



CIMA® Apprenticeships Programme

Frequently asked questions



If you are an employer

What funding is available?

The maximum funding currently available is £8,000 at Level 4 and £21,000 at Level 7. This funding is for training during the apprenticeship and [end-point assessments \(EPA\)](#).

Note: additional funding information can be found on [gov.uk](#).

Are CIMA fees covered under the apprenticeship levy?

CIMA registration, assessment and subscription fees fall outside of the levy funding. These costs should be covered by the employer. The levy covers apprenticeship training and EPA costs.

Note: exemptions are free.

Which tuition providers offer the CIMA apprenticeship training?

You can view a list of our apprenticeship tuition providers [here](#).

How long will an apprenticeship last?

The overall duration (from the start of on-programme training to taking the EPA) typically takes 18-24 months at Level 4 and 36 months at Level 7. However, this may vary due to prior qualifications and relevant work experience.

Can I speak to someone about training my organisation's finance and accounting employees using the CIMA apprenticeship programme?

Email apprenticeships@aicpa-cima.com and a member of our employer relations team will contact you to arrange a suitable time to discuss your needs.

Can I move my current CIMA students on to an apprenticeship?

It is possible to transfer your trainees on to an apprenticeship. The tuition provider would look at what has already been completed in the qualification and develop a learning programme based on the funding that can be claimed. Your trainee must have at least 12 months of study left to complete.

Should an apprentice begin at Level 4 and work their way up to Level 7?

It depends on the apprentice's level of completed education. For example, an undergraduate accountancy degree is recognised as Level 6, therefore the apprentice begins at Level 7. Contact apprenticeships@aicpa-cima.com for further clarity.

Can an apprentice study the Level 4 apprenticeship with another professional body and progress onto CIMA Level 7 or the CIMA Professional Qualification?

Yes. We would look at what has been previously studied and award exemptions based on related content.

How does an apprentice initially sign up with CIMA?

Once the apprenticeship is confirmed with the employer and tuition provider, the apprentice registers with [CIMA](#). They must select either Level 4 or Level 7 as their entry point.

Does the 20% off-the-job training have to be completed during working hours?

Yes, it must be within the apprentice's contracted working hours. If any training falls outside of their normal working hours, you will have to give the apprentice time back in lieu or identify other areas for training to make up 20% of their time on the programme. Full details on the 20% off-the-job training can be found on [gov.uk](#).

If you are a tuition provider

Can the apprentice still perform evening or weekend study?

Yes, but if this is outside of their contracted working hours it will fall outside of the 20% off-the-job training requirement. To fulfil the requirement, you will have to provide your apprentice with time back in lieu or identify other areas for development to make up 20% of their time on the programme.

Can an apprentice study another professional qualification but sit the CIMA EPA?

Yes, however, this may require additional preparation if there are any gaps in their knowledge. As the tuition provider, you are best placed to advise the apprentice how to bridge any knowledge gaps.

How much does the EPA cost?

Level 4

EPA: £900

(Case Study: £200 + Portfolio/reflective statement: £700)

Level 7

EPA: £1,000

(Case Study: £240 + Project report: £760)

Note: the EPA fee is paid via the levy funding.

How do I register employees for the EPA?

Registration of apprentices for the Level 4 or Level 7 EPA is undertaken by a tuition provider. The full process can be found [here](#).

How do I pay for resits?

We require the tuition provider to process resits with us directly.

To purchase resits for the Level 4 or Level 7 EPA, you must be a tuition provider (or employer-provider) on the register of apprenticeship training providers (RoATP) with a CIMA EPA contract.

If you do not have a contract with us, please contact your CIMA representative. If you have not been assigned a representative, contact us [here](#).

How do I, the tuition provider, inform CIMA of apprentices interested in undertaking the EPA assessment?

Tuition providers must complete a contract before CIMA can process registrations.

To begin the contracting process, please contact your CIMA representative. If you have not been assigned a representative, contact us [here](#).

Please use this checklist:

- ▶ You must be a tuition provider (or employer provider) on the RoATP with a CIMA EPA contract.
- ▶ Once you have a contract with CIMA, you will be sent details on how to securely submit your apprentices for the EPA.
- ▶ Once submitted and processed, an invoice will be sent to you with confirmation of registered apprentices.
- ▶ The apprentices will receive a confirmation with details on how to:
 - book their role simulation exam (Level 4 EPA1) or strategic case study exam (Level 7 EPA1).
 - submit their reflective statement and portfolio (Level 4 EPA2) or project report (Level 7 EPA2).

If you are an apprentice

Can I study CIMA as part of an apprenticeship?

You can study the CIMA [Certificate in Business Accounting](#) via the Level 4 Professional Accounting/Tax Technician standard or the [CIMA Professional Qualification](#) via the Level 7 Professional Accountant standard. Learn more about CIMA's qualifications [here](#).

Where can I find CIMA apprenticeship opportunities?

Where CIMA study is confirmed, we are working with employers to ensure apprenticeship roles are advertised on the Association's [Global Careers Hub](#). [Create a free account](#) to receive alerts.

Note: you can find apprenticeship opportunities on [gov.uk](#).

How do I apply for CIMA membership?

You can complete a [fast-track application](#) upon successful completion of the Level 7 apprenticeship programme, along with the required work experience.

Note: the membership application fee is waived for apprentices.

Are there any entry requirements?

Individual employers will identify entry requirements in terms of previous qualifications, training or other criteria. Apprentices without English or Mathematics at Level 2 must achieve this before completing the EPA.

Should I start with Level 4 and work my way up to Level 7?

It would depend on your level of experience and any qualifications held. Speak to your employer.

If your employer needs clarification, ask them to contact apprenticeships@aicpa-cima.com.

Can I claim exemptions as part of an apprenticeship scheme?

Yes, if you have at least 12 months of study remaining after claiming exemptions.

I have an undergraduate accountancy degree, am I eligible to join an apprenticeship?

Yes. An undergraduate accountancy degree is recognised as Level 6, therefore you can undertake a Level 7 apprenticeship.

Note: example above is only relevant if the apprentice has less than 9 exemptions.

I have an accounting masters and want to take the CIMA 'Master's gateway route' through an apprenticeship, am I able to?

No. The [Master's gateway route](#) is an accelerated entry route to the CIMA Professional Qualification. A master's in accounting is recognised as a Level 7 qualification, the highest level of apprenticeship.

I am currently working and want to study for CIMA through an apprenticeship, what are my next steps?

If you are working for an organisation and would like to be sponsored via the apprenticeship, contact your employer to understand their learning and study policy.

If your employer would like to speak to CIMA regarding your apprenticeship, please ask them to email apprenticeships@aicpa-cima.com.

What are the similarities and differences between studying CIMA through an apprenticeship and studying the CIMA Professional Qualification(s)?

Key similarities:

- ▶ The study and exam pathways are very similar.
- ▶ The CIMA Professional Qualification aligns completely to the accounting apprenticeship standards.

Key differences:

- ▶ Availability of [government funding](#) for training.
- ▶ EPA – an assessment of the knowledge, skills and behaviours that have been learnt throughout the apprenticeship.
- ▶ Project report with membership application instead of completing a Practical Experience Requirements (PER) application.

If I complete my Level 7 apprenticeship and do not have the required three years of PER, how do I apply for membership?

If you do not have the required three years at the point of completing the Level 7 EPA, you can submit the form at a later date.

Note: you will have 4 years upon successful completion of the EPA to make this application.

How do I register for the EPA?

Registration of apprentices for the Level 4 or Level 7 EPA is undertaken by a tuition provider. A simple checklist can be found [here](#).

What are EPA1 and EPA2?

You can find the difference and what's involved in both components [here](#).

Note: EPA1 and EPA2 can be completed in any order.

How do I book my EPA1 exam once registered for the EPA?

Once registered for the EPA you will receive a confirmation email. You can then book your EPA1, as with all CIMA exams, via Pearson VUE.

How will an apprentice submit their EPA2?

Once registered for the EPA students will be able to submit via their [MyCIMA account](#).

I know the submission window for the EPA2 is on-demand but do apprentices need to register for the EPA to submit?

Yes. Apprentices must be registered for the EPA before being able to submit their EPA2.

How do I pay for resits?

We require the tuition provider to process resits with us directly.

To purchase resits for the Level 4 or Level 7 EPA, you must be a tuition provider (or employer-provider) on the RoATP with a CIMA EPA contract.

Speak with your employer or tuition provider.





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