

# Apprenticeship training



## Welcome to Reed Business School

Reed Business School provides world class accountancy training for CIMA, ACCA, AAT and ICAEW qualifications and is on the Government Register of Apprenticeship Training Providers.

We provide the very highest standard of professional accountancy training to help you achieve your goals. Nestled within the heart of the Cotswolds, our school is the perfect setting for success:

- Small classes
- First class tutors who go the extra mile to support every student
- Accommodation with personal study space
- Leisure facilities including local pubs and outdoor pool
- Home-cooked food everyday
- 1-to-1 time with expert qualified tutors, including personalised feedback
- A relaxing and friendly atmosphere for you to study in



# Achieve your qualification through a government funded apprenticeship programme.

## How it works

You can begin an apprenticeship whether you're just starting out in your career, are looking for a change, or you're upskilling in your current job. To be eligible you must be employed for a minimum of 30 hours per week. You can have a previous qualification like a degree and still start an apprenticeship.

As an apprentice accountant you will:

- Learn and train for a specific job, spending approximately 80% of your time at work
- Get paid and receive holiday leave like a regular employee
- Get hands-on experience in a finance department
- 20% 'off the job' training (some of this is at Reed Business School)
- Complete assessments during and at the end of your apprenticeship
- Achieve a professional accountancy qualification

It can take between one and six years to complete an apprenticeship depending on which route you choose, what level it is and your previous experience. Training is largely funded from contributions made by the government, with very little financial burden on your employer.

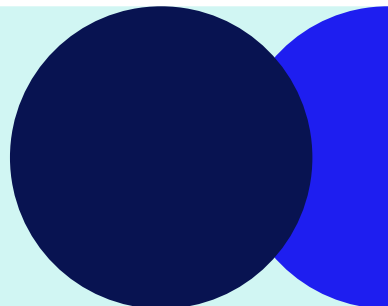
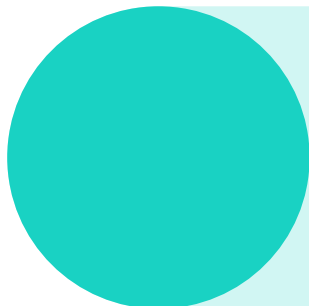


## Apprenticeship requirements

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 apprentice's 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 12 months followed by the End Point Assessment (EPA)
- 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
- Minimum grade 4/C in Maths and English
- Minimum 20% of their time 'off the job' leaning

For the full list of requirements: [apprenticeships.gov.uk](https://www.apprenticeships.gov.uk)





## **Our apprenticeship programme overview**

Our specially designed apprenticeship programme consists of two main elements:

### **Knowledge**

You will learn the technical knowledge to pass the required professional exams.

Each apprentice will be provided with an Individual Learning Plan (ILP) which will map out their study route throughout their apprenticeship, taking into consideration any exemptions they may be entitled to. The final exam is a Case Study, which forms part of the overall End Point Assessment.

### **Skills and behaviours**

Throughout the apprenticeship programme, the apprentice will develop their professional skills and behaviours. A report of these skills is also forms part of the End Point Assessment.

This element of training is supported by a suite of online modules, which are mapped to specific 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 to provide support and guidance throughout their learning pathway.

Apprentices are required to provide evidence of their progression and 'off the job' training, and this is managed by an online e-portfolio platform.

## Further information

Each professional body provides more in depth information on how their qualification is mapped to the apprenticeship standards.

[ICAEW](#)   [ACCA](#)   [CIMA](#)   [AAT](#)

## 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



## Government funding for apprenticeships

The government has allocated a maximum funding band representing how much money is 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 we provide are:

- Level 2 – £6,000
- Level 3 – £8,000
- Level 4 – £8,000
- 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 95% of the maximum government contribution with the employer contributing the remaining 5%.

## 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	✓	
Online resources professional development ladders (skills & behaviours)	✓	
End point assessment (first time)	✓	
End point assessment (retake)		x
Residential fees at Reed Business School		x



# Reed Business School

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