

Accountancy
Apprenticeship
Programmes
at **First Intuition**



Why First Intuition?

We are experts in our markets and pride ourselves in delivering programmes that both our clients, and we, are proud of. The experience really does matter.

Our approach is simple, but very effective.

- 1** You will be dealing with industry experts who can offer insight and creativity from a wide range of experience.
- 2** Your named service team is designed to meet your needs whether that be offering local, regional or national relationships.
- 3** We take time to build long lasting relationships and trust.
- 4** We are proactive in identifying potential problems, rectifying them and recommending enhancements to your programme.
- 5** We keep you informed every step of the way with tailored reporting on your trainees.



Why choose First Intuition?

“FI have helped tremendously in delivering our programme mainly through their continuous support and guidance surrounding the rules and regulations for apprenticeships. They induct all of our students from the outset, and they have designed various workshop days which develop the soft skills of our students. They provide constant support to the students with their e-portfolios and hold individual quarterly meetings to ensure the students are on track with their development. Chloe Bourne, Training Manager, **H W Fisher**

4.4 /5
★★★★★
feefo
Rating at 08.07.2020

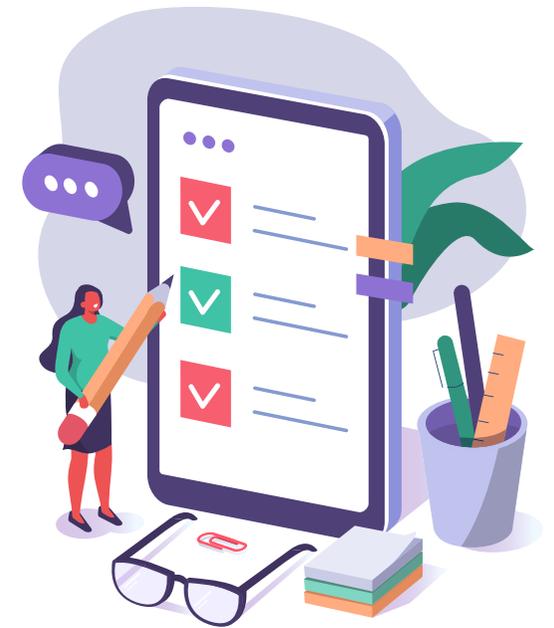
Who do we work with?



Our apprenticeship programmes

We offer a range of accountancy programmes with different entry levels and responsibilities that allow individuals and businesses to develop the skills they need.

	LEVEL 3	LEVEL 4	LEVEL 7
	Assistant Accountant	Accounting Technician	Professional Accountant
Professional Qualifications available	AAT Level 3 Advanced Diploma	AAT Level 4 Professional Diploma ICAEW (Certificate level) ACCA (Knowledge level) CIMA (Certificate level) ATT	ICAEW ACCA CIMA CTA
Typical duration	15 months	18-24 months	36 months
Funding cap	£8,000	£8,000	£21,000



Learner experience

PROFESSIONAL QUALIFICATION

- » Booked as per your planner, which is agreed at the outset of the programme.
- » Exams are booked by apprentices.
- » Joining instructions confirming course dates, contact details for your tutor and further details on location and timings.
- » Any changes to your courses are managed by your relationship manager.



Classroom courses

- » Flexible delivery – classroom, Online Live or Online depending on the chosen qualification.
- » Students have online access to all courses regardless of the chosen delivery mode.



Online Live courses

- » Class size is typically 15-20 students with a maximum of 35.
- » Physical materials are supplied for all courses including question banks and course notes.



Online courses

- » We offer our students out of hours support from our tutors.
- » At least two marked course and mock exams before the real exam.



Impact Skills programme

- » Mandatory face to face skills modules.
- » Pre-work to complete two weeks before the skills session.
- » Helps develop the skills and behaviours required by the apprenticeship standards.
- » Post-work to complete after the sessions.



CORE INTERPERSONAL BUSINESS SKILLS

Working in teams and collaborating with others

Business and commercial awareness

Understanding and adapting to change

Communicating effectively in the workplace

Problem solving analysis and decision making

Leading yourself and others

Individual essential skills include up to 5 of these in the level 3 apprenticeship or included within the level 4 or 7 for those new to the business world

ADVANCED INTERPERSONAL BUSINESS SKILLS

Integrated skills – Problem solving

Integrated skills – Project management

Integrated skills – Business Risk

Integrated skills – Using Data

Leadership skills

For the level 4 and 7 apprenticeship. Learners new to the level 4 could include a mix of advanced and core modules in their programme

PROFESSIONAL SKILLS

Professional skills for senior business leaders

2 day professional course to complete in the last year of the level 7 apprenticeship



Coaching

- » You will be assigned a Skills Coach for the duration of your programme.
- » Your Skills Coach will
 - Monitor progression and report, resolve or escalate issues
 - Support around personal welfare, exam stress and career advice
 - Support you in building up evidence of learning for End Point Assessment
 - Arrange Quarterly progress reviews involving your line manager.

- » Reviews last approximately 30-45 minutes and discuss your progress to date and compliance related topics such as safeguarding and prevent.
- » The first review is typically 4-6 weeks following from the start of the apprenticeship and then every following 12 weeks.



End Point Assessment

- » Gateway will take place towards the end of the on-programme phase.
- » The EPA is the final showcase of competency for the apprentice across all the knowledge, skills and behaviours defined in the apprenticeship standards.
- » All learning must have taken place and be evidenced in the development portfolio before the EPA can be sat.
- » To pass through to Gateway there is a consultation with the apprentice, line manager/supervisor and First Intuition prior to Gateway.

20% Off the job training

- » Every apprentice must be given 20% of their time to dedicate to off the job training
- » You will need to evidence your off the job training throughout your programme. Your skills coach will help you to do this

WHAT COUNTS AND WHAT DOESN'T COUNT

✓ What counts

- All new learning, plus**
 - » Internal training
 - » Shadowing/mentoring
 - » Observing colleagues
 - » Visiting other departments
 - » Secondment to other business units
 - » Weekday study leave

✗ What doesn't count

- » Workplace induction with no new learning
- » Training not relevant to apprenticeship standard
- » Progress reviews
- » Training out of working hours without time in lieu



Programme Onboarding

TO JOIN A FIRST INTUITION APPRENTICESHIP, YOU WILL NEED TO FOLLOW THE ONBOARDING PROCESS OUTLINED BELOW:



Contact

First Intuition

T: +44 20 7323 9636

E: clientsupport@fi.co.uk

www.fi.co.uk

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