

### Level 3– Core skills

Skills day	Study Method	Available Dates (Choose from)	Skills day summary
Kicking off your career (1 day course)	FI Reading FI Southampton	20 Jan, 5 Jun, 16 Sep, 22 Oct 8 Sep	This is normally the first skills workshop that apprentices will attend when they start their programme with us. This day is aimed to think about how they can be effective employees as they start out in their organisation. The day touches on ethics, professionalism, planning & prioritisation, communication and study skills.
Data/Excel skills/Microsoft (1 day course)	FI Reading FI Southampton	21 Jan, 6 Jun, 17 Sep, 23 Oct 28 Jan, 9 Sep	This is day two of the initial workshops that apprentices will attend. This data focusses on how apprentices can make use of the digital software that's available to them to be effective in the workplace. It also gets them to consider how to present data effectively in an accounting context.
Managing professional relationships (1 day course)	FI Reading FI Southampton	20 Mar, 6 Aug, 24 Nov 25 Mar, 18 Nov	This module focuses on building and maintaining positive, business relationships. Apprentices will consider emotional intelligence and how this has a role to play in conflict resolution.
Effective communication (1 day course)	FI Reading FI Southampton	21 Mar, 7 Aug, 25 Nov 26 Mar, 19 Nov	In this module, apprentices will learn how to communicate with individuals of all levels. They will think about effective ways to communicate depending on the level of detail and urgency needed.
Teamwork (1 day course)	FI Reading FI Southampton	7 Feb, 22 May, 6 Oct 17 Mar, 29 May	This module focuses on how to be a key member of the team and consider different types of team structures. Apprentices will consider negotiation and how to achieve win-win solutions.
Problem solving, analysis and decision making (1 day course)	FI Reading FI Southampton	13 Mar, 19 Jun, 5 Nov 16 Apr, 24 Jun	This module is about learning how to approach problems with resilience, to be more proactive in problem solving and how to make informed decisions.
Change management (1 day course)	FI Reading FI Southampton	14 Apr, 28 Jul, 4 Dec 8 Jan, 22 May, 29 Jul	This module will help apprentices to understand why change is needed in the business environment and how to successfully adapt to change and be flexible.

Each skills day is £250 plus VAT. If you would like to book one of these days please contact [reading@fi.co.uk](mailto:reading@fi.co.uk) or [southampton@fi.co.uk](mailto:southampton@fi.co.uk).

Core Skills focus on one specific skill within the apprenticeship framework and challenge the apprentice to think about their role in the business more carefully. These sessions are usually most suitable for those who are in their first finance job role after school or college. However, those who have previous work experience may have transferable skills from their previous employment. The sessions are designed to be workshop based and will be more interactive than the PQ training.

### Level 4– Advanced skills

Skills day	Study Method	Available Dates (Choose from)	Skills day summary
Focus on team and problem solving (1 day course)	FI Reading FI Southampton	14 Mar, 19 Nov 16 Jan, 15 Dec	In this module, apprentices will be learning how to run a successful business with a focus on teamwork and will learn how to deal with any problems that arise, as well as consider how to apply these tools in their work setting.
Focus on risk (1 day course)	FI Reading FI Southampton	14 Feb 20 Mar	This module highlights internal and external risks and teaches students how to mitigate them.
Focus on project management (1 day course)	FI Reading FI Southampton	15 Apr 14 May	This module seeks to introduce some techniques of project management to help with the development of these key transferable skills and apply these to the workplace.
Focus on leadership (1 day course)	FI Reading FI Southampton	12 Jun 15 Jul	This module helps learners to consider their management styles and how to become an effective manager, with focus on delegation and improving outcomes for the team.
Focus on data (1 day course)	FI Reading FI Southampton	24 Apr, 22 Sep 21 Oct	Interpreting data and understanding data bias

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These sessions bring together a number of skills within the apprenticeship framework and encourage the apprentice to regard the skills and behaviours holistically. That said each day has a focus on a particular skill which is relevant to their continued professional development. The Integrated programme builds on the skills covered in the core programme and allows for learners to progress from one to the other. Transferable skills are introduced in a range of different contexts with a view to apprentices being able to prepare themselves for a variety of situations in the future. The topics covered often mirror key aspects of the professional syllabus but seek to bridge the gap between technical learning and putting this into practice.

These skills are relevant to those who have some prior work experience or who have completed the core skills programme. The skills covered at this level map closely to the level 4 apprenticeship standards.

### Level 7– Professional skills

Skills day	Study Method	Available Dates (Choose from)	Skills day summary
Professional Development – Presentation (2 day course)	FI Reading	6 Jan & 7 Jan, 12 Feb & 13 Feb, 17 Mar & 18 Mar, 23 Jun & 24 Jun, 13 Aug & 14 Aug, 25 Sep & 26 Sep, 15 Oct & 16 Oct, 20 Nov & 21 Nov	The module aims to make apprentices more aware of how they are seen in the work- place and how they can influence this for the better. Students will develop techniques to help them to prepare for a presentation as well as considering how to improve their presentation style and reduce anxiety to deliver an impactful presentation.
	FI Southampton	14 May & 15 May, 30 & 31 Oct, 27 & 28 Nov	
Professional Development – Management (2 day course)	FI Reading	10 Feb & 11 Feb, 29 Apr & 30 Apr, 21 Jul & 22 Jul, 11 Aug & 12 Aug, 10 Nov & 11 Nov	This course aims to get the apprentices to recognise the progress they have made and to take responsibility for their own career, seeking out a mentor or role model for them- selves and to become a role model for others. It also helps them to understand the art of successful delegation.
	FI Southampton	22 Oct & 23 Oct 14 Jul & 15 Jul, 16th & 17th Dec	
Professional Development – Financial (2 day course)	FI Reading	17 Feb & 18 Feb, 27 Mar & 28 Mar, 4th & 5th Aug, 26 Aug & 27 Aug, 17 Nov & 18 Nov	This module pulls together their previous learning throughout the apprenticeship. The apprentices work in teams as part of a role play exercise in which they are cast as advi- sors to a venture capitalist. They are given 3 investment opportunities to evaluate and are asked to present their findings to a panel of investors (FI directors and employers from local firms). Along the way they may face additional pitfalls and challenges as their ven- ture capitalist employer puts the teams under pressure to perform in a limited time span.
	FI Southampton Virtual	16 Jun & 17 Jun 28 Jul & 29 Jul	

Each Professional Development course is £250 plus VAT. If you would like to book one of these days please contact [reading@fi.co.uk](mailto:reading@fi.co.uk) or [southampton@fi.co.uk](mailto:southampton@fi.co.uk).

This programme helps you to develop advanced skills. This programme maps closely to the level 7 programme and is suitable for someone with some experience in the office or for those on a graduate training programme.

£250 per paper plus VAT