

Professional accountancy training

Supporting you to deliver the next generation
of public finance experts

Now includes
apprenticeships
at Level 3, Level 4
and Level 7



“Training for CIPFA in what is a key profession, strong on financial discipline, ethics and integrity, with an insightful management and leadership perspective, provides the tools to do almost any job.”

Sir Tony Redmond, CPFA

This guide to CIPFA's professional accountancy training and apprenticeships is for employers in England, Northern Ireland, Scotland and Wales. Its primary focus is on the CIPFA Professional Accountancy Qualification (CIPFA PQ), our new apprenticeships at Levels 3, 4 and 7 and how we continue to improve our training provision to better support you in developing public finance expertise in your trainees.

Since the apprenticeship levy is administered differently in England, Northern Ireland, Scotland and Wales, some levy-specific information provided here will apply only to employers based in England.

We hope this guide provides you with helpful information on CIPFA's professional accountancy training, including apprenticeships.

If you need further information, clarification or have any questions please contact us:

E: customerservices@cipfa.org | T: 020 7543 5600

Key web links

www.cipfa.org
www.cipfa.org/employers
www.cipfa.org/apprenticeships
www.cipfa.org/cipfapq
www.cipfa.org/qualifications
www.cipfa.org/students
www.cipfa.org/enrolment
www.cipfa.org/onlineexams
www.cipfa.org/MyCIPFA

Welcome



A handwritten signature in black ink that reads 'Rob Whiteman'.

Rob Whiteman FCPFA
Chief Executive, CIPFA

Over the past year, the way that CIPFA delivers training for the CIPFA Professional Accountancy Qualification (CIPFA PQ) has continued to improve and adapt to the needs of our employers.

In the UK, the arrival of the Apprenticeship Levy and the long awaited Level 7 apprenticeship in professional accountancy has driven change and created new opportunities around the delivery and funding of accountancy training.

Our students and employer partners now benefit from a more integrated experience, as we provide greater flexibility and choice from the CIPFA Education and Training Centre (CETC), thanks to the launch of CIPFA Learning, our online learning environment and hub for students and employers.

Offering a single, integrated suite of interactive teaching and learning tools, CIPFA Learning provides our trainees and apprentices with a greatly improved, more flexible, learning experience.

Our high quality, face-to-face provision from CETC is now available online, through live and on demand web classes, providing faster, more convenient access for students in locations across the UK and beyond, whilst maintaining a familiar, first-class CETC training experience.

With the advent of CIPFA Learning, students are now part of a far wider online cohort, increasing opportunities for greater interaction with their peers, creating communities of support throughout the training journey, both within the UK and internationally.

Underpinning all this, our core syllabus remains unchanged – still offering the best educational foundation for developing the next generation of public finance professionals and leaders.

If you need to talk to us about any aspect of the CIPFA PQ, our apprenticeships at any level, the improvements we're making, or how you use the levy to fund your trainees with CIPFA, we'll be very pleased to hear from you.

Professional accountancy training from CIPFA

Through CIPFA's Education and Training Centre (CETC), we offer training for the following accountancy qualifications, suitable for all aspiring public finance professionals.

Qualification	Equivalent Apprenticeship Standard in England	Duration [◇]	Face-to-face*	Online learning	Self-study [†]
CIPFA Professional Accountancy Qualification (CIPFA PQ)	Level 7 Professional Accountant	36-42 months	✓	✓	✓
AAT Professional Diploma in Accounting	Level 4 Professional Accounting Technician	15-18 months	✓	✓	—
AAT Advanced Diploma in Accounting	Level 3 Assistant Accountant Apprenticeship	12-15 months	✓	✓	—

Training and study options to suit you

We offer a range of training options across our professional accountancy qualifications and apprenticeships, including face-to-face and supported distance learning, through online and self-study options.

Through CIPFA Learning, our new online learning environment, we now offer more effective training solutions for employers and your trainees and apprentices.

You can read more about our full training packages and how CIPFA Learning can help to support your professional accountancy training requirements on page 10 and 11.

How does this differ for employers across the UK?

All of these qualifications are eligible for levy funding in England, meaning the full cost of the training (excluding exams) can be met by employers' levy fund.

For employers in Northern Ireland, Scotland and Wales, and for employers in England who choose not to use their levy fund, training provision continues to be funded through our traditional training arrangements.

[◇] Durations are typical estimates but are flexible, based on learners' needs.

* We offer training at seven UK locations, subject to demand for some courses.

[†] Self study option is not available for students training in England under the apprenticeship levy.

The natural choice for public finance and accountancy

From strategic planning, procurement and commissioning, to dealing with integrating services and the implementation of new delivery models, the CIPFA PQ is designed and delivered to ensure finance trainees develop the knowledge and expertise to manage public finances responsibly and efficiently. Through our public services expertise, we equip our students and trainees with the strategic and commercial, practical and technical skills that support them on their journey as they become the next generation of public finance leaders.

Impact	<p>CIPFA supports you in developing practical public finance expertise in your trainees and apprentices from day one.</p> <p>Our syllabus is designed to ensure that students rapidly acquire key financial skills that can be easily applied in the context of your business – creating an early return on your investment.</p>
Relevance	<p>CIPFA is the only accountancy body that focuses exclusively on finance within a public services context.</p> <p>Our professional qualification syllabus, accountancy training and apprenticeships are developed specifically around the needs and contexts of public finance.</p>
Flexibility	<p>Bespoke learning packages built around you and your organisation.</p> <p>We'll work with you to design a study and assessment plan to suit your needs and those of your employees, incorporating face-to-face, online and distance learning. You can read more about all the choices available to you in the following pages.</p>
Value	<p>Comprehensive training with exemplary pass rates – money well spent.</p> <p>Supported by CIPFA throughout their training, your employees will gain the widest professional proficiency, from technical accountancy, business management, commercial acumen, strategy and leadership skills.</p>
Loyalty	<p>Talented, motivated staff that are committed to improving public services.</p> <p>Reflecting a keen public service ethos, 80% of CIPFA students choose to remain in the public sector after qualifying. 72% of CIPFA members work at management level or above.</p>

Support for employers

As part of our training offer, you have a dedicated employer support team available to you, offering assistance at all stages of your decision-making and training programme. Our experienced team of staff are here to work in partnership with you, from understanding how the CIPFA PQ can support your training needs, providing assistance with recruitment through to helping you to understand funding and how the apprenticeship levy applies.

Dedicated employer support

Our employer relations team provides dedicated resource, providing regular support and tailored solutions to help:

- set up CIPFA training and apprenticeships tailored to the needs of your organisation
- design work plans for CIPFA students
- arrange on-site CIPFA presentations to existing staff
- welcome your new CIPFA trainees and apprentices at staff inductions

Help with recruitment

A key service for many of our employers, our trainee vacancy service will support you in the recruitment of new employees, trainees and apprentices. Using our expertise and networks, we can also:

- advertise your vacancies on our website
- highlight your vacancies at national student careers fairs we attend
- promote and encourage applications through our graduate database
- Our services are free of charge to UK employers.

Apprenticeships support and expertise

For employers in England utilising the apprenticeship levy to fund apprentices at Levels 3, 4 and 7, CIPFA's in-house team provides a range of support including everything you need from setting up your apprenticeships to seeing your students through to successful qualification.

You can find out more about how apprenticeships work in England over the following pages.

Need to talk to us?

At the front of this guide you'll find a list of key web links to further information, but if you have any questions please let us know.

E: customerservices@cipfa.org

T: 020 7543 5600

www.cipfa.org

What's new?

Employer Portal

Our employer portal is the biggest addition to our package of support for employers of CIPFA PQ trainees. The portal helps you to track your students' progress and development through every stage of their training programme, and is available to nominated training managers and line managers within a student's employing organisation.

How you benefit:

- Consolidated reporting for all training activities
- Simple-to-use, in one convenient place
- Real-time information including attendance at classes, assessments, exam results, exemptions and more
- Access to mock and live exam results including historic exam sittings
- A one-stop-shop for all your key documents

CIPFA Portfolio

The CIPFA Portfolio is the brand new online tool for your CIPFA PQ students to record their practical work experience.

How you benefit:

- Quick and convenient online access for students and employers
- Improved tracking and monitoring for employers
- Easier for students to keep their experience records up-to-date
- Updating and sign-off at any time, and from any location, for employers
- Complies with the Professional Accountant Level 7 apprenticeship standard for employers in England moving to apprenticeship levy funding

Improved assessment experience

CIPFA's online exams with remote invigilation provide benefits to both students and employers:

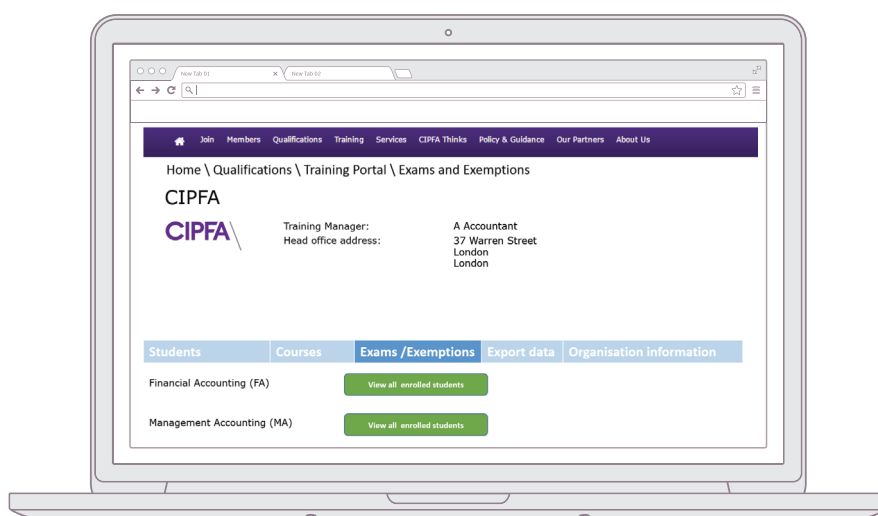
- Choice and flexibility over how exams are taken
- Access to unlimited exam practice tests
- Quicker marking, real-time quality assurance, faster exam results
- Four exam sittings per year

Plus, our brand new CIPFA Assessment System uses the latest technology to ensure a streamlined exams experience:

- No interruptions during exams due to internet speed
- Simple to use – no third party software necessary
- Improved security and improved user experience for all students

Have a question?

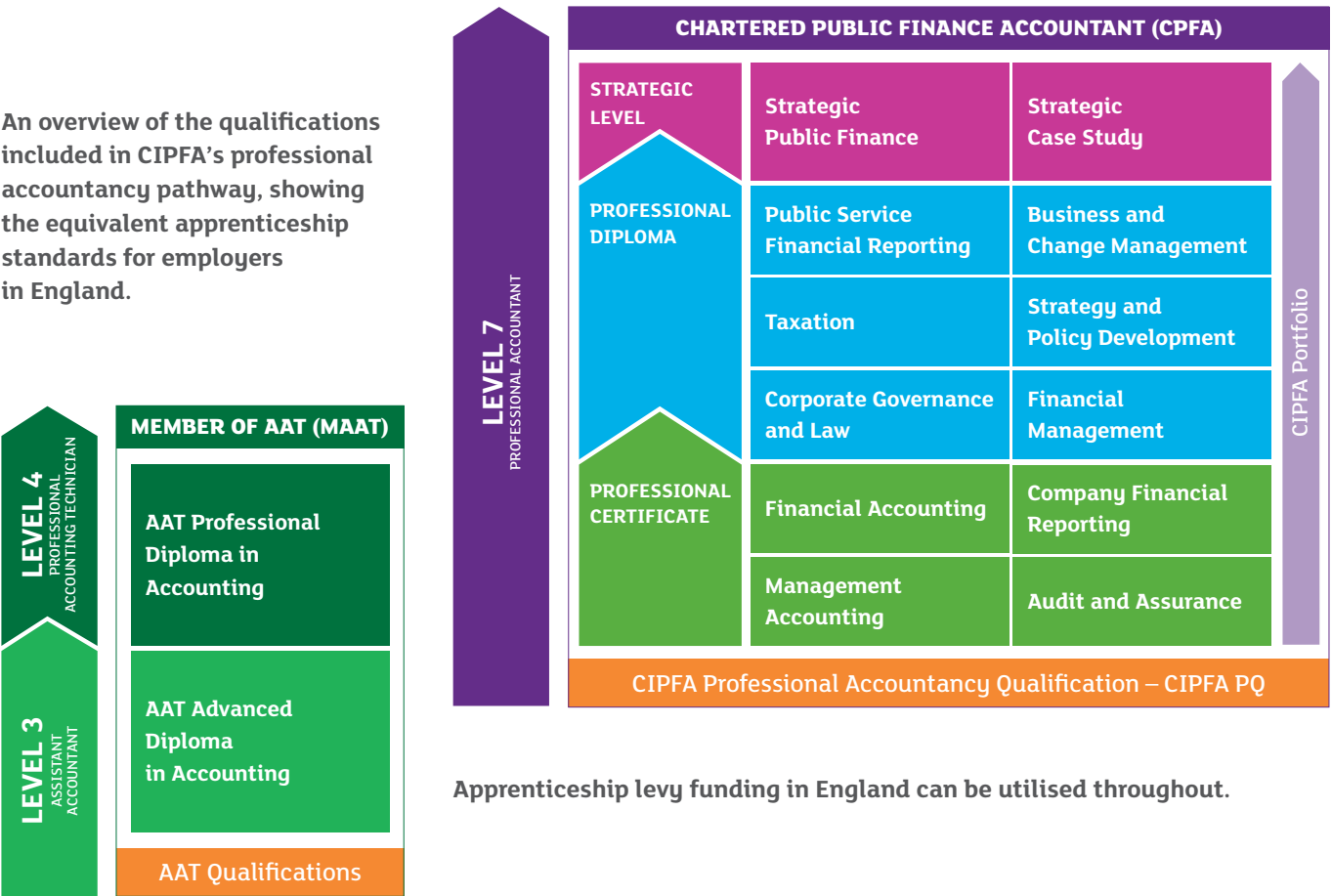
If you would like to know more, or have any questions on our recent range of improvements, please get in touch with us: customerservices@cipfa.org



Our qualification and apprenticeship pathway

From school leavers to graduates, CIPFA’s professional accountancy training supports employers in developing expertise in public financial management at all levels. Our training is delivered by qualified experts, with years of public finance experience. Our syllabus and approach is uniquely tailored to public services contexts, providing trainees with the best foundation to apply their training in a real-world context, whilst developing commercial and business acumen.

An overview of the qualifications included in CIPFA’s professional accountancy pathway, showing the equivalent apprenticeship standards for employers in England.



Apprenticeship levy funding in England can be utilised throughout.



AAT and CIPFA are working together to develop a seamless study pathway for all aspiring non-graduate finance professionals working in and with public services. Successful qualification at AAT Level 4 qualifies trainees for exemptions at the Professional Certificate level of the CIPFA PQ.

Entry requirements

CIPFA Professional Accountancy Qualification (CIPFA PQ)

For trainees and apprentices studying towards the CIPFA PQ, a broad range of entry routes and requirements are in place to support aspiring public finance professionals at all stages of their career.

Minimum requirements

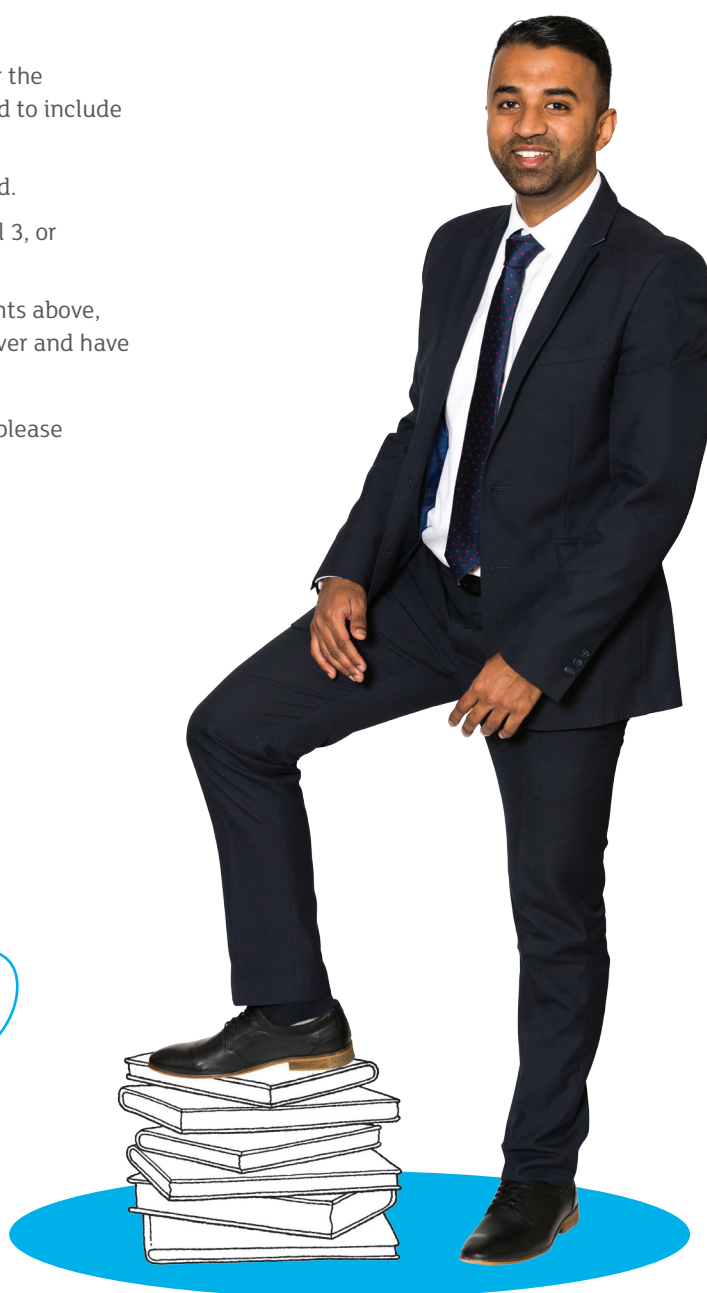
- Three GCSEs (grades A-C) and two A-levels (grade A-C), or the Scottish or Republic of Ireland equivalents. Subjects need to include Mathematics and English at either level.
- BTEC and SCOTVEC national certificates are also accepted.
- The minimum vocational requirement is NVQ/GNVQ Level 3, or Scottish equivalent.
- If your employees do not meet the academic requirements above, they can still become a CIPFA student if they are 21 or over and have over three years' relevant work experience.

For further information on exemptions and routes to study, please check the CIPFA website or speak to a member of the team:

customerservices@cipfa.org

“My key motivator was to serve the local community and the CIPFA qualification is the gateway to achieving success in the public service finance arena.”

Aziz Ali
Management Accountant,
Housing Ombudsman Service



Welcome to CIPFA Learning

CIPFA Learning is our new virtual learning environment. All students and apprentices training for the CIPFA Professional Accountancy Qualification and AAT qualifications have access to CIPFA Learning as part of their training and learning programme.

Choice	Choose from four study options; face to face, web class, self-study plus and self-study.
Quality	Qualified CIPFA tutors with specialist expertise in public services.
Flexibility	Students access learning online at a time, place and pace to suit.
Convenience	Access all learning in the CIPFA Learning hub, an online 'one-stop-shop'.
Simplicity	Integrated training provision directly with the awarding body.
Support	Access to help from tutors and student peers through online forums.



Four ways to train with CIPFA Learning

Face-to-Face

Key features:

- Face-to-face classroom tuition in one of seven CETC study centres in the UK
- Includes access to video recordings of all web classes on demand
- All study materials, revision support and practice tests included



Ideal for:

- Students who prefer classroom-based tuition with a CETC tutor
- Students in easy travelling distance of a CETC study centre
- Employers who can support out-of-office tuition as part of employees' training

Web Class

Key features:

- Live web class tuition, mirroring our face-to-face training in two convenient sessions per day
- Includes access to video recordings of all web classes on demand
- All study materials, revision support and practice tests included



Ideal for:

- Students who are not within easy travelling distance of a CETC study centre
- Students who prefer the convenience of accessing training online, at a location to suit them
- Employers who can support out-of-office tuition as part of employees' training

Self Study Plus*

Key features:

- Includes access to all workbooks, revision and assessment materials for independent study
- Includes support from CETC tutors and networking opportunities with student peers through our new online discussion forum
- Includes pre-recorded classes and videos on demand



Ideal for:

- Students who wish to study at their own convenience and pace, but with full tuition support
- Students who choose to self-fund, but with the added structure of recorded class tuition.
- Employers who cannot support significant study time in office hours

Self Study*

Key features:

- Includes access to all workbooks, revision and assessment materials for independent study
- Includes support from CETC tutors
- Networking opportunities with student peers through our new online discussion forum



Ideal for:

- Students who wish to study at their own convenience and pace, independently of tuition
- Students who choose to self-fund
- Employers who cannot support significant study time in office hours

* Please note, self study options are not available for students training under apprenticeship levy funding.

Apprenticeships, for employers in England

Apprenticeships combine paid work and study towards a recognised qualification. An apprenticeship allows individuals to have a real job, and to earn while they learn and train. Government reforms now ensure apprenticeships are a viable alternative to studying full-time at university, leaving students debt-free.

Apprenticeship levy

All employers in England with a pay bill of over £3m are required to pay an Apprenticeship Levy of 0.5% of their total pay bill. The Levy can be used to pay for training related to approved apprenticeship standards and frameworks.

Approved apprenticeships are placed into one of fifteen bands, which inform the maximum that can be taken out of your Levy pot for any specific apprenticeship.

If there is not enough in your levy pot to cover all the apprenticeship training you would like to undertake as an employer, the government will fund 90% of any additional training, with employers funding the remaining 10%, subject to the maximum cap.

Transferring existing CIPFA PQ trainees onto the Level 7 apprenticeship

Existing CIPFA PQ trainees, with four or more modules of study, or a minimum 12 months of study remaining are able to transfer over to the Level 7 apprenticeship.

The cost of the apprenticeship for existing trainees will be reduced based on the number of previous modules passed.

Off the job training

As part of an apprenticeship, employers are required to ensure that 20% of apprentices' time is spent as 'off the job' training.

Off the job training is defined as learning which is undertaken outside of the normal day-to-day working environment that leads towards the achievement of an apprenticeship.

This can include training that is delivered at an apprentice's usual place of work, but must not be delivered as part of their normal working duties.

What counts as off the job training?

Any off the job training must be directly relevant to the apprenticeship and can include:

- Tuition classes
- Learning support
- Time spent writing assignments
- Practical training
- Shadowing and mentoring
- Online learning

CIPFA will work with you to create a structured learning plan that supports the off the job training requirements of an apprenticeship.

A typical learning plan based around two study modules per term will cover much of the required off the job training.

Additional independent study, accessing resources via CIPFA Learning and at-work support such as shadowing and mentoring all combine to cover the remaining commitment.

How apprenticeships differ

Alongside differences in funding between accountancy apprenticeships in England, and that of traditional employer contracts for CIPFA PQ and AAT qualifications training, there are some key differences in the training programme under the apprenticeships framework.

1

On-programme learning

In addition to studying the professional qualification, apprentices are required to demonstrate the required skills and behaviours for professional accountancy. These skills are developed and assessed in the workplace with support from a personal tutor and you as an employer. The skills and behaviours elements in the apprenticeship replaces the requirement for the Practical Experience Portfolio (PEP), now called CIPFA Portfolio.

2

Gateway

Once students have completed the on-programme learning, a meeting is held between the apprentice, the tutor and you as the employer, to confirm that the apprentice is ready to proceed to the End-Point Assessment (EPA).

3

End-Point Assessment

For the Professional Accountant Level 7 Apprenticeship, the EPA is made up of the existing CIPFA PQ Strategic Case Study examination and a work based project focusing on the skills and experience developed during the apprenticeship.

4

Completion

Successful completion of the EPA means the apprentice has completed the apprenticeship and is eligible to apply for full membership of CIPFA and use of the designation Chartered Public Finance Accountant (CPFA) for Level 7, and respectively, for AAT membership for Level 4.

Benefits of CIPFA apprenticeships

- ✓ A CIPFA apprenticeship will help you to utilise your apprenticeship levy fund and secure your apprenticeship target.
- ✓ Our suite of public finance-focused apprenticeships for Level 3, 4 and 7 is highest in relevance for a public services context, leading to a specialist public finance accountancy qualification.
- ✓ Expert-led, high quality tuition from CETC trainers with years of expertise in public financial management.
- ✓ Structured to combine work and study, supporting your employees to put theory into practice.
- ✓ Improves employee retention and motivation.

Talk to us to find out more about apprenticeship funding bands and fees for CIPFA apprenticeships at Levels 3, 4 and 7, and to obtain a fully costed breakdown on funding: apprenticeships@cipfa.org

What next?

If you need support deciding which mode of study is best for your needs and that of your trainees, we'll be happy to talk you through the available options, so please get in touch.

Standard CIPFA PQ or AAT training

If you would like to start a new, first year CIPFA PQ or AAT trainee

Once you have agreed the most appropriate study mode, your trainee will need to visit www.cipfa.org/MyCIPFA and register as a student.

Once they are registered, a student can book their chosen courses at www.cipfa.org/enrolment. Further details on how to complete these steps are available on our website.

If you have an existing CIPFA PQ trainee who is moving into their next year of training with us

Your trainee will already have an active MyCIPFA account and simply needs to log onto www.cipfa.org/enrolment to enrol on their course(s).

Whilst enrolling, students will have an option to choose the study package agreed with you.

Apprenticeship levy-funded training

If you would like to start a new CIPFA PQ or AAT apprentice

If you would like to enrol an employee as an apprentice on our CIPFA PQ or AAT qualifications, please contact us at: apprenticeships@cipfa.org.

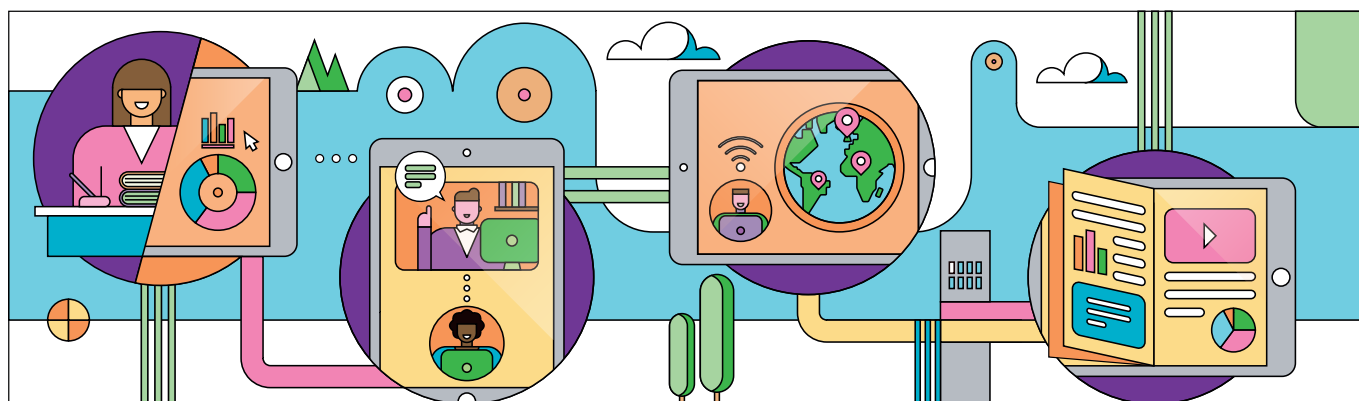
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Whilst enrolling, students will have an option to choose the study package agreed with you.

If you want to transfer an existing CIPFA PQ trainee onto the Level 7 apprenticeship

Existing CIPFA PQ trainees, with four or more modules of study, or a minimum 12 months of study remaining are able to transfer over. Contact us at apprenticeships@cipfa.org to find out more.



The grounding and learning that is gained from CIPFA enables an understanding of much wider aspects of the public sector. CIPFA is set aside from other bodies, the CIPFA Professional Accountancy Qualification syllabus is completely up-to-date and relevant with what is going on inside, and outside, the public sector.

Shaer Halewood

Director of Finance and Investments,
Wirral Borough Council



CETC UK study centres

Belfast

CIPFA Education and Training Centre
Queens University, Riddell Hall,
185 Stanmills Road,
Belfast, BT9 5EE

Birmingham

CIPFA Education and Training Centre
6th Floor, 154 Great Charles Street,
Birmingham, B3 3HN

Cardiff

CIPFA Education and Training Centre
Cardiff and Vale College,
City Centre Campus, Dumballs Rd,
Cardiff, CF10 5FE

Edinburgh*

CIPFA Scotland
160 Dundee Street,
Edinburgh, EH11 1DQ

London

CIPFA Education and Training Centre
77 Mansell Street,
London, E1 8AN

Manchester

CIPFA Education and Training Centre
iCount, 16th Floor,
Manchester One, Portland Street
Manchester, M1 3LF

Newcastle

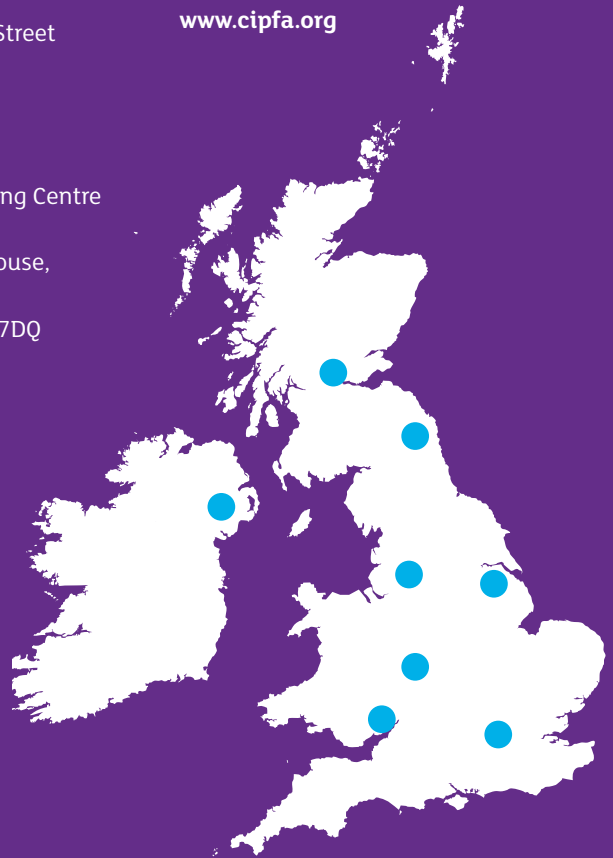
CIPFA Education and Training Centre
Kaplan Newcastle,
2nd Floor, 148 Provincial House,
Northumberland Street,
Newcastle upon Tyne, NE1 7DQ

Sheffield

CIPFA Education and Training Centre
Sheffield Hallam University,
Charles Street Building,
Charles Street, Sheffield, S1 2NH

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* Face-to-face revision classes in
Edinburgh subject to demand.



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