

The ACCA logo is a red square with the letters 'ACCA' in white, bold, sans-serif font.

ACCA

A close-up photograph of a woman with dark hair, smiling warmly. She is wearing a jacket with a bold, repeating geometric pattern in yellow, black, and white. The background is a blurred red wall.

Employer's guide to apprenticeships with ACCA

Think Ahead

Summary of key responsibilities

You, as the employer, have the following key responsibilities:

- Pay the registration fees.
- Pay the exam fees at time of entry and any applicable exemption fees.
- Pay ongoing annual subscription fees as required.
- Complete the end-point assessment gateway form at the appropriate time (must be completed before an apprentice can enter for the end-point assessment).

Registering with ACCA

The registration with ACCA will be completed by the apprentice. They need to provide information about themselves, proof of identification and evidence of any relevant qualifications held.

A guide for apprentices is available on the ACCA website.

Costs and payment

During registration they will be asked for payment, this should be paid by you as funding rules do not allow an apprentice to pay for any costs associated with their apprenticeship.

Costs that apply to any apprenticeship with ACCA are:

- Initial registration fees
- Exemptions fees (if applicable)
- On-programme exam fees
- Subscription fees
- End-point assessment fees

The agreement with the approved training provider will make it clear which of the above are included within the price agreed and those that are not should be paid to ACCA by the employer. These would normally be:

- Initial registration fees – paid by your credit card when the apprentice completes their registration.
- Exam fees and exemption fees if applicable – paid by your credit card when the apprentice submits their exam entry or claims their exemption.
- Annual subscription fees – be paid by your credit card when they are due.

An apprentice's costs will be the same as other ACCA students – full details of the current levels of pricing are available at accaglobal.com/cost.

End-Point Assessment Gateway

Before the apprentice can sit their end-point assessment, you must submit an end-point assessment gateway form (available at accaglobal.com/epaform) to provide the evidence that they are ready to complete their apprenticeship. You will agree with the approved training provider when the apprentice is ready for their end-point assessment.

Funding rules mandate that you must provide ACCA, as the End-Point Assessment Awarding Organisation, copies of the evidence obtained from the apprentice of Level 2 English and maths. Guidance as to what is allowed by apprenticeship rules is available at accaglobal.com/l2evidence.

Awarding the Apprenticeship

The apprenticeship is awarded by the Education and Skills Funding Agency (ESFA). ACCA will provide the ESFA with the results of the End-Point Assessment and this is used by the ESFA to decide whether the apprenticeship certificate can be awarded.

