

ACCOUNTANCY APPRENTICESHIPS

DELIVERED BY

HTFT PARTNERSHIP



Apprenticeship Levy

The Apprenticeship Levy is a levy on UK employers to fund new apprenticeships.

If you have a UK wage bill of over £3m, you will be required to pay 0.5% of that into a levy. In England, control of apprenticeship funding will be put in the hands of employers through the Digital Apprenticeship Service.

The government is committed to boosting productivity by investing in human capital. As part of this, the government is committed to developing vocational skills, and to increasing the quantity and quality of apprenticeships. It has committed to an additional 3 million apprenticeship starts in England by 2020. The levy will help to deliver new apprenticeships and it will support quality training by putting employers at the centre of the system.

The levy is the government's solution to funding the increase in numbers and putting control of the funding in the hands of employers.

Apprenticeship Standards: overview

Apprenticeships are changing. From 2017 the government will replace existing Apprenticeship frameworks with employer-designed Trailblazer 'standards', based around specific job roles which detail the Knowledge, Skills and Behaviours an Apprentice would have to demonstrate to prove competence in that role.

Apprenticeship Standards: the components

Each standard will contain the following key elements:

On-programme training and learning

On-the-job and off-the-job training and learning need to develop the apprentice's knowledge, skills and behaviours.

Gateway to end-point assessment

Towards the end of the apprenticeship, employers and providers will 'sign-off' the apprentice as being ready for end-point assessment.



Apprenticeship Standards: Accountancy Apprenticeships

There are currently 3 Standards relating to the Accountancy sector:

- Level 3 – Assistant Accountant
- Level 4 – Professional Accounting/Tax Technician
- Level 7 – Professional Accountant

The Assistant Accountant and Professional Accounting/Tax Technician standards are ready for delivery now.

HTFT Partnership are currently delivering the Assistant Accountant and Professional Accounting/Tax Technician standards, and will start delivering the Professional Accountant standard when it is launched.

HTFT Partnership: planning your Apprenticeship programme

In addition to the planning required to identify where apprentices fit into workforce planning; gain wider support, advertise for and recruit apprentices, there are some fundamental activities that we will support you through to ensure your Apprenticeship programme works for you.

Choose your Apprentice Assessment Organisation

Employers get to choose which Apprenticeship Assessment Organisation (AAO) to use for the End Point Assessment (EPA).

The EPA plan for the new standards have been created, and the most recognisable AAO's for the Accountancy Apprenticeships are AAT, ACCA and ICAEW.

Your choice of AAO will determine the curriculum of the on-programme training delivered by HTFT Partnership.

Agree on-programme curriculum

Once you have chosen your Apprenticeship Assessment Organisation (AAO), the next step is the map the on-programme training and development to the End Point Assessment.

For example, if an employer chooses AAT as their AAO (for the Level 4 Professional Accounting/Tax Technician Apprenticeship standard) it makes sense to deliver the AAT Level 4 Professional Diploma in Accounting, as the synoptic exam (as part of the EPA) is part of the AAT qualification.

Agree cohort driven on-site employer-led training to enhance skills development

Driven by cohort size, we will work with you to identify and plan additional on-site training.

Each new Apprenticeship standard sets out a series of Behaviours, Knowledge and Skills that the apprentices need to develop. We will work with you to identify additional business-focused Behaviours, Knowledge and Skills that additional on-site training can develop.

HTFT Partnership: delivering your Apprenticeship programme

Our aim is to create and deliver Apprenticeship programmes that grow the skills and competence of new and existing employees.

Overview



During week 1 we will:

- Officially sign up the apprentice and put them through an initial assessment covering learning styles, Functional Skills level and additional learning needs
- Create a personal learning plan

From week 2 onwards we will:

- Deliver the on-programme training and development (all based on agreed curriculum) – a blend of on-the-job and off-the-job training
- Deliver cohort driven on-site training to broaden the skills of the apprentices – aligning the development to the behaviours, skills and knowledge required by their employer

Every 8 weeks we will:

- Come out to conduct progress reviews, deliver additional mentoring and coaching support, and ensure the training log/portfolio is up to date

At the Gateway (12 months) we will:

- Identify if the apprentice is ready for end-point assessment, and if so sign them off to go forward to sit the exam and submit their training log/portfolio

At the end of the Apprenticeship we will:

- Celebrate with you the achievement of your apprentices

Length of stay

The length of stay on each Apprenticeship standard varies:

- Level 3 – Assistant Accountant (**typically 15 months**)
- Level 4 – Professional Accounting/Tax Technician (**typically 15-18 months**)
- Level 7 – Professional Accountant (**between 36 and 48 months**)

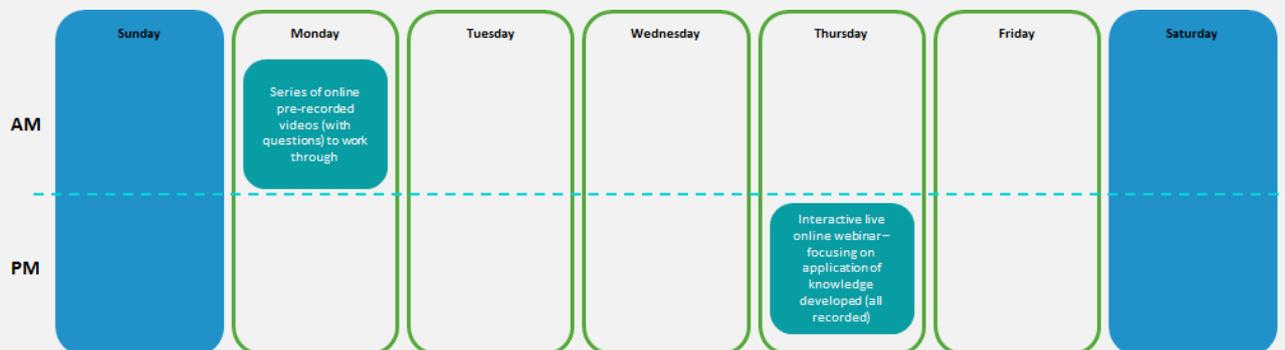
20% off-the-job training

Under the new funding guidelines for 2017 'off-the-job training must amount to 20 per cent of the apprentice's contracted employment hours across the whole apprenticeship'. We have developed a model where, each week, apprentices spend half a day (determined by the employer) working through a series of online pre-recorded videos before spending a timetabled afternoon engaged in an interactive online webinar that focuses on the application of knowledge developed via the pre-recordings.

The apprentices can access the pre-recordings from any computer. We have found that the most successful Apprenticeship programmes are those where the apprentices come into work to watch the pre-recordings – this allows them to ask their mentor/line manager about workplace application of the skills they are developing.

We will work with you to agree the off-the-job training timings.

Option 1: Monday am and Thursday pm



Option 2: Thursday am and pm



HTFT Partnership: managing your Apprenticeship programme

As a leading professional accountancy training provider we're skilled in managing funded learning and have invested in the technology required for successful Apprenticeship delivery.

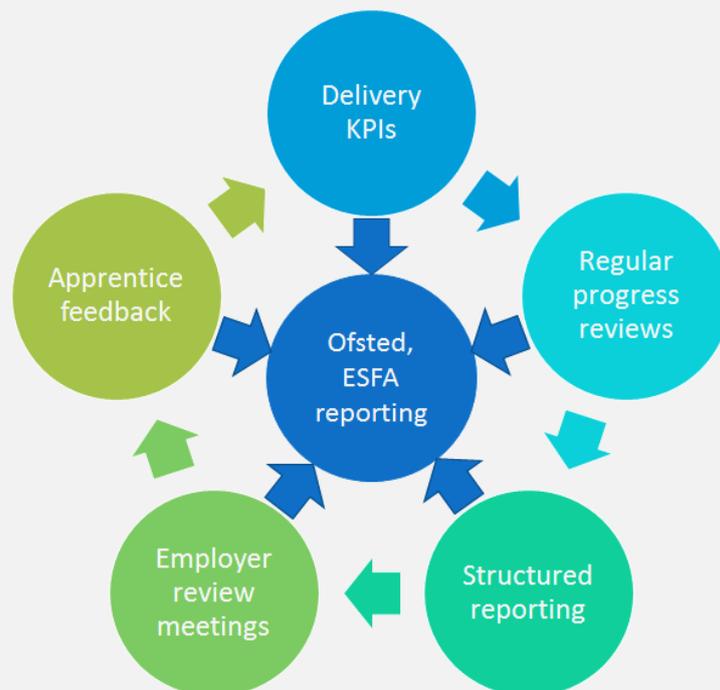
We can provide levy and non-levy paying employers with a full management service where you can utilise our experience and special training resources and design Apprenticeship programmes that deliver the results you want.

- We make sure you get most from Apprenticeship funding and/or your digital account.
- We manage administration and ensure compliance with funding rules and guidance.
- We can provide recruitment and assessment services.
- We'll guide your apprentices to success and arrange their End Point Assessment.

HTFT Partnership: monitoring and quality assuring your Apprenticeship programme

Our quality assurance is underpinned by our approval by professional accountancy bodies to deliver their training programmes.

Specifically for our Apprenticeship programmes, our monitoring and quality assurance will cover:



Regular apprentice progress reviews, structured (holistic) reporting and employer review meetings will be built into the Apprenticeship timetable before the on-programme training commences.