

ACAPP
Where learning pays

Association of
Certified Accounts
Payable Professionals

APPRENTICESHIP ROUTE OVERVIEW & FACT-SHEET

Your Apprenticeship Journey begins here



ASSOCIATION OF CERTIFIED ACCOUNTS PAYABLE PROFESSIONALS

APPRENTICESHIP DELIVERY

ACAPP offer Apprenticeship training in partnership with Black Country Training Group (BCTG), the UK's largest independent training group with direct Skills Funding Agency contracts and listed on the Register of Apprenticeship Training Providers.

ABOUT ACAPP

The Association of Certified Accounts Payable Professionals - ACAPP - is committed to the development of finance professionals, working in Accounts Payable and wider finance operations.

We offer globally recognised certified courses and UK Apprenticeships for those working in Accounts Payable and Procure to Pay, and those aspiring to develop their career in financial operations.

AIM

The aim of ACAPP is to provide our members with the opportunity to develop themselves and their skills by providing training to support career development.

ACAPP courses provide a starting point for everyone – no matter what your previous experience or education level may be.

Alongside training, we provide the latest industry updates on a global scale – information on changes, trends and technology revolutionising the industry, and how they will impact your day-to-day working environment.

APPRENTICESHIP FUNDING

The ACAPP Apprenticeship Route offers employers the opportunity to train, develop and certify both current staff and new starters to the Accounts Payable / Transactional Finance / P2P Team using funding from the Apprenticeship Levy which was introduced in April 2017. Even if your employer does not pay into the Apprenticeship Levy or have spent their entire budget, your employer can still receive 95% funding from the 'Apprenticeship Co-investment' fund.

We currently offer five Apprenticeship options as can be seen below:

- Apprenticeship Level 2 | ACAPP Foundation – Certified Accounts Payable Specialist (CAPS)
- Apprenticeship Level 3 | ACAPP Foundation – Certified Accounts Payable Specialist (CAPS)
- Apprenticeship Level 3 | ACAPP Foundation + Management – Certified Accounts Payable Practitioner (CAPP)
- Apprenticeship Level 5 | ACAPP Foundation + Management – Certified Accounts Payable Practitioner (CAPP)
- Apprenticeship Level 5 | ACAPP P2P Practitioner – Certified Purchase to Pay Practitioner (CP2PP)

Developed and Administered by

Association of Certified Accounts Payable Professionals (ACAPP) in Partnership with Black Country Training Group (BCTG)

APPRENTICESHIP LEVEL 2 (CAPS)

Overview	<p>Who is the course designed for?</p> <p>Individuals either currently working within a Finance role, or those looking to gain the knowledge and skills to begin their career in finance.</p> <p>Typically, our students job titles include: Accounts Payable Clerk, Analyst, Finance Assistant, Accounts Assistant, Purchase Ledger Clerk or similar</p>
Delivery Format & Duration	Blended online and tutor visits to your workplace – Typically 12 months to completion.
Examination	End Point Assessment and online examination
Award	ACAPP Certified Accounts Payable Specialist Certificate + Customer Service Practitioner Apprenticeship Qualification (see page 5 for course contents)
Entry Requirements	Relevant role and responsibilities, and competent in Maths and English
Fees	Level 2 Funding – Typically £3,500

APPRENTICESHIP LEVEL 3 (CAPS OR CAPP)

Overview	<p>Who is the course designed for?</p> <p>All current and aspiring Finance Leaders and Managers who may already directly or indirectly manage Accounts Payable processes or teams.</p> <p>Typically, our students job titles include: Senior Accounts Payable, Receivable Clerk, Team Leader, Supervisor or similar</p>
Delivery Format & Duration	Blended online and tutor visits to your workplace – Typically 15 months to completion
Examination	End Point Assessment and online examination
Award	<p>Option 1 ACAPP Certified Accounts Payable Specialist Certificate + Business Administrator Apprenticeship Qualification (see page 5 for course contents)</p> <p>Option 2 ACAPP Certified Accounts Payable Practitioner Certificate + Team Leader/supervisor Apprenticeship Qualification (see pages 5 and 6 for the course contents)</p>
Entry Requirements	Relevant role and responsibilities, and high standard of Maths and English
Fees	Level 3 Funding – Typically £4,500 - £5,000

APPRENTICESHIP LEVEL 5 (CAPP OR CP2PP)

Overview	<p>Who is the course designed for?</p> <p>All current and aspiring Finance Leaders and Managers who may already directly or indirectly manage Accounts Payable processes or teams.</p> <p>Typically, our students job titles include: Accounts Payable Team Leader or Manager, Finance Operations Manager, Director, P2P Manager, Specialist, Consultant, Head of Shared Services or similar</p>
Delivery Format & Duration	Blended online and tutor visits to your workplace – Typically 18 - 24 months to completion
Examination	End Point Assessment and online examination
Award	<p>Option 1 ACAPP Certified Accounts Payable Practitioner Certificate + Operations/Departmental Manager Apprenticeship Qualification (see pages 5 and 6 for the course contents)</p> <p>Option 2 ACAPP Certified P2P Practitioner + Operations/Departmental Apprenticeship Qualification (see page 7 for the course contents)</p>
Entry Requirements	Relevant role and responsibilities, and high standard of Maths and English
Fees	Level 5 Funding – Typically £7,000

ACAPP COURSE BENEFITS

Benefits for Individuals

- Be recognised as committed to excellence in your own practices
- Stay ahead of others in the industry
- Formally demonstrate your skills to your employer and your team via the award/certification process
- Attain nationally and globally accredited awards in your industry
- Be inspired to focus further on your continuous development
- Join our global community stay updated on any changes in AP/P2P through our monthly newsletter
- Your value to your organisation increases

Benefits for Employers

Investing in your workforce contributes to a sense of feeling valued at work in turn it can:

- Reduce Absenteeism
- Increase Retention
- Stimulate Confidence and Job Satisfaction
- Assist Wellbeing
- Boost Productivity
- Develop Consistency
- Increase Business Outcomes

ACAPP CERTIFIED ACCOUNTS PAYABLE SPECIALIST (CAPS)



1. The Accounts Payable Career Path

- 1.1. Module Focus and Objectives
- 1.2. Accounts Payable Role and Career

2. Customer Service Excellence & Stakeholder Management

- 2.1. Module Focus and Objectives
- 2.2. Measuring Customer Success
- 2.3. Customer Service Brand And Journey
- 2.4. Managing Customer Expectations
- 2.5. Handling Complaints And Moving To Solutions

3. Accounts Payable Process and Policies

- 3.1. Module Focus and Objectives
- 3.2. Essential Accounting Terminology
- 3.3. Procurement and Procure to Pay
- 3.4. Invoice Processing And Handling Best Practices
- 3.5. Purchase Requisitions, Purchase Orders and Statement Reconciliation
- 3.6. Paying And Transacting With Suppliers Using Procurement Cards
- 3.7. Fundamentals Of Payment Management
- 3.8. Effective Cash Management Practices

4. Suppliers

- 4.1. Module Focus and Objectives
- 4.2. Supplier Management From An AP Perspective
- 4.3. Supplier Master Files
- 4.4. Supplier Setup, Process and Practices
- 4.5. Verification And Maintenance With Checks And Controls
- 4.6. Building And Maintaining Relationships With Suppliers

5. Technology in Finance

- 5.1. Module Focus and Objectives
- 5.2. AP Related Technology Platforms And Solutions
- 5.3. Improving AP Processes Using Technology
- 5.4. Digital Mail And Data Capture
- 5.5. Robotic Process Automation (RPA)

6. Travel and Entertainment Expenses

- 6.1. Module Focus and Objectives
- 6.2. Policies And Best Practices
- 6.3. Travel Management Solutions

7. Internal Controls, Risk Management and Compliance

- 7.1. Module Focus and Objectives
- 7.2. Internal And Process Controls
- 7.3. Managing and Reducing Risk

ACAPP CERTIFIED ACCOUNTS PAYABLE MANAGER (CAPM)



1. Welcome to your course

1.1. Study Guide

2. Leading and Motivating the Accounts Payable team

- 2.1. Module 1 Focus and Objectives
- 2.2. Leadership - Purpose, Styles and Skills
- 2.3. Motivation and motivators
- 2.4. Change and change process
- 2.5. Coaching as a leader
- 2.6. End of module assessment

3. Managing for High Performance in the AP team

- 3.1. Module 2 Focus and Objectives
- 3.2. Management and delegation
- 3.3. SMART management
- 3.4. Challenging actions
- 3.5. Managing for high performance
- 3.6. End of module assessment

4. Developing staff maximising performance

- 4.1. Module 3 Focus and Objectives
- 4.2. Develop your staff
- 4.3. Coaching and learning
- 4.4. Staff appraisals
- 4.5. Team development mind-set
- 4.6. End of module assessment

5. Presenting with impact

- 5.1. Module 4 Focus and Objectives
- 5.2. An introduction to presentations
- 5.3. Preparing your presentation
- 5.4. Delivery of your presentation
- 5.5. The power of your voice
- 5.6. End of module assessment

6. KPIs for business performance

- 6.1. Focus and Objectives
- 6.2. KPIs an overview
- 6.3. KPIs for Accounts Payable
- 6.4. KPIs for motivation
- 6.5. End of module assessment

7. Complaints handling in Accounts Payable

- 7.1. Module 6 Focus and Objectives
- 7.2. Complaints handling process
- 7.3. Complaints guide
- 7.4. Understanding and resolving complaints
- 7.5. End of module assessment

ACAPP CERTIFIED PURCHASE TO PAY PRACTITIONER (CP2PP)

1. Purchase to Pay Cycle

2. Aligning Purchasing and AP

- 2.1. Issues which effective alignment resolves
- 2.2. Guiding Philosophy

3. Agreement of Scope

- 3.1. Vision and Objectives
- 3.2. What is P2P?
- 3.3. Partnerships with 3rd Parties

4. Structure

- 4.1. Where should P2P be in the organisation?
- 4.2. Benefits of one department over two
- 4.3. P2P Titles
- 4.4. Shared Services

5. Transition

- 5.1. Process Re-Engineering
- 5.2. Mapping from start to finish
- 5.3. The rise of new business partnerships
- 5.4. Adapting Policies & Procedures
- 5.5. Designing new systems and forms for simplicity

6. Adapting to Change

- 6.1. Adapting to the new structure & process
- 6.2. Training

7. Procurement Process

- 7.1. Direct & indirect Spend
- 7.2. Buying Channels
- 7.3. Supplier Selection and Sourcing
- 7.4. Supplier Relationships
- 7.5. Buying Documents
- 7.6. Policies for purchasing
- 7.7. Purchasing indirect goods & services

8. Receiving Goods and Services

- 8.1. Goods Receipt
- 8.2. Receiving Documents
- 8.3. PO based goods receipt process
- 8.4. Pay on receipt
- 8.5. Non PO based goods receipt process
- 8.6. Receipt of Services

9. Accounts Payable

- 9.1. AP Documentation
- 9.2. Invoice Receipt
- 9.3. Invoice Processing
- 9.4. Reconciliation
- 9.5. Special Payment Types
- 9.6. Errors in AP
- 9.7. Audit Recovery
- 9.8. The AR of AP
- 9.9. AP Automation

10. Payments

- 10.1. Payment Methods
- 10.2. Issuing Credit
- 10.3. International Payments

11. P-Cards

- 11.1. Supplier Selection
- 11.2. Types of Cards
- 11.3. Ownership
- 11.4. Controls
- 11.5. Process
- 11.6. Payment
- 11.7. Rebate Terms

12. Cash Management

- 12.1. Working Capital
- 12.2. Assigning various payment methods to suppliers
- 12.3. Terms and discounts
- 12.4. Supply chain finance

13. Supplier Management

- 13.1. Ownership
- 13.2. Supplier Selection
- 13.3. Managing relationships with suppliers
- 13.4. Supplier performance & monitoring
- 13.5. Customer Service
- 13.6. Supplier Master File
- 13.7. Supplier Verification
- 13.8. Supplier On-boarding
- 13.9. File Maintenance
- 13.10. Making your Supplier Master File work
- 13.11. Automation and the Supplier Master File

14. Compliance and Reporting

- 14.1. Sanctions and blacklists
- 14.2. SOX and international equivalents
- 14.3. Sales Tax – VAT / GST
- 14.4. Records Management

15. Controls, Fraud Prevention & Risk

- 15.1. What are internal controls?
- 15.2. Policies and procedures
- 15.3. Fraud and Fraud Prevention
- 15.4. Risk Management

16. Automation of the P2P

- 16.1. Process
- 16.2. Evaluating Solutions
- 16.3. Security
- 16.4. ERP System
- 16.5. e-Procurement
- 16.6. Electronic Document Exchange
- 16.7. P2P Solutions
- 16.8. Supplier Portals
- 16.9. Automated Workflows
- 16.10. Imaging and OCR
- 16.11. T&E Automation
- 16.12. Contract Lifecycle Management

17. Effectiveness

- 17.1. Defining Metrics
- 17.2. Gathering Data
- 17.3. Analysing Data
- 17.4. Activity-Based Management
- 17.5. Benchmarking
- 17.6. Spend Analysis

18. Management & Leadership Skills

- 18.1. What makes a good Leader
- 18.2. Communication Skills
- 18.3. Customer Service
- 18.4. Collaboration and partnerships
- 18.5. P2P Personnel
- 18.6. Building a team

19. Change Management

- 19.1. The change challenges
- 19.2. Managing Change
- 19.3. Moving to P2P



**CONTACT THE
APPRENTICESHIP DELIVERY TEAM**

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