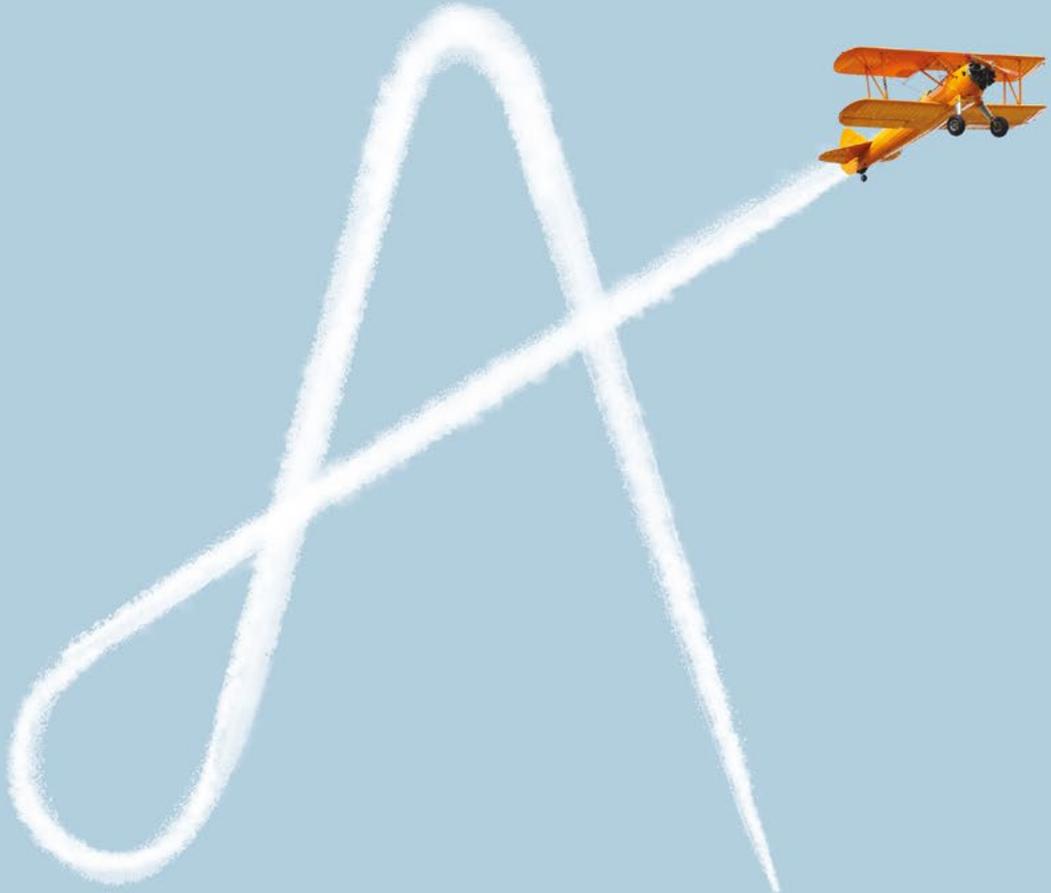


ICAEW
LEVEL 7 ACCOUNTANCY
PROFESSIONAL APPRENTICESHIP



Go further

**ESSENTIAL GUIDE FOR LEVEL 7
APPRENTICESHIP STUDENTS**

[icaew.com/level7](https://www.icaew.com/level7)

Welcome

Congratulations, you are on your way to becoming an ICAEW Chartered Accountant with a Level 7 Accountancy Professional Apprenticeship.

Together, the ACA and the Level 7 Accountancy Professional Apprenticeship will enable you to develop the knowledge, skills and behaviours that you need to start your career and that employers are looking for.

As you start your apprenticeship, we know that your employer and training provider will be supporting you, and we are here to support you too. Your apprenticeship will involve studying and working at the same time, as well as completing the ACA qualification with us and additional apprenticeship-specific requirements. This guide provides the information you need at each stage of your apprenticeship, so refer to it alongside the ACA student guide at [icaew.com/how-to](https://www.icaew.com/how-to)

Good luck.

Your journey

The Level 7 Accountancy Professional Apprenticeship involves progressing through and completing six stages, the following pages explain each one.





1. KEY DOCUMENTS

You will be given the following documents:

- employment contract; and
- commitment statement and apprenticeship agreement.

Once you, your employer and training provider have signed the commitment statement and apprenticeship agreement, your training provider will register you as an apprentice with the education and skills funding agency (ESFA).

Your employer will also give you a training agreement, this relates to the ACA element of the apprenticeship. It will confirm the start and end date and length of time of your training agreement, as well as outlining the support your employer will provide.



SUPPORT FROM YOUR EMPLOYER

Throughout your apprenticeship, your employer will provide financial support and cover the costs of your training. Studying for the ACA means your employer will support you professionally, helping you to develop the skills needed to become an ICAEW Chartered Accountant.

SUPPORT FROM YOUR TRAINING PROVIDER

Your training provider will support and guide you in developing the knowledge, skills and behaviours necessary for achieving the Level 7 Accountancy Professional Apprenticeship. They should be your first port of call for any apprenticeship-specific queries.

SUPPORT FROM ICAEW

We are also here to support you through your apprenticeship journey, providing a variety of resources as you progress through the ACA qualification, including exam resources, student benefits, how to guides, webinars and more. Our dedicated student support team is also on hand to help you with your ACA-specific enquiries, chat to us directly via the live help boxes on our website, email studentsupport@icaew.com or call **+44 (0)1908 248 250**.



2. REGISTER AS A STUDENT

It's really important that you register with us as a student and correctly select the type of student you're registering as. This means we can provide you with the relevant information that you'll need during your apprenticeship and ensures that you are awarded your apprenticeship certificate when you qualify.

To register as a student, go to [icaew.com/studentregistration](https://www.icaew.com/studentregistration). Here you will log in to our website and select your qualification and student category before adding your details within the registration process. You should first select 'ACA - student in training agreement or an ACA apprenticeship'. Click on 'View qualifications' and then select Level 7 apprenticeship. If you're unsure which student category to choose, your employer will confirm. If you select 'ACA standard' by mistake, don't worry, just log back into [icaew.com/studentregistration](https://www.icaew.com/studentregistration) and re-register. Select 'Level 7 apprenticeship' and follow the instructions on screen. For a detailed step-by-step guide on how to register as a student, visit [icaew.com/how-to](https://www.icaew.com/how-to). If you can also check your registration status and how to amend this, if required, by following this guide.

Please note that, in order to study for the ACA, you will need to meet our minimum entry requirements. Information on our entry requirements is available at [icaew.com/careers](https://www.icaew.com/careers)

APPRENTICESHIP-SPECIFIC INFORMATION

Remember to have your 10-digit unique learner number (ULN) and your nine-digit employer's reference number (ERN) to hand before you register. Your training provider will give you these numbers. They are apprenticeship-specific and you will be asked to provide these details when you register as a student with us.

You can also find your ULN on certificates issued by certain awarding bodies.

Please note that the ERN, sometimes referred to as an EDRS, is different to your employer's ICAEW authorised training employer number.

If you don't provide these numbers when you register, that's OK, just remember to tell us before applying for your end-point assessment. You will be able to do this via the apprenticeship portal within your ICAEW online training file at [icaew.com/trainingfile](https://www.icaew.com/trainingfile)

The apprenticeship has two stages of assessment: on-programme and end-point. You will progress through both assessments over 36-48 months (depending on your prior knowledge and experience).



3. ON-PROGRAMME ASSESSMENT

The apprenticeship retains the key elements of the ACA, including exams, practical work experience, professional development, and ethics and professional scepticism.

During the on-programme assessment, you will need to study for 14 of the 15 ACA exams. (The last exam is the ACA Advanced Level Case Study, and you will do this as part of the end-point assessment.) You will also have regular meetings with your training provider to discuss your skills development progress. They will confirm when these meetings are to take place. These meetings, along with the six-monthly reviews with your employer, will help to identify any further training you need and whether you're ready to move on to the end-point assessment. The duration of the on-programme assessment stage of the apprenticeship is flexible and depends on your progress.

Throughout this time, you will also maintain and update your ICAEW online training file, gain practical work experience, and develop your ethical and professional development skills as part of the ACA. These elements are explained in detail within the ACA student guide at [icaew.com/how-to](https://www.icaew.com/how-to)

KNOWLEDGE, SKILLS AND BEHAVIOURS

During your apprenticeship, you will develop knowledge, skills and behaviours, which are essential to help you succeed in any finance or business role. These will be gained through a combination of off-the-job training and practical experience in your workplace. Below is an overview of the knowledge, skills and behaviours you will work towards and progress.

KNOWLEDGE	SKILLS	BEHAVIOURS
<ul style="list-style-type: none"> • Audit and assurance • Financial accounting and reporting • Governance, risk and control • Management accounting • Strategic business management • Taxation 	<ul style="list-style-type: none"> • Building relationships • Business insight • Communication • Leadership • Problem solving and decision making 	<ul style="list-style-type: none"> • Adds value • Continuous improvement • Ethics and integrity • Flexibility • Professional scepticism

This is a key component of the apprenticeship and you will need to demonstrate that you have met all knowledge, skills and behaviours to qualify as a Level 7 Accountancy Professional.

OFF-THE-JOB TRAINING

A key benefit of the apprenticeship is that your employer is required to provide you with 20% off-the-job training. This is any learning which is undertaken outside of the normal day-to-day working environment but within normal working hours. It is an essential element of your apprenticeship.

The training can take place away from your workplace, but it can also be done in the office, or where your employer chooses, as long as it isn't part of your normal duties. This includes online learning and practical training, both of which can easily be done at your normal place of work. You may spend time learning new systems, visiting external clients or shadowing colleagues.

Your employer may specify what off-the-job training should look like and involve. However, it will be your training provider who monitors the process and ensures that you spend enough time on this part of the apprenticeship. They will also provide more detail on what is included or counted as off-the-job training and will provide suggestions that align with your employer's current training process.

Here are some examples which can count towards the 20% off-the-job training requirement.

1	ACA EXAM TUITION AND REVISION
2	MENTORING
3	TUITION PROVIDER SKILLS DAYS
4	LEARNING (eg, IT SYSTEMS AND SOFTWARE)
5	ONLINE LEARNING
6	INTERNAL TRAINING
7	INDUCTION TO THE ROLE
8	STUDENTS' EXCEL ONLINE TRAINING COURSE
9	UPDATING YOUR ICAEW ONLINE TRAINING FILE
10	ETHICS AND PROFESSIONAL SCEPTICISM TRAINING

Once your training provider and employer have agreed that you are provisionally competent in the apprenticeship requirements, and you have spent at least 12 months on the apprenticeship programme, you can move onto the end-point assessment.



4. GATEWAY

Your employer will confirm when you're ready to move onto the end-point assessment. When they give you the go-ahead, they will confirm that you have passed the 'gateway review'.

To pass the gateway review, your employer will need to confirm that you:

- are, in their view, competent in the role and ready to do the end-point assessment;
- have achieved Level 2 or above GCSE Maths and English, or equivalent; and
- have completed a minimum of 12 months on the apprenticeship.

When you apply for the end-point assessment, there is a requirement within the application process where you will need to confirm that you have passed the gateway review. This confirmation will need to be given, so you can progress and finalise the application.



5. END-POINT ASSESSMENT

The end-point assessment consists of two parts:

- the ACA Advanced Level Case Study exam; and
- a project report.

ACA ADVANCED LEVEL CASE STUDY EXAM

The Case Study exam presents a complex business issue that will challenge your ability to solve problems, identify ethical implications and provide effective solutions. It is designed to test the knowledge, skills and behaviours you have gained throughout your apprenticeship. The exam is four hours long and has a 50% pass mark. You have an unlimited number of attempts at the Case Study exam.

The Case Study exam is fully open book, which means it replicates a real-life scenario where all the resources are at your fingertips.

Please note, you will only be able to attempt the Case Study exam once you have attempted (or received credit for) all of the other ACA exams, this will also be within the final year of your training agreement.

When you have booked your Case Study exam, we will provide you with background information on a hypothetical scenario, this is called 'advance information'. It will be available on our website to download and we will send a copy in the post. You will use this information to analyse, identify options and make recommendations, as you would as a Level 7 Accountancy Professional and ICAEW Chartered Accountant.

For more information on the Case Study, key dates and deadlines, exam resources and how to book the exam, visit [icaew.com/exams](https://www.icaew.com/exams)

PROJECT REPORT

The project report is the second part of the end-point assessment. It will focus on the final 12 months of your apprenticeship. You will need to prepare a report based on your own recent relevant experience for each of the four requirements.

For each requirement, you will be asked to identify a situation from your practical work experience in which you demonstrated that particular skill or behaviour. You will also need to:

- describe the situation and your role/responsibilities;
- explain the actions you carried out, and how you demonstrated the skill/behaviour;
- evaluate how effective you were; and
- describe what lessons you learnt (that could be applied in the future).

The project report isn't a timed or invigilated exam which means you can gain assistance from your training provider, or your colleagues in completing your report, however it must describe your own work. Once you have completed your report, you will need to submit it to us for marking.

For more information on the requirements, skills and behaviours being assessed, guidance on how to complete and submit your report, sample scripts and the template which you are required to use, visit [icaew.com/projectreport](https://www.icaew.com/projectreport)



6. CERTIFICATION

Once you have successfully completed both elements of the end-point assessment, we will notify ESFA. You will then receive your apprenticeship certificate from the Institute for Apprenticeships (IfA).

You will be invited to apply for membership of ICAEW once you have completed all elements of the ACA qualification and once your employer has confirmed that you are fit and proper for membership. Further details can be found within the ACA student guide at [icaew.com/how-to](https://www.icaew.com/how-to)

AT THE END OF YOUR APPRENTICESHIP

Your apprenticeship will open doors to limitless opportunities in all areas of accountancy, business and finance anywhere in the world.

Once all elements of the apprenticeship have been successfully completed, you will qualify as a Level 7 Accountancy Professional. Then, once all ACA requirements have been completed, you will become an ICAEW Chartered Accountant and will be able to use 'ACA' after your name.

Remember to refer to the ACA student guide at [icaew.com/how-to](https://www.icaew.com/how-to) which provides the information you need on the ACA exams as well as the professional development skills, practical work experience and ethics and professional scepticism requirements. It will also guide you through your ICAEW online training file, the resources and student benefits available to you, six-monthly review top tips, how to record audit experience (if relevant) and more.

ANY QUESTIONS?

Our dedicated student support team is on hand to help and advise you throughout your apprenticeship journey and as you progress through the ACA qualification.

T **+44 (0)1908 248 250**
E studentsupport@icaew.com

If you're browsing our website, look out for the live help boxes. You will be able to speak directly to an adviser. Mia, our ChatBot, is also on hand to answer your queries.

You can also contact us using Skype. Search '[icaew_uk](https://www.icaew.com)' on Skype and speak to our student support team free of charge.

Stay up to date by following us on Twitter, LinkedIn, Facebook or our student community.

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 [icaew.com/studentcommunity](https://www.icaew.com/studentcommunity)

There are over 1.8m chartered accountants and students around the world – talented, ethical and committed professionals who use their expertise to ensure we have a successful and sustainable future.

Over 184,500 of these are ICAEW Chartered Accountants and students. We train, develop and support each one of them so that they have the knowledge and values to help build local and global economies that are sustainable, accountable and fair.

We've been at the heart of the accountancy profession since we were founded in 1880 to ensure trust in business. We share our knowledge and insight with governments, regulators and business leaders worldwide as we believe accountancy is a force for positive economic change across the world.

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