

apt

Anglia
Professional
Training

a professional approach for professional people



Prospectus 2022/23

**TRAINING
ADDRESSES:**

Endeavour House, Saville Road, Peterborough. PE3 7PS

The Boathouse, 1 Harbour Square, Wisbech. PE13 3BH

 01733 269148

 mail@apt4u.training

 www.apt4u.training

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: gary@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.

Gary Munson-Pike,
Director of Business

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About us

APT is part of the Inspire Education Group 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



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 2 Accounts / Finance Assistant apprenticeship
- Level 3 Assistant Accountant apprenticeship
- Level 4 Professional Accounting apprenticeship
- Level 7 Accountancy / Professional apprenticeship
- Level 3 Payroll Administrator apprenticeship
- Level 3 Team Leader / Supervisor apprenticeship
- Level 5 Operational / Departmental Manager apprenticeship
- Level 3 Paralegal 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 £4.81 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

Start building your career in Business and Accounting

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.

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 Level 2 Certificate in Accounting



The Level 2 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?

- Introduction to Bookkeeping
- Principles of Bookkeeping Controls
- Principles of Costing
- The Business Environment

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

PETERBOROUGH

Tuesday	06/09/2022	6pm to 9pm
Thursday	08/09/2022	9:30am to 12:30pm
Monday	20/02/2023	6pm to 9pm
Tuesday	21/02/2023	9:30am to 12:30pm

WISBECH

Thursday	08/09/2022	9:30am to 12:30pm
Thursday	08/09/2022	6pm to 9pm
For February 2023 enrolment contact us at: mail@apt4u.training		

Course fee: £1,097
plus exams and AAT registration
Course Duration 37 weeks

All of our AAT courses now come with free Xero Advisor Certification.



Please contact us for further information

AAT Level 2 Certificate in Bookkeeping



The AAT Level 2 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:

- Introduction to Bookkeeping
- Principles of 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

PETERBOROUGH

Tuesday	06/09/2022	6pm to 9pm
Thursday	08/09/2022	9:30am to 12:30pm
Monday	20/02/2023	6pm to 9pm
Tuesday	21/02/2023	9:30am to 12:30pm

WISBECH

Thursday	08/09/2022	9:30am to 12:30pm
Thursday	08/09/2022	6pm to 9pm
For February 2023 enrolment contact us at: mail@apt4u.training		

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

All of our AAT courses now come with free Xero Advisor Certification.



Please contact us for further information

AAT Level 3 Diploma in Accounting



The Level 3 Diploma will suit you if:

- you've completed the certificate in 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?

- Business Awareness
- Financial Accounting: Preparing Financial Statements
- Management Accounting Techniques
- Tax Processes for Businesses

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

Course Duration 37 weeks

Job expectations after completing this qualification:

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

PETERBOROUGH

Monday	05/09/2022	10am to 4pm
Thursday	08/09/2022	6pm to 9pm
Monday	20/02/2023	10am to 4pm
Wednesday	22/02/2023	6pm to 9pm

WISBECH

Wednesday	07/09/2022	9.30am to 3.30pm
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For February 2023 enrolment contact us at: mail@apt4u.training

All of our AAT courses now come with free Xero Advisor Certification.



Please contact us for further information

AAT Level 3 Certificate in Bookkeeping



The AAT Level 3 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 Level 3 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 two mandatory units:

- Financial Accounting: Preparing Financial Statements
- Tax Processes for Businesses

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 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

PETERBOROUGH

Monday	05/09/2022	10am to 4pm
Thursday	08/09/2022	6pm to 9pm
Monday	20/02/2023	10am to 4pm
Wednesday	22/02/2023	6pm to 9pm

WISBECH

Wednesday	07/09/2022	9.30am to 3.30pm
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For February 2023 enrolment contact us at: mail@apt4u.training

Course fee: £1,276
plus exams and AAT registration

Course Duration 22 weeks

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

All of our AAT courses now come with free Xero Advisor Certification.



Please contact us for further information

AAT Diploma in Professional Accounting (Level 4)



The professional diploma will suit you if:

- you've completed the Level 3 accounting or Bookkeeping 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?

- Applied Management Accounting
- Drafting and Interpreting Financial Statements
- Internal Accounting Systems and Controls

Two Optional Units:

- Business Tax
- Personal Tax
- Audit and Assurance
- Cash and Financial Management
- Credit and Debt Management

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

PETERBOROUGH

Monday 05/09/2022 9.30am to 4pm

Monday & Thursday 05/09/2022 6pm to 9pm

For February 2023 enrolment contact us at: mail@apt4u.training

WISBECH For more information contact us at: mail@apt4u.training

All of our AAT courses now come with free Xero Advisor Certification.



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

Accounts / Finance Assistant (Level 2) Apprenticeship

An Accounts/Finance Assistant is an integral part of the team responsible for maintaining an efficient and accurate finance function within a business. The Accounts/Finance Assistant is responsible for assisting the team of accountants with junior accounting duties. These can vary massively depending on the team structure and size of business.

Duties of an Accounts / Finance Assistant

An Accounts/Finance Assistant's work could include basic bookkeeping activities, working with sales and purchase ledgers, running calculations to ensure that records and payments are correct and the recording of cash and data entry. Accounts/Finance Assistants can be found to be working in almost any sector.

Typical Job Roles for an Accounts/Finance Assistant

Accounts Assistant / Accounts Payable Clerk
Accounts Administrator / Business Accounts Administrator / Finance Assistant Junior
Cost Accountant Assistant / Assistant Bookkeeper
Junior Cashier / Junior Credit Control Clerk
Data input clerk / Accounts Receivable Clerk / General Administrator / Bank Reconciliation Clerk
Cash Poster / Finance Administrator

Typical Skills & Behaviours of an Accounts/Finance Assistant

Attention to Detail, Communication Skills, Utilises Systems & Processes, Personal Effectiveness, Good Team Worker, Able to demonstrate Personal Development, Professionalism and Customer Focus.

What Will I Achieve?

- Finance / Accounts Assistant Level 2 Apprenticeship Standard
- AAT Level 2 Certificate in Accounting
- Functional Skills English Level 2 (If previously not exempt)
- Functional Skills Maths Level 2 (If previously not exempt)

Please contact us for further information

Duration

An apprentice will typically take 12 – 14 months to complete the Accounts / Finance Assistant Level 2 Apprenticeship Standard.

Career Progression

Following the completion of the Finance / Accounts Assistant Level 2 Apprenticeship Standard, you will be able to progress on to the Assistant Accountant Level 3 Apprenticeship Standard.

Dependent on career ambitions, progressions in to other training such as the Team Leader Level 3 or Payroll Administrator Level 3 Apprenticeship Standards will be possible.

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



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 Apprenticeship will demonstrate the knowledge, skills and behaviours needed to be an Assistant Accountant across industry, practice and public sector. It compliments both the Q2022 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:
mail@apt4u.training

Please contact us for further information

Professional Accounting (Level 4) Apprenticeship

Individuals in the role of a Professional Accounting 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 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 Q2022 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 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.

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



Accountancy / Professional (Level 7) Apprenticeship

Accountancy 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. Subsequently, this qualification often leads to senior positions for example, Finance Manager, Financial Controller or Finance Director.

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.

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, CIMA, and ACA, subject to meeting the requirements expected by the regulator and/or the relevant regulations where chartered status is involved.

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



ICB Certificate in Payroll Administration (Level 2)

The Level 2 Certificate in Payroll Administration is aimed at those who are new to payroll and have little or no previous knowledge or experience. Successful candidates will be able to carry out the role of a Payroll Assistant and will be able to demonstrate a good basic understanding of payroll services and running basic payroll calculations, or as an employed Payroll Clerk.

The Level 2 Certificate in Payroll Administration is made up of seven topics:

- Underpinning Knowledge
- Calculation of Gross Pay
- National Insurance Contributions
- Pay as You Earn
- Auto Enrolment (Workplace) Pensions
- Use of Payroll Forms
- Application of Payroll Calculations

Entry Requirements:

No prior bookkeeping knowledge or qualifications are required but candidates must have basic numeracy skills.

Course Duration: (18 Weeks)

Course Fee: £795
(plus exam and ICB membership)

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

ICB Diploma in Payroll Management (Level 3)

This qualification covers the theoretical knowledge and demonstration of the use of various tables and publications issued by HMRC and the demonstration of how to carry out computerised handling of payroll related matters. Upon successful completion of this qualification you can apply to join ICB as a Payroll Agent, ICB Associate or Members who complete this qualification can use the designatory letters PM.Dip after their membership designatory letters.

Course content:

- Understanding the importance of accuracy and security in performing any payroll task including PAYE and National Insurance calculations for employees and directors
- Dealing with additional payments and allowances, via the Income tax system such as Tax Credits, the payment of statutory payments for sickness, maternity leave, adoption pay and paternity pay and student loan repayments
- Understand and submit RT1, CIS scheme
- You will learn how to apply the necessary calculations and preparation of both a weekly and monthly payroll and submitting payments to HMRC

Entry Requirements:

No prior bookkeeping or payroll knowledge or qualifications are required, but candidates must have basic numeracy skills. You do not need to have completed the preceding Level 2 Certificate in Payroll Administration but may find that a useful starting point if you are new to the subject.

Course Duration: (36 weeks)

Course Fee: £1,295
(plus exam and ICB membership)

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

www.apt4u.training

Payroll Administrator (Level 3) Apprenticeship



Payroll Administrators will, typically, have responsibility for setting up and operating the payroll within the organisation in which they are employed or on behalf of another organisation. The role may be located within a business / organisation or in a payroll bureau, bookkeeping or accounting practice, or professional services company. The job may sit within the HR or Finance function.

In medium to large organisations, a Payroll Administrator may work as part of a team, often reporting to a team leader, supervisor or manager. In smaller organisations, a Payroll Administrator may be a stand-alone role with sole responsibility for the payroll function. Additionally, and depending on their role within the organisation, a Payroll Administrator may also have responsibility for the accurate and timely completion of routine and non-routine payroll-related calculations and other information.

Duties of a Payroll Administrator

- Gathering, creation and processing of payroll-related information to ensure employees are paid on time and accurately. This will be via payroll software, though its use must be accompanied by the ability to perform this manually
- Compliance with legislative and contractual obligations
- Internal and external reporting of payroll information to deadlines
- Effective and appropriate communication with employees and relevant stakeholders
- Working to relevant ethical and professional standards in a legislative and regulatory environment that is constantly changing

Typical Job Roles for a Payroll Administrator

Payroll Administrator / Payroll Junior
Payroll Assistant / Payroll Officer / Payroll Clerk
Payroll Advisor / Payroll Executive
Payroll Analyst / Reward Administrator
Bureau Administrator / HR and Payroll Officer

Typical Skills & Behaviours of a Payroll Administrator

Proactive planning and prioritisation, apply analysis skills, demonstrate the use of systems and processes, produces quality and accurate information, works collaboratively in teams, communicates and engages with stakeholders, demonstrates ethics and integrity, adapts positively to changing situations, demonstrates professional scepticism, proactive, enthusiastic and is positive about professional development.

What Will I Achieve?

- ICB Level 3 Diploma in Payroll Management
- Payroll Administrator Level 3 Apprenticeship Standard
- Functional Skills English Level 2 (If previously not exempt)
- Functional Skills Maths Level 2 (If previously not exempt)

Duration

- An apprentice will typically take 18 months to complete the Payroll Administrator Level 3 Apprenticeship Standard

Links to professional registration

Whilst studying this apprenticeship, an Administrator will be eligible for immediate professional body recognition at Student Affiliate level of the Global Payroll Association (GPA). Also, professional body recognition as a student member at the Chartered Institute of Payroll Professionals (CIPP). Successful completion of the apprenticeship will provide eligibility to apply for Individual Affiliate membership of the GPA and Associate membership of the CIPP.

What does this apprenticeship lead to?

Following the completion of the Payroll Administrator Apprenticeship, the Apprentice may consider progression opportunities to more senior positions such as Team Leader, Supervisor or Manager within Payroll, or to move to related roles in departments such as HR, Finance or Pensions.

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

ACCA at APT Association of Chartered Certified Accountants

ACCA is the global body for senior professional accountants with over 219,000 fully qualified members and 527,000 students worldwide. Chartered Accountants may develop careers in financial or management accountancy, taxation, auditing, insolvency, management consultancy and many other disciplines. ACCA qualified accountants are the world's best-qualified and most highly sought-after accountants – and they will work in every sector you can imagine.

At APT we offer a quarterly study programme to prepare you for all of the Applied Skills exams. Exams take place at central venues in early March, June, September and December each year.

ACCA at APT has three entry levels:

A-Level/ Lv3 progression – With this route, you will have completed A-Levels or a Level 3 Accountancy Qualification. You can directly move onto our ACCA Level 4 programme which takes 9 months and consists of the following 3 exams - Management Accounting (MA), Financial Accounting (FA) and Business and Technology (BT). Once completed you will seamlessly transfer onto the Level 7 Apprenticeship, with the usual 6 exams at Applied Skills Level and 4 exams at Strategic Professional Level

If you have a degree in Accountancy and Finance or a similar degree qualification, there are a number of ACCA exams that you will be exempt from. This is dependent on the modules taken but typically you will only have to complete the final 4 Strategic Professional stage in order to achieve Chartered Status. Please note that exemptions are easily checked online on the ACCA exemptions page.

If you have completed AAT Level 4, you can begin onto the Applied Skills stage which 6 exams here and then the further 4 at Strategic Professional stage. You will be exempt from the Applied Knowledge stage and can expect to complete within 36 months



FACE TO FACE DELIVERY - GOLD

Applied Skills

- Corporate and Business Law (LW)
- Performance Management (PM)
- Taxation (TX)
- Financial Reporting (FR)
- Audit and Assurance (AA)
- Financial Management (FM)

Strategic Professional

Four exams to be taken:
Two mandatory
plus two from four options

Essential

- Strategic Business Leader (SBL)
- Strategic Business Reporting (SBR)

Options

- Advanced Financial Management (AFM)
- Advanced Performance Management (APM)
- Advanced Taxation (ATX)
- Advanced Audit and Assurance (AAA)

Please note the Ethics and Professional Skills Module also will need completing before you can achieve membership and this is an online case study style unit that students self study

Our course fee of £695 per exam study programme includes your weekly classroom tuition, study text and revision kit but excludes the exam fee payable to ACCA

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

CIMA at APT Chartered Institute of Management Accountants



CIMA®
Registered Tuition Provider

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

**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)

Please contact us for further information

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)



CMI Certificate in Management & Leadership (Level 5)

About the course

The Certificate qualification gives you a 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. The Level 5 Certificate in Management and Leadership will enhance your knowledge of middle management skills and competencies by giving due importance to the leadership areas specific to your job. It allows you to develop your skills and knowledge by focusing on key management areas such as resource management, recruitment, and information management.

Course Units (choose any 3 units from below)

- 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

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 CMI Level 5 Diploma in Management and Leadership, as well as working towards becoming a Chartered Manager, gaining full membership of the Chartered Management Institute.

Course Duration: (18 Weeks)

Course Fee: £995

Includes CMI membership, registration & certification

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



CMI 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 Duration: (36 Weeks)

Course Fee: £1,995

Includes CMI membership, registration & certification

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

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

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

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

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:
mail@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 Professional Qualification (CPQ)

The CILEX Professional Qualification (CPQ) is the route to becoming a CILEX Paralegal, CILEX Advanced Paralegal or CILEX Lawyer. It is a competency-based qualification framework, developed in consultation with employers, members and other stakeholders that acknowledges the requirements of a rapidly evolving legal and business landscape.

CPQ is a progressive framework across three stages – CPQ Foundation, CPQ Advanced and CPQ Professional – founded on the CILEX Competency Framework. Each stage combines a focus on technical expertise and practical skills with the development of the core behaviours required to create forward-thinking, commercially minded, adaptable lawyers who really understand the clients they serve.

CPQ sets new standards in practice-focused training and work-readiness, broadens access to legal careers and develops professionals at all levels who are equipped from the outset to add real value to their employers and clients.

Each stage of the CILEX Professional Qualification (CPQ) comprises three elements: core legal knowledge, practice and skills; ethics and professional responsibility; and professional experience. Together these elements provide a framework for developing the skills, knowledge, behaviours and experience necessary to practise effectively as a legal professional.

Trainees will be able to begin their CPQ journey at a point corresponding to their previous legal experience and qualifications – including taking into account any CILEX qualifications they may already hold. CPQ also allows trainees to pause and restart their training to flex around other commitments.

CILEX
Approved Training Provider

CPQ Foundation

Aligning to the role of a Paralegal/Case Handler, the CILEX Professional Qualification (CPQ) Foundation stage will enable you to demonstrate a fundamental awareness of the law underpinning key practice areas.

There are six mandatory modules:

- Ethics and Professional Responsibility part 1 (e-learning module)
- Professional Skills (succeeding in a legal environment and legal research).
- Legal Systems
- Contract Law
- The Law of Tort
- Introduction to Property and Private Client

CPQ Advanced

The CILEX Professional Qualification (CPQ) Advanced stage will enable trainees to demonstrate technical knowledge and the practical application of law relating to key practice areas. It will also enhance your skills, including business awareness, and your understanding of, and adherence to, professional and regulatory standards.

In the CPQ Advanced stage, trainees undertake five mandatory modules:

- Ethics and Professional Responsibility part 2 (e-learning module)
- Professional and Legal Skills
- Dispute Resolution
- Criminal Law and Litigation
- Property and Conveyancing

In addition, trainees are required to select at least one optional module from:

- Business and Employment Law
- Wills, Probate and Private Client

Tuition Fee: £2,600

CPQ Registration Fee - £900
paid directly to CILEX
(plus membership)

PETERBOROUGH

Monday 05/09/2022 11am to 6pm

Tuition Fee: £4,200

CPQ Registration Fee - £1500
paid directly to CILEX
(plus membership)

Please contact mail@apt4u.training
for more 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).

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:
mail@apt4u.training

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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.

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.

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

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
£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
£195 per delegate

New Online Courses

These new online courses are designed for professionals who would like to improve their finance skills, without studying for a formal qualification. All courses are auto-marked and certificated. The AAT Essentials will take approximately 4 - 6 hours to complete each one, but you can stop and start at any point.

(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.

Course type: **Online** Course Fee: **£90**

(AAT) Essentials: Budgeting

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.

Course type: **Online** Course Fee: **£90**

(AAT) Essentials: Cash Flow Management

This training programme will improve your effectiveness at managing the inflow and outflow of cash in your business. The availability of cash enables a business to survive and prosper and is the primary indicator of business health. You will learn how to record receipts and payments, and correctly reconcile your bank statements and cash receipts book. This will help you to protect the financial security of your business.

Topics covered: Cash and the cash budget; Monitoring and controlling cash flows; Cash flow and credit customers

Course type: **Online** Course Fee: **£90**



Online 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.ap4u.training



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 FlexPay.

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

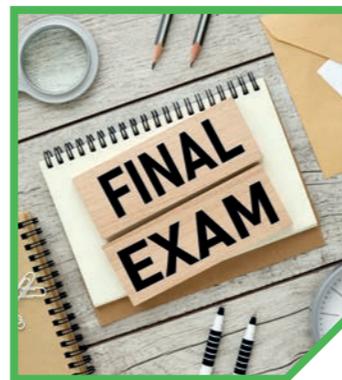
Enrolling on a course of study lasting more than one year

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 2022), but is subject to change at any time.



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 eligibility

The Government guidelines regarding fees and financial assistance are complex and constantly changing. Please contact us as you may well be eligible for financial assistance, 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 "FlexPay PayPlan" and is administered by a company called Oriel, trading as FlexPay. 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.

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.



a professional approach for professional people

Anglia Professional Training, accredited with:



CIMA
Registered Tuition Provider



FACE TO FACE DELIVERY GOLD



TRAINING ADDRESSES:

Endeavour House, Saville Road, Peterborough. PE3 7PS

The Boathouse, 1 Harbour Square, Wisbech. PE13 3BH

01733 269148

mail@apt4u.training

www.apt4u.training