



# Discover the Path to Success<sup>!!!</sup>

Your guide to becoming an

accounting apprentice



DISCOVER THE PATH TO SUCCESS

Welcome to the world of opportunities and growth! Are you ready to embark on a journey that combines education, experience, and earning potential? Look no further – this guide is your key to understanding the exciting realm of **Accounting Apprenticeships**. Get ready to learn, earn, and achieve professional excellence while avoiding the burden of university debt.

– Rayner Essex



# Your Guide to Becoming an Accounting Apprentice

## What is an apprenticeship?

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An apprenticeship seamlessly combines on-the-job, practical work experience with academic learning. It empowers you to work full-time while simultaneously pursuing a formal qualification, all without compromising on earning an income. With the right support, you can soar to success armed with professional qualifications that make you an asset to any employer.

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### Discover accountancy apprenticeships: Gain an internationally recognised qualification

Embark on a career of boundless opportunities with an Accountancy apprenticeship. This exceptional journey equips you with hands-on training and in-depth practical skills gained through the support of your experienced colleagues, acquiring knowledge to attain the highly recognised AAT (Association of Accounting Technicians) qualification.

Even better, you can set your sights on prestigious internationally recognised qualifications like ACCA (Association of Chartered Certified Accountants), recognised by most universities as equivalent to a Bachelor's degree, opening doors to an exciting, professional career in Accounting, Tax, or Audit.

Your AAT qualification sets you up at the same start point as a university graduate but without the university debt, earning a salary whilst you work and study, whilst providing you with sought after transferable skills, attractive to employers when furthering your career.

## Who should consider an apprenticeship?

Accounting apprenticeships are tailored for diverse individuals in various stages of life. Whether you're considering an alternative to A-Levels as a school leaver or seeking a new direction after A-Levels, the choice is yours, providing you're not in full-time education at the time of enrolment.

If numbers make your heart race, and you have the minimum 5 GCSEs entry requirements at Grade 5 or C and above (in subjects including Maths and English), live in England, enjoy teamwork, and relish challenges, this apprenticeship is for you.

Some of the most successful entrepreneurs, CEO's and high earning celebrities started their careers as apprentices including Stewart Wingate – CEO of London Gatwick Airport, Fashion Designer, Stella McCartney, Celebrity Chef, Gordon Ramsey, England and Premier Footballer, David Beckham, so don't underestimate the possibilities of starting your career via an apprenticeship.



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### Apprenticeships vs. university degrees

Should you choose the apprenticeship path, you're embarking on an apprenticeship for a fulfilling and lucrative career. Gain qualifications like AAT and ACCA, setting the stage for a promising future in accounting, audit, or tax. Choose an apprenticeship for an equivalent starting point to university graduates – minus the hefty debt. Benefit from real industry experience and skill-building, setting you apart in the job market.



# Your Guide to Becoming an Accounting Apprentice

## Your journey

### What will you learn?

Starting from Level 3, you may find yourself familiarizing yourself with Level 2 modules as a foundation into understanding the fundamentals of bookkeeping. This will be practical learning, with no formal examination.

At Level 3, you'll delve into modules like Business Awareness, Management Accounting Techniques, and more. Level 4 introduces subjects like Management Accounting, Financial Statements of Limited Companies, and optional units tailored to your interests. Throughout your journey, you'll receive mentorship, support, and continuous assessment, from both your training provider and your employer ensuring your progress is on track.

### How long is an apprenticeship?

The duration of your apprenticeship depends on your entry level. Starting at Level 3 takes about 15-18 months (similar to A-Levels), while Level 4 equates to a Foundation degree and requires a minimum of 15-18 months. Beyond Level 4, your path to success unveils itself. You might pursue further qualifications like ACA or ACCA through higher-level apprenticeships (Level 5-7), equivalent to a Bachelor's or Master's degree.

You'll continually be assessed by your work mentor and talent coach and will receive ongoing support throughout each level of your learning and qualifications, with Rayner Essex reviewing and reassessing your progress and pay rewards every six months.

Level	Type	Equivalent to
Level 3	Advanced in England, Foundation in Scotland, Apprenticeship in Wales	2 A-levels in England or SQA Higher (SCQF level 6) in Scotland
Level 4	Higher in England	Education certificate or diploma, a HND/HNC or first year or a degree course
Level 5	Higher	Foundation degree
Level 6	Degree	Bachelor's degree
Level 7	Degree	Master's degree



## Where education meets experience

Your educational journey will unfold in a dynamic environment. As a full-time employee at Rayner Essex, you'll be engaged for 35 hours each week, including time dedicated to college studies which are seamlessly integrated into your schedule.

Once your apprenticeship kicks off, you'll embark on your college adventure. The specific level at which you enter the apprenticeship will be determined by your existing qualifications, skills, and experience.

Rayner Essex takes care of orchestrating your college induction, streamlining the process on your behalf.

Rest assured, as an apprentice, you'll be granted a day off every week or organized in blocks if not on the same day. This precious time amounts to a substantial 20% off the job learning, exclusively designated for continuous professional development (CPD), and college-related activities.

We're currently partnered with First Intuition in London, and we remain open to considering collaborations with other esteemed institutions. Your learning experience is our priority, and we're committed to ensuring you thrive in a supportive and enriching environment.



### Will I be paid as an apprentice?

Yes, you'll be paid for both your working hours and industry training sessions. The salary aligns with your apprenticeship level and is above National Minimum Wage requirements, ensuring fair compensation for your commitment. All study costs are paid by your employer and the government, so that you don't have to worry about fees and can enjoy what you earn whilst doing an accounting apprenticeship.



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# Why choose Rayner Essex

## Our pledge to your growth

Rayner Essex offers more than just a job – it's your springboard to realising your aspirations. Join a leading, mid-tier accountancy firm with over 50 years of expertise in serving clients from many industry sectors, across the UK and beyond.



## Flexible working in St Albans and London

We have offices in both St. Albans, Hertfordshire and Tavistock Square, London, WC1. We continually embrace agile and flexible work arrangements, work-life balance, continuous learning, and a supportive, diverse and inclusive environment.

**Find out more about us**  
[www.rayneressex.com/about-us](http://www.rayneressex.com/about-us)



## What sets us apart

Rayner Essex isn't just a workplace – it's a supportive community, we're like a big family. You'll enjoy agile working arrangements, competitive salaries, benefits including health coverage and life assurance, and a vibrant social calendar. Our commitment to diversity ensures a respectful environment where everyone's unique strengths shine.

We also have a strong sense of duty to our community. As such we have for many years organised distinctive, fun events for our friends and clients that also help raise funds for worthy causes.

Alongside these regular events, Rayner Essex work closely with SportsAid, an organisation which financially supports young athletes to achieve their ambitions and fulfil their dreams in becoming the next generation of Olympians and Paralympians in British Sport. We hold several lunch events throughout the year which often include a practical demonstration of an Olympic sport and talks from high profile sports people.



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# Joining the apprenticeship

## Steps to success

Starting your apprenticeship journey is a straightforward two-step process. No need for tests – selection hinges on your predicted qualifications and personal attributes.

Interviews are informal, giving you the chance to showcase your interest in accountancy, excellent communication skills. We are interested in your personality, attitude and zest for learning.

## Starting as an accountancy apprentice with Rayner Essex

As an apprentice at Rayner Essex, you'll undergo comprehensive company induction and familiarise yourself with accounting essentials, team dynamics, and work practices.

With mentors, supervisors, and talent coaches by your side, you'll flourish academically and professionally.



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## Be a part of our success story

Keep an eye on our careers page, where apprenticeship positions are advertised, typically in the summer for September start dates.



Visit our careers page  
[www.rayneressex.com/careers](http://www.rayneressex.com/careers)



# Winning over your parents

## Navigating the conversation

So, you've set your sights on the apprenticeship journey, but your parents lean towards the university route. It's natural for them to have concerns, particularly if they're not well-versed in the world of apprenticeships.

Here are some insights to share with your parents, guardians, or carers to persuade them that an apprenticeship is your ideal path.

- **Practical Learning:** An apprenticeship weaves together practical, on-the-job experience and academic knowledge. You'll actively engage in diverse tasks within the workplace while simultaneously gaining valuable insights from finance industry professionals and accounting and advisory experts.
- **A Full-Time Commitment:** Apprenticeships are more than just learning opportunities; they are full-time jobs. Employers invest in apprenticeships to shape their future workforce and leaders.
- **Earning Potential:** One major perk – you'll be paid. Not only will you learn on-the-job, but your employer and the government will shoulder the costs of the apprenticeship. This means you won't face the same university debt burden.
- **Dual Benefits:** With an apprenticeship, you not only earn a qualification but also acquire practical skills vital for the role. The study time can lead to achieving a professional qualification that sets you up for advancement post-apprenticeship.

- **Employer's Choice:** Employers highly value apprenticeships, seeing apprentices as dedicated and motivated assets to their workforce. This can greatly impact the company's overall dynamics.
- **Career Progression:** Apprentices often advance quickly, often achieving Chartered or Certified status upon completion of their AAT studies and apprenticeship.
- **Major Players Embrace Apprenticeships:** Prestigious names like BBC, KPMG, TUI, and Network Rail all offer apprenticeships, underscoring the legitimacy and desirability of this educational path.

Arming your parents with these insights can foster an open dialogue, allowing them to grasp the advantages of an apprenticeship tailored to your aspirations and preferred ways of learning and growing your experience in the workplace.

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# Ready to begin your journey?

If you're eager to explore the world of accounting apprenticeships, get in touch with our team. We're here to answer your questions, arrange meetings with apprentices-turned-professionals, and demystify any preconceived ideas that your parents may have about apprenticeships.

We will help guide you toward your dream career.

Call us on **+44 (0)1727 833222**

Email us at **fh@rayneressex.com** or visit **rayneressex.com/careers**

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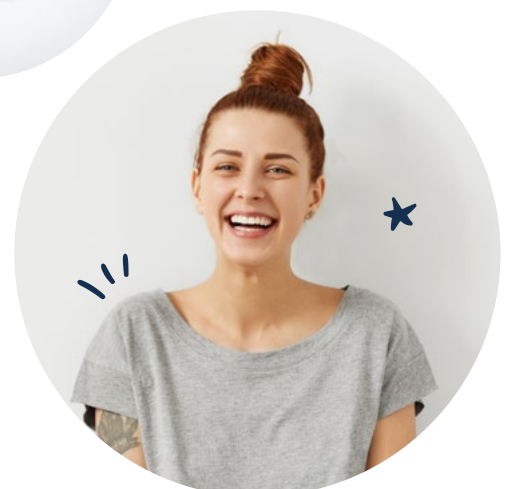


## Supporting your growth and success

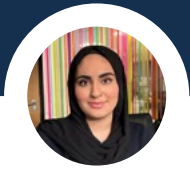
Whether you choose an apprenticeship or a university education, we're dedicated to supporting your growth and success. Scan the QR code to take a look at some of our team stories to get a feel for the people and our culture at Rayner Essex.



Read them online at [www.rayneressex.com/news/category/team-stories](http://www.rayneressex.com/news/category/team-stories)



Discover the path to success  
with Rayner Essex – where your  
future starts today.



**“There is always a sense of support available to me from my team...”**

Whilst currently studying my Level 3 AAT, the firm have been very accommodating. They always provide me with a plan to ensure I am able to meet my work deadlines alongside my exams. Being surrounded by a team of like minded people has been extremely encouraging. There is always a sense of support available to me from my team.”

**Laila Khan**

**Accounting Solutions Apprentice**



**"I am continuing to develop my career..."**

I have found my line manager and colleagues to be extremely supportive of my studies, enabling me to enjoy a good work, life and study balance. I've not once regretted my decision not to go to university as I am continuing to develop my career and gain valuable skills needed in the workplace as well as gaining accounting qualifications.”

**Amy Longden**

**Former Audit Team Apprentice**



**“Who wouldn't want to be at work with their friends every day...”**

The environment at Rayner Essex is unique because we all work so closely together as a team and this keeps an uplifting atmosphere in the office. I mean, who wouldn't want to be at work with their friends every day!"

**Sanya Qayyum**

**Former Accountancy Apprentice**



**From accountancy apprentice to semi-senior accountant; read Sanya's full story...**




## Putting you first

Client-focused accountancy solutions

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