

AQ2016 Employer engagement – student activities

What is required?

Training providers must show evidence of student engagement with industry practitioners and/or employers in accounting or finance for every 16-19 student undertaking an AAT qualification programme in England.

Who does this apply to?

Employer engagement is required for AAT students registered on the Foundation Certificate in Accounting, the Foundation Diploma in Accounting and Business, and the Advanced Diploma in Accounting.

This requirement only applies to students who are aged **under 19** when they begin their programme of study, and those who have a registered address in **England**.

What must be covered?

The student activities record must detail all of the activities planned for each student, and record the completion of those activities.

Employer engagement should be mapped against the units of each specific qualification, although it may be mapped to one or more units.

Activities must comply with the DfE definition of meaningful employer engagement found in the [DfE 16 to 19 qualifications technical guidance](#).

Training providers must also make contingency plans for students who may miss events through absence.

These documents are templates. They may be used as they are, amended or added to, or used to inform centres' own systems and procedures. The centre is responsible for providing the relevant evidence.

How is this checked?

The plan must be made available for review and approval by AAT at the beginning of a programme, and it will be checked throughout the programme by the EV, to ensure progress is being made.

The information included in this document is the minimum requirement. EVs will use this as the benchmark to decide whether the requirement for employer engagement is being met.

Training providers that cannot show sufficient commitment from employers and those who cannot share a credible activity plan when requested will be sanctioned in accordance with AAT's sanctions policy.

No certificates will be issued to students until a centre has demonstrated this requirement has been met.

Examples of employer engagement activities

This list is not exhaustive and alternative methods of engagement may be used as appropriate, alongside valid evidence.

| Type of engagement | Description | Suggested evidence |
|--|--|--|
| Work placement | Students spend time in a particular area of the business for a short space (2-3 days) or more extended (1 week+) length of time. | <ul style="list-style-type: none"> Employer reference |
| Work experience | Students spend a short period of time (half day or full day) examining a specific aspect of the operation of the business. | <ul style="list-style-type: none"> Employer reference |
| Shadowing | Students follow a particular member of staff around their daily routine to learn about their work | <ul style="list-style-type: none"> Employer reference |
| Visiting speakers / master classes / co-delivery | A member of staff talks to students about a particular aspect of business practice within their organisation | <ul style="list-style-type: none"> Details of lectures Co-delivery lesson plan |
| Employer-led project | Students undertake projects set with input from employers | <ul style="list-style-type: none"> Project outline |
| Employer-led formative assessments | Students undertake exercises and/or formative assessments set with input from employers | <ul style="list-style-type: none"> Sample of exercises/ assessments |
| Employers as expert witnesses | 'Expert witnesses' contribute to the formative assessment of student's work | <ul style="list-style-type: none"> Statement from employer |

