

CFAB route to ACA qualification

Level 4: 13–15 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 ICAEW's ACA qualification includes a 13 to 15 month Level 4 Professional Accounting Technician apprenticeship that covers the Certificate Level of ACA (The ICAEW's Certificate in Finance, Accounting and Business (CFAB)), plus the first two ACA Professional Level subjects.

Upon completing the apprenticeship, learners can apply for the ICAEW Business and Finance Professional (BFP) designation. This designation provides professional recognition and access to management resources, and they can use the BFP letters after their name.

Once the apprenticeship is completed, learners can then progress on to achieve the full ACA 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.

Eligibility and exemptions

To be eligible for the ICAEW Certificate in Finance, Accounting and Business (CFAB), you must be registered as a student with ICAEW.

There are no academic entry requirements or age limits for the CFAB. This means that anyone can study for the CFAB, 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 CFAB pathway within the Level 4 Professional Accounting Technician apprenticeship provides an excellent starting route towards completion of the full ACA qualification. Upon completion of the Level 4, learners can progress outside of apprenticeship funding and subsequently become fully ACA qualified by completing additional Professional Level exams and two Advanced Level exams.

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

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about the apprenticeship



Pathway diagram



Level 4 pathway durations	ICAEW subjects included in Kaplan's Level 4	Benefits of this route
Our standard pathway will be 15 months long. To offer enhanced flexibility, there will be an opportunity to complete after 13 months** if desired. 15 month pathway example: apprentices would start with Kaplan in January 2026 and complete their apprenticeship by taking their EPA in March 2027.	All of the technical course modules are based on the Next Generation syllabus, this pathway includes: • All six ACA Certificate Level subjects • Level 4 EPA • Fundamental Case Study* and Assurance, Risk & Reporting course from the ACA Professional Level Please note that the choice to complete the Professional Level courses is recommended for those who wish to go on and complete the ACA 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 learning from the ACA's first two Professional 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.

** Ability to complete the apprenticeship in 13 months will be dependent on start date and eligibility.

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

