Apprenticeship Standard: Accountancy/Taxation Professional Level 7

Overview
This new Apprenticeship Standard has been created by leading professional services and industry employers, Professional Bodies and training providers to ensure an apprentice develops the relevant Knowledge, Skills & Behaviours to succeed and progress in their roles and your business. The standard will align to a Level 7 professional qualification with one professional body and uses a more innovative and flexible approach to demonstrating competency. The ambition of the new standard is to encourage access to the profession through the delivery of a high quality programme which is fit for purpose in the workplace.

Key information:

**Duration**
Typically this apprenticeship will take 36 months to complete (duration dependent on prior learning/relevant work experience)

**Qualifications**
Professional Qualifications that can be included:
- ACCA – Association of Chartered Certified Accountants
- ATT/CTA pathway – Tax Technician through to Chartered Taxation Advisor
- CIMA – Chartered Institute of Management Accountants
- CIPFA – Chartered Institute of Public Finance and Accountancy (not available with BPP Professional Education)
- ICAEW – Institute of Chartered Accountants in England and Wales
- ICAS – Institute of Chartered Accountants of Scotland

**Delivery**
BPP can provide flexible study methods for the Level 7 programme including:
- In Classroom face-to-face
- Online Classroom Live (real time)

**Entry requirements**
Level 2 Maths and English (equivalent to GCSE grade C or above), ideally as part of 5 GCSE A–C grades or other comparable qualifications.
Apprentices without English or Maths at Level 2 must achieve this prior to the completion of the Level 7 Apprenticeship. Apprentices who have completed a relevant Level 4 Accountancy Qualification may receive credits towards the completion of the apprenticeship.
Employers have the flexibility to set their own minimum entry requirements and may want to increase their criteria Institutes may also set specific entry requirements

**Key responsibilities**
Accountancy/Taxation Professionals provide financial information and advice to organisations of all types and sizes; from owner managed businesses to multi-national organisations; from private enterprises to public sector institutions, from entrepreneurs to charities. Examples of roles as an Accountancy/Taxation Professional include, but are not limited to, Financial Accountant, Management Accountant, Tax Accountant, External Auditor, Internal Auditor, Financial Analyst, Management Consultant, Forensic Accountant and Business Advisor.

**Confirmed Funding Cap**
£21,000

Requirements

**Employer**
- Provide apprentices with a contract of employment for the duration of the apprenticeship and be paid at least a wage consistent with the law for both the time they are in work and in off-the-job learning
- Does not ask the apprentice to contribute financially to the direct cost of learning
- Provide the apprentice with paid time to attend off-the-job training, including additional support for English and Maths, or support accessed for learning difficulties and/or disabilities
- Recognise that the apprentice must complete the apprenticeship within their working hours
- Ensure apprentice spends at least 20% of their time in off-the-job training
- Enter into a contract with BPP
- Support the apprentice to gain new skills

**Apprentice**
- Be in full-time employment for at least 30 hours a week
- Be an employee (have a contract of employment for the duration of the apprenticeship) on the first day of their apprenticeship and be paid at least a wage consistent with the law for both the time they are in work and in off-the-job learning
- A citizen of a country within the European Economic Area (EEA*) or have the right of abode in the UK, and have been ordinarily resident in the EEA for at least the previous three years on the first day of learning
- Not be enrolled on another apprenticeship at the same time
- Has the right to work in England
- Able to complete the apprenticeship in contracted working hours
- Be in a new job role (nine months or less), or in an existing job role, where significant new Knowledge and Skills are needed – employer statement of justification needed (relevant to the apprenticeship)

*European Economic Area (EEA) includes the EU, Iceland, Liechtenstein, Norway

03301 349 291
corporate@bpp.com
bpp.com/apprenticeships
An overview of the elements of the Accountancy/Taxation Professional Apprenticeship Programme

This Level 7 Apprenticeship involves the development of Knowledge, Skills & Behaviours as set out in the standard. Our programme links these different elements together and ensures that apprentices are supported throughout.

**Role Suitability**

**Trailblazer Group**
Includes: Baker Tilly, BDO, Costain, Dains, Deloitte, Government Finance Profession, Ernst & Young, Flemmings, Grant Thornton, Hall and Woodhouse, Harvey & Son, Hazlewoods LLP, Health Education East of England, Kingston Smith, KPMG, Lentells Chartered Accountants, London Borough of Barking and Dagenham, NHS Employers, PwC, Solid State Solutions, Warrington and Halton Hospital NHS Foundation Trust, Association of Accounting Technicians (AAT), Association of Chartered Certified Accountants (ACCA), Chartered Institute of Management Accountants (CIMA), Chartered Institute of Public Finance and Accountancy (CIPFA), Institute of Chartered Accountants in England and Wales (ICAEW), Institute of Chartered Accountants of Scotland (ICAS) and BPP Professional Education.

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**Apprenticeship overview**

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<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
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<tbody>
<tr>
<td><strong>Professional Qualification</strong></td>
<td><strong>Skills and Behaviours</strong></td>
<td><strong>End Point Assessment</strong></td>
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<td>PQ Knowledge sessions</td>
<td>Phase 1 Understanding</td>
<td>Phase 3 Identify, develop and demonstrate</td>
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<tr>
<td>Apprentices will complete professional exams for their chosen qualification.</td>
<td>Familiarisation phase, with the Skills &amp; Behaviour requirements</td>
<td>Demonstrate learning and development throughout the programme, prepare for End Point Assessment requirements</td>
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<td></td>
<td>Phase 2 Planning</td>
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<td></td>
<td>Reflect on current Skills &amp; Behaviour, understand and plan for development and demonstration</td>
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<td>Skills seminars</td>
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<td><strong>On programme support</strong></td>
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<td>Proactive and reactive support throughout programme. Half-yearly reviews carried out with line manager, apprentice and BPP.</td>
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### Business Benefits of the Accountancy/Taxation Professional Apprenticeship (created by a Trailblazer Group):

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<th><strong>Relevant</strong></th>
<th><strong>Cost effective</strong></th>
<th><strong>Improving the standard of apprentices</strong></th>
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<tr>
<td>New Apprenticeship Standards created by Trailblazer Groups have been designed by employers, for employers, to develop the practical Skills &amp; Behaviour that meet employers’ needs.</td>
<td>With government funding available, apprenticeships offer the chance to develop talented individuals without bearing all the cost.</td>
<td>The new standards incorporate Skills, Behaviours and Qualifications that ensure apprentices are well-rounded and able to perform better in their roles.</td>
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<th><strong>Attract talent</strong></th>
<th><strong>Diversity</strong></th>
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<td>The Accountancy/Taxation Professional Apprenticeship Standard provides an attractive combination of qualifications and work-based learning to appeal to new talent.</td>
<td>This apprenticeship provides opportunities to those who may previously not have had access to the accountancy profession, increasing the diversity in your workforce to provide a well-rounded client solution.</td>
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### Programme Support

#### Induction Support
- On boarding
- Induction information
- Introductory sessions

#### On Programme Support
- Regular 1:1 Progress Reviews
- Management Information
  - Knowledge, Skills & Behaviour Feedback and Support
  - Proactive engagement
- Virtual Learning Environment
- Learning Support
- Knowledge Tuition
- Learner Community

#### End Point Assessment Support
- Gateway Review
- EPA Booking
- EPA Support