Working with ACCA

THE APPROVED EMPLOYER PROGRAMME

ACCA

About ACCA

ACCA is the global body for professional accountants. We aim to offer business relevant, first choice qualifications to people of application, ability and ambition around the world who seek a rewarding career in accountancy, finance and management.

Our values are aligned to the needs of employers in all sectors and we ensure that, through our qualifications, we prepare accountants for business. We seek to open up the profession to people of all backgrounds and remove artificial barriers, developing our qualifications and their delivery to meet the diverse needs of trainee professionals and their employers.

Global infrastructure

We support our 140,000 members and 404,000 students in 170 countries through a network of 83 offices and centres, helping them to develop successful careers in accounting and business, based on the skills required by employers.

What is the ACCA Approved Employer Programme?

The ACCA Approved Employer programme recognises employers' high standards of staff training and development. ACCA Approved Employer status provides:

- formal recognition that your organisation is committed to providing learning and development opportunities to its finance staff – which will enhance your organisation's reputation as an employer

- an accessible global standard which enables organisations to compare their learning and development support against a global benchmark, enhancing your brand

- fast-track specific ACCA business processes – your trainees and/or members can benefit depending on which approval stream you choose.

In summary, the Approved Employer programme provides an overall framework within which ACCA can help to support your organisation's trainees and members.

WHO CAN APPLY?

The Approved Employer programme recognises organisations of any size, in any industry or sector in any country. Our trainees and members work in all types of organisations and it is the level of support they receive for their learning and development that is key, rather than any other factor. Over 8,000 organisations worldwide are ACCA Approved Employers.

DEVELOP YOUR FINANCE CAPABILITY AND HELP YOUR ORGANISATION GROW

The ACCA Approved Employer programme provides an opportunity for employers to partner with ACCA on its global best practice training accreditation programme. The programme provides a framework for employers to ensure their support of ACCA trainees and members reflects leading practice, ensuring effective and efficient training and skills development. It supports employers in building the finance capability of their staff.

Benefits of approval

ACCA Approved Employer status means even more than gaining an international standard of recognition for your employee training and/or development.

EXCLUSIVE BRANDING

To help your organisation demonstrate its achievement, an ACCA Approved Employer logo will be provided which can be used, for example, on organisational business letterheads and job advertisements.

ACCA Approved Employers – trainee development stream can be provided with one of the logos below according to their approval level.

ACCA Approved Employers – professional development stream can be provided with the following logo.

FREE ONLINE ADVERTISING

Employers can also advertise job vacancies free of charge on ACCA's website, **www.accaglobal.com**, which gives you direct access to our students and members.

ACCOUNTING LINK

Especially for employers of finance professionals, this regular e-bulletin is designed to bring you timely news and information about ACCA and developments within the profession.

How your ACCA people will benefit

TRAINEE DEVELOPMENT STREAM

ACCA research indicates that career development is the key factor that attracts Generation Y finance professionals to an employer, so career development must be at the heart of your organisation's attraction proposition. ACCA Approved Employer – trainee development stream status recognises your organisation's commitment to progress its trainees' careers as finance professionals.

ACCA trainees can take advantage of an exemption from completing the Trainee Development Matrix (TDM) if your organisation is awarded gold or platinum level Approved Employer status under this stream. This is at your discretion, as some employers prefer their trainees to have the discipline of completing the TDM. This exemption reflects the fact that the organisation meets ACCA's demanding criteria for trainee development. It means that ACCA has confidence in your organisation's systems and processes and at the same time removes duplication of effort with regard to record keeping.

If this status is awarded, it should be emphasised that all ACCA trainees employed by your organisation still need to make an annual PER return informing ACCA of the number of months relevant work experience they have gained and how many performance objectives they have achieved during the period. However, this is a very quick and straightforward process.

PROFESSIONAL DEVELOPMENT STREAM

Career development is critical to effective employee retention. ACCA members who are employed by an Approved Employer under the Professional Development stream are automatically exempt from having to follow ACCA's CPD Unit Scheme Route due to the high quality of support that their employer provides to ensure that their knowledge and skills stay up to date.

However, members are still required to complete their annual CPD declaration confirming they are covered by the Approved Employer route but this process is simple and only takes a few minutes. Members are asked to indicate their chosen CPD route, whether they are involved in the audit of historical financial information and to confirm that they have kept their professional ethics up to date.

Essential information

COST

The Approved Employer programme is free to join and can help you to bring talented people into your organisation.

STREAMS OF APPROVAL

There are two different streams of approval which you can choose to pursue. Some employers only hold one stream; some hold both, it simply depends on what is most appropriate for your organisation. The streams are as follows:

- trainee development – to support your ACCA trainees' progress toward membership

- professional development – to support your ACCA members towards meeting their Continuing Professional Development (CPD) requirement

LEVELS OF RECOGNITION

Each stream has one or more approval levels which are determined by the best practice learning and development statements your organisation meets as defined below:

- for the trainee development stream there are three approval levels: silver, gold and platinum

- there is only one level for the professional development stream

SCOPE

The scope of approval identifies the extent of cover to employees of your organisation. This can be:

- single office – approval is relevant to one office in a single geographic location

- individual department or function – approval is relevant to one department or function

- country wide – this scope applies within a single country

- number of offices – approval is relevant to offices located in multiple countries.

Becoming approved

Becoming an ACCA Approved Employer involves the following simple processes:

1 **APPLICATION**
Apply online at our website.

2 **CORROBORATION**
A number of your trainees or members will be asked to provide confirmation that they receive the relevant support from your organisation.

3 **RENEWAL**
This takes place every three years and enables ACCA to confirm that the details we hold for your organisation are up-to-date.

4 **VERIFICATION**
This takes place at least once every six years to ensure Approved Employers are meeting our rigorous standards and can be done remotely. Evidence is requested as part of the monitoring process.

Your approval action plan

PREPARE

Before starting the application process please gather numbers for the following within your organisation:

- employees
- directors/partners
- finance employees
- ACCA trainees
- ACCA members.

As part of the application process, employers will be expected to provide contact details of ACCA trainees or members employed at the organisation with whom the application information can be independently verified by ACCA.

APPLY ONLINE

The application should only take 15–20 minutes. Simply visit **www.accaglobal.com/employers**, select 'Become an Approved Employer' from the menu on the left of the page, click on 'How to apply' then select 'Apply online for approved employer status'.

During the application process you will be given two options:

Pre-membership is for trainee development. If your organisation is training students towards ACCA membership, you should select this option.

Post-membership is for professional development. If you have employees that are ACCA members, you should select this option.

If you have both ACCA members and students in your organisation, you should make two applications.

The clear online instructions will guide you through the application process and once completed, ACCA will contact you to confirm the result of your application. If you are not able to apply online but would like to do so, please contact your local ACCA office to arrange a meeting to carry out this process.

VERIFY

Once approval has been awarded, ACCA will undertake a monitoring process to confirm your organisation continues to meet the standard.

CELEBRATE

Following a successful monitoring process, your organisation's ACCA Approved Employer status will be confirmed. You will be provided with the appropriate certificate and your organisation will be given permission to use the exclusive ACCA Approved Employer logo.