

GIVE YOURSELF A FLYING START

Tolley[®] Exam Training Taxation Professional Apprenticeship

Level 7 Standard

The career of a taxation professional can be diverse and challenging. Over the course of the apprenticeship programme learners will develop the knowledge, skills and behaviours set out in the standard.

Knowledge	Skills	Behaviours
<ul style="list-style-type: none">• Assurance, Risk and Control• Business Acumen• Financial Information• Legislation• Strategic Business Management and Governance	<ul style="list-style-type: none">• Building Relationships• Business Insight• Communication• Ethics and Integrity• Leadership• Problem Solving and Decision Making	<ul style="list-style-type: none">• Adds Value• Continuous Improvement• Flexibility• Professional Scepticism

Duration

24-36 Months

Entry Requirements

Requirements will be set by individual employers but typically include A levels and 5 GCSEs grade 4-9 including English and Maths.

Learner eligibility will be reviewed as part of the application process.

Professional Registration and Progression

Achievement of the CTA qualification is an added benefit of the apprenticeship. This offers the opportunity of CTA membership when supported with three years' practical experience.

Learners who complete the Level 7 apprenticeship may progress with further professional qualifications in specialist areas, such as ADIT for international tax.

Cost

Levy and Non-Levy employers can access funding through their Digital Apprenticeship Service accounts.

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TAXATION PROFESSIONAL APPRENTICESHIP

Programme Structure

Introduction

Online live webinar including an introduction to the knowledge, skills and behaviours and detailed overview of the programme.

On-Programme

Knowledge	Skills & Behaviours	Support
<ul style="list-style-type: none">• Study material written by our expert tutors.• Practice exams including feedback for improvement.• Tuition courses cover the CTA syllabus – available in class or online live.• Revision courses cover question practice and exam technique – available in class or online live.• Tolley Academy online access via laptop, tablet or mobile.	<ul style="list-style-type: none">• Webinars on recognising skills & behaviour in the workplace.• Library of resources including guidance documents and development tasks.• Activities including feedback for improvement.• Regular progress reviews between coach, learner and training manager.• E-Assess or online access via laptop, tablet or mobile.	<ul style="list-style-type: none">• Tutors available for technical questions or exam tips.• Dedicated Apprenticeship Client Service Team for course and programme queries.• Personal coach for reviews and feedback.• Trained safeguarding team for raising concerns or health and wellbeing support.• Online forums for queries and student discussions.

Off-The-Job Training

Off-the-job training is a statutory requirement for all English apprenticeships and is calculated as 20% of the apprentice's normal working hours.

Off-the-job training includes Tolley training such as courses, online learning and time spent on assessments. Learning in the workplace also counts towards this provided it delivers new skills directly relevant to the standard.

Gateway

Following successful completion of the required exams and skills and behaviour development, a gateway review will take place to address the learner's competency against the standard.

End Point Assessment

End Point Assessment will assess whether the learner is able to show competency across all the required knowledge, skills and behaviours. Both elements of End Point Assessment must be passed for learners to achieve the apprenticeship certificate.

Application and Professional Skills Paper

Case study examination based on real-life business-related tasks.

Project Report

Written analysis and critical evaluation of skills and behaviours performed in the workplace.

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