

SUPPORTING YOUR ACCOUNTING APPRENTICESHIPS



ACA TRAINING (LEVEL 7 APPRENTICESHIP)

In addition to our Level 3 and Level 4 Accounting Apprenticeships, we are delighted to be able to offer our existing ACA programme as a Level 7 Apprenticeship. Here's how it works:

Accountancy Learning has been making an impact on the lives of accounting trainees and their employers for many years and has a strong reputation for the high level of proactive support given and impartial advice provided. Some of us have been acting for our clients in one form or another since 1984.

We've been delivering AAT training since 1992 and in 2009 started to offer ACA training in order to meet the needs of those of our South West employers who wanted their AAT trainees to progress to ACA. As well as maintaining the personal support they had got used to, our programme avoided the need to travel long distances and staying away for courses, thus saving both time and cost.

As part of our overall training provision in the South West, we have always offered advice and guidance to our employer clients on all aspects of qualification training, whether we provide the training or not. We are therefore able to add value to the ACA training we provide and help our trainees relate their studies to the work they undertake in the office.

THE THREE COMPONENTS OF THE ACA

The updated ACA qualification, built around three complementary elements, equips trainees with the skills to thrive in today's rapidly changing business landscape.

Business, finance and accountancy exams

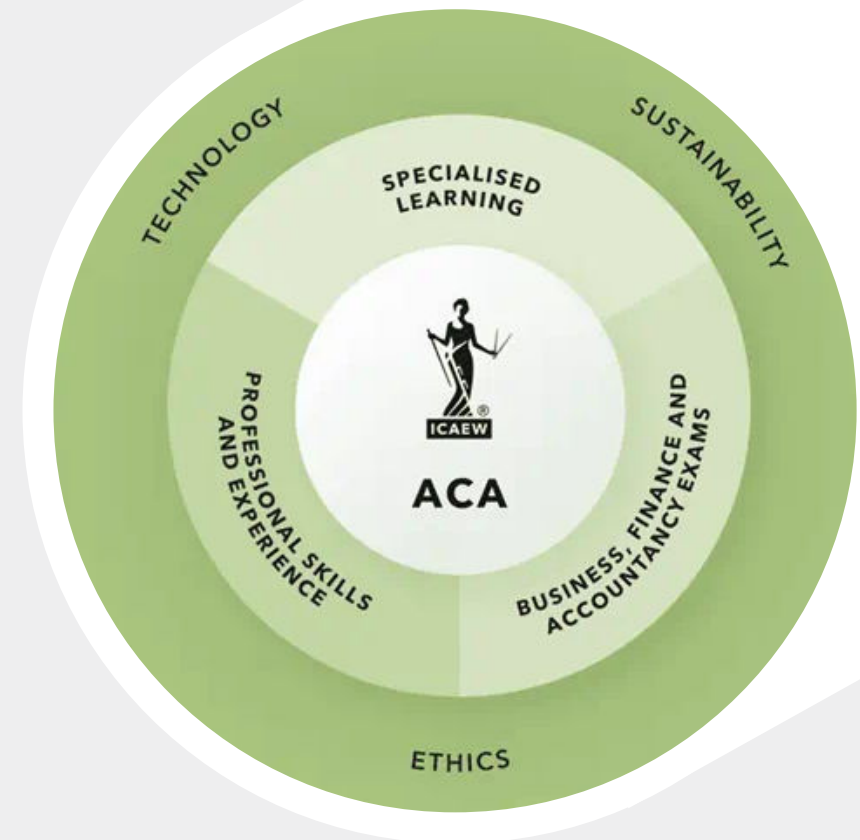
There are 14 exams in total including three case studies. See page 4 for details.

Specialised Learning

Trainees must complete 30 units of specialised learning. ICAEW offers a wide range of courses across industries and specialisms, including non-technical skills such as business writing and resilience.

Professional skills and experience

Trainees are required to complete 450 days of practical work experience and demonstrate 25 professional skills, with at least five at an accomplished level. These cover areas such as critical thinking, communication, professionalism, leadership and emotional intelligence.



THE ACA EXAM STRUCTURE



WHAT DO WE OFFER?

Local taught and revision sessions

Venues vary depending on the locations of the trainees and will be convenient to the majority of the attendees. Past courses have been in Exeter, Plymouth Okehampton and Newton Abbot.

- Virtual attendance is also possible
- No need to stay away from home if personal circumstances make this difficult or you just don't want to

Course timing

- We avoid the first week of any month when you are busy with VAT returns or month end procedures
- No courses in January when you are busy with tax returns or year end procedures
- With small class sizes we can try to work around your timing needs

Class recordings

- Classes are recorded to allow you to catch up afterwards if needed

Less intense

- You sit only one exam per sitting so it is less intense
- Professional level courses aim towards the March, June and September sittings

WHAT DO WE OFFER?

Professional skills

We provide trainees with learning materials for the 25 professional skills to allow them to mark them as “aware” in their training file. We support them to gather examples of work experience so that they can mark them as “experienced”.

Our support helps trainees build the work experience portfolio needed to meet ICAEW requirements, making it easier for employers to sign off professional skills.

Experienced tutors

- Our tutors have real world experience as well as being professional tutors
- The Accountancy Learning team includes a number of Chartered Accountants, active in the ICAEW South West Network, and we want to make the ACA qualification more accessible to those living and working in the South West

Smaller Class Sizes

- A more personal teaching experience
- Quality time with your tutor
- One-to-one tutorials available



WHAT OUR EMPLOYER PARTNERS SAY

Accountancy Learning have supported our AAT and ACA training for a number of years now. The training they give is always flexed to the needs of our students and the office and they provide both a very professional and a very personal service. As well as valuing the training they deliver our students, they are always available to give advice and guidance on our training policy and display a sound understanding of the needs of our business.

We have been really pleased with our exam success rates with Accountancy Learning - which have been consistently excellent.

LOUISE JONES

Senior Manager, ATC Advisors Accounts and Tax Centre (Southwest)



IN SUMMARY

We can offer you and your students:

- **Exceptional pass rates** – 100% pass rate for Advanced Level since 2022.
- **Fewer days out of the office**, helping you minimise disruption to your business.
- **A less intensive exam schedule**, with just one exam per sitting to reduce stress and improve success rates.
- **Flexibility around busy periods**, working with employers to avoid peak times wherever possible.
- **Local classroom delivery** for convenience.
- **The option to attend virtually**, offering maximum flexibility.
- **Small class sizes** to ensure individual attention.
- **One-to-one tutorials** for additional tailored support.
- **Marked progress tests and mock exams** to keep learners on track.
- **Quarterly progress reports**, so you can monitor progress with ease.
- **Support with professional skills development** for both apprentices and employers.
- **Guidance with funding administration**, to make the process straightforward.

Becoming an Authorised Training Employer

If you are not already authorised, the process of becoming authorised is free, straightforward, and usually takes 3-4 weeks. Further information is available at icaew.com/trainACA.

The Institute is keen to encourage more members to train ACA and will be very supportive.

Next Steps

Embarking on ACA training is a big commitment. With 95% Apprenticeship funding, the main investment is your time, not cost. We'd be happy to discuss your requirements and options in more detail.



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