

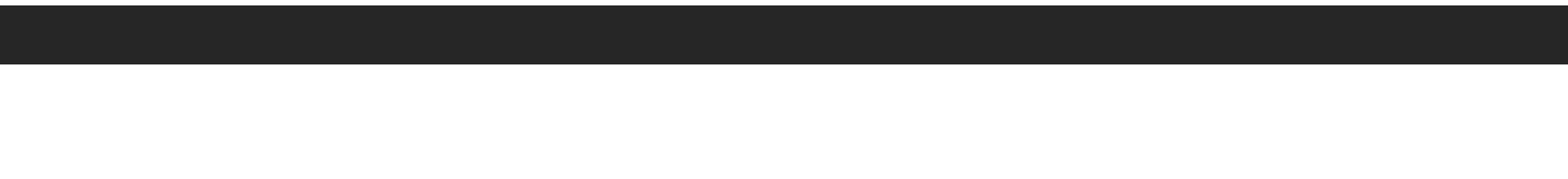


Apprenticeships

GROWING YOUR PRACTICE

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ICB DIRECTOR OF LEARNING



Session outline

Apprenticeship overview

Benefits to you of recruiting an apprentice

Mechanics of the apprenticeship programme

Specifics of the assistant accountant apprenticeship

ICB's role

What you would do next

Apprenticeship key points

Apprenticeships develop

- Knowledge
- Skills
- Behaviours

In line with an **occupational standard** which defines a role

Three main parties to develop the apprentice

- The employer
- The apprenticeship training partner
- The End Point Assessment Organisation

How does an apprenticeship work?

Apprentices:

- Are employees
- Learn skills on the job
- Are given time for training and role-related study
- Must be 16 or over, living in England
- Earn while they learn

From the start of the apprenticeship, they are part of your organisation

How does the employer benefit?

Apprenticeship is for a minimum period of 1 year - retention

Apprentice learns working processes of your practice

Partnership with apprentice training provider

Training is funded (95%) by government

- Plus £2,000 incentive if hiring before 31 January 2021

Obligations of employer

Provide on-job training, with experienced staff

Allow at least 20% of normal working hours for training or study

Employment contract with wages; holidays

Can be part-time (minimum of 16 hours per week)

Involvement of training partner

TP collaborates with the employer to:

- Provide a training plan
 - Including advice on on-the-job training
- Conduct progress reviews
- Deliver learning
 - Around knowledge and skills
- Help with mentoring and support for the apprentice
- Prepares apprentice for the End Point Assessment (EPA)

3 phases of an apprenticeship

1. On-programme learner journey
 - No formal assessment or exams are mandated
2. Assessment Gateway
 - A decision made by the employer as to whether the apprentice can be put forward for assessment
 - Decision typically supported by the TP
3. End Point Assessment (EPA)
 - A comprehensive assessment of knowledge, skills and behaviours
 - Conducted by an EPA Organisation (such as ICB)

L3 Assistant Accountant

Occupational Standard sets:

- **Knowledge**

- Business awareness; IT systems and processes; Ethical standards; Financial accounting and reporting; Management Accounting

- **Skills**

- Analysis; Communication; Production of quality and accurate information; Using systems and processes; Problem solving

- **Behaviours**

- Embracing change; Adding value; Ethics and integrity; Personal accountability; Productivity; Team working and collaboration

Knowledge and Skills cover to ICB's first 5 exams

Assistant Accountant EPA

Two components

1. Portfolio and reflective discussion
 - Portfolio built up throughout the on-programme phase, evidence of knowledge, skills & behaviour
2. "Synoptic" exam
 - Broad coverage of the occupational standard
 - Objectively tested
 - Practical scenario-based tasks

Further progression

Successful apprentices can:

1. Apply for AICB status and use that designation
2. Continue bookkeeping studies with a specially designed exam route to full membership
 - Recognises prior learning and achievement of the occupational standard
 - Recognises that a rigorous, synoptic exam has been taken and passed
 - One exam only to become MICB

EPA Organisations

Occupational Standard is independent of any EPAO

EPAO is not involved prior to the Gateway

List of EPAOs for Assistant Accountant

- ICB
- Some other people

Beware of other EPAOs

- Imposing formal exams within on-programme phase delays progression & increases costs

What you can do now?

1. Select appropriate apprenticeship
 - Level 3 Assistant Accountant
2. Find a training provider offering training for that apprenticeship
 - Not always a local college
3. Organise funding and payment schedule with TP
4. Advertise for your apprentice
 - TP may be able to help
5. Recruit and enjoy the benefits

How can we help?

General

Peter Stewart: Peter.Stewart@bookkeepers.org.uk

Tuition providers

Polly Thrasivoulou: Polly@bookkeepers.org.uk

EPA enquiries

Allison Wildish: Allison.Wildish@bookkeepers.org.uk

Answers to questions asked at Summit

Are apprenticeships available in Scotland?

- Each of the devolved assemblies or governments (Wales, Scotland and Northern Ireland) has its own apprenticeship framework. As yet, ICB is not aligned to any of them but we will keep our ear to the ground for opportunities to be involved.

I run my practice from home, so don't have an office. Can I take on an apprentice?

- Yes you can; the government guidelines say nothing specific about the workplace. Our Apprentice Training Provider of the Year LUCA winner tells us that they have more than 50 apprentices who are in that position. Obviously, a lot of those will be due to the circumstances of COVID restrictions on gathering but it's a new way of working and the apprenticeships are successful.