I would like to present a training proposal that will contribute significant benefits to <insert your business name> and bolster my own personal development.

**How will the business benefit?**

Investing in my training will:

* boost and enhance my current skillset
* ensure my skills are fresh and relevant in a changing landscape
* underpin my knowledge with a professional qualification
* provide a platform for me to develop and grow within the business.

Having researched various options, I believe the skills developed by the AAT Accounting Apprenticeship match both my job role and development goals.

You may be able to access funding for my training so you’ll only need to pay my salary.

**About AAT**

* The UK’s leading professional accountancy body.
* Award internationally recognised skills-based qualifications in accounting and finance.
* Over 130,000 members worldwide, working in thousands of companies and organisations of every size and sector.
* Sponsored by the UK’s leading chartered accountancy bodies CIPFA, ICAEW, CIMA and ICAS.

Below are some of the high profile organisations who employ AAT trained staff. You can also [watch this short video](https://www.youtube.com/watch?v=8j0BUPtg0Rk) which explains how their training works.

  
**AAT Accounting Apprenticeship**  
The AAT Accounting Apprenticeship involves studying for the industry recognised AAT Accounting Qualifications, which consists of four qualifications over three levels – foundation, advanced and professional.

[Foundation Certificate in Accounting (12 months study)](https://www.aat.org.uk/accounting-apprenticeships/what-youll-learn) Covers double entry bookkeeping, basic costing principles and using accounting software.[Advanced Diploma in Accounting (12 months study)](https://www.aat.org.uk/accounting-apprenticeships/what-youll-learn)   
Covers advanced bookkeeping, final accounts and ethical practices for accountants.  
  
[Professional Diploma in Accounting (12 months study)](https://www.aat.org.uk/accounting-apprenticeships/what-youll-learn) Covers drafting financial statements, managing budgets and evaluating financial performance (optional specialist units include business tax, personal tax, external auditing and credit management and cash and treasury management).

**How does it work?**

As an apprentice I will continue to develop hands on skills and experience in my day-to-day role, whilst working towards the AAT Accounting Qualification. This may involve me attending classroom classes on day release at a local training provider – the days and class times will vary depending on the training provider. Each level of my apprenticeship takes approximately a year.   
  
[Here’s some more detailed information on how it works](https://www.aat.org.uk/train-your-staff/aat-qualifications/qualifications-information/how-aat-training-is-delivered-and-assessed)  
  
**How much will it cost?**

AAT courses are significantly cheaper than university. The bulk of the costs are paid to the training provider to cover my tuition. This varies between training providers but typically ranges from £700 to £2000 per qualification. As an apprentice, there may be government funding available to cover these costs.

There is also an AAT student membership fee of £131.

**What are the next steps?**

1. **Get funding advice**Our regional apprenticeship agency is [Department for Employment and Learning](https://www.delni.gov.uk/publications/apprenticeships-leaflets-employee-and-employer) and they’ll be able to provide further information about funding.
2. **Choose a training provider**They’re the people in charge of my training. They’ll help us to develop and implement a programme that suits our specific needs. This will include agreeing a training plan, advice on funding options, and managing and evaluating me. It’s worth comparing our options as these details may vary between training providers.

[Search for training providers](http://www.aat.org.uk/training-providers/search)

1. **Get started.** Once I’ve enrolled on my course, I’ll need to [register as an AAT student member](https://www.aat.org.uk/register/student) as well. This allows me to sit my assessments and access AAT’s online study support.

**Got any questions about AAT?**

If you would like advice on AAT training you can speak to one of their advisors on **+44(0)20 3735 2434**. Their lines are open Monday to Thursday 09.00-20.00 and Friday 09.00-17.00 UK time.