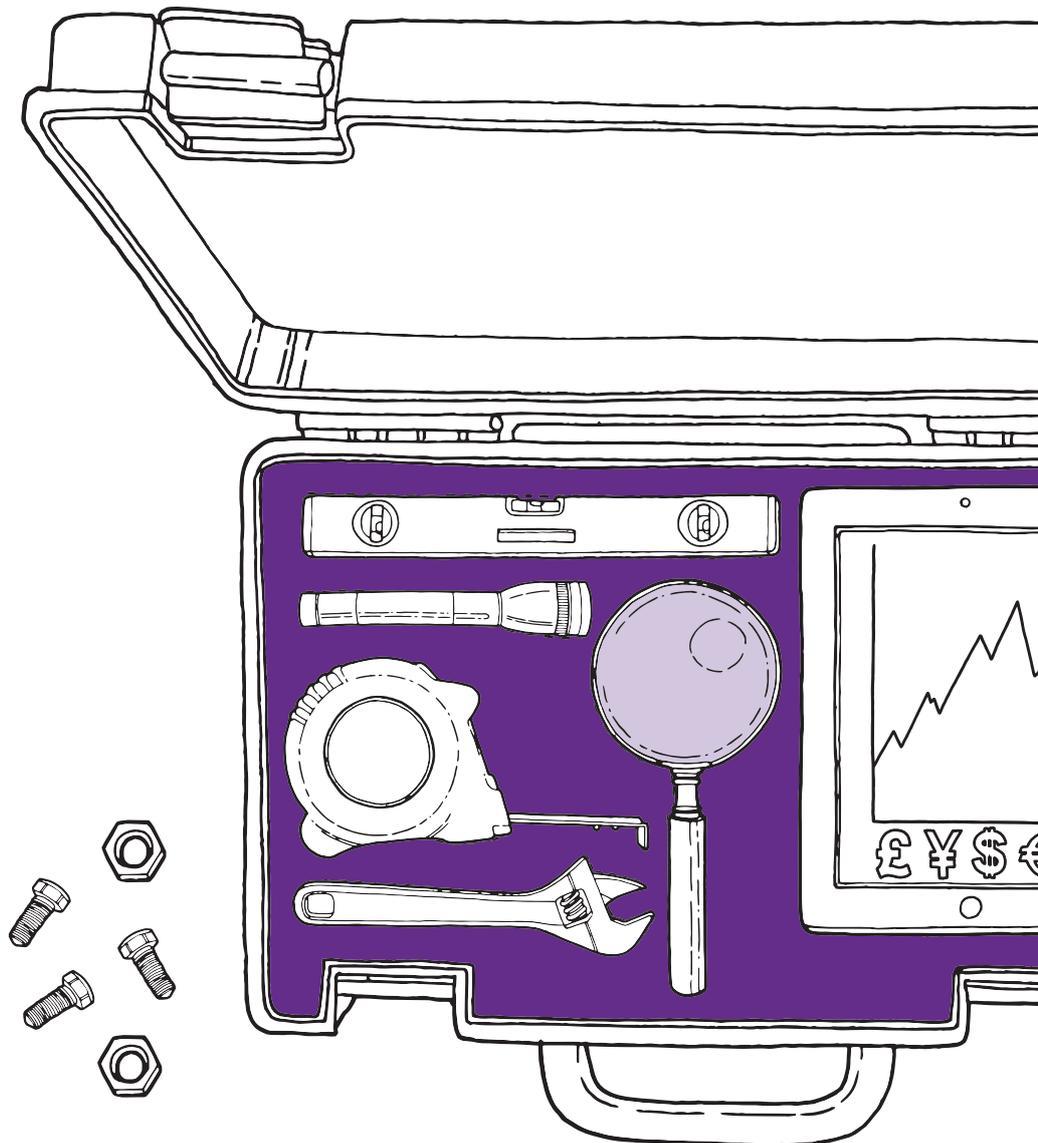


Achieving Finance Excellence in Policing

# PQ scholarship

Professional accountancy training – 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 is for employers in England, Northern Ireland, Scotland and Wales. Its focus is on the CIPFA Professional Accountancy Qualification (CIPFA PQ), at Level 7 and how we continue to improve our training provision to better support you in developing public finance expertise.

We hope this guide provides you with helpful information on CIPFA’s professional accountancy training.

If you need further information, clarification or have any questions please contact us and state you are an AFEP Programme PQ Scholarship student:

E: [customerservices@cipfa.org](mailto:customerservices@cipfa.org) | T: 020 7543 5600

### Key web links

[www.cipfa.org](http://www.cipfa.org)

[www.cipfa.org/employers](http://www.cipfa.org/employers)

[www.cipfa.org/cipfaq](http://www.cipfa.org/cipfaq)

[www.cipfa.org/qualifications](http://www.cipfa.org/qualifications)

[www.cipfa.org/students](http://www.cipfa.org/students)

[www.cipfa.org/enrolment](http://www.cipfa.org/enrolment)

[www.cipfa.org/onlineexams](http://www.cipfa.org/onlineexams)

[www.cipfa.org/MyCIPFA](http://www.cipfa.org/MyCIPFA)

# \ welcome



**Nicole Burrell**  
CIPFA

Due to the success of CIPFA's AFEP programme, we are delighted to offer AFEP members the opportunity to apply for free PQ scholarship places as part of our commitment to reinvest back into the police sector.

With over 80% of forces and PCC's subscribing to AFEP, there are many opportunities for CIPFA to deliver ongoing support and training for police finance professionals.

The AFEP programme collates people development, data management and financial management, to drive reform, build national capability and provide local support. The people development aspect of the reinvestment programme offers free sponsorship to the wider finance teams of AFEP members to complete a three-year CIPFA Professional Qualification. This includes all learning materials and a full spectrum of student support, available through our online learning portal. Courses will be delivered according to government guidelines during the Covid-19 crisis, so typically via web-based classes. The Level 7 PQ syllabus covers a wide range of topics, from procurement and commissioning to implementing new service delivery models, to provide a solid foundation for a successful career in public financial management.

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

We offer 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 AFEP Programme PQ Scholarship, please contact [cetc.enquiries@cipfa.org](mailto:cetc.enquiries@cipfa.org) or call **020 8543 5600** and quote 'AFEP Programme PQ Scholarship query'.

# 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, commercial, practical and technical skills that support them on their journey as they become the next generation of public finance leaders.

## Impact

### **CIPFA supports you in developing practical public finance expertise in your trainees and apprentices from day one.**

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.

## Relevance

### **CIPFA is the only accountancy body that focuses exclusively on finance within a public services context.**

Our professional qualification syllabus, accountancy training and apprenticeships are developed specifically around the needs and contexts of public finance.

## Flexibility

### **Bespoke learning packages built around you and your organisation.**

We'll work with you to design a study and assessment plan to suit your needs and those of your trainees, incorporating face to face, web class, self-study plus and self-study. You can read more about all the choices available to you in the following pages.

## Value

### **Comprehensive training with exemplary pass rates – money well spent.**

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.

## Loyalty

### **Talented, motivated trainees that are committed to improving public services.**

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.

# 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 teams are here to work in partnership with you, from understanding how the CIPFA PQ can support your training needs to providing assistance with recruitment.

## Dedicated employer support

Our employer relations team provides dedicated support and tailored solutions to help:

- set up CIPFA training tailored to the needs of your organisation
- design work plans for CIPFA students
- arrange on-site CIPFA presentations to existing staff

## 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.

## Need to talk to us?

At the front of this guide you'll find a list of key web links for further information, but if you have any questions about the AFEP PQ Scholarship please get in touch:

E: [customerservices@cipfa.org](mailto:customerservices@cipfa.org)

T: **020 7543 5600** and quote 'AFEP PQ Scholarship query'  
[www.cipfa.org](http://www.cipfa.org)

# online tools

## 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 an 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:

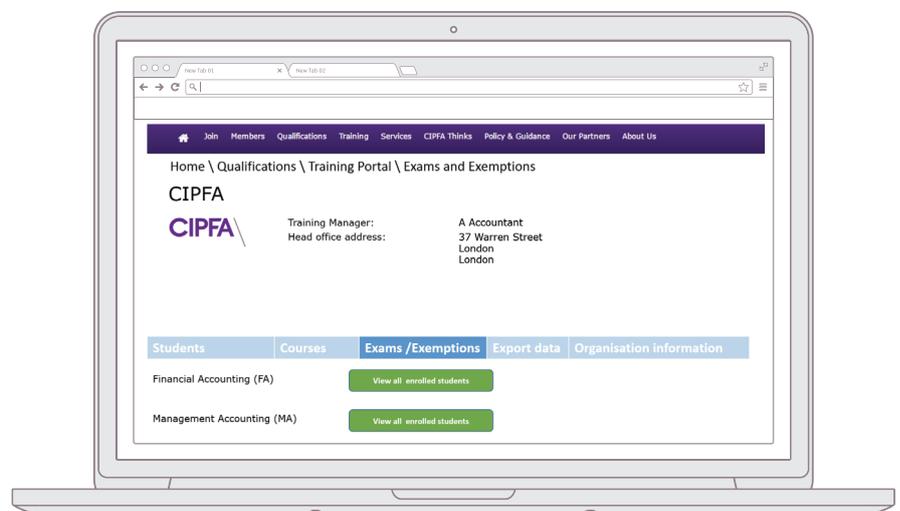
- Choice and flexibility over how exams are taken
- Access to unlimited exam practice tests
- Quicker marking, real-time quality assurance, faster exam results
- Four exam sittings per year

Plus, our 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](mailto:customerservices@cipfa.org)



# about CIPFA Learning

CIPFA Learning is our 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.

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



# four ways to train with CIPFA Learning

## Face-to-Face

- Due to the pandemic, delivery will be reviewed in line with government advice and guidance



### 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

## 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



## 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\*

### 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.

# 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 via [cetc.enquiries@cipfa.org](mailto:cetc.enquiries@cipfa.org).

## Returning the completed form

Please return your completed form and supporting documents\* to Nicole Burrell, [nicole.burrell@cipfa.org](mailto:nicole.burrell@cipfa.org) by the 17 January 2021 deadline.

Please include 'AFEP PQ Scholarship Application Form' in the email subject line.

AFEP PQ Scholarship 'drop in Q&A' webinar being delivered using Microsoft Teams (email <a href="mailto:nicole.burrell@cipfa.org">nicole.burrell@cipfa.org</a> to request joining instructions)	7 January
Application deadline	17 January
Review applications	18 January
Course acceptance confirmation email notices sent  Successful candidates to email preferred study mode to <a href="mailto:cetc.enquiries@cipfa.org">cetc.enquiries@cipfa.org</a> . Include 'AFEP PQ Scholarship' in the subject line	end of January
Successful candidates will be automatically enrolled by CIPFA	February
2021 intake – Course start date	March / April TBC

If you have any questions, please email [cetc.enquiries@cipfa.org](mailto:cetc.enquiries@cipfa.org) or call customer services on **020 7543 5600**

\* Supporting documents should include your CV and letter of support from your employer  
\*\* Current figures

## Starting a new AFEP PQ Scholarship

### Successful AFEP PQ Scholarship applicants will be notified by email by 30 January 2021.

Successful applicants will receive a welcome email containing a reminder of how to register for your CIPFA membership by visiting [www.cipfa.org/MyCIPFA](http://www.cipfa.org/MyCIPFA)

Once you have agreed the most appropriate study mode, email your preference to [cetc.enquiries@cipfa.org](mailto:cetc.enquiries@cipfa.org) and you will be automatically enrolled.

Joining instructions including course start date and course materials will follow via email.

## CIPFA Membership

You must be registered with CIPFA via the Home page of the website – [www.cipfa.org](http://www.cipfa.org), top right of the page 'Register' link.

A student commencing this course must become a CIPFA Registered Student. This is an individual responsibility, as their relationship to a professional membership body is specific to each member. Students will be required to complete a separate registration process after acceptance on to this programme.

The cost for this is currently £53\*\* for registration and £161\*\* annual student memberships (reduced to £79 for students joining after July of each year). These fees are not part of the PQ Scholarship offer and individuals are expected to cover these costs.

Students successfully completing this course will be eligible to apply to be elected full Members of CIPFA and use the designatory letters CPFA.

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 CPFA**  
Director of Finance and Investments,  
Wirral Borough Council



# CETC UK study centres

## Cardiff

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

## Manchester

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

## Sheffield

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

## Edinburgh\*

CIPFA Scotland  
160 Dundee Street,  
Edinburgh, EH11 1DQ

## Newcastle

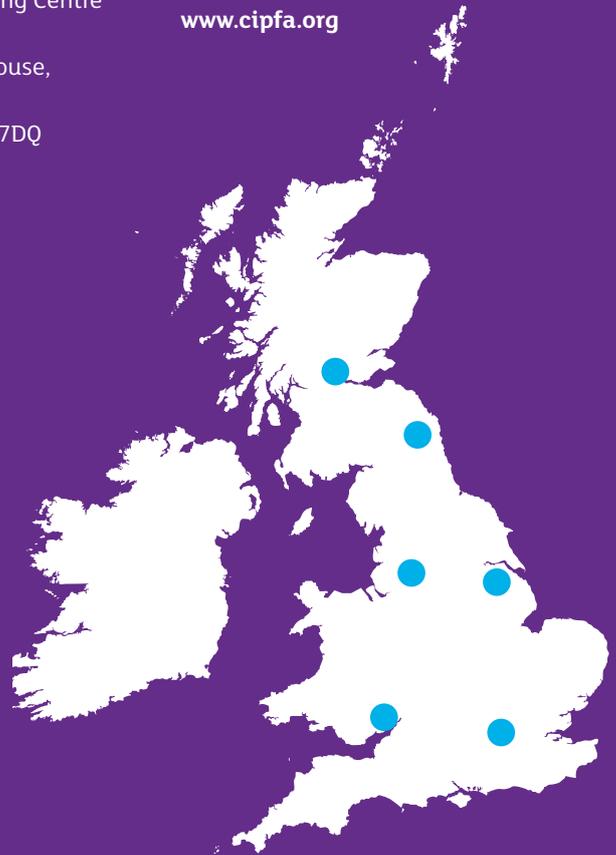
CIPFA Education and Training Centre  
Kaplan Newcastle,  
2nd Floor, 148 Provincial House,  
Northumberland Street,  
Newcastle upon Tyne, NE1 7DQ

E: [customerservices@cipfa.org](mailto:customerservices@cipfa.org)  
T: 020 7543 5600  
[www.cipfa.org](http://www.cipfa.org)

## London

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

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



**CIPFA** The Chartered Institute of  
Public Finance & Accountancy

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