



Apprenticeship Training with Reed Business School

The professional accountancy qualifications for ICAEW, ACCA and CIMA are available as part of a Level 4 and Level 7 government funded Apprenticeship programme.

Reed Business School has been offering traditional class room training for the 3 main accountancy bodies for over 45 years and is listed on the Government Register of Apprenticeship Training Providers.

Government funding

The government has allocated each apprenticeship standard a maximum funding band which represents the level of money available to employers to spend on their apprenticeship programme. Funding is available to businesses in England and the funding cap for the two apprenticeship programmes the Business School can offer are:

Level 4 - £9,000

Level 7 - £21,000

For employers who pay the levy, the government will pay up to 100% of the maximum government contribution.

For non-levy paying employers, the government will pay up to 90% of the maximum government contribution with the employer contributing the remaining 10%.

Funding Rules

Full details of the funding rules can be viewed [here](#), however below are some of the key rules both potential apprentices and their employer need to consider before embarking on an apprenticeship programme:

- The apprentice must have lived in the UK for a minimum of 3 years and have the right to work in England
- At least 50% of their working hours must be spent in England over the duration of their apprenticeship
- An apprentices employment contract must be for a minimum of 30 hours/week
- An apprentice must spend 20% of their working hours on off the job training for the duration of their apprenticeship programme



- An apprenticeship programme will last a minimum of 1 year
- An apprentice can only be on one apprenticeship scheme at one time. They must have fully completed a prior apprenticeship before they can commence a higher level apprenticeship
- An apprentice cannot be asked to contribute financially to direct costs of learning or assessment even in the event the apprentice leaves the programme or employment

What is included in the funding

	Yes	No
Student registration with professional body		X
Student subscription with professional body		X
Exam fees and applying for exemptions		X
Tuition fees (gateway training)	✓	
Course learning material fees	✓	
Project report preparation	✓	
Coaching sessions	✓	
On-line resources professional development ladders (skills & behaviours)	✓	
End point assessment (first time)	✓	
End point assessment (retake)		X
Residential fees at Reed Business School		X

Our Apprenticeship Programme Overview

The apprenticeship 'Gateway' programme consists of 2 main elements:

- Knowledge
- Skills and behaviours

Knowledge

This consists of the accountancy professional examinations. Reed Business School offers face to face class room training courses to prepare apprentices to sit their exams applicable to the chosen professional body. Each apprentice will be provided with an individual learning plan (ILP) which will map out their study route over the duration of the apprenticeship period taking into consideration any exemptions they may be entitled to. The final exam will form part of the end point assessment and takes the form of a case study exam. The training course durations will count towards the 20% off the job training requirement.



Skills and behaviours

Throughout the apprenticeship programme, the apprentice will develop their skills and behaviours which will culminate in a project report that also forms part of the end point assessment.

This element is supported by a suite of on-line training modules which are mapped to skills and behaviours requirements. Each apprentice is assigned a learning coach who will engage with the apprentice and their line manager on a quarterly basis providing support and guidance as they progress through their learning pathway and within their workplace. Apprentices are required to provide evidence of their progression and off the job training and this is managed by an on-line e-portfolio platform. Time spent on this personal development will count towards the off the job training requirement.

Further information

Each professional body provide more in depth information on how their qualification is mapped to the apprenticeship standards. Please follow the below links for more details

[ICAEW](#)

[ACCA](#)

[CIMA](#)

How to find out more

Please contact Reed Business School and a member of our team will assist you. Once you are ready to sign up an apprentice, we will require the following:

- Review our initial advice and guidance to ensure both the employer and apprentice have thoroughly considered and understand the commitment required from both parties
- Complete an Individual Learner Record (ILR) application providing appropriate evidence of prior education and skills
- Agree an individual learning plan (ILP) which will map out the duration and timing of the gateway training and end point assessment
- Register the apprentice with the appropriate professional body (as an apprentice) and apply for any credits for prior learning that may be appropriate
- Agree to a commitment statement between the employer, apprentice and Reed Business School
- Sign a training service agreement with Reed Business School (a one off requirement)
- Once the above have been completed and all the required evidence has been obtained the apprentice can commence their apprenticeship programme with Reed Business School

Contact us

Please complete the on-line form to arrange for a member of our team to contact you.

01608 674224

rbs.reed@reedbusinessschool.co.uk

The Manor, Little Compton, Nr Moreton-in-Marsh, Gloucestershire GL56 0RZ

