



# AN EMPLOYER'S GUIDE TO ICAEW APPRENTICESHIPS



# WHY OFFER AN APPRENTICESHIP WITH ICAEW?

Organisations in England, across all sectors, can offer ACA training on an apprenticeship programme with the help of the apprenticeship levy. Whether you make use of your own levy funds or benefit from up to 95% government funding, investing in an accounting apprenticeship with ICAEW will strengthen your finance function and build a pipeline of future professionals.

This route into chartered accountancy provides new or existing employees, of any age, with the knowledge, skills and experience that your business needs now and to grow in the future. Taking on apprentices in accountancy can be a cost-effective way of developing and growing your finance team.

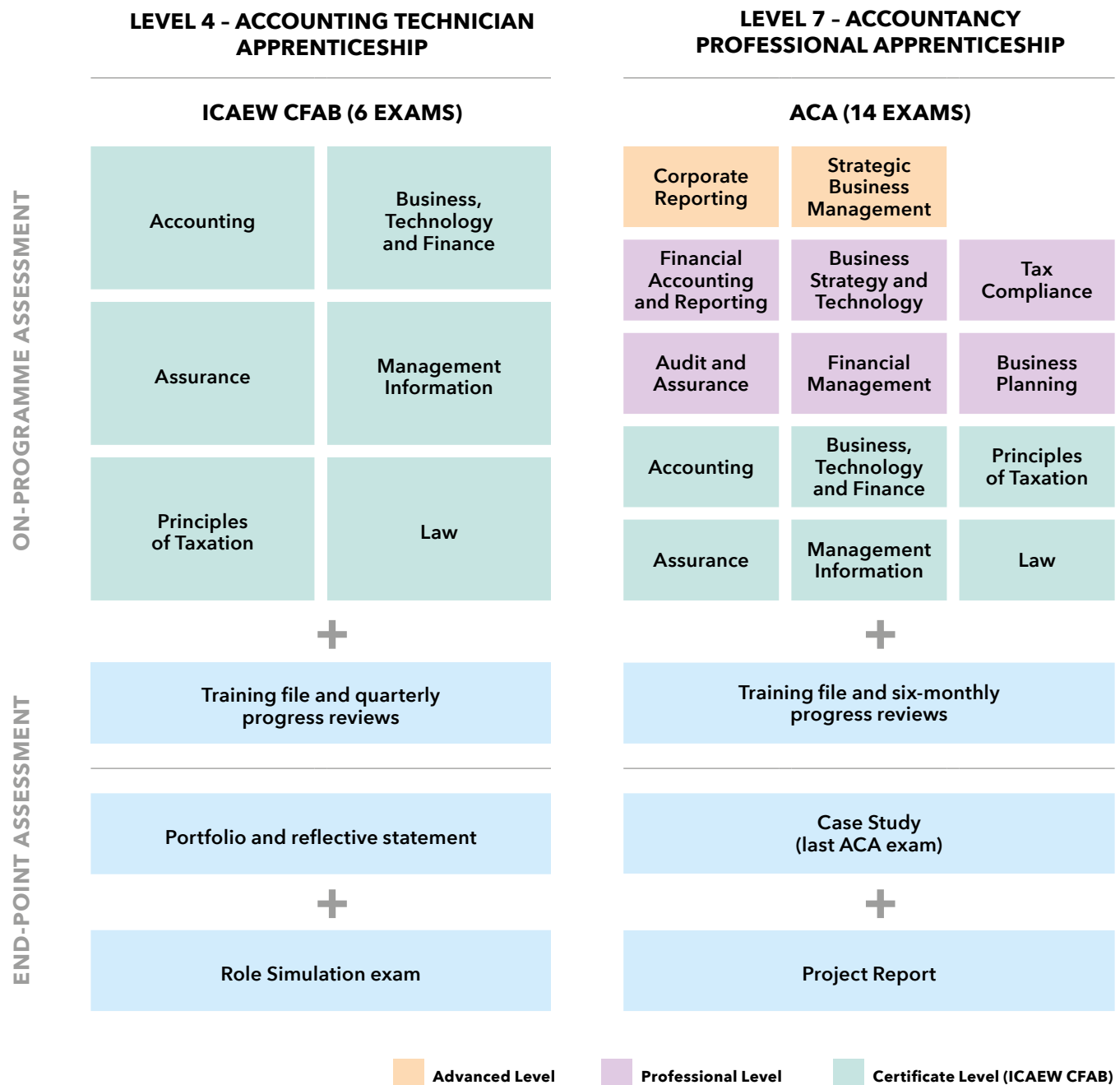


# ASSESS YOUR BUSINESS NEED

We offer two apprenticeship programmes, both of which incorporate our globally-recognised qualifications:

- The [Level 4 Accounting Technician Apprenticeship](#) includes the ICAEW Certificate in Finance, Accounting and Business (ICAEW CFAB) and your students will be eligible to apply for the [BFP designation](#).
- The [Level 7 Accountancy Professional Apprenticeship](#) incorporates the 15 exams of the ACA, setting students well on their way to ICAEW Chartered Accountant status and giving you the option to offer the [ACA](#) on a government-funded programme.

Both apprenticeships are available to all employers in England, regardless of whether you're paying the apprenticeship levy or not.



# CONTACT YOUR DEDICATED SUPPORT TEAM

Our Business Development team is on hand to help you decide what your options are. They can guide you through the process of how to set an apprenticeship up and advise on how you can get the most out of offering an ICAEW apprenticeship.

To offer an ICAEW apprenticeship, you must become an ICAEW Authorised Training Employer. Your dedicated Business Development contact can help you navigate this simple process which is free of charge and usually takes three to four weeks.

► [Get in touch today](#)



## FUNDING

The government provides apprenticeship levy funds for employers, incentivising you to train and develop new talent. This funding is available whether you are a levy or non-levy paying organisation, in business, practice or the public sector. The funding cap is £8,000 for the Level 4 apprenticeship and £21,000 for the Level 7 apprenticeship.

### LEVY PAYING EMPLOYERS

All employers operating in the UK with an annual wage bill of more than £3m are charged a levy of 0.5%. You can use your levy money to buy apprenticeship training for employees at all levels and ages. The government applies a 10% top-up to monthly funds, so for every £1 you put in, you will have £1.10 to spend.

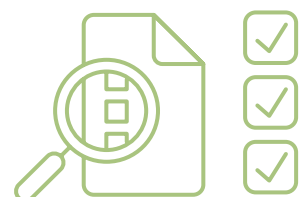
### NON-LEVY PAYING EMPLOYERS

Employers who do not pay into the apprenticeship levy can access funding via a government-employer co-investment. Non-levy paying employers make a 5% contribution and the government will pay the remaining 95%, up to the maximum amount of funding set for the apprenticeship you have chosen. This means your 5% contribution will be £400 for the Level 4 apprenticeship or £1,050 for the Level 7 apprenticeship.

If you're a non-levy paying employer, with 50 employees or less, and the apprentice you are employing is age 16-21, the government will pay 100% of the cost of the apprenticeship.

### What does the funding cover?

The funding available to you will cover the costs for the end-point assessment, the training and the learning materials. For the training, you can choose which tuition provider you want to deliver your apprenticeship and agree with them how much you will spend on a tuition bundle. The student registration and annual fee, along with the on-programme exams or re-sits, are not eligible for funding. Learn more about what is covered for the [Level 7](#) and [Level 4](#) apprenticeships.



## CREATE AN ACCOUNT

You will need to create an apprenticeship service account, which is a government service allowing you to set up and manage apprenticeships. The account will enable you to set up and approve apprentices, access and manage funding, approve training costs, and more.

► [Find out more here](#)



## SELECT A TUITION PROVIDER

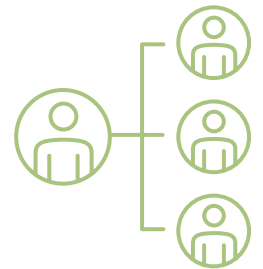
Once you've created your apprenticeship service account you can choose a tuition provider to provide training for your apprentice. The tuition provider monitors a great part of the apprenticeship process and will help you review your apprentice's performance and ensure they are adhering to the off-the-job training requirements.

► Search for [Level 4](#) or [Level 7](#) apprenticeship tuition providers.



## RECRUIT AN APPRENTICE

The last step is for you to find the right candidate for your programme, whether that's an existing member of staff or a new recruit. We can support you in different ways: we can advertise your vacancy on our [Training Vacancies](#) website free of charge or help you identify new talent straight from school.



## GET IN TOUCH

If you would like to find out more about offering ACA training on an apprenticeship programme or would like support setting up an apprenticeship programme in your organisation, our dedicated team are ready to help.

► [Register your interest today](#)

Chartered accountants are talented, ethical and committed professionals. ICAEW represents more than 208,000 members and students around the world. 99 of the top 100 global brands employ ICAEW Chartered Accountants.\*

Founded in 1880, ICAEW has a long history of serving the public interest and we continue to work with governments, regulators and business leaders globally. And, as a world-leading improvement regulator, we supervise and monitor around 11,500 firms, holding them, and all ICAEW members and students, to the highest standards of professional competency and conduct.

We promote inclusivity, diversity and fairness and we give talented professionals the skills and values they need to build resilient businesses, economies and societies, while ensuring our planet's resources are managed sustainably.

ICAEW is the first major professional body to be carbon neutral, demonstrating our commitment to tackle climate change and supporting UN Sustainable Development Goal 13.

ICAEW is a founding member of Chartered Accountants Worldwide (CAW), a global family that connects over 1.8m chartered accountants and students in more than 190 countries. Together, we support, develop and promote the role of chartered accountants as trusted business leaders, difference makers and advisers.

We believe that chartered accountancy can be a force for positive change. By sharing our insight, expertise and understanding we can help to create sustainable economies and a better future for all.

[charteredaccountantsworldwide.com](https://www.charteredaccountantsworldwide.com)  
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ICAEW is  
carbon neutral

\* includes parent companies. Source: ICAEW member data  
February 2024, Interbrand, Best Global Brands 2023