

CIMA L4 route to CGMA qualification

Level 4: 15–18 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 CIMA's CGMA qualification includes a 15 to 18 month Level 4 apprenticeship that covers the Certificate in Business Accounting Qualification, plus one of the CGMA Operational Level papers. At the end of this programme, if all subject assessments have been passed, apprentices will also gain the Level 4 Certificate in Business Accounting (Cert BA) qualification, awarded by CIMA.

Once the apprenticeship is completed, you can then go on to achieve the full CGMA qualification by passing the remainder of Operational Level before moving onto the Management and Strategic Levels.

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 roles 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 CIMA Professional Accounting Technician Level 4 apprenticeship, you must be registered as a student with CIMA.

There are no academic entry requirements or age limits so anyone can study for the Certificate in Business Accounting, including school leavers, graduates, experienced professionals, and career changers.

Graduates who have already completed relevant accounting based degrees are not eligible to be funded 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 Accounting Technician apprenticeship provides an excellent starting route towards completion of the full CGMA qualification. Upon completion of the Level 4, learners can subsequently progress outside of apprenticeship funding to gain the full CGMA designation by completing an additional three Operational Level exams along with Management and Strategic Level.

Pathway diagram



Level 4 pathway durations	Modules included in Kaplan's Level 4 Cert BA	Benefits of this route
<p>Our standard pathway is 18 months in duration. To offer enhanced flexibility, there will be an opportunity to complete after 15 months** if desired.</p> <p>Example: apprentices would start with Kaplan in January 2026 and complete their apprenticeship by taking their Level 4 EPA in March 2027 or May 2027.</p>	<p>This pathway includes:</p> <ul style="list-style-type: none"> • All of CIMA's Certificate in Business Accounting Qualification Papers (Classroom or LiveOnline) • Level 4 EPA • One CGMA Operational Level paper – E1 <p>Please note that the choice to complete the Operational Level module and exam is optional and is recommended for those who wish to go on and complete CIMA's CGMA qualification.</p>	<ul style="list-style-type: none"> • 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 the one of the CGMA Operational Level exams. • Government funded for one of the Operational Level papers. • Reduced annual time commitment after apprenticeship affording greater opportunity to plan staff time around business needs.

** Duration of the apprenticeship 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

