



CIMA

Chartered Institute of
Management Accountants

THE CIMA HIGHER APPRENTICESHIP IN MANAGEMENT ACCOUNTING

**The first ever higher level apprenticeship
in management accounting**

- ▷ Earn a salary
- ▷ Progress your career
- ▷ Get paid holidays
- ▷ Receive training
- ▷ Gain an internationally recognised qualification
- ▷ Learn job-specific skills

 **Apprenticeships**

THE CIMA HIGHER APPRENTICESHIP IN MANAGEMENT ACCOUNTING



CIMA, together with a network of top employers, has created the first ever Higher Apprenticeship in Management Accounting. It's a fantastic non-university route into the world of business and finance for talented individuals.

A degree is no longer the only way to achieve a successful, well-paid career. In today's tough job market, having good business and finance knowledge and the practical skills employers need will help set you apart.

Validated by the National Apprenticeship Service (NAS) and approved for government funding, the CIMA Higher Apprenticeship in Management Accounting is a structured new entry route into a great career in business and finance.

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WHAT IS A HIGHER APPRENTICESHIP?

An apprenticeship is a workplace training programme which includes a combination of on-the-job training and classroom learning. Apprentices earn a wage and gain real work experience, whilst working towards a nationally recognised qualification. Higher apprenticeships are designed to help develop higher skill levels, and include qualifications at a level equivalent to the first stages of higher education.

WHO IS IT FOR?

The CIMA Higher Apprenticeship provides a work-based route for young people and adults to highly skilled careers in management accounting. It is most likely to suit high calibre individuals, aged 18+.

Apprentices need to be committed, motivated, enthusiastic and reliable, with a 'can-do' attitude. Higher apprenticeships are aimed at anyone who has completed A levels (or equivalent).

Specific entry requirements will be set by employers for particular roles. The following are an indication of the levels where employers may choose to set their entry requirements in order to maximise their apprentices' chances of success:

- Five GCSEs at grade C or above including maths and English, or equivalent.
- 160-260 UCAS points.
- Good communication skills, vocational experience and IT literacy.

HOW DO I FIND OUT MORE?

- Register your interest to be one of the first to hear about vacancies when they become available. Email bdc@cimaglobal.com with your name, age, address, email and phone number. Make sure the subject line reads: 'CIMA Apprenticeships – registration of interest'.
- 'Like' CIMA UK on Facebook to hear about the latest vacancies and apprenticeships news: www.facebook.com/cimauk
- Visit us at: www.cimaglobal.com/myapprenticeship

WHAT IS AN APPRENTICESHIP FRAMEWORK?

An apprenticeship 'framework' is essentially the qualification that an apprentice will work towards over the course of their apprenticeship. The framework sets out the knowledge and skills that someone should be able to demonstrate, and how they should be assessed.

What is the framework for the CIMA Higher Apprenticeship?

This will be composed of two main elements:

- **Technical knowledge:** gained by studying for and completing the Level 4 Diploma in Business Accounting – consisting of the five modules that also make up the CIMA Certificate in Business Accounting, CIMA's entry level qualification (see opposite).
- **A Diploma in Business Accounting Practice:** demonstrating work-based competence in areas such as management accounting techniques, time management, business relationships, spreadsheet and presentation software, commercial awareness and communication skills.

Knowledge Qualification Level 4 Diploma in Business Accounting

C01 Applying the Fundamentals of Management Accounting

- Basic costing
- Budgets
- Accounting and cost systems

C02 Applying the Fundamentals of Financial Accounting

- Regulatory framework
- Preparing accounts
- Accounting systems and controls

C03 Understanding and Applying the Fundamentals of Business Mathematics

- Basic maths
- Probability
- Financial maths
- Forecasting

C04 Applying the Fundamentals of Business Economics

- Economic environment
- Analysis for business decisions
- Market economy and role of government

C05 Applying the Fundamentals of Ethics, Corporate Governance and Business Law

- Elements of contract
- Company law
- Administration and finance
- Applying legal knowledge

WHAT IS CIMA?

CIMA is the world's largest professional body of management accountants offering the most relevant accounting qualification for a career in business.

WHAT IS MANAGEMENT ACCOUNTING?

There's more to management accounting than you might think. It includes, and adds value to, financial accounting.

Management accountants play a vital role in managing business opportunities using evidence to develop dynamic solutions. Management accountants use information of all kinds, not just financial, to inform the strategy and help manage the future of the business. Management accounting is about looking beyond numbers and spreadsheets to add real value to a company.

Management accountants work in all areas of a business, in all types of organisations, all over the world. They work in finance, IT, marketing, HR, operations and senior management positions. They could be a project manager, a management consultant, a finance director, a chief executive and many go on to run their own business.

What could I be doing as part of the CIMA Higher Apprenticeship?

You will have the opportunity to work within a wide variety of different businesses and functions and gain real practical experience. You will simultaneously study towards a professional qualification, laying solid foundations for a finance or commercial role in the future.

What could I do after completing the CIMA Higher Apprenticeship?

On completion of the CIMA Higher Apprenticeship in Management Accounting, you will have a variety of options to continue your career and progress:

- Continue to study for the CIMA Professional Qualification to become a Chartered Global Management Accountant.
- Complete further study through further education routes, such as 'topping up' to full degree level courses or a Masters level apprenticeship.

DO I QUALIFY FOR GOVERNMENT FUNDING?

You **are** eligible for government funding if you:

- have been a UK/EU/EEA resident for at least the last three years
- work 30+ hours in a relevant role
- have a contract of employment
- do not already have a degree
- do not have a Level 4 qualification or above (e.g. MAAT)
- are aged 16-18 – fully funded – all CIMA fees are paid and tuition costs covered
- are aged 19-23 – part funded – employer contributes towards tuition costs and has to pay the CIMA registration, subscription and exam fees.

HOW CAN I APPLY?

You apply for apprenticeship vacancies in the same way you would any job.

Vacancies for the CIMA Higher Apprenticeship are now live on employers' own websites and on CIMA's international jobs site – www.cimaglobal.com/myjobs. You can search for apprenticeship vacancies by selecting 'Apprenticeships' under 'Contract type' in the left hand menu.

You can also search for vacancies on the National Apprenticeship Service (NAS) website. First, you will need to register as a user and activate your NAS account.

When registering, you will be prompted to define your 'Area of Interest'. Please select 'Business, Administration and Law' as the Occupation Type (Sector) and then 'Professional Services' as the Job Role (Framework).

Once you are registered you will be able to search for vacancies within a ten mile radius of your postcode. You can manually update your account settings to widen the search area to a 50 mile radius if needed.



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Management Accountants

Global professional accounting qualification and developer of the Higher Apprenticeship in
Management Accounting



Issuing authority of apprenticeships for the financial services, legal and accountancy sectors



Qualification Awarding Body



Professional Services Framework Developer

