

Services to Businesses

Accountancy Plus Training Ltd is the largest independent training provider in the South West, specialising in Accountancy training. Not only do we provide training for Accountancy Technicians towards Levels 2, 3 and 4 of the AAT qualification, we also offer a range of complementary services, courses and qualifications in Bookkeeping, Office Skills and Management.

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



Work Experience Packs

In conjunction with the Institute of Chartered Accountants in England and Wales, we have developed a work experience pack which shows how to prepare for taking on a young person for a work experience placement and ensuring that he/she gains the maximum benefit from the time spent 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.

Undergraduate Placement Service

A+ has joined up with the University of Plymouth to offer employers across the South West the opportunity to take on a Third Year Accounting and Finance Undergraduate on a one 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 data and assist with management accounts. You would pay them a salary and if eligible we would obtain government funding

to enable them to do their AAT Level 3 and 4 during their placement year. In this way you gain an additional resource, the undergraduate gains invaluable experience and a vocational qualification, and we support their studies to achieve the AAT qualification. Because the placement is only for one year, it is a good way to “try before you buy” a potential full time new recruit. It would also provide you with the means to progress shelved business projects.

The Balancing Act

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 comprehensible blend of traditional workbook activities backed up by an online interactive Bookkeeping training programme that works through the books of Prime Entry, up to a Balance Sheet and Profit and Loss Account. It can therefore be completed before they join so that, when they do, your new recruits should be able to hit the ground running, free up your valuable time and start recovering costs more quickly. We will also give you a Progress Test for staff to submit to you for marking.

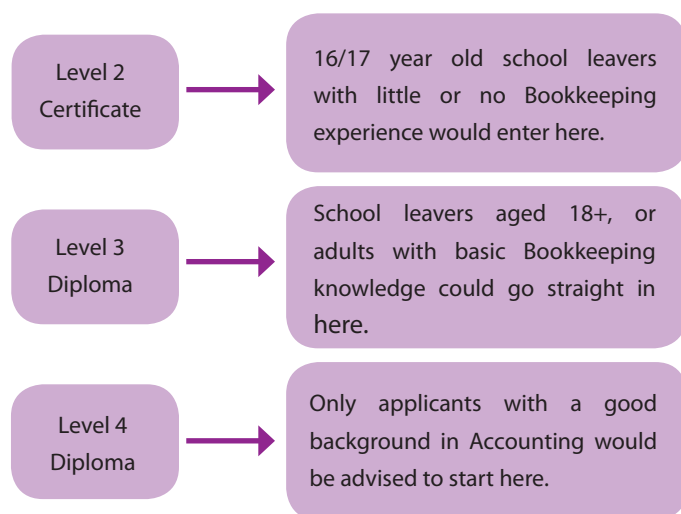


The Accounting Technician Qualification

The AAT qualification is available at 3 levels: Level 2 Certificate (formerly Foundation), Level 3 Diploma (formerly Intermediate) and Level 4 Diploma (formerly Technician).

We offer a choice of workshops, Day Release and Evening classes. All 3 are available in our Plymouth and Exeter centres. We provide Workshops and Evening classes in Taunton and just Workshops in Torquay.

It used to take 3 years to become fully AAT qualified but with exams now available on demand and by taking our Foundation Workshop option, it is possible to complete the same in 2 1/2 years.



Other Training and Qualifications

As part of our support package to Accountancy practices and businesses in general, we also offer the following qualifications:-

- Diploma in Business and Administration, Levels 2 & 3
- Diploma in Customer Service, Levels 2 & 3

These are usually aimed at Admin support staff. The Business Administration Level 2 is aimed at the Office Junior. The Customer Service Level 2 is for someone in a Junior Front of House role. In both cases, the Level 3 would be for the junior's supervisor.

- I.T.

For staff with a need to be really comfortable with I.T., this consists of the ECDL (European Computer Driving License), covering spreadsheets, databases, word processing and Powerpoint.

Management

We now offer the Team Leading Level 2, Management Level 3 and Management Level 5. The Level 3 would be a good addition to the knowledge and qualifications of a recently qualified AAT, preparing him/her for the next step up to management. The Management Level 5 qualification is for Senior Managers.

Basic Skills

According to the government, 28 million people in the country cannot function at Maths and English. This could be seriously holding back the development of your workforce and deflating your profits. We can access government funding to work with your staff on a one-to-one basis to bring them "up to speed".

Free Recruitment Service

We will establish your requirements for a particular Apprenticeship vacancy, advertise it in the local press (at our expense), add it to the National Apprenticeship Vacancy Matching Service website, 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. Obviously, this free service saves employers a lot of time and money.

Advice on Funding

We will determine the best route for your learner to minimise the cost to you, the employer. Where possible we will use government funding to reduce the cost of his/her training.



Next steps...

- Call us now on 0845 601 4401
- Send an email to info@aplustraining.co.uk for further information and details on 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.

