

The new world of Accountancy Apprenticeships

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'Online College of the
Year 2017'



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Overview of the briefing...

1. Introductions

2. New Apprenticeship Landscape

3. Accountancy Apprenticeship Standards 2017

4. Apprenticeship Considerations

5. Apprentice Assessment Organisations and End Point Assessment

6. Questions and Answers



New Apprenticeship Landscape...

Since the publication of [The Richard Review of Apprenticeships](#) in 2012, the Government has been implementing a programme of reforms to Apprenticeships in England. This has changing Apprenticeship funding, what they contain and how they are developed.

[Funding reforms](#) include the introduction of the [UK Apprenticeship Levy](#) from April 2017 for companies with a paybill of over 3 million pounds and simplified funding for other employers to pay for training and testing of apprentices.

Employers now lead on the development of Apprenticeships by forming Employer Groups and producing two key documents (Apprenticeship Standard and Assessment Plan) for each Apprenticeship to be delivered.

The [Apprenticeship Standards](#) define the occupation that the apprentice will be trained for, including skills, knowledge and behaviours.

The associated Assessment Plan then explains how the apprentice will be tested at the end of the Apprenticeship (End point assessment) to demonstrate they have achieved the requirements set out in the Standards.

Real job in a skilled occupation

Requires significant and sustained on-programme training

12 month minimum duration

20% off the job requirement

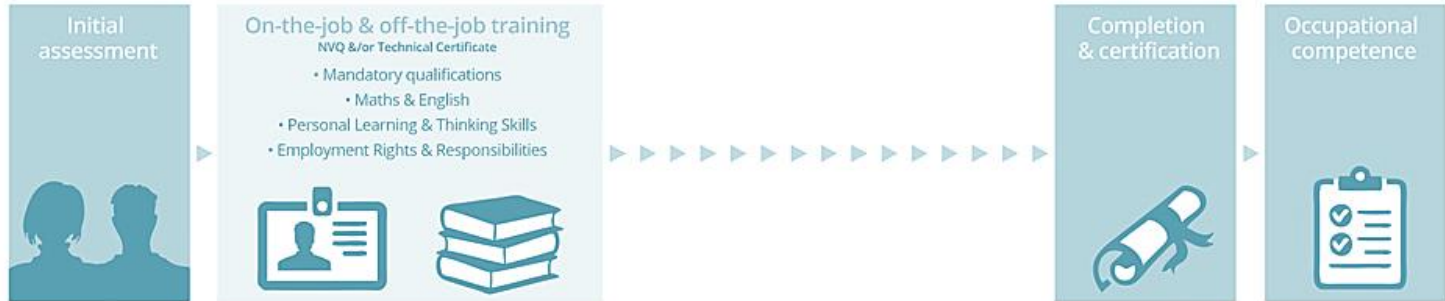
Develops transferable skills, England and maths

Leads to development of occupational competency



Accountancy Apprenticeship standards ...

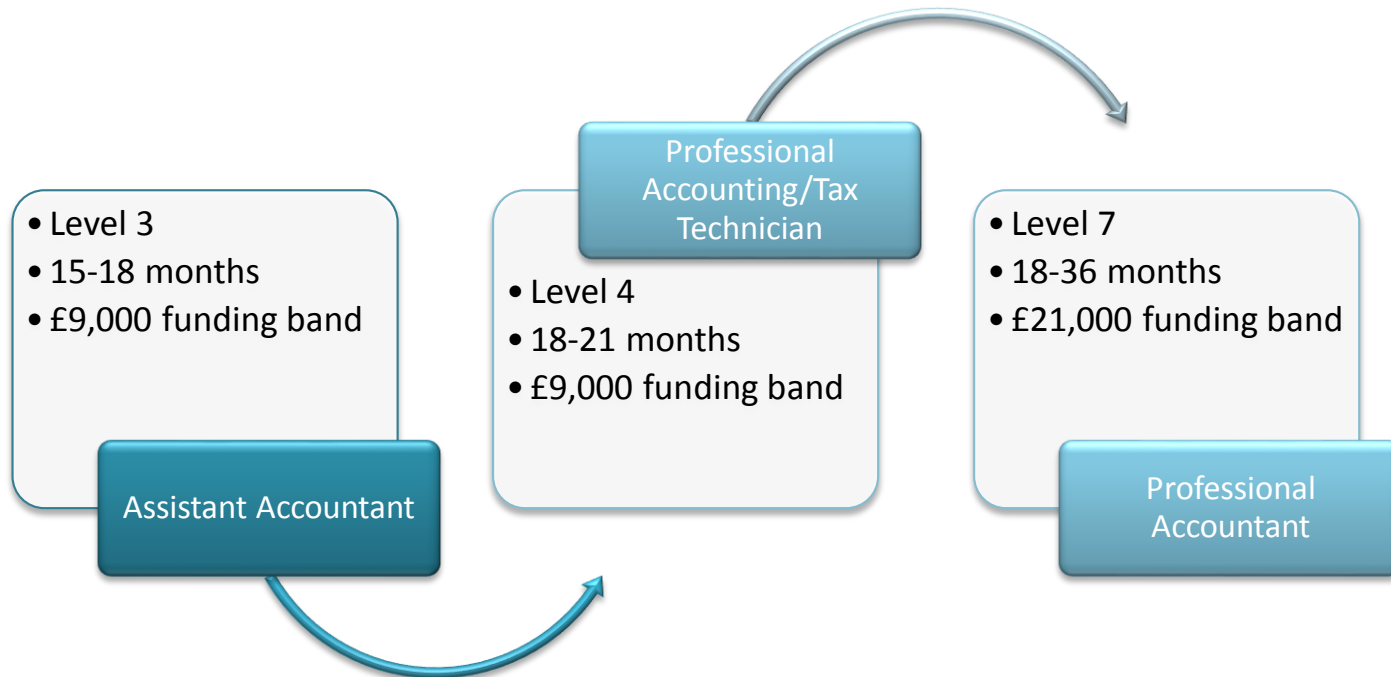
Frameworks



Standards



Accountancy Apprenticeship standards ...



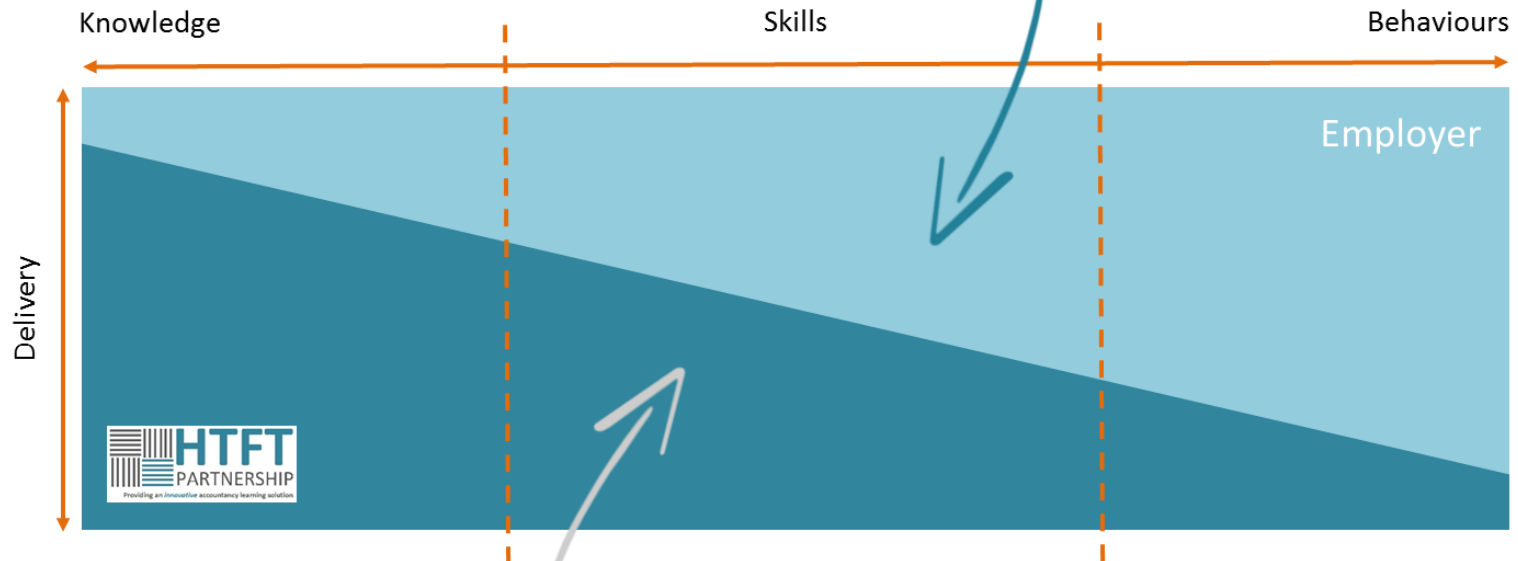
Accountancy Apprenticeship standards...

| Standard | On-programme learning | Apprentice Assessment Organisation (AAO) |
|---|--|--|
| <i>Assistant Accountant</i> | AAT Advanced Diploma in Accounting (Level 3) | AAT |
| <i>Professional Accounting/Tax Technician</i> | AAT Professional Diploma in Accounting (Level 4) | AAT |
| | ACCA Diploma in Accounting and Business | ACCA |
| | CIMA Certificate in Business Accounting | CIMA |
| | ICAEW Certificate in Finance and Business | ICAEW |
| <i>Professional Accountant</i> | ACCA Professional Qualification | ACCA |
| | CIMA Professional Qualification | CIMA |
| | ICAEW Professional Qualification | ICAEW |



Partnership...

- In-house programmes
- Existing content
- Project work
- Work shadowing
- Mentoring



- Teaching (group and 1:1)
- Assessments
- Support
- Pre-recordings
- Tests



Apprenticeship considerations: Eligibility

- ✓ Have the right to work in the UK (ordinarily resident for 3 years)
- ✓ 16 in academic year they start their Apprenticeship
- ✓ Able to complete Apprenticeship in contracted time i.e. 12 month contract won't now cover length of programme
- ✓ Spend 50% of their time working in the English borders
- ✓ Not be enrolled on another Apprenticeship
- ✓ Not asked to contribute financially to any costs of the Apprenticeship
- ✓ Existing members of staff and graduates eligible **as long as** receiving significantly new training



Apprenticeship considerations: Levy

From 6th April 2017, all firms with a paybill of >£3m have had to pay the Apprenticeship Levy of 0.5% of their paybill.

The Levy can then be used to spend on **approved** Apprenticeship standards.

Approved Apprenticeships will be placed into one of [15 bands](#), which stipulate the maximum that can be taken out of your Levy pot for that Apprenticeship.

If there is not enough in your Levy pot to cover all the Apprenticeship training you would like to undertake **OR** you are a non-levy payer, the government will fund 90% of any additional training – you pay 10% (again subject to the maximum cap).

The Levy can be used to **train existing employees** and those undertaking lower level qualification so long as the individual is acquiring substantive new skills

£1,000 incentive for hiring 16-18 year old



Apprenticeship considerations: 20% off the job



Example:

- 15 month Apprenticeship programme
- 35 hour week (7 hour day)
- 25 days holiday + 8 bank holidays
- 285 working days = 1995 working hours over 15 months
- 20% OTJ = 399 hours (57 days) over 15 months

- P31. [Off-the-job training](#) is defined as learning that is undertaken outside of the normal day-to-day working environment and leads towards the achievement of an Apprenticeship. **This can include training that is delivered at the apprentice's normal place of work but must not be delivered as part of their normal working duties.**
- P32. The off-the-job training must be **directly relevant** to the Apprenticeship framework or standard and could include.
- 32.1. The teaching of theory (eg lectures, role playing, simulation exercises, online learning, manufacturer training).
- 32.2. Practical training; shadowing; mentoring; industry visits and attendance at competitions.
- 32.3. Learning support and time spent writing assessments/assignments.



Apprenticeship considerations: 20% off the job

'Off-the-job' doesn't mean away from the workplace. Off-the-job training must teach new knowledge, skills and/or behaviours that will contribute to the successful achievement of an Apprenticeship.

It is a combination of not doing your day job and activities explicitly mentioned in the standard itself. Anything that you are doing that is key or mentioned in the standard (KSB) can count towards the 20% target.

Examples of off-the-job training include:

- Training delivered outside of core hours with time off in lieu to reflect time spent
- Employer inductions covering basics of skills, knowledge and behaviours core to the Apprenticeship
- Being taught how to use a new piece of software or undertaking e-learning at their desk
- *Work shadowing: an apprentice works in purchase ledger but is seconded to sales ledger. The training on sales ledger would be treated as 20% off the job training*
- One-to-one with line manager (using Training Log to support discussions)
- Workplace mentoring
- Internal training programmes
- *New project work: the implementation of a new system, process etc. Time spent on the project can be evidenced as off-the-job training as long as it develops new knowledge, skills and/or behaviours*



Apprenticeship considerations: Switching/Transitioning

We appreciate, especially around the new Level 7 Apprenticeship, that some individuals may wish to transition or switch to becoming an apprentice even if they have started and/or are part way through their professional qualification training.

The ESFA have confirmed that *“in summary though we would encourage this transition. The exact same rules apply as with a new Apprenticeship start. The only real difference is that during initial assessment you need to assess what training has already been delivered against the standard. You can only claim for the remaining proportion of funding.”*

Therefore:

- It may be possible to join an Apprenticeship even after studying accountancy previously (i.e. sat one or a few accountancy exams, part qualified, degree etc.)
- All Apprentices need to be on programme for at least 12 months before they complete their EPD (and in the spirit of Apprenticeships have to have a substantive amount still to cover)
- Apprentices can't be asked to pay back any training costs – this might have an impact of existing training contracts if they leave
- Apprentices have to complete both forms of the EPA – so there needs to be a series of expectations set before the switch/transition occurs



End Point Assessment

Under new standards all Apprenticeships must have a mandatory End Point Assessment (EPA) which synoptically tests the whole standard

The method of EPA will differ per Apprenticeship but could include:

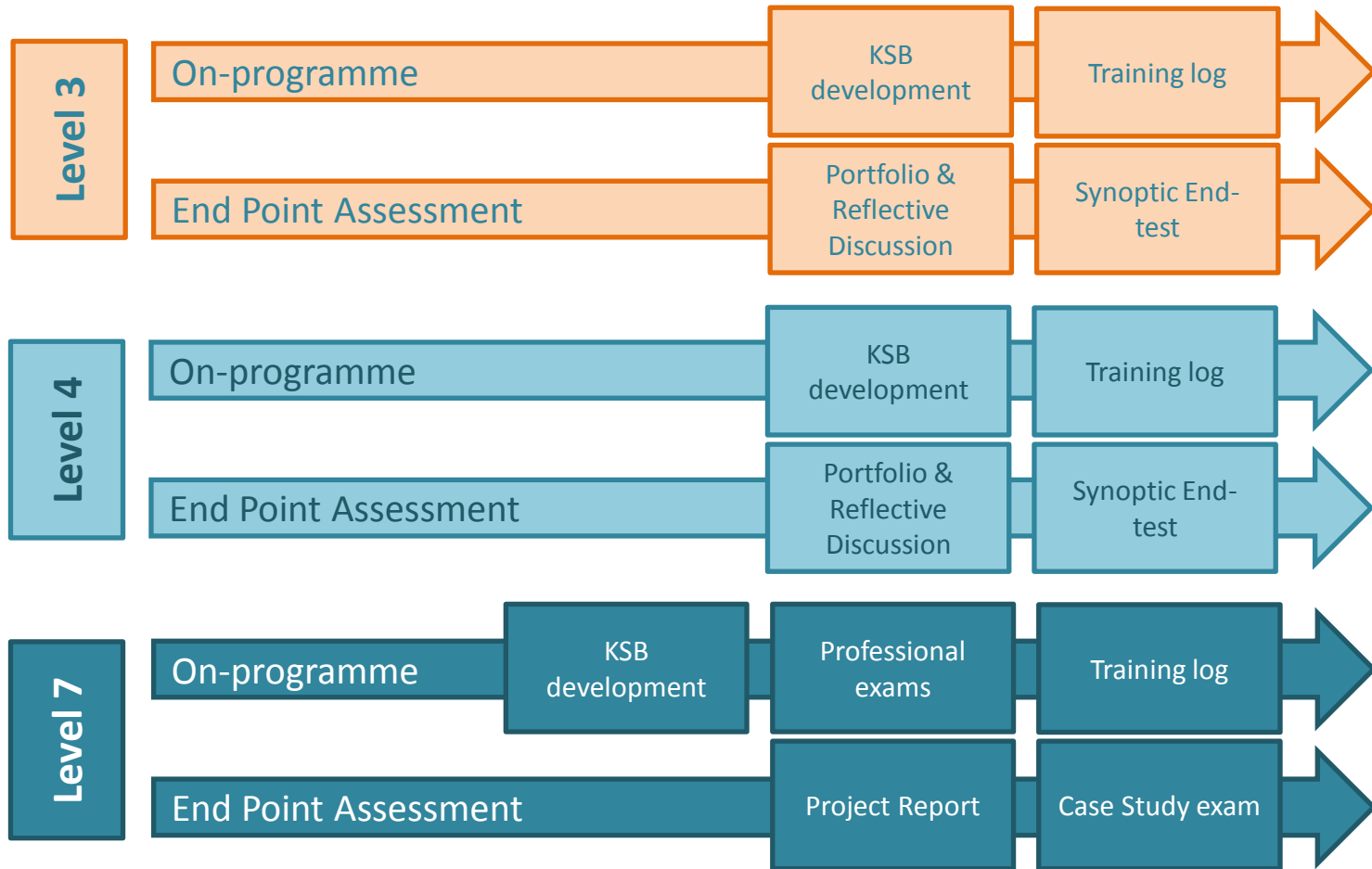
- Portfolios of work based evidence
- Case studies
- Exams
- Interviews
- Projects
- Reflective statements
- Presentations
- The EPA must be assessed by an Independent Apprentice Assessment Organisation
- Apprentices will receive a grade following completion of their EPA



The EPA is important as without it students will not have not achieved their Apprenticeship.



End Point Assessment



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