

PROSPECTUS 2019 / 20



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Peterborough. PE3 7PS

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a professional approach for professional people

Welcome

At Anglia Professional Training we aim to provide you with the best possible learning experience. We have been delivering professional courses in Peterborough and the surrounding areas for over 20 years and we recognise that learning is one of the greatest investments that you can make.

We are completely committed to supporting your professional development to help you to improve your employment and career prospects.

Learners at Anglia Professional Training really value the high quality teaching provided by our tutors and our excellent achievement rates. APT tutors are industry professionals who pride themselves in their teaching skills, experience and qualifications.

We offer excellent resources, comfortable classrooms and flexible study options, so whether you wish to study part time day or evening, you will find a time and a place that is suited to you.



I hope that you will find some inspiration and a training course that appeals to you in our new prospectus. We regularly review our courses and training programmes to ensure we continue to meet the needs of our students and employers. So, if you can't find what you're looking for, please contact me via email: gill@apt4u.training and let me know which professional courses you would like us to consider for the future.

I look forward to seeing you in the forthcoming academic year and I hope you enjoy your chosen course with Anglia Professional Training.

Balwinder Gill,
Director of Business

Tel: 01733 269148

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About us

Anglia Professional Training is a wholly owned subsidiary company of Peterborough Regional College and is based at Endeavour House in Peterborough and the Boathouse in Wisbech. These centres boast the latest industry facilities and software along with free on-site parking.

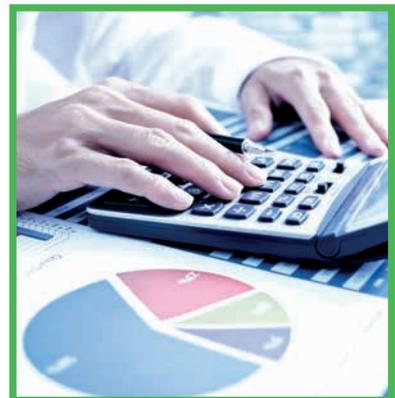
As a fully accredited AAT exam and study centre, APT is able to offer the full range of accountancy qualifications, from access all the way up to technical level. APT is also accredited with CIMA, ACCA and ICAEW so can offer you a full study path into these specialised areas.

If you are looking to develop a career in legal services then APT is accredited with CILEx so can also guide you along this qualification route.

APT hold CMI (Chartered Management Institute) accreditation and we are able to offer two excellent apprenticeships for those looking to progress into a Management career. You can read about both of these further in the prospectus.

We pride ourselves on our excellent customer service standards with a versatile yet professional approach to training. Our tutors are highly experienced in their specialist fields and dedicated to ensuring their students' success.

If you have any questions or would like to find out more about APT or its courses, please get in touch by calling: 01733 268199 / 01733 269148 or email: mail@apt4u.training



Tel: 01733 269148

APPRENTICESHIPS

Apprenticeships are the perfect way to gain on-the-job practical experience, whilst earning a wage. Apprentices benefit from gaining a qualification that is not only focused on their chosen career and industry, but is also hands-on and completed in a working environment.

If you are about to leave school or college and would like to get hands-on work experience but still want to get a qualification, or if you are already working and would like to upskill to further your career, an Apprenticeship could be perfect for you. Apprenticeships are a nationally recognised qualification that is valued by all employers and universities.

Apprenticeships at APT

At Anglia Professional Training, we offer the following apprenticeships, delivered under the government's latest employer led standards. Our dedicated team are on hand to support you throughout your apprenticeship journey and you will gain the valued knowledge, skills and behaviours requirements upon completion.

- Level 3 Assistant Accountant apprenticeship
- Level 4 Professional Accounting / Tax Technician apprenticeship
- Level 7 Accountancy / Taxation Professional apprenticeship
- Level 3 Team Leader / Supervisor apprenticeship
- Level 5 Operational / Departmental Manager apprenticeship
- Level 3 Paralegal apprenticeship
- Level 6 Chartered Legal Executive apprenticeship



Who can apply for an Apprenticeship?

Anyone living in England, over 16 and not in full-time education can apply. There is no upper age limit for Apprenticeships.

How many hours will I work each week?

Minimum hours a week is 30 and you are required to complete 20% of your time doing 'off-the-job' training, which will include day release training at our centre.

How much will I earn?

Minimum salary for an Apprentice is £3.90 per hour for under 19 year olds or over 19s in their first year of Apprenticeship, although please note some employers may pay more.

What is the cost?

Apprenticeships are free to apprentices. They are funded by the Education and Skills Funding Agency (ESFA) and/or via your employer. Apprentices may need to purchase specific equipment depending on the employer e.g. uniform and you will need to take into account costs for travel, lunch etc.

What are the entry requirements?

Entry requirements vary depending on the Apprenticeship you are applying for and some Employers will have their own entry requirements. Generally for Level 3 apprenticeships and above you will need to have achieved English and Maths at Level 2, upon completion. This is equivalent to GCSE A – C or grades 4 to 9. Please see individual course information for further details.

What if I don't meet the entry requirements?

Talk to the apprenticeship team and we will be able to offer guidance of the options available to you.

Finding an Apprenticeship

There are two ways for you to find an Apprenticeship:

1. Find an employer of your own who is willing to take you on and support you as you complete your Apprenticeship
2. Apply online from the variety of available Apprenticeships
www.gov.uk/apply-apprenticeship

HOW TO APPLY

I have my own employer

If you are currently employed or if you find your own employer who is willing to take you on, then you can apply directly to APT. The application form will need to be completed by both yourself and your employer, and you will need to provide details so that we can make contact with your employer

Online Vacancies

When applying online for a vacancy on Find an Apprenticeship, you will be able to create an online profile for yourself. This can include uploading your CV and a covering letter, along with any additional information about yourself which may be relevant and advantageous for the role you apply for. You can also select what industries you'd like to work in and once you have completed your online profile you will be able to apply for any positions available which are of interest.

Please contact us for further information

Tel: 01733 269148

AAT Award in Business Skills (Level 1)

This qualification is perfect for young people and those taking their first step on the career ladder. As well as covering the basic accounting techniques and principles you'll gain a broader understanding of the business environment and how to prepare for entering the world of work.

AAT Award in Bookkeeping (Level 1)

With this qualification there's no need for any prior accounting knowledge. This qualification will give you a solid background in single entry bookkeeping. Access to bookkeeping introduces the role of a bookkeeper and simple bookkeeping techniques.

AAT Award in Accounting Software (Level 1)

This is the perfect starting point if you want to carry out basic finance and administrative duties using accounting software packages. Access to accounting software introduces the main features of accounting software along with the benefits and risks of its use.

If you are unemployed, claiming benefits and aged 19+ you could be entitled to full fee remission for these courses making them entirely FREE.

However, if you are employed and would like to join the course, please contact us as a small joining fee will apply.

Location:	Peterborough
Start Date:	Various dates available
Time:	9:30am – 4:30pm

Location:	Wisbech
Start Date:	Various dates available
Time:	9:30am – 4:30pm

Please contact us for further information and start dates



AAT Foundation Certificate in Accounting (Level 2)

The foundation certificate will suit you if:

- you work in accounts and would like a formal qualification in the field
- you would like to acquire new skills to help with a change in your career
- you're a school leaver looking for an introduction to accounting and finance
- you are not currently in employment or training and you need workplace skills
- you're looking for foundation knowledge before progressing on to other AAT qualifications

Top five skills you'll gain:

1. Processing payments and receipts
2. Preparing invoices
3. Completing bank reconciliations
4. Using accounting software
5. Effective business communications skills including letters, memos and informal reports

What will I learn?

- Bookkeeping Transactions
- Bookkeeping Controls
- Elements of Costing
- Work Effectively in Finance
- Using Accounting Software

Course fee: £1,097

plus exams and AAT registration

Course Duration 37 weeks

Job expectations after completing this qualification:

- Accounts Administrator
- Accounts Assistant
- Accounts Payable Clerk
- Bookkeeper
- Payroll Administrator
- Purchase/Sales Ledger Clerk
- Tax Assistant/Trainee
- Trainee Accounts Technician

Location: Peterborough
Start Date: 17/9/2019
Day: Tuesday
Time: 6pm to 9pm

Location: Peterborough
Start Date: 19/9/2019
Day: Thursday
Time: 9:30am to 12:30pm

Location: Wisbech
Start Date: 12/9/2019
Day: Thursday
Time: 9:30am to 12:30pm

Location: Wisbech
Start Date: 12/9/2019
Day: Thursday
Time: 6pm to 9pm

Please contact us for further information

Tel: 01733 269148



AAT Foundation Certificate in Bookkeeping (Level 2)

The AAT Foundation Certificate in Bookkeeping provides an entry point for anyone wishing to start a career in accountancy or finance or is looking to run their own business. It may also support career progression for those already in employment by formally recognising their skills in manual bookkeeping.

The qualification is composed of two mandatory units, assessed in two end-of-unit assessments:

- Bookkeeping Transactions
- Bookkeeping Controls

A student completing this qualification will develop practical accountancy skills in the double-entry bookkeeping system, and using associated documents and processes.

Students will be able to check transactions for accuracy; make entries in appropriate books and ledgers, and calculate sales invoices and credit notes. They will also cover more complex Level 2 bookkeeping procedures including dealing with VAT, reconciliation and trial balances and develop their understanding of the relationship between the various accounting records.

This qualification is suitable for those already working in finance, those returning to work after a break or for anyone wishing to change career.

It offers progression for students who have started studying accountancy and bookkeeping with AAT at Level 1.

What kind of job can I expect after completing this qualification?

- Clerical Assistant
- Trainee Bookkeeper
- Accounts Clerk
- Finance Assistance
- Accounts Administrator

Location: Peterborough
Start Date: 17/9/2019
Day: Tuesday
Time: 6pm to 9pm

Location: Peterborough
Start Date: 19/9/2019
Day: Thursday
Time: 9:30am to 12:30pm

Location: Wisbech
Start Date: 12/9/2019
Day: Thursday
Time: 9:30am to 12:30pm

Location: Wisbech
Start Date: 12/9/2019
Day: Thursday
Time: 6pm to 9pm

Course fee: £704
plus exams and AAT registration
Course Duration 18 weeks

Please contact us for further information

AAT Advanced Diploma in Accounting (Level 3)

The advanced diploma will suit you if:

- you've completed the foundation accounting qualification and would like to build your skills
- you're already working in finance and you'd like a formal recognition of your skills
- you would like to go on to be an AAT full member (MAAT) or study for chartered status

Top five skills you'll gain:

1. Making provisions for doubtful and irrecoverable debts
2. Reconciling ledgers with the cash book
3. The importance of professional ethics in the working environment
4. Analysing variances
5. Use of spreadsheets to manage information in the accounting environment

What will I learn?

- Advanced Bookkeeping
- Final Accounts Preparation
- Management Accounting: Costing
- Indirect Tax
- Ethics for Accounting
- Spreadsheets for Accounting

Job expectations after completing this qualification:

- Accounts Assistant
- Accounts Payable and Expenses Supervisor
- Accounts Payable Clerk
- Assistant Accountant
- Audit Trainee
- Bookkeeper
- Credit Controller
- Finance Assistant
- Payroll Administrator
- Payroll Supervisor
- Practice Bookkeeper
- Tax Assistant

Location: Peterborough

Start Date: 9/9/2019

Day: Monday

Time: 10am to 4pm

Location: Peterborough

Start Date: 12/9/2019

Day: Thursday

Time: 6pm to 9pm

Location: Wisbech

Start Date: 11/9/2019

Day: Wednesday

Time: 9:30am to 3:30pm

Location: Wisbech

Start Date: 11/9/2019

Day: Wednesday

Time: 6pm to 9pm

Daytime

Course fee: £2,295
plus exams and AAT registration

Evening

Course fee: £2,050
plus exams and AAT registration

Course Duration 37 weeks
Will include 2 evenings per week
for part of the course

Please contact us for further information

Tel: 01733 269148

AAT Advanced Certificate in Bookkeeping (Level 3)

The AAT Advanced Certificate in Bookkeeping develops existing skills and knowledge to an advanced level for anyone wishing to pursue a career in bookkeeping or are running their own business.

The purpose of the AAT Advanced Certificate in Bookkeeping is to ensure that students have the advanced bookkeeping skills necessary to work in a bookkeeping role or to progress to higher level accountancy. Students will gain the knowledge and skills needed to carry out advanced bookkeeping transactions and tasks in three mandatory units:

- Advanced Bookkeeping 35%
- Final Accounts Preparation
- Indirect Tax

A student completing this qualification will understand advanced bookkeeping principles and concepts, preparing financial statements for sole traders and partnerships and issues around indirect tax (VAT in the UK) in business, all in the context of the ethical issues a bookkeeper may encounter.

This qualification is suitable for those who have completed the Foundation Certificate in Bookkeeping and may also help a student already working in a bookkeeping role to progress by offering them formal recognition of their skills.

What kind of job can I expect after completing this qualification?

- Professional Bookkeeper
- Senior Bookkeeper
- Accounts Manager
- Ledger Manager

Course fee: £1,276

plus exams and AAT registration

Course Duration 22 weeks

On completion you will gain AAT qualified Bookkeeping status (AATQB)

Location: Peterborough
Start Date: 9/9/2019
Day: Monday
Time: 10am to 4pm

Location: Peterborough
Start Date: 12/9/2019
Day: Thursday
Time: 6pm to 9pm

Location: Wisbech
Start Date: 11/9/2019
Day: Wednesday
Time: 9:30am to 3:30pm

Location: Wisbech
Start Date: 11/9/2019
Day: Wednesday
Time: 6pm to 9pm

AAT Professional Diploma in Accounting (Level 4)

The professional diploma will suit you if:

- you've completed the advanced accounting qualification and would like to build on your skills
- you're already working in finance and you'd like a formal recognition of your skills
- you would like to go on to be an AAT full member or study for chartered status

Top five skills you'll gain:

1. Drafting and interpreting limited company financial statements
2. Preparing forecasts of income and expenditure
3. Preparing draft budgets and revising them as required by the business
4. Managing budgets and reporting variances back to the business
5. Reviewing the finance function to identify risk and make recommendations for improvements

What will I learn?

- Financial Statements for Limited Companies
- Management Accounting: Budgeting
- Management Accounting: Decisions and Control
- Accounting Systems and Controls

Two Optional Units:

- Business Tax
- Personal Tax
- Credit Management
- External Auditing
- Cash and Treasury Management

Course fee: £2,596

plus exams and AAT registration

Course Duration 50 weeks (4 terms)

**On completion you can apply for
AAT full membership and achieve
professional MAAT status**

Job expectations after completing this qualification:

- Accounts Payable and Expenses Supervisor
- Assistant Financial Accountant
- Commercial Analyst
- Cost Accountant
- Fixed Asset Accountant
- Indirect Tax Manager
- Payments and Billing Manager
- Payroll Manager
- Senior Bookkeeper
- Senior Finance Officer
- Senior Fund Accountant
- Senior Insolvency Administrator
- Tax Supervisor
- VAT Accountant

Location: Peterborough
Start Date: 9/9/2019
Day: Monday & Thursday
Time: 6pm to 9pm

Location: Peterborough
Start Date: 17/9/2019
Day: Tuesday
Time: 9:30am to 4:30pm

Location: Wisbech
Start Date: 17/9/2019
Day: Tuesday
Time: 9:30am to 4:30pm

Location: Wisbech
Start Date: 17/9/2019
Day: Tuesday
Time: 6pm to 9pm

Tel: 01733 269148



Assistant Accountant (Level 3) Apprenticeship

An Assistant Accountant provides support to internal and external customers and will work within a practice or the finance function of an organisation. Part of their role will involve assisting in the day-to-day financial activities such as data entry to month-end management accounts and/or year-end financial statements. In addition the assistant accountant may find themselves involved in regulatory financial requirements such as the completion of VAT returns or assisting in the preparation of tax computations.

Apprentices completing the new Apprenticeship will demonstrate the knowledge, skills and behaviours needed to be an Assistant Accountant across industry, practice and public sector. It compliments both the AAT's 2016 new syllabus with apprentices completing a synoptic test and bringing together a portfolio of work showcasing the best of their achievements.

Typical job roles include:

- Assistant Accountant
- Trainee Accounting Technician
- Accounts Clerk
- Cashier
- Finance Assistant
- Purchase Ledger Clerk
- Sales Ledger Clerk

Duration:

Typically this apprenticeship will take between 15 and 18 months to complete through our flexible study programme.

What does this apprenticeship lead to:

Following achievement of the Level 3 Apprenticeship, apprentices will be able to progress to the Professional Accounting/Tax Technician (Level 4) Apprenticeship standard.

**For more information contact us at:
apprentices@apt4u.training**

Please contact us for further information



Professional Accounting/Tax Technician (Level 4) Apprenticeship

Individuals in the role of a Professional Accounting/Tax Technician will have responsibility for creating, and / or verifying and reviewing, accurate and timely financial information within the organisation in which they are employed or on behalf of another organisation. This will be performed in order to meet relevant ethical, professional and legal standards, and will utilise the individual's knowledge of the business systems and processes, as well as standard accounting and tax practices.

This role may exist in an accounting practice, a professional services company, HMRC or the accounting function of a business or other organisation. Apprentices completing the new Level 4 Apprenticeship will demonstrate the knowledge, skills and behaviours needed to be a Professional Accounting/Tax Technician across industry, practice and public sector. It compliments both the AAT's 2016 new syllabus with apprentices completing a synoptic test and bringing together a portfolio of work showcasing the best of their achievements.

**For more information contact us at:
apprentices@apt4u.training**

Typical job roles include:

- Assistant Auditor
- Assistant Management Accountant
- Assistant Financial Accountant
- Accounts Payable and Expenses Supervisor
- Commercial Analyst
- Payroll Manager
- Senior Bookkeeper
- Senior Financial Officer
- Tax Investigations Officer
- Personal Tax Assistant
- Business Tax Assistant

Duration:

Typically this apprenticeship will take between 18 and 24 months to complete through our flexible study programme.

What does this apprenticeship lead to:

Following achievement of the Level 4 Apprenticeship, apprentices will be able to progress to ACA/ACCA/CIMA chartered status.

Tel: 01733 269148



Accountancy / Taxation Professional (Level 7) Apprenticeship

Accountancy / Taxation Professionals are recognised around the world as respected leaders in accountancy, taxation, finance and business. From providing strategic business advice to audited financial statements or driving mergers and acquisitions, a career as an Accountancy / Taxation Professional can be diverse and challenging; it's not just about putting numbers into a spreadsheet. Accountancy / Taxation Professionals use technical knowledge, skills and experience to lead organisations and people to make responsible and sustainable financial decisions. They are required to act in the public interest and must therefore maintain the highest standards of professional conduct and competency; upholding ethical behaviour and integrity at all times.

Accountancy / Taxation Professionals provide financial information and advice to organisations of all types and sizes; from owner managed businesses to multi-national organisations; from private enterprises to public sector institutions, from entrepreneurs to charities.

**For more information contact us at:
apprentices@apt4u.training**

Typical roles include:

- Financial Accountant
- Management Accountant
- Tax Accountant
- Tax Adviser
- Tax Specialist
- External Auditor
- Internal Auditor
- Financial Analyst
- Management Consultant
- Forensic Accountant
- Business Advisor

Duration

It is anticipated that candidates will typically complete the Apprenticeship in 36 months but this may vary due to prior qualifications and relevant work experience.

Link to professional registration

Completion of the Accountancy / Taxation Professional Apprenticeship will result in eligibility to apply for membership of one or more of the UK Professional Bodies e.g. ACCA or CIMA, subject to meeting the requirements expected by the regulator and/or the relevant regulations where chartered status is involved.

ACCA at APT

Association of Chartered Certified Accountants

**SILVER LEARNING
PARTNER**

ACCA

ACCA is the global body for senior professional accountants with over 162,000 members and 428,000 students in 173 countries.

Certified Accountants may develop careers in financial or management accountancy, taxation, auditing, insolvency, management consultancy and many other disciplines. It is a very portable qualification as organisations in all industries need their financial expertise.

APT offers a quarterly study programme to prepare you for papers F4 to F9. Exams take place at central venues in early March, June, September and December each year.

Our course fees include your weekly classes, study text and revision kit but excludes the exam fee payable to ACCA.

Papers:

F1-F3 Introductory papers (Not provided by APT as exemption is granted to AAT Technicians)

F4 Corporate and Business Law

F5 Performance Management (management accounting)

F6 Taxation

F7 Financial Reporting

F8 Audit and Assurance

F9 Financial Management

P1-P7 Five papers to be taken:
Three mandatory plus two from four options

**Please contact us
for further information**

Course fee:
£695 per paper
(plus exam and registration fee
payable to ACCA)

Location: Peterborough

1 paper per term

**Classes will be Tuesday or Wednesday
evening (depending on demand)**

Tel: 01733 269148

CIMA at APT

Chartered Institute of Management Accountants

Learning Partner

CIMA

2017

Chartered Institute of
Management Accountants

Being a CIMA chartered global management accountant makes you a highly sought after professional with a wide range of business, financial and analytical expertise. Truly become the brains behind your business!

APT offers a quarterly study programme to prepare you for the CIMA examinations. Exams are computer based and may be taken on-demand at central venues, whilst the case studies are only available in early March, June, September and December each year.

Our course fee includes your weekly classes, study text and revision kit but excludes the fee payable to exam centres.

Papers

CIMA Certificate in Business Accounting (Not provided by APT as exemption is granted to AAT Technicians)

- P1** Management Accounting
- F1** Financial Reporting and Taxation
- E1** Organisation Management
- OCS** Operational Case Study
- E2** Project and Relationship Management
- P2** Advanced Management Accounting
- F2** Advanced Financial Reporting
- MCS** Management Case Study
- F3** Financial Strategy
- E3** Strategic Management
- P3** Risk Management
- SCS** Strategic Case Study

Please contact us for further information

Course fee:
£695 per paper
(plus exam and registration fee
payable to CIMA)

Location: Peterborough
1 paper per term
Classes will be Tuesday or Wednesday
evening (depending on demand)

ACA at APT

Association of Chartered Accountants

Anglia Professional Training is proud to announce that we are accredited with the ICAEW and are now able to offer the ACA Qualification.



The ICAEW Chartered Accountant qualification, the ACA, is one of the most advanced learning and professional development programmes available. It is valued around the world in business, practice and the public sector.

Credit for prior learning (CPL)

Credit for prior learning or CPL is our term for exemptions. High quality learning and assessment in other relevant qualifications is appropriately recognised by the award of CPL.

The ACA qualification has 15 modules over three levels. They are designed to complement the practical experience you will be gaining in the workplace. They will also enable you to gain in-depth knowledge across a broad range of topics in accountancy, finance and business.

Certificate Level (CFAB)

The ICAEW Certificate in Finance, Accounting and Business (ICAEW CFAB) is a certificate-level qualification from ICAEW. It teaches essential knowledge and practical skills in finance, accounting and business.

The Certificate Level of the ACA qualification has six modules with an optional bookkeeping programme.

- Accounting
- Management Information
- Principles of Taxation
- Assurance
- Business and Finance
- Law

These modules introduce the fundamentals of accountancy, finance and business. Each of these modules are directly relevant to the work that you do on a day-to-day basis.

Credit for Prior Learning (Exemptions) are available for those with AAT Level 4

Professional Level

The Professional Level of the ACA qualification has six modules.

- Business Planning
- Business Strategy
- Audit and Assurance
- Financial Accounting and Reporting
- Tax Compliance
- Financial Management

These modules build on the fundamentals and tests your ability to use technical knowledge in real-life scenarios.

Advanced Level

The Advanced Level of the ACA qualification has three modules.

- Case Study
- Corporate Reporting
- Strategic Business Management

The Advanced Level exams present real-life scenarios, with increased complexity and implications from the Professional Level modules.

Course fee:
£695 per paper
(plus exam and registration fee payable to ICAEW)

Please contact us for further information

Location Peterborough
1 module per term
Classes will be Tuesday or Wednesday evening (depending on demand)

Tel: 01733 269148

Diploma in Management & Leadership (Level 5)

The Diploma qualification gives you a fully comprehensive bank of the skills and knowledge required to be a manager as part of your organisation, as well as the ability to apply your learning in the context of another organisation or industry sector. This qualification is aimed at practising managers who are working at or aspiring to work at middle management level. It allows you to develop your skills and knowledge by focusing on key management areas.

Course Units:

- Principles of Management and Leadership in an Organisational Context
- Principles of Developing, Managing and Leading Individuals and Teams to Achieve Success
- Managing Stakeholder Relationships
- Managing Projects to Achieve Results
- Managing Change
- Creating and Delivering Operational Plans
- Managing Finance
- Using Reflective Practice to Inform Personal and Professional Development

Assessment

Assessment is via practical work-based assignments. This ensures you minimise time away from work and that you undertake work study which is relevant to your own organisation's context.

What does this qualification lead to?

There is an opportunity to expand the qualification to a higher level e.g. Level 7 Strategic Management and Leadership, as well as working towards becoming a Chartered Manager, gaining full membership of the Chartered Management Institute.

Course start date:
Wednesday 25th September 2019

Course Time: 18.00 – 21.00
(36 sessions)

Course Fee: £1,995

Please contact us for further information

Team Leader / Supervisor Apprenticeship (Level 3)

Why the Team Leader/Supervisor apprenticeship is good for your business

A team leader/supervisor is a first line management role, with operational/project responsibilities or responsibility for managing a team to deliver a clearly defined outcome.

They provide direction, instructions and guidance to ensure the achievement of set goals. Working in the private, public or third sector and in all sizes of organisation, specific responsibilities will vary, but the knowledge, skills and behaviours needed will be the same whatever the role.

Key responsibilities are likely to include supporting, managing and developing team members, managing projects, planning and monitoring workloads and resources, delivering operational plans, resolving problems, and building relationships internally and externally.

Your apprentice will achieve:

- Level 3 Diploma in Management & Leadership

Typical job roles include:

Supervisor
Team Leader
Project Officer
Shift Supervisor
Foreperson
Shift Manager

**For more information contact us at:
apprentices@apt4u.training**

This approach will provide the apprentice with confidence and understanding in key areas such as:

Knowledge

- Different leadership styles and benefits of coaching
- Understand organisational cultures, equality, diversity and inclusion.
- People and team management models
- Understand HR systems and legal requirements
- Performance management techniques.
- Approaches to customer and stakeholder relationship management
- Know how to chair meetings, hold challenging conversations, provide constructive feedback and understand how to raise concerns.

Skills

- Operational Management
- Project Management
- Leading People
- Managing People
- Building Relationships
- Communication

Behaviours

- Takes responsibility
- Inclusive
- Flexible to the needs of the organisation
- Creative, innovative and enterprising
- Sets an example
- Fair, consistent and impartial



Operations / Departmental Manager Apprenticeship (Level 5)

Why the Operations/Departmental Manager apprenticeship is good for your business

An operations/departmental manager is someone who manages teams and/or projects, and achieving operational or departmental goals and objectives, as part of the delivery of the organisations strategy.

They are accountable to a more senior manager or business owner. Working in the private, public or third sector and in all sizes of organisation, specific responsibilities and job titles will vary, but the knowledge, skills and behaviours needed will be the same.

Key responsibilities may include creating and delivering operational plans, managing projects, leading and managing teams, managing change, financial and resource management, talent management, coaching and mentoring.

Your apprentice will achieve:

- Level 5 Diploma in Management & Leadership

Typical job roles include:

Operations Manager
Regional Manager
Divisional Manager
Department Manager
Specialist managers

For more information contact us at:
apprentices@apt4u.training

This approach will provide the apprentice with confidence and understanding in key areas such as:

Knowledge

- Understand operational management approaches and models
- Understand business development tools
- Management systems, processes and contingency planning
- Set up and manage a project
- Understand business finance: how to manage budgets, and financial forecasting.
- Manage multiple teams, and develop high performing teams
- Understand different leadership styles
- Time management techniques and tools

Skills

- Operational Management
- Project Management
- Leading People
- Managing People
- Building Relationships
- Communication

Behaviours

- Takes responsibility
- Inclusive
- Flexible to the needs of the organisation
- Creative, innovative and enterprising
- Sets an example
- Fair, consistent and impartial



CILEx Level 3 Certificate in Law and Practice

The Level 3 Certificate in Law and Practice was developed to recognise the growing number of students who are either interested in a short but rounded introduction to Law and Practice or have a specific learning need within an area of Law and Legal Practice.

This qualification consists of five units, which are individually accumulated. Each unit is regarded as a worthwhile achievement in its own right, and certification is available at unit level.

Students can complete the Level 3 Certificate in Law and Practice en-route to the larger (10 unit) Level 3 Professional Diploma in Law and Practice.

CILEx Level 3 Professional Diploma in Law and Practice

The Level 3 Professional Diploma in Law and Practice is a broad-based, practical introduction to Law and Legal Practice. It is a follow on from the Level 3 Certificate in Law and Practice.

The CILEx Level 3 Professional Diploma in Law and Practice has been developed as a unitised qualification which permits students to adopt a flexible and tailor-made approach to learning. Whilst all students undertake a certain amount of core study, there is also room for students to take units which reflect their main areas of interest.

Location: Peterborough
Start Date: 16/9/2019
Day: Monday
Time: 6pm to 9pm

Course fee: £1,653
(plus exam fee,
CILEx membership and manuals)
Course Duration 36 weeks

Location: Peterborough
Start Date: 16/9/2019
Day: Monday
Time: 6pm to 9pm

Course fee: £1,653
(plus exam fee,
CILEx membership and manuals)
Course Duration 72 weeks
(two year course)

Tel: 01733 269148



CILEx Level 6 – Diploma in Law and Practice

The CILEx Level 6 Diploma in Law and Practice is the second and final academic stage towards becoming a Chartered Legal Executive lawyer. You can study at your own pace, but the qualification should take you around two years to complete.

Building on the CILEx Level 3 Diploma in Law and Practice, students are required to demonstrate a broad and detailed understanding of the law in three specific areas.

For one of these areas, the candidate must also demonstrate a sound practical understanding of the legal practice that arises from the law.

The candidate must also demonstrate the required level of underpinning professional legal skills by undertaking two mandatory Professional Skills units.

The units that APT will be teaching are:

- Law of Wills and Succession
- Civil Litigation
- Contract Law
- Probate Law
- Client Care Skills
- Legal Research Skills

For students wishing to dual qualify as solicitors, CILEx level 6 qualifications have exemptions with the SRA (Solicitors' Regulation Authority) for the Foundations of Legal Knowledge subjects, and candidates achieving the Level 6 Diploma in Law and Practice can use this qualification towards becoming a solicitor

Location: Peterborough
Start Date: 18/9/2019
Day: Wednesday
Time: 6pm to 9pm

Course fee: £5,500
(plus exam fee, CILEx membership
and manuals)

Course Duration 60 weeks

Please contact us for further information

Paralegal (Level 3) Apprenticeship standard

'Paralegal' is a general title, which can be applied to a large number of job roles operating in a wide range of areas of legal practice. The paralegal standard has identified a common core of competencies which can be applied to all paralegals. However, the knowledge requirements (law and practice) for paralegals are different, dependent on the area of legal practice in which the paralegal works. The Paralegal standard embodies the following principles:

- This apprenticeship leads to the apprentice being recognised as a paralegal in the area of practice in which they have completed their apprenticeship
- The apprenticeship has been designed to enable the apprentice to seek some exemption from the requirements to qualify as a Chartered Legal Executive or solicitor
- All the knowledge, skills and competencies requirements are assessed to demonstrate a competent standard to complete the apprenticeship
- End point assessment will be synoptic, take place at the end of the apprenticeship and will be independently assessed by CILEx which has not been involved in the training of the apprentice

Entry requirements:

- GCSE Maths & English - grade C or above (or equivalent).
- 2 x A Level (or equivalent) - minimum grade C

Duration:

Typically this apprenticeship will take 24 months to complete through our flexible study programme.

What does this apprenticeship lead to:

Following achievement of the Level 3 Apprenticeship, apprentices will be able to progress to the Chartered Legal Executive (Level 6) Apprenticeship.

For more information contact us at:
apprentices@apt4u.training

Tel: 01733 269148



Chartered Legal Executive (Level 6) Apprenticeship standard

A Chartered Legal Executive is a lawyer who has followed a prescribed route to qualification set out by the Chartered Institute of Legal Executives (CILEx). Chartered Legal Executives are eligible to become partners in law firms. Being a Chartered Legal Executive you could become a partner in a law firm, an independent practitioner running your own legal business, an advocate or even a judge or someone working in a senior role in the legal departments of commercial organisations, charities, government agencies and local authorities.

An apprentice completing the Chartered Legal Executive Apprenticeship will complete the Level 3 and Level 6 CILEx Professional qualifications as part of the Apprenticeship. In addition they will be required to pass an independent end point assessment at the end of their Apprenticeship.

Entry requirements:

- It is recommended that students have a minimum of four GCSEs at grades C or above (including English Language or Literature) or equivalent qualifications.

Duration:

Typically this apprenticeship will take 5 years to complete through our flexible study programme.

What does this apprenticeship lead to:

Following achievement of the Level 6 Apprenticeship, apprentices will be able to progress to the Solicitor (Level 7) Apprenticeship.

**For more information contact us at:
apprentices@apt4u.training**

A woman with dark hair, wearing a red blazer over a white button-down shirt, is looking down at a laptop screen. The background is a blurred office setting. The top of the page features a decorative graphic of overlapping triangles in shades of teal, blue, and purple.

Business Courses

These one day courses are designed specifically for businesses and professionals who would like to improve their finance skills. Courses can be delivered at your workplace if required (subject to conditions). To discuss your requirements or for further information, please contact the APT office.

(AAT) Essentials: Finance for Non-Financial Managers

Understanding financial documents, analysing financial performance and managing budgets is a part of many managers' roles. However, this can be challenging without an accounting background. This AAT Essential provides a basic grounding in key financial documents and processes to help you to meet this requirement more effectively. The course is developed for business people without an accounting and finance background. The course provides practical, straight-talking training, packed with the essentials of how to manage business finance more effectively.

Duration: One day

Course Fee: £195 per delegate

(AAT) Essentials: Budgeting for the Small Business – Planning & Control

Implementing simple budgeting in business aids planning and enables businesses to monitor their performance and keep an eye out for danger signs. This AAT Essential course will help you to prepare budgets, make informed budgeting decisions and effectively communicate financial information (for example, to business partners or the bank). The course is developed for business people without an accounting and finance background. The course will provide practical, straight-talking training, packed with the essentials of how to manage business finance more effectively.

Duration: One day

Course Fee: £195 per delegate

Tel: 01733 269148

Microsoft Office Excel 2016: Beginner

Objectives: You will create and edit basic Microsoft Office Excel 2016 worksheets and workbooks. Also begin to use Excel functions and formulas to make calculations.

Designed for: This course is designed for people who desire to gain the necessary skills to create, edit, format, and print basic Microsoft Office Excel 2016 worksheets.

Prerequisites: To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Course Content:

- Getting Started with Microsoft Excel 2016
- Performing Calculations
- Modifying a Worksheet
- Formatting a Worksheet
- Printing Workbook Contents
- Managing Large Workbooks
- Customising the Excel Environment

Duration: One day
Course Fee:
£150 per delegate

Microsoft Office Excel 2016: Advanced

Objectives: You will use advanced formulas and functions, and work with various tools to analyse data in spreadsheets finding solutions to business problems. You will also organise table data and present data as charts.

Designed for: This course is meant for those desiring to gain the advanced Excel skills necessary for calculating data, using functions and formulas, filtering and sorting data, using Pivot Tables and Pivot Charts to analyse data and find solutions to business problems.

Prerequisites: Before starting this course, learners are recommended to take Microsoft Office Excel 2016: Beginner

Course Content: Creating Advanced Formulas

- Analysing Data with Logical and Lookup Functions
- Organising Worksheet Data with Tables
- Visualising Data with Charts
- Analysing Data with Pivot Tables, Slicers, and Pivot Charts
- Enhancing Workbooks

Duration: One day
Course Fee:
£195 per delegate



Online Study

Anglia Professional Training are very pleased to announce that we now offer the following list of online study courses:

CPD Courses

First Aid

First Aid Part One – Introduction to First Aid and the role of the First-aider

First Aid Part Two – Understanding Injuries

First Aid Part Three – Understanding Chest Pains, Choking and Seizures

First Aid Part Four – Understanding Serious Injuries

Health & Safety

COSHH Risk Assessment

DSE Risk Assessment

Fire Safety Principles

Health & Safety in the Workplace

Manual Handling Safety at Work

Leadership and Management

Conflict Management

Discipline in the Workplace

Induction of New Staff

Leading and Motivating a Team

Organising and Delegating

Performance Management

Planning and Allocating Work

Solving Problems and Making Decisions

Stress Management

Understanding Leadership

Understanding Equality & Diversity

For full details and price information
please visit our website at
www.apt4u.training

Tel: 01733 269148



Enrolment

Courses can fill up quickly and we do advise you enrol as early as possible to secure a place on your chosen course. You need to enrol before the start of your course and you won't be admitted to classes until you have enrolled and paid the appropriate fee, except where fees are paid by employers, other authorities or by instalments through FlexEd or an Advanced Learning Loan.

In the event of default on any payments, the full balance will immediately become due. Where necessary any debt may be referred to the Peterborough Regional College's agent for collection, which could incur a referral fee.

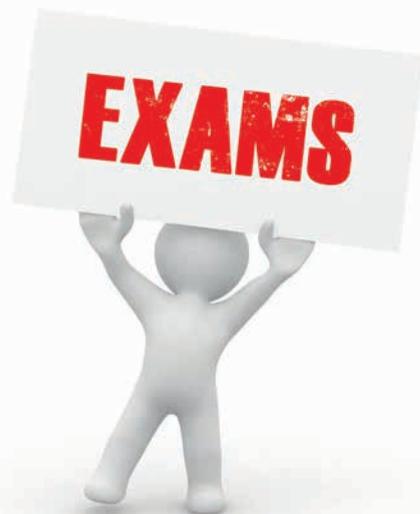
Enrolling on a course of study lasting more than one year

All enrolments are for one year only, even though a course may be longer than one year. If your course of study is for more than one year, you will be required to pay the tuition fee for the whole course of study in the first year, unless otherwise stated.

Exams

Students must speak to their teachers about the examinations they will be entered for. Subject teachers will contact the exams office for entry information. The exams office must be advised of any access arrangements needed in exams for example on medical grounds or disability, as soon as the requirement is known. If you miss an exam due to illness then you must contact the exams office for advice. If you are ill during an exam then you must also contact the exams office.

All information in this guide was believed to be correct at time of print (June 2019), but is subject to change at any time.



Financial Support

Advanced Learner Loan

You will be eligible if you are:

- A UK resident
- Aged 19 or above
- Studying in Further Education for a Level 3/4/5 or 6 non HE Qualification

What is an Advanced Learner Loan?

- A type of loan for learners aged 19 or above studying in Further Education at Level 3 or above, excluding higher education or apprenticeships. The loan is provided by the Student Loans Company (SLC) and paid directly to APT
- The loan is not means tested or dependant on credit checks

Can I receive an Advanced Learner Loan for my course?

Your course needs to be a Further Education course at Level 3 or above. These include:

- BTEC Extended Diploma
- NVQ 3
- Access to Higher Education courses

What does the Advanced Learner Loan cover?

The loan is used towards the cost of your tuition fees.

You will need to fund:

- Living costs whilst you are studying
- Travel, childcare and equipment costs

Can I get funding towards childcare, transport and equipment costs?

Yes, if your household income is below £16,190 you will be able to receive funding for home to college transport. If your household income is below £25,000 you may be able to receive funding for childcare and mandatory equipment costs.

To receive funding you will be required to submit eligible household income details.

When do I need to repay the Advanced Learner Loan?

- In the April following the completion of your course and when you are earning at least £25,000 a year
- Repayments will be 9% of any income you earn over £25,000
- Interest on the loan is low, and is charged at between RPI and RPI+ 3%, depending on how much you earn
- If you do not earn £25,000 a year you will not have to repay your loan. After 30 years, the loan will be written off
- If you study an Access course and then go on to complete a Higher Education course, then this loan will be written off

How do I apply for an Advanced Learner Loan?

- You will need an offer from APT, proof of identification, residency details and a funding letter provided by APT

Please ask for the funding letter from the main office at APT

- Applications can be submitted online from May 2019 directly to the Student Loans Company: www.gov.uk/advanced-learning-loans

Where can I find out more?

- You can visit: www.gov.uk/advanced-learning-loans/overview
- Please come into the main office at APT and speak to the finance team for further help and advice about funding. Alternatively you can call us on 01733 269148 or email mail@apt4u.training

Terms and Conditions

Course costs and fees

The cost of the whole course of study is stated in the prospectus. On some courses you are required to enter and pay for the examination and/or registration fee directly to the awarding body.

Financial help and support

The Government guidelines regarding fees and financial assistance are complex and constantly changing. For up-to-date advice please contact our finance team who will be able to help with any questions or concerns you may have. Please call us on 01733 269148.

How can I pay

APT is delighted to be able to offer you a choice of how you pay your course fees. You may either pay your fees in full in one amount prior to the start of your course, or by paying a minimum of 10% deposit before your course starts and the remaining amount in full. APT will accept payments by cash or credit/debit card.

Another option is called the "FlexEd PayPlan" and is administered by a company called Oriel, trading as FlexEd. If you choose to pay in this way, your details will be forwarded to them. Instalments are offered for courses with fees over £350.00. There is an additional administration fee of £6 per instalment. For courses with fees below £350.00, payment will need to be made in full before your course starts.

Advanced Learner Loans are also available from the student loan company, please see Page 30 for full details

If your course fees are being paid by your employer then please note this on your enrolment form and we will contact your employer directly.

Refunds

In the unlikely event that APT has to cancel your course, we will refund your fees in full.

APT does not refund monies if you choose to leave the course before completion and any outstanding instalments will remain due. Any exception to this will be subject to approval by the Director of APT only.

A copy of APT's refund policy is available on our website.



Anglia Professional Training, accredited with:



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LEARNING



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Professional
Training

a professional approach for professional people



TRAINING ADDRESSES:

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Saville Road
Peterborough. PE3 7PS

The Boathouse
1 Harbour Square
Wisbech. PE13 3BH

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