



Apprenticeship Programme Guide

Accountancy Taxation Professional Level 7

CIMA Pathway

Overview of Programme

The Accountancy Taxation Professional Apprenticeship is a comprehensive programme lasting approximately 36 months. You will complete both the CIMA professional qualification and demonstrate a range of Skills and Behaviours essential to all successful Management Accounting Professionals, such as Professional Scepticism, Leadership, Communication and Ethics and Integrity. At the end of your Apprenticeship you will take an End Point Assessment in which you will demonstrate everything you have learned over the course of your programme.

This guide is designed to tell you everything you need to know about your Apprenticeship.



Learning On Programme

Professional Qualification

There are in total 4 levels to CIMA.

The first level is the Certificate in Business Accounting which includes 4 papers and is a qualification in its own right. Each of the 4 papers are examined via Computer Based Exams which can be taken any time.

Once you have completed the Certificate Level you then move to CIMA Professional. There are then an additional 3 levels - Operational, Managerial and Strategic. Each level has 3 papers with an additional case study to consolidate your learning.

All exams are taken on computer and can be sat at any time except for the Case Studies which have 4 sittings per year. You must complete all 3 papers at each level before you take the corresponding Case Study.

Please be aware that the Strategic level case study exam is part of your End point assessment (see later).

Please note that you may be exempt from papers at any level of CIMA either through the study of a prior qualification (e.g. AAT) or completion of a relevant degree. It is important that you have applied for and confirmed your exemptions before starting your Apprenticeship.

Development Days

As part of your programme, you will be invited to attend up to 10 optional Development Day workshops, designed in conjunction with our expert Leadership and Management team and delivered by Leadership and Management Professionals. These one day interactive workshops provide focus on key Skills and Behaviours that will benefit you in developing in your role.

Each day is broken down into short sessions involving group work, practical activities and explaining theory. Due to group sizes being limited, personal feedback is also provided to enable you to identify strengths and areas for development which can then be applied back in the workplace. The objective of each day is ultimately to help you consider how you can best demonstrate what you've learned in a work environment, producing

the very best examples of evidence for when it comes to End Point Assessment.

Unless otherwise informed, you will need to book yourself onto your Development Day workshops via our [central booking system](#), where you will find upcoming dates for available workshops as well as locations and timings. Please note that workshops are not held in every location and travel may be needed to attend. Please check with your Line Manager before attending the workshops.

MyKapApp and e-Learning Modules

MyKapApp is your online learning platform, filled with quality e-Learning content to support the completion of the Knowledge, Skills and Behaviour elements of your Apprenticeship Standard.

The platform enables your Talent Coach to track and monitor your progress. You'll be issued access to the MyKapApp system after your enrolment form has been processed. Please note the e-Learning modules are optional and not mandatory and we recommend that you do not attempt any modules (other than the Induction and Introduction to your Programme section), unless directed to by your Talent Coach.

You will be able to discuss with your Talent Coach which modules are most aligned to you, your role and areas of development.

Training Log

Throughout your Apprenticeship, you need to document your learning and development activities in a Training Log which will enable you to prove you have met all of the Skills and Behaviours needed ready for End Point Assessment. Use your Training Log to record examples of your work that demonstrate where you've applied your learning. Your log should also form the basis of your discussions with your Talent Coach. A template training log can be obtained from within the MyKapApp system, or you may use a CPD or Training log template provided by your employer. If you are unsure what format to use, please speak to your Talent Coach.

Support

Talent Coach

You will be allocated a Talent Coach whose role it is to support and guide you throughout your programme and ensure you are prepared and ready for End Point Assessment (EPA). At the start of your programme, your Talent Coach will have a short call with you to discuss your individual learning plan and training needs. They will then work closely with you and your Line Manager to support you in understanding your Apprenticeship, in particular providing the support and guidance

you'll need to ensure you have every opportunity to learn effectively in the workplace. At EPA stage they will help to prepare you for all your assessments, ensuring you are in the best possible place to succeed. Formal interactions between you and your Talent Coach will vary but as a minimum there will be a structured 'check-in' either face-to face or via Skype/Hangout 6 monthly, with informal contact throughout your programme.

Line Manager

Your Line Manager plays an integral role in your Apprenticeship. As well as developing you as an individual they will support you by exposing you to new experiences within the business, motivating you and discussing progress with you regularly through 121's.

Your Line Manager will also keep in touch with your Talent Coach to ensure consistency of support.

Tutor

Your Kaplan tutors are industry experts and will support you with any part of your professional qualification. Your tutor can be contacted via phone or email. No matter how big or small your problem is around your learning they will assist you, from a mock exam question to exam tips.

We also have a dedicated Academic support team who you can contact outside of work hours. If you have a query you can contact them using the Live Chat, request a callback or email tools in MyKaplan.

Booking exams

You can easily book your exams via the Kaplan website. We have a suite of dates and locations that can fit in around your schedule. Please remember that Case Studies can only be sat during certain sittings.

MyKaplan

Your learning materials are all accessed through the MyKaplan portal for your technical studies. You can access this system from work or home via your desktop, tablet or handheld device.

There are numerous resources you can access on MyKaplan Including:

- **Introduction to study guides**
- **Course Materials**
- **Recorded lectures**
- **Online tutorials breaking down the syllabus**
- **E-Learning segments**
- **Mini mock and full mock assessments**
- **Exam and revision technique**



End-Point Assessment

End Point Assessment (EPA) is the final stage of your Apprenticeship. It's your opportunity to showcase all your learning through a formal assessment. You must pass your EPA to complete your programme and receive your Apprenticeship certificate.

Gateway

Gateway takes place at the end of your Apprenticeship when all on-programme learning and training has been completed. It is at this point the decision as to whether you are ready to move forward to EPA will be made in conjunction with your Line Manager and Talent Coach. A number of checks will be completed in order to determine and confirm that you are ready to start preparing for EPA, as a minimum you should have covered all of the Knowledge, Skills & Behaviours from the standard.

End-Point Assessment

There are two parts to the end-point assessment for the Accountancy Taxation Professional Apprenticeship:

- **Case Study Exam:** CIMA's Strategic Case study Exam, which tests your application of Knowledge and Skills from across the whole syllabus in a real-world situation through you assuming the role of a Senior Finance Manager. The Case Study exam is essentially a virtual business role play.
- **Project Report** The Project Report will require you to answer 3-4 critical and evaluative skills and behaviours questions. You will prepare this report, based on your own experience drawing on examples detailed in your training log. For each of the questions you will have to:
 - Include a background and context to the situation identified in the question,
 - A description of your role, responsibilities and actions within this situation,
 - An evaluation of the Skills and Behaviours you used and developed;
 - And a critical examination of what you learned from this situation.

The report should be no longer than 4000 words.

More detail on EPA will be provided by your Talent Coach as you move towards this stage of the programme.



Functional Skills

If you already hold Maths & English GCSE grades A-C, 4 or above (or equivalent), you will be exempt from completing the Functional Skills qualifications. You must submit your certificates to your Talent Coach within 6 weeks of starting your Apprenticeship.

If you have not achieved a Math & English GCSE or equivalent you are required to complete the Functional Skills qualifications within the first 6 months of your programme.

Functional Skills provide you with a qualification showing you have the skills and understanding of how to apply Level 2 Maths & English within daily life and work. Whilst it can seem daunting, it is likely you are already working at this level and by completing a short initial assessment we can identify the areas which you should focus on.

After completing the initial assessment you will be assigned study modules and be supported to successfully achieve the qualification. On completion of these studies and only when you are ready, you will be sent a mock exam to attempt (it's advisable these are sat under exam conditions). Once your mock exam has been marked and you are ready to sit the actual exam, your Talent Coach will discuss dates and a suitable Kaplan venue where these can be taken.

English comprises of an English reading (70 minute) exam, English writing (80 minute) exam and an English speaking, listening and communication assessment. Maths consists of one (2 hour) exam. Results will be with you within 6 weeks.

Functional Skills is not an area to be concerned about. Kaplan will support you to complete it successfully so you can focus on other learning areas in your Apprenticeship.

Off-the-job Training

As part of your Apprenticeship you must be given time to complete the learning required for your Apprenticeship outside of your normal day-to-day working environment. This time must equate to at least 20% of your working hours over the course of your Apprenticeship programme. This doesn't mean it has to be one day per week and can be structured to suit the needs of your business area.

What is off-the job training?

- Teaching of the Knowledge and technical elements of the Apprenticeship e.g. lectures, on-line learning, assignments
- Developing practical Skills training e.g. shadowing, coaching sessions, developmental 1-1s, projects
- Understanding and developing the Behaviours identified in the Apprenticeship, assignments, practical opportunities, on-line learning
- In essence it includes any form of training to enable you to upskill and further develop in your role and future role. It's highly recommend that you keep a log of this training activity through your training log/file, although we don't require you to log or count hours unless directed to by your employer.

FAQ

What if I don't meet the 20% requirement?

Kaplan and your employer will work together to ensure you are meeting the 20% requirement. On joining the programme you would have signed a commitment statement with your Manager to ensure the 20% requirement is met. Please speak to your Talent Coach and Manager if you have any concerns.

Who do I contact if I'm having trouble logging into the MyKapApp platform?

Please email apprenticeships@kaplan.co.uk, our support team will assist you in resetting your password.

How do I know who my Talent Coach is?

Your Talent Coach will make contact with you within the first 4 weeks of your Apprenticeship. If you haven't heard from us after this time please contact apprenticeships@kaplan.co.uk

How do I book my exams?

You can book your exams via the Kaplan website. [Kaplan Exam Bookings](#)

How do I book onto Development Days?

Unless otherwise arranged by your Line Manager, you will need to book onto our open market Development Days, which run in various locations across the country. Please refer to our central booking system where you will find a series of dates, locations and timings.

How do I cancel a Development Day workshop?

You can do this by emailing businesstraining@kaplan.co.uk

How can I reschedule my exams?

Your Talent Coach will be able to advise and help you to rearrange your exam to a suitable date that works with you. We do ask that you give at least 2 weeks notice to avoid being charged. We strongly advise that you do not reschedule your case study exams unless absolutely necessary as you will then have to wait for the next sitting.

What happens if I fail my technical exams?

Contact your Kaplan tutor who will help you to identify where you went wrong and give you advice on how to improve for your next attempt.

What happens if I need to postpone my Apprenticeship due to personal reasons?

Contact your Talent Coach who will advise on the best course of action, ensuring you are supported and your Manager is fully aware.

Do I have to pass all my exams before I can go through to End Point Assessment (EPA)?

Yes it's a requirement that all on programme elements are completed to pass through Gateway in order to sit your EPA.

What if I cannot find my GCSE/A Level certs to exempt me from Functional skills?

Unless you are able to prove exemptions, you will be required complete Functional Skills in Maths and English. Speak to your Talent Coach if you can not find your certificates.

Next steps

We appreciate that once you've signed up for the programme, it can be quite daunting to understand what comes next. We've put together this handy checklist to guide you through what to expect over the next few months. Your Apprenticeship will not actually start until you complete the Initial Assessment as this will trigger the set-up of your course and the allocation of an appropriate Talent Coach.

Within your first 3 months you should have...

Had your first meeting with your Talent Coach	Your Talent Coach should have been in touch with you to arrange this. If you haven't heard from them within 4 weeks of completing your Initial Assessment, please email apprenticeships@kaplan.co.uk .
Received MyKapApp and MyKaplan login details	Activate your account by logging in and resetting your password as soon as you receive your activation emails.
Completed your Commitment Statement	Together with your Manager complete your commitment statement and send into our apprenticeships@kaplan.co.uk team so they can process your enrolment quickly.
Completed your Initial Assessment	Within the MyKapApp system you will be assigned your initial assessment. It's important you complete this within 2 weeks of receiving your login details.
Completed the Introduction modules in MyKapApp	It is important that you complete your induction modules within the first month of registering as an apprentice.
Functional Skills (if required)	Begin to work through your diagnostic tests supported by your Talent Coach.
Registered with your Awarding Body	Register with www.cimaglobal.com This will be necessary for when you need to book your exams. It is your employer's responsibility to pay for your CIMA registration fees.
Attending your on programme course/meeting your tutor	At this stage you should have enrolled on your first CIMA programme course and received your joining instructions detailing your course dates, timings and venue (If you have opted to study LiveOnline or Classroom). If you have not received these please contact your Talent Coach or Student Services.
Booked your Development Days	Via our central booking system

We hope you have found this guide a useful introduction to your Apprenticeship programme. We wish you the best of luck throughout your time with us.

If you wish to enquire about Kaplan Apprenticeship programmes please call +44 (0)161 951 5769 or email: apprenticeships@kaplan.co.uk

