

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

ACCA

Think Ahead



# EMPLOYER'S GUIDE TO **ACCA** APPRENTICESHIPS IN SCOTLAND

**All you need to know** about funding, programmes, training, support and further study.

## Contents

**03 ACCAn introduction to apprenticeships**

**04 ACCAchieve real business growth**

**05 ACCAssurance that our apprenticeships are right for you**

**06 ACCApprenticeships at a glance**

**07 ACCApprenticeships available in Scotland**

Foundation Apprenticeship in Accountancy

Modern Apprenticeship: Accounting Technician Apprenticeship

Graduate Apprenticeship: Professional Accountant Apprenticeship

**12 Choosing to offer ACCA apprenticeships**

**13 ACCAccredited routes to membership and chartered certified status**

**14 Entry requirements**

**15 ACCAvailable funds and incentives**

**16 ACCAnswering the big questions**

**17 ACCArranging next steps**

# 03

## **ACCA** An introduction to apprenticeships

ACCA is the world's most forward-thinking professional accountancy body. With more than 240,000 members and 541,000 students in 178 countries, we're also the number one choice for accountancy students worldwide.

We inspire, develop and continuously upskill financial talent. Employers know they can trust our apprenticeships to create future-proofed financial experts who boost business and lead the way to success.

An ACCA apprenticeship is a genuine job alongside an assessment and skills development training programme. It's a combination of learning and applying new skills in the workplace, and more formal training through accredited courses with one of our accredited third-party training providers.

Apprentices earn while they learn, and employers gain the skillsets they need within their workforce to take them forward.

This guide will show you how simple and cost-effective it is to train your people through an ACCA apprenticeship. Our team's always happy to chat through your options and give advice too.



# ACCAchieve real business growth

There are lots of reasons why businesses of all shapes, sizes and sectors choose ACCA apprenticeships for their finance and accounting talent.

## **Government funding**

The government provides funding and financial incentives to help develop apprentices with sought-after and specialist skills that will benefit your business, as well as the wider economy.

## **A globally-recognised qualification**

The ACCA Qualification is the modern accountancy professional's benchmark. Some of our apprenticeships award the full ACCA Qualification. Others lay the groundwork towards it. All provide essential digital, ethical and analytical skills, and a unique toolkit of non-technical skills.

## **Grow your own talent**

Whether you plan to train a current employee or someone new, with our programmes the apprentice develops the accounting knowledge, digital-first financial skills, business expertise and ambitious mindset to drive your business forward.

## **An investor in people**

Studies show that finance professionals want to see a clear career path from their employer. Our apprenticeships help you show your commitment to developing your people – building loyalty with current employees and a positive employer profile to the outside world.

## **Increasing diversity**

ACCA apprenticeships are open to everyone and can provide the opportunity to increase diversity within your business. They offer an alternative to traditional study routes and can remove barriers into the profession.

## **Succession planning**

Beyond financial specialisms, our apprenticeships create accountants you'll pinpoint as future leaders. Inspirational figures who can recognise your challenges and use their strategic, business and professional capabilities to address them.

# 05

## ACCAssurance that our apprenticeships are right for you

So, what sets an ACCA apprenticeship apart? Aside from bringing a whole host of experience and expertise, we'll support you in a number of ways.

- **ACCA qualifications are a benchmark of quality.** As the world's most forward-thinking professional accountancy body, we award a series of respected apprentice qualifications – as well as membership to our exclusive and ever-growing global network.
- **We only work with the best training providers.** Third-party training providers deliver the technical elements, offer advice, arrange funding and keep training on track.
- **There's support with recruitment.** If you're looking for a new apprentice (or someone at any level), our ACCA Careers online job board is the market-leading platform. Any employer can use it to support you in attracting the brightest talent.
- **Global recognition comes as standard with ACCA.** We're the world leaders in what we do. That means your apprentice will be working to the highest standards of quality to gain skills, knowledge and qualifications that are recognised internationally.
- **A dedicated ACCA support team will be on hand.** We're here for both you and your apprentices throughout the programme. Our team can answer questions, advise on any aspect of the training and even make recommendations for further study.



# 06

## ACCApprenticeships at a glance

We've built a market-leading blend of professional skills into our apprenticeships, aligned to the ACCA syllabus.

That means your apprentices will be trained to the same standard as someone studying outside of an apprenticeship – but with the added benefit of work experience, skills and behaviours training, and a contribution towards the cost of training.

No matter what level your apprentice joins us at, they'll build the expertise and experience to enjoy a successful accounting career – with a pathway to further study at master's and bachelor degree-level qualifications. There are plenty of other benefits too:

- Funded access to a world-class accounting and finance education.
- Builds technical knowledge and soft skills.
- Uses real-life work scenarios and latest technologies.
- Designed to meet business needs.
- Produces forward-thinking strategic accountants.
- Includes business acumen and professional competencies.



# 07

## ACCApprenticeships available in Scotland

### **Foundation Apprenticeship (FA) in Accountancy**

*Typically completed in 2 years.*

The Foundation Apprenticeship offers senior school pupils the opportunity to gain real experience of the world of work while still at school. This apprenticeship typically takes two years to complete and is studied by pupils as one of their school subjects – usually over fifth and sixth year.

### **Modern Apprenticeship: Accounting Technician Apprenticeship**

*Available at levels 5, 6 and 8 and typically takes 9 months per level.*

As complexity increases at each level, all apprentices develop core skills that benefit your business and the ability to apply technical financial knowledge in their role.

### **Graduate Apprenticeship: Professional Accountant Apprenticeship**

*Takes 5 years to complete.*

Apprentices develop the skills to thrive in the future economy, such as social intelligence, innovative thinking, strategic business management, governance, business finance, data and digital skills. They also gain strong accountancy knowledge and skills, such as legislation, taxation, risk and control.

(Please note: Programmes, pathways and training providers differ in England and Wales)



## Foundation Apprenticeship (FA) in Accountancy: Level 6

### The ideal head start for a future in finance and accountancy

The Foundation Apprenticeship in Accountancy is the chance for senior school pupils to experience the real world of work, while they're still at school. You'll benefit from having a bright mind, fresh outlook and enthusiastic addition to your team. And your apprentice will be able to gain an industry-recognised qualification, exposure to real projects, and broader career options when they leave school.

As an employer, it's your opportunity to attract highly motivated young people who are willing to learn, identify people who are right for your business and ensure your organisation has the skills you need. You can also decide what level of involvement you have.

### The structure

The Foundation Apprenticeship typically takes two years to complete and is studied by pupils as one of their school subjects – usually over fifth and sixth year. Time is spent out of school or college with a local employer, where they complete the FA alongside their other subjects, like National 5s and Highers.

### Assessment and awards

It's made up of work-related units, a work placement and qualifications, including Scottish Vocational Qualification (SVQ) Units and National Progression Awards (NPA):

- NPAs are work-related qualifications delivered and assessed in a classroom setting. It's a combination of practical and knowledge assessments, including short written tasks and questioning. There are no formal national exams.
- SVQs are assessed through observation by an assessor and so evidence can take a wide variety of forms.
- The Work-Based Skills Challenge Unit develops a range of skills and is assessed through a work-based project.
- Each pupil must also complete a work placement of approximately one day a week in S6, to help them build the evidence needed for their ACCA Award.

The qualification includes:

- A National Progression Award in Accountancy at Scottish Credit and Qualifications Framework (SCQF) Level 6.
- Part of the Level 3/SCQF 6 Diploma in Accounting and Business.

### Skills and knowledge covered

Apprentices gain a holistic overview of the accountancy sector, as well as learn about:

- Widely accepted accounting principles and concepts
- How to account for business transactions and events
- Preparing financial statements
- Reconciliation of control accounts and the cashbook.

They'll also work towards developing core skills, particularly in:

- Communication
- Problem solving
- Working with others
- Time management.

### What's next...

Completing the FA leads to a qualification at the same level of learning as an SQA Higher. Apprentices also have the option of progressing onto a finance role through an ACCA Modern or Graduate Apprenticeship, or going on to do the ACCA Qualification – leading to becoming an ACCA member.



## Modern Apprenticeship: Levels 5-8

### An entry-level route into ACCA and the accountancy profession

This programme trains apprentices to understand the structure and functions of different businesses, as well as create, verify and review accurate financial information.

They'll meet all the relevant ethical, professional and legal standards, and use their knowledge of business systems, processes and standard accounting practices to analyse financial information and make recommendations for your business.

### The structure

The apprenticeship is broken down into Scottish Credit and Qualifications Framework (SCQF) levels 5-8. Each level takes around nine months to complete and your apprentice is awarded at each level once they complete a technical qualification and skills modules.

While the complexity increases at each level, all apprentices develop core skills that benefit your business, such as communication, teamworking and problem-solving. They also develop their technical financial knowledge and the ability to apply it in your business.

Your apprentice's progress and performance will be assessed through a mixture of practical work experience, technical learning and exams. As apprentices complete each level they will also receive an ACCA Diploma Certificate.

### Training providers

Kaplan and Genius People are the training providers for the Modern Apprenticeship.

### Skills and knowledge covered

#### Level 5:

- **Recording Financial Transactions:** Covers the main types of business transactions and documentation and how these are recorded in an accounting system up to the trial balance stage.
- **Management Information:** Providing basic management information in an organisation to support management in planning and decision-making.

#### Level 6:

- **Maintaining Financial Records:** The underlying principles and concepts relating to maintaining financial records and technical proficiency in double-entry accounting techniques. This includes the preparation of basic financial statements.
- **Managing Costs and Finance:** How to prepare, process and present basic cost information to support management in planning and decision making in a variety of business contexts.

#### Level 8:

- **Foundations in Business & Technology:** Has a strong focus on financial technology, including cloud computing, blockchain, artificial intelligence, big data and data analytics – as well as the risks related to data from cyber-attacks.
- **Foundations in Financial Accounting:** The underlying principles of financial accounting, and technical proficiency in double-entry accounting techniques.
- **Foundations in Management Accounting:** Techniques to support management in planning, controlling and monitoring performance.

**Foundations in Professionalism:** An online interactive module covering professionalism, ethics and personal effectiveness.

### Assessment

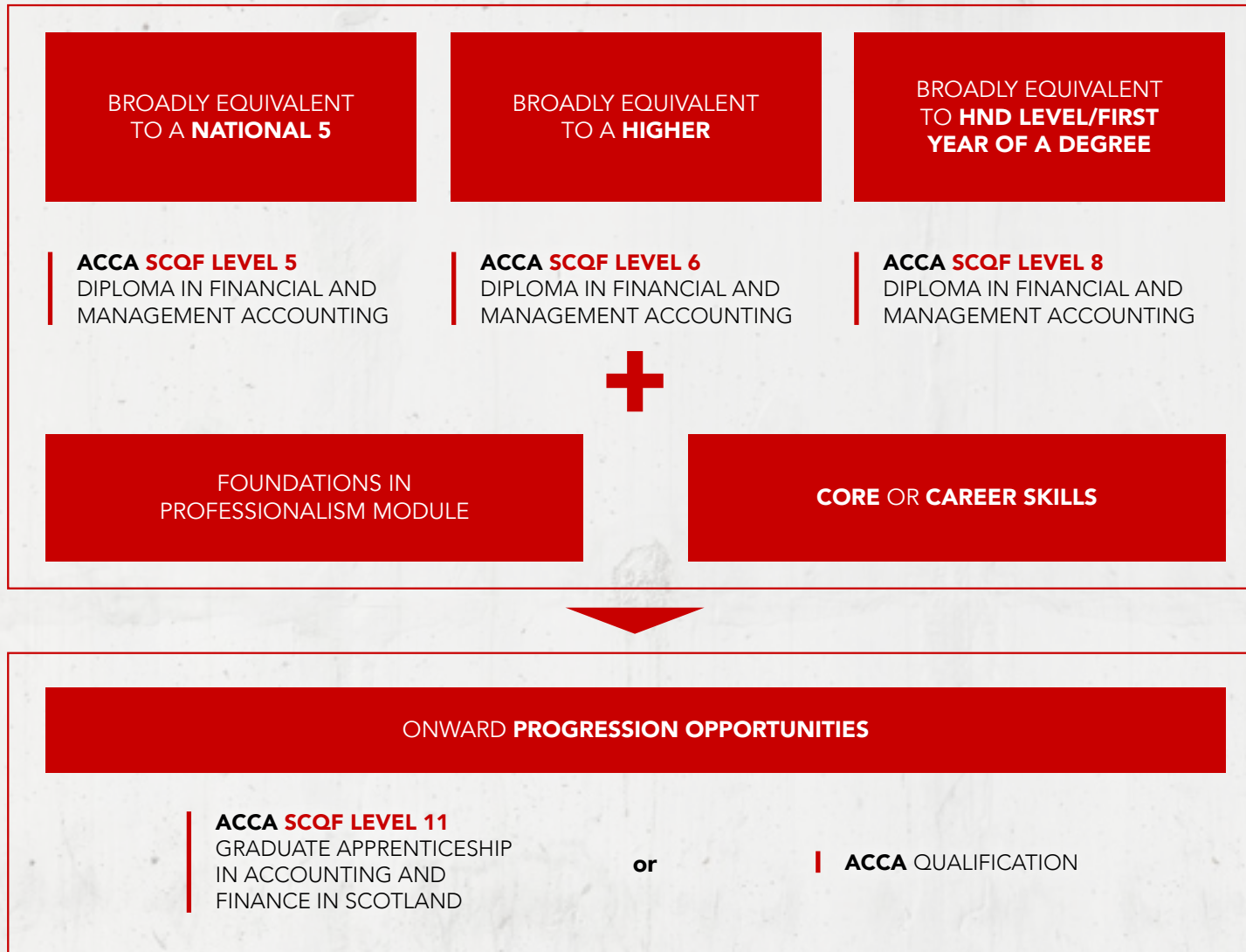
Your apprentice will sit exams for each of their modules. There are two at Levels 5 and 6, and three at Level 8. Their work-based learning will also need to be recorded and evidenced to show how their skills are developing.

### What's next...

From Level 8 of the Modern Apprenticeship, your employee can choose to take one of our flexible pathways to chartered certified accountant status:

- Moving onto the Level 11 Graduate Apprenticeship.
- Gaining the ACCA Qualification with a learning provider.

## Modern Apprenticeship: Levels 5-8



## Graduate Apprenticeship: Level 11

### A funded pathway to the full ACCA Qualification

These accredited, work-based learning programmes are aimed at a broad range of sectors.

Whatever your business, your apprentices will graduate with tools to deliver for your financial functions – and take a wider role in shaping your future success.

### The structure

Our Graduate Apprenticeships take five years and award your employee with a Graduate Apprenticeship in Accounting and Finance.

Available to new and existing employees aged 17 or over, it's full time and a natural progression from either the Foundation Apprenticeship or Modern Apprenticeship.

We offer two versions of the Graduate Apprenticeship. Both are high quality programmes with slightly different structures and assessments:

- **The Graduate Apprenticeship in BA (Hons) Accounting** is delivered through Robert Gordon University. For more details, visit [rgu.ac.uk/study/courses/2007-graduate-apprenticeship-in-ba-hons-accounting](http://rgu.ac.uk/study/courses/2007-graduate-apprenticeship-in-ba-hons-accounting)

- **The Master of Accountancy Graduate Apprenticeship** is delivered through Glasgow Caledonian University. For more details, visit [gcu.ac.uk/study/courses/undergraduate-master-of-accountancy-graduate-apprenticeship-glasgow](http://gcu.ac.uk/study/courses/undergraduate-master-of-accountancy-graduate-apprenticeship-glasgow)

The place of employment is the primary place of learning. However, both Graduate Apprenticeship options are blended learning, with four days per trimester in face-to-face classes at university and the rest of the tuition elements being online classes.

### Skills and knowledge covered

- **The skills to thrive in the future economy** such as social intelligence and self-management, innovation, strategic business management, governance, business finance, data, digital and people management.
- **The specific knowledge and skills needed for the accounting environment** such as legislation and regulatory requirements, financial information, business finance and taxation, assurance, risk and control.
- **The professional qualification most appropriate to their individual job.** In your business, they could go on to be anything from accountant, tax specialist and audit manager to internal auditor or tax analyst.

### What's next...

The Graduate Apprenticeship encompasses the full ACCA qualification. Once completed, if all membership requirements are met – including the 36 months' practical work experience and the Ethics and Professional Skills Module – your apprentice can apply for full membership.

# Choosing to offer ACCA Apprenticeships

## STEP ONE

### Choose to offer ACCA Apprenticeships

#### WHAT YOU NEED TO DO

- Get in touch with our dedicated employer support team at [apprenticeships@accaglobal.com](mailto:apprenticeships@accaglobal.com).
- Choose the apprenticeship(s) that you want to offer.
- Confirm cost and funding eligibility.

#### WHAT ACCA WILL DO

- Give you all the information you need about our apprenticeships.
- Introduce you to the training provider.
- Support you with the decision-making process.

#### WHAT YOUR TRAINING PROVIDER WILL DO

- Give you all the information you need about their training programmes.
- Support you with all aspects of funding.

## STEP TWO

### Attract and recruit your apprentice

#### WHAT YOU NEED TO DO

- Advertise your apprenticeship, recruit your apprentice(s) or choose which current employee(s) to train.
- Finalise your agreement with your training provider.
- Register your apprentice with ACCA.

#### WHAT ACCA WILL DO

- Help you with talent attraction through ACCA Careers – our market-leading industry specialist job board.
- Help you to successfully register your apprentice.

#### WHAT YOUR TRAINING PROVIDER WILL DO

- Register your apprentice with the government. (Foundation Apprenticeship and Modern Apprenticeship only.)\*
- Check eligibility for incentives.
- Finalise funding and payment.

## STEP THREE

### Train your apprentice

#### WHAT YOU NEED TO DO

- Start your apprentice on their programme.
- Make sure they're ready for their assessments.

#### WHAT ACCA WILL DO

- Provide study resources and support.
- Provide the assessments for the Foundation Apprenticeship and Modern Apprenticeship.
- Report your apprentices' results to you.\*\*
- Issue qualifications and recommend further development options.

#### WHAT YOUR TRAINING PROVIDER WILL DO

- Prepare your apprentice for all assessments.
- Conduct regular progress reviews.
- Advise on additional requirements and when they're ready to take assessments.

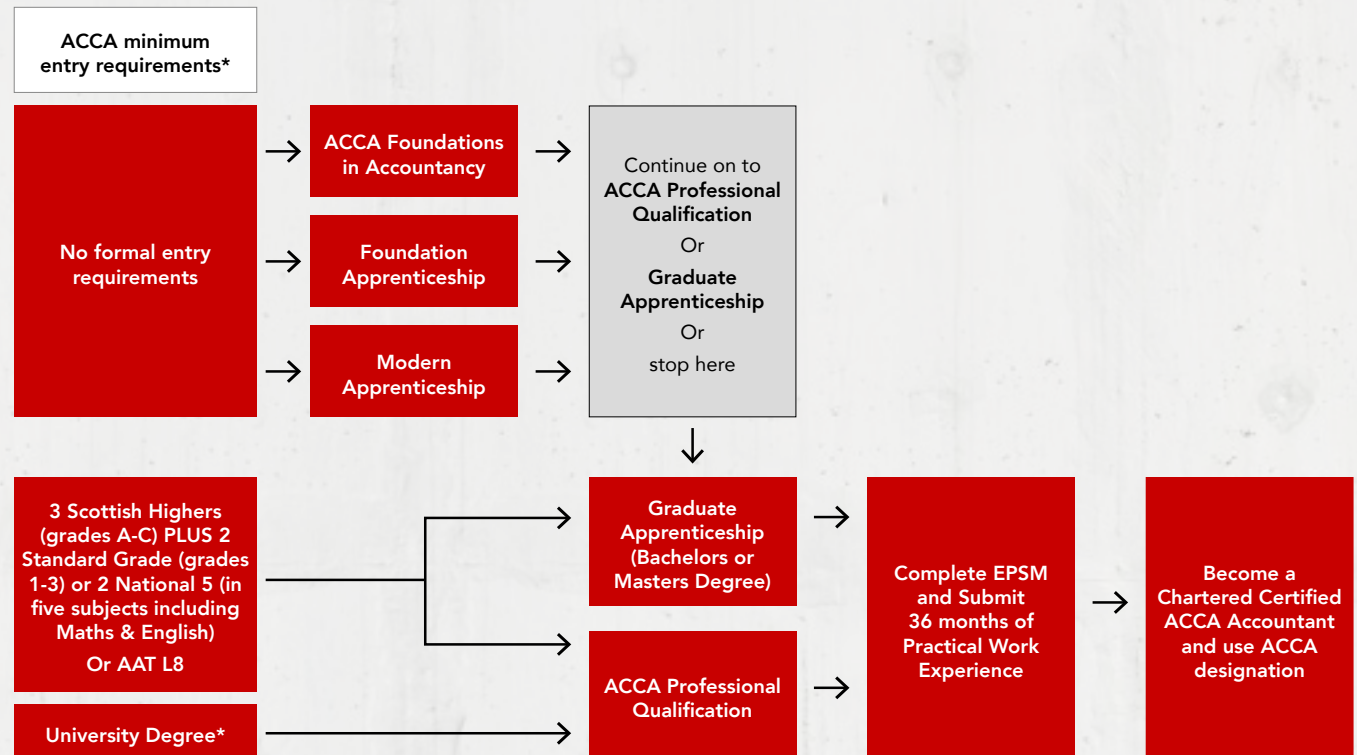
\* Graduate apprentices need to apply for Student Awards Agency Scotland (SAAS) funding.

\*\* For Graduate Apprenticeships, only Strategic Professional results are reported.

# ACCAccredited routes to membership and chartered certified status

Once your apprentice has completed their programme, they can choose whether to continue working towards further ACCA qualifications or membership. This can be done through our apprenticeship pathways, university or traditional study.

We also offer a range of further qualifications and industry-leading professional development opportunities. In short, it's easy for ACCA accountants to stay at the cutting edge of the profession, fully equipped with the knowledge and skills to manage the ever-changing financial and technological challenges of business.



# Entry requirements

## FOUNDATION APPRENTICESHIP

### Entry requirements

Potential apprentices should have a good level of written and spoken English, and good numeracy skills. They also need to have an interest in working in accountancy, a drive to succeed in the sector, and communication and team-working skills.

Potential apprentices are selected for the apprenticeship by their school. Pupils will go through a recruitment process arranged by their college or the learning provider.

### SCQF Level

This apprenticeship is at Level 6.

## MODERN APPRENTICESHIP

Your apprentice will need to be at least 16, and resident and working in Scotland.

Kaplan and Genius People, your training partners, may have entry requirements, and you can also choose to include your own.

You can start this apprenticeship at Level 5, 6 or 8.

## GRADUATE APPRENTICESHIP

Your apprentice will need to be at least 17, and resident and working in Scotland.

Your chosen training provider (Robert Gordon University or Glasgow Caledonian University) are likely to have entry requirements, and you can choose to include your own.

This apprenticeship is at Level 11.



# ACCA Available funds and incentives

The type of funding available depends on the type of apprenticeship.

The main cost to you is the employment of the apprentice, as they receive the same benefits as any other employee. Funding is available towards the cost of tuition, but you'll also need to pay for exams, exemptions, registration and subscription fees, which are currently:

- Initial registration: £89
- Annual ACCA subscription: £116
- Exam and exemption fees can be found at [accaglobal.com/ukfees](https://www.accaglobal.com/ukfees)

You'll also need to pay for any exam re-sits.

## Foundation Apprenticeships

- There's no cost to you as the apprentice is still at school.

## Modern Apprenticeships

- For the Modern Apprenticeship, funding for tuition depends on the apprentice's age. A total of £1,000 is available for apprentices aged 16-19 and £500 for those aged 20-24. There's also enhanced funding for those under 30 with a disability or who are care experienced.
- Funding is simply sent directly from Skills Development Scotland (SDS) to the training provider – you don't need to get involved.
- If you have a direct contract with Skills Development Scotland and experience with apprenticeships, you may be able to deliver the apprenticeship in-house – and the government will then send payments to you. If there's an element of the apprenticeship you can't deliver, you can still engage with a training provider, and pay them for the additional support.
- Employer contributions are asked for where the funding doesn't cover the cost of the tuition.

## Graduate Apprenticeships

- Training costs will be funded by the Student Awards Agency Scotland (SAAS) for the entire duration of the course. Graduate Apprentices must apply directly to SAAS for their funding.

For more information visit

[saas.gov.uk/full-time/graduate-apprenticeships](https://saas.gov.uk/full-time/graduate-apprenticeships)

## Extra Incentives

- **'Adopt an Apprentice'** is a financial incentive of up to £5,000 to encourage employers to take on a Modern or Graduate apprentice who has been made redundant: [apprenticeships.scot/for-employers/adopt-an-apprentice/](https://www.apprenticeships.scot/for-employers/adopt-an-apprentice/)
- **'Access to Work'** is a publicly-funded employment support programme developed to help people with a disability or long-term physical or mental health condition to get or stay in work: [gov.uk/access-to-work](https://www.gov.uk/access-to-work)

For more information, please get in touch with Apprenticeships for Scotland on **0800 783 6000** or visit [apprenticeships.scot](https://www.apprenticeships.scot)

# ACCA Answering the big questions

## Getting started

### Which level of apprenticeship should I choose?

We can talk you through the options, as it'll depend on your needs. There'll be other factors too, such as your apprentice's previous work experience and level of education.

### What is the ACCA Qualification?

Accountants who hold the ACCA Qualification are strategic finance professionals with the technical, ethical and professional skills to excel in any sector, anywhere in the world. A massive 92% of employers say ACCA people have the skills needed to drive their businesses forward. Discover more at [accaglobal.com](https://www.accaglobal.com)

## Structure

### When do apprenticeships start?

The Modern Apprenticeship has a flexible start date, but Graduate Apprenticeships start in September and Foundation Apprenticeships start in August.

## Support

### How will I know how much progress my apprentice is making?

Someone regularly checks in with your apprentice throughout the programme. This person will support your apprentice, conduct regular reviews to spot any skills gaps, and update you on their progress.

### What kind of resources and external support will my apprentice receive?

ACCA and your chosen training provider will provide all the support they need, from study guides and tuition, to coaching, online courses and skills development.

## Eligibility

### Is there an age limit?

Apprentices need to be in school year S5 or S6 to start the Foundation Apprenticeship, aged 16 or over for the Modern Apprenticeship, and aged 17 or over for the Graduate Apprenticeship. There's no upper age limit.

### Can an apprentice be an existing employee?

Yes. You can choose to upskill a current colleague or recruit someone new.

### Are apprenticeships only available at entry level or for low-skilled people?

No. ACCA apprenticeships are for everyone.

### My employee is already studying for their professional qualification. Can they transfer to an apprenticeship?

If they're already studying for the ACCA Qualification, they can transfer to our Modern Apprenticeship – depending on how much they've already completed. However, they can't transfer to our Graduate Apprenticeship.





Think Ahead

# ACCArranging next steps

It's easy to get started. Get in touch and let us talk you through the options.

Please email us at:

**[apprenticeships@accaglobal.com](mailto:apprenticeships@accaglobal.com)**

The first steps we can help you make are to:

- Choose the ACCA apprenticeship programme that's right for your business.
- Introduce you to your training provider who will support you with tuition and funding.
- Choose whether to upskill a current employee or recruit someone new.

**Then, once your apprentice is registered, you'll start reaping the rewards.**