

The ACCA logo consists of a red square with the letters 'ACCA' in white, bold, uppercase font centered inside.

ACCA

Three interlocking gears of varying sizes and shades of gray are positioned in the upper left quadrant of the image. The largest gear is on the left, a medium one is in the center, and a smaller one is on the right.

WORKING
with ACCA

THE APPROVED EMPLOYER PROGRAMME

About ACCA

ACCA (the Association of Chartered Certified Accountants) is the global body for professional accountants with 428,000 trainees and 162,000 qualified members in 170 countries. We help the world's employers to grow their businesses by enabling them to develop the finance leaders of today and tomorrow in all business sectors through our network of 80 offices and centres worldwide.

What is the ACCA Approved Employer Programme?

The ACCA Approved Employer programme recognises employers' high standards of staff training and development. ACCA Approved Employer status provides:

- formal recognition that your organisation is committed to providing learning and development opportunities to its finance staff – which will enhance your organisation's reputation as an employer
- an accessible global standard which enables organisations to compare their learning and development support against a global benchmark, enhancing your brand
- fast-track specific ACCA business processes – your trainees and/or members can benefit depending on which approval stream you choose.

In summary, the Approved Employer programme provides an overall framework within which ACCA can help to support your organisation's trainees and members.

WHO CAN APPLY?

The Approved Employer programme recognises organisations of any size, in any industry or sector in any country. Our trainees and members work in all types of organisations and it is the level of support they receive for their learning and development that is key, rather than any other factor.

DEVELOP YOUR FINANCE CAPABILITY AND HELP YOUR ORGANISATION GROW

The ACCA Approved Employer programme provides an opportunity for employers to partner with ACCA on its global best practice training accreditation programme. The programme provides a framework for employers to ensure their support of ACCA trainees and members reflects leading practice, ensuring effective and efficient training and skills development. It supports employers in building the finance capability of their staff.

Benefits of approval

ACCA Approved Employer status means even more than gaining an international standard of recognition for your employee training and/or development.

EXCLUSIVE BRANDING

To help your organisation demonstrate its achievement, an ACCA Approved Employer logo will be provided which can be used, for example, on organisational business letterheads and job advertisements.

ACCA Approved Employers – trainee development stream can be provided with one of the logos below according to their approval level.



Trainee Development - Gold



Trainee Development - Platinum

ACCA Approved Employers – professional development stream can be provided with the following logo.



Professional Development

DISCOUNTS FROM ACCA Careers.com

ACCA Approved Employers get a 25% discount on job listings when hiring ACCA candidates through our official recruitment website. ACCA Careers.com offers unique reach through our marketing and connections to our large, international and ambitious audience of finance professionals.

In addition, for key roles Approved Employers will receive the Approved Employer logo alongside their recruitment advertising, distinguishing them amongst the ACCA audience as a supportive organisation, providing skills, training and CPD, helping you to attract the most ambitious talent.

DISCOUNTS ON ACCA'S ONLINE CERTIFICATES

Accessing quality specialist finance learning and assessment enables you to increase the skill of your workforce. ACCA Approved Employers receive discounts on our online specialist finance certificates in finance topics including International Financial Reporting and International Auditing.

ACCOUNTING LINK

Especially for employers of finance professionals, this regular e-bulletin is designed to bring you timely news and information about ACCA and developments within the profession.

How your ACCA people will benefit

TRAINEE DEVELOPMENT STREAM

ACCA Approved Employer – trainee development stream status recognises your organisation’s commitment to progress its trainees’ careers as finance professionals.

ACCA trainees, including CAT trainees, can take advantage of the Performance Objective exemption if your organisation is awarded gold or platinum level Approved Employer status under this stream. This means that your trainees do not need to complete the challenge questions associated with each of our Performance Objectives. This is at your discretion, as some employers prefer their trainees to have the discipline of completing the challenge questions. This exemption reflects the fact that the organisation meets ACCA’s demanding criteria for trainee development, including having the policies and processes in place that allow trainees to meet the minimum requirements of ACCA’s PER. It means that ACCA has confidence in your organisation’s systems and processes and at the same time removes duplication of effort with regard to record keeping.

If this status is awarded, it should be emphasised that all ACCA trainees employed by your organisation still need to record the number of months relevant work experience they have gained using the online My Experience recording tool. However, this is a very quick and straightforward process.

PROFESSIONAL DEVELOPMENT STREAM

Career development is critical to effective employee retention. ACCA members who are employed by an Approved Employer under the Professional Development stream are automatically exempt from having to follow ACCA’s CPD Unit Scheme Route due to the high quality of support that their employer provides to ensure that their knowledge and skills stay up to date.

However, members are still required to complete their annual CPD declaration confirming they are covered by the Approved Employer route but this process is simple and only takes a few minutes. Members are asked to indicate their chosen CPD route, whether they are involved in the audit of historical financial information and to confirm that they have kept their professional ethics up to date.

Essential information

COST

The Approved Employer programme is free to join and can help you to bring talented people into your organisation.

STREAMS OF APPROVAL

There are two different streams of approval which you can choose to pursue. Some employers only hold one stream; some hold both, it simply depends on what is most appropriate for your organisation. The streams are as follows:

- trainee development – to support your ACCA trainees' progress toward membership
- professional development – to support your ACCA members towards meeting their Continuing Professional Development (CPD) requirement

LEVELS OF RECOGNITION

Each stream has one or more approval levels which are determined by the best practice learning and development statements your organisation meets as defined below:

- for the trainee development stream there are two approval levels: gold and platinum
- there is only one level for the professional development stream

SCOPE

The scope of approval identifies the extent of cover to employees of your organisation. This can be:

- single office – approval is relevant to one office in a single geographic location
- individual department or function – approval is relevant to one department or function
- country wide – this scope applies within a single country
- number of offices – approval is relevant to offices located in multiple countries.

Becoming approved

Becoming an ACCA Approved Employer involves the following simple processes:

PREPARE

Before starting the application process please gather numbers for the following within your organisation:

- employees
- directors/partners
- finance employees
- ACCA trainees
- ACCA members
- CAT trainees
- CAT holders.

The Approved Employer assessment matrix is part of the application form. Any employer applying to become an ACCA Approved Employer must meet a number of best practice statements relating to the support they provide ACCA trainees and members in the workplace and be able to provide supporting documentation to verify meeting the appropriate standard.

As part of the application process and depending on the stream of approval applied for, employers will be expected to provide contact details of ACCA members and/or ACCA trainees as well as a qualified accountant employed by the organisation with whom the application information can be independently verified.

APPLY ONLINE

The application should only take 15–20 minutes. Simply visit www.accaglobal.com/employers, select 'Become an Approved Employer' from the Products and Services section, click on 'How to apply' then select 'Become an Approved Employer'.

The clear online instructions will guide you through the application process and once completed, ACCA will contact you to confirm the result of your application.

CELEBRATE

Your organisation's ACCA Approved Employer status will be confirmed by email. You will be provided with the appropriate certificate and your organisation will be given permission to use the exclusive ACCA Approved Employer logo.

RENEWAL

This takes place every three years and enables ACCA to confirm that the details we hold for your organisation are up to date.

MONITORING

This takes place at least once every six years to ensure Approved Employers are meeting our rigorous standards. Evidence is requested as part of the monitoring process.

