

How can I recruit an apprentice?

What do I need to do?

What should I expect from my Training Provider?

What should I expect from ACCA?

Choose your apprenticeship

Now that you have decided to take on an Apprentice, you can select the ACCA Apprenticeship and find details of associated funding in: **England**, **Scotland** and **Wales**.

The Training Provider will outline the structure of their programme.

ACCA will explain which of our qualifications are eligible for apprenticeships and outline the education pathways available to your apprentices.

Prepare the delivery of the apprenticeship

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 in: **England**, **Scotland** and **Wales**.

The Training Provider can help co-ordinate the funding and the delivery of the apprenticeship.

ACCA's dedicated employer relations team will be responsible for on-going relationship management.

They may also be able to help you recruit an apprentice.

ACCA can also recommend local Training Providers with experienced tutors best suited to your needs.

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.

ACCA will explain the end-point assessment process.

Confirm your eligibility

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: **England**, **Scotland** and **Wales**.

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.

ACCA can advertise your opportunity on our accountancy and finance **Job Board** and enhance your search through our work to engage with schools.

Finalise apprenticeship delivery

You are now ready to agree a final price with your chosen Training Provider based on your individual Apprentice's needs.

If appropriate, the Training Provider will then co-ordinate payment arrangements and ensure they are ready for delivery.

ACCA can provide reduced exam costs compared to competitors.

Before the Apprentice can start, draw up your written agreement with your Training Provider so the responsibilities are set out clearly.

Start the apprenticeship

Your Apprentice can now be employed. As there is no upper age limit, you can hire new staff or upskill existing employees.

Your Training Provider can then register your employed Apprentice with the government.

Your Apprentice will have access to study materials, computer-based assessments and ACCA's online network of students.

One key thing to complete is an apprenticeship agreement with your Apprentice.

Train the apprentice

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.

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.

The Training Provider will also be collecting and confirming your employer contributions, and where applicable, the government's contributions.

Assess the apprentice

Confirm to your apprentice assessment organisation that your Apprentice is ready to take the end-point assessment.

As an ESFA approved Apprentice Assessment Organisation, ACCA will assess your apprentice. The ACCA end point assessment is made up of a role simulation exam plus portfolio and reflective statement.

Once the Apprentice has completed the end-point assessment, ACCA will report the results to the employer and the apprentice.

Complete the apprenticeship

Congratulations, your Apprentice has now successfully completed the apprenticeship!

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.

ACCA will confirm the completion of the end-point assessment to the ESFA in order for the ESFA to certify the Apprentice.

Ensure the Training Provider has received your final contributions.

ACCA will issue the Apprentice with the ACCA globally recognised Diploma in Accounting and Finance if the Apprentice has successfully completed the ACCA applied knowledge exams.

ACCA will suggest additional learning to further develop your Apprentice and help navigate the routes to the full ACCA qualification.