

Services To Businesses

Accountancy (Plus) Training Ltd (A+) is the largest independent training provider in the South West specialising in accountancy training. Not only do we provide the full range of AAT qualifications for Accounting Technicians at Foundation, Intermediate and Technician level, we also offer a range of complementary services, courses and qualifications in bookkeeping and office skills.

To learn how we can develop the skills in your business, please visit our website: www.aplustraining.co.uk or give us a call on 0845 601 4401.



Work Experience Packs

In conjunction with the ICAEW (Institute of Chartered Accountants in England & Wales), we have developed a work experience pack that shows you how to prepare for taking on a young person for a work experience placement, and ensuring they gain the maximum benefit from the time they spend with you.

Used as part of your recruitment strategy, a series of work experience placements could give you the chance to "test" several candidates before making an offer of employment. If you would like to be added to our work experience register so that we can help source students and school leavers for you, please let us know.

Undergraduate Placement Service

Accountancy Plus Training Limited (A+) and the University of Plymouth (UoP) have teamed up to offer employers across the South West the opportunity to take 3rd year Accounting & Finance undergraduates on a 1 year work placement.

Each undergraduate has a sound understanding of the accounts process and can pick up business tasks for you from day one. In practical terms they will be able to perform a variety of elements in an accountancy role for example, help with tax returns, accurately input financial data and assist with management accounts.

As an alternative to taking an undergraduate on for 5 days a week, they can follow the AAT Fast-track option where you will have them for 4 days a week, but for the other day, they will attend a day release course with us to complete their AAT Intermediate and Technician course in their placement year. Under the current LSC funding regime, this will be available at no additional cost and the salary level will reflect the reduced time on the job.

In this way you gain an additional resource, the undergraduate gains valuable work experience and a vocational qualification,

and we support their studies to achieve the AAT qualification.

Because the placement is only for one year, it's a good way to 'try before you buy' a potential full-time new recruit. It will also provide you the means to progress shelved business projects.

AAT Book-keeping Certificate (ABC)

Whilst at school or in a pre-employment situation, a learner can do this qualification to give them an insight into what accountancy is all about and prepare them for entry into studying for the full AAT qualification. It can also be relevant for those simply undertaking bookkeeping services.

The Balancing Act (TBA)

We know that it can take weeks for new staff to become fully chargeable. In the meantime, those supervising them can also lose valuable chargeable time. The Balancing Act offers a comprehensive blend of traditional work-book activities backed up by an on-line interactive book-keeping training programme that works through the books of prime entry up to a Balance Sheet and Profit & Loss Account. It can be completed BEFORE they join, so that WHEN they join, your new recruit should be able to hit the ground running, free up your valuable time and start recovering costs more quickly.



The Accounting Technician Qualification (AAT)

The AAT qualification is available at 3 levels; Foundation (NVQ2), Intermediate (NVQ3) and Technician (NVQ4).



It usually takes 3 years to become fully AAT qualified (exams can only be sat every June and December). However, at all venues A+ offers a fast-track route at Foundation level which can be completed within 6 months.

We offer a choice of monthly workshops, day release, evening classes and revision courses at Fraddon, Plymouth, Exeter, Torquay, Taunton and Bideford for all levels.

Other NVQs

In addition to the NVQ 2, 3 and 4 in Accounting, we also offer the following NVQs:-

NVQ2 and 3 in Business & Administration

NVQ2 and 3 in Customer Service

ITQ2 (the NVQ2 in Information Technology)

The majority of these can be delivered via Apprenticeships, and supported by funding provided by the Learning and Skills Council. Funding is also available from Train to Gain.

IT qualifications

We also offer ECDL (the European Computer Driving Licence). This covers a range of Microsoft Office packages used most frequently at work, for example, Word, Excel, PowerPoint, Access and email.

Maths & English Refresher Courses

We can now access funding to help employees refresh/upgrade their maths and English skills instead of, or prior to, commencing one of our NVQ training programmes. For those employees who feel they are a bit rusty on their maths or English skills we now offer maths and English refresher courses. These are linked to the National Certificate at level 1 or 2 which is equivalent to a GCSE pass.

Free Recruitment Service for Apprenticeships

We will establish your requirements for a particular apprenticeship vacancy, advertise it in the local press (at our expense) receive and sift through initial enquiries, carry out first interviews and prepare a shortlist for you to second interview. This is all done on

the basis that if you select one of our referrals, you will allow them to follow one of our Government funded training programmes.

Funding Eligibility Testing

We will determine the best route for your learner to follow in order to minimise the cost to you, the employer. Where possible we will use Government funding to significantly reduce the cost of his/her training. Sometimes we are able to do it for nothing at all!

Referrals to Other Training Providers

As a long established member of the local Training Provider Network and a Train to Gain provider, if we are not able to fully provide the training that you require, then we are ideally placed to refer you to another TPN member or a Train to Gain broker.



Next steps...

- Call us now on 0845 601 4401.
- Send an email to info@aplustraining.co.uk for further information and details of any possible discounts.
- Visit www.aplustraining.co.uk for more details on our services, case studies from our students, or to submit an enquiry online and register for updates.