to complete the two Applied Skills subjects and exams is recommended for those who wish to go on and complete the ACCA qualification.	• The programme design sets a good pace of progression providing continuity in learning without long breaks in between. • An extremely efficient and cost effective route with the apprenticeship element incorporating two Applied Skills subjects. • Suitable to multiple job roles including those who are both industry and practice based. • Reduced annual time commitment after 15 months affording greater opportunity to plan staff time around business needs.

Need advice?

For more information on this and our other apprenticeships, request a call back from our website kaplan.co.uk/employers/contact or email us at clientsolutions@kaplan.co.uk

