

How can I recruit an apprentice?

What do I need to do?

What should I expect from the training provider?

What should I expect from ACCA?

<p>Choose your apprenticeship</p>	<p>Now that you have decided to take on an apprentice, you can select an ACCA Apprenticeship and find details of associated funding in: England, Scotland and Wales. the devolved government websites.</p>	<p>The training provider will outline the structure of their programme.</p>	<p>ACCA will explain which of our qualifications are eligible for apprenticeships and outline the education pathways available to your apprentices.</p>
<p>Prepare the delivery of the apprenticeship</p>	<p>Next, you will need to choose the apprenticeship training provider(s) to deliver the training and assessment to your apprentice and co-ordinate the training programme for you. A list of approved apprenticeship training providers are available on the devolved government websites.</p> <p>As with any other commercial process, you will need to agree a provisional price with the training provider for this service as part of the discussion.</p>	<p>The training provider can help co-ordinate the funding and the delivery of the apprenticeship.</p> <p>They may also be able to help you recruit an apprentice.</p>	<p>ACCA's dedicated employer relations team will be responsible for on-going relationship management.</p> <p>ACCA can also recommend local training providers with experienced tutors best suited to your needs.</p> <p>ACCA will explain the end-point assessment process.</p>
<p>Confirm your eligibility</p>	<p>Now go ahead and recruit your apprentice. Don't forget you can use the free 'Find an Apprenticeship' service on the government websites to advertise your opportunity.</p>	<p>Once the apprentice is recruited, the training provider can then help you check and confirm whether you are eligible for the small employer and age 16 to 18 incentive payments.</p>	<p>ACCA can advertise your opportunity on our accountancy and finance Job Board and enhance your search through our work with schools.</p>
<p>Finalise apprenticeship delivery</p>	<p>You are now ready to agree a final price with your chosen training provider based on your individual Apprentice's needs.</p> <p>Before the apprentice can start, draw up your written agreement with your training provider so the responsibilities are set out clearly.</p>	<p>If appropriate, the training provider will then co-ordinate payment arrangements and ensure they are ready for delivery.</p>	<p>ACCA can provide reduced exam costs compared to competitors.</p>
<p>Start the apprenticeship</p>	<p>Your apprentice can now be employed. As there is no upper age limit, you can hire new staff or upskill existing employees.</p> <p>One key thing to complete is an apprenticeship agreement with your apprentice.</p>	<p>Your training provider can then register your employed apprentice with the government.</p>	<p>Your apprentice will have access to study materials, computer-based assessments and ACCA's online network of students.</p>
<p>Train the apprentice</p>	<p>Throughout the delivery of the apprenticeship, make sure you are receiving any employer incentive payments you are eligible for from the government. Similarly, and where applicable, ensure that the lead training provider is also receiving yours and the government's contributions.</p>	<p>Your training provider will now be training your apprentice up to the standard, working with you to help them develop the skills, knowledge and behaviours set out in the standard.</p> <p>The training provider will also be collecting and confirming your employer contributions, and where applicable, the government's contributions.</p>	<p>ACCA will issue the apprentice with the our globally recognised ACCA Diploma in Accounting and Finance (RQF Level 4) if the apprentice has successfully completed the ACCA Applied Knowledge exams as part of their apprenticeship.</p>
<p>Assess the apprentice</p>	<p>Confirm to your apprentice assessment organisation that your apprentice is ready to take the end-point assessment.</p>		<p>As an ESFA approved apprentice Assessment Organisation, ACCA will assess your apprentice against the end-point assessment requirements of the particular apprenticeship programme.</p> <p>Once the apprentice has completed the end-point assessment, ACCA will report the results to the employer and the apprentice.</p>
<p>Complete the apprenticeship</p>	<p>Congratulations, your apprentice has now successfully completed the apprenticeship!</p> <p>Ensure the training provider has received your final contributions.</p>	<p>After the apprentice successfully completes the apprenticeship, they will receive a certificate. The training provider will collect your final contributions, and the government's, where applicable.</p>	<p>ACCA will confirm the completion of the end-point assessment to the ESFA in order for the ESFA to certify the apprentice.</p> <p>ACCA will suggest additional learning to further develop your apprentice and help navigate the routes to the full ACCA qualification.</p>