



babington



# Digital Skills for Accounting

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# Supercharge your employees' accountancy skills for less

Babington is committed to Developing Better Futures by helping you adapt, change and thrive in the revolutionised and modern business landscape.

The DfE Skills Bootcamp, 'Digital Skills for Accounting' is part of the Government's Lifetime Skills Guarantee and Plan for Jobs;

designed to sustain business growth and productivity by upskilling employees, supporting job retention and increasing productivity.

Whether employees are looking to refresh their accountancy skills, or increase their digital and commercial skills, this Bootcamp will provide an update on the modern working practices required by today's accountants.



SS

"I have worked with thousands of learners in my 20 years of industry experience. What I most enjoy as a Skills Coach is observing growth in confidence and competence. Babington encourages my intuition, insights, and inspiration to make this happen, and I'm grateful to be part of a winning team."

SS



# What is the Digital Skills for Accounting Bootcamp and who is it suitable for?

**This pilot scheme is being rolled out to help businesses nationally access training that will upskill their employees within an accountancy function and is suitable for:**

- ✓ Individuals who require an update to their knowledge and skills, or refresh their skills aligned to the principles required of a modern day accountant. This may be due to a career break or suitable for those that require continuous professional development as part of their own development programmes.
- ✓ Learners with a basic understanding of accountancy practices and looking to sharpen their current skills or considering role progression.
- ✓ Organisations experiencing significant changes in resources, due to the impact of Covid 19, and are looking for a skilled workforce that can adapt to those changes.
- ✓ Organisations needing to enhance their workforces to keep their staff on the cutting-edge in an ever-changing digital marketplace.

Employers wishing to access Skills Bootcamps will need to contribute 10% - 30% of the costs with the remainder fully funded.

A woman with curly hair is smiling and looking at a tablet. She is wearing a light-colored sleeveless top with a pink scarf. The background is a blurred office setting.

# Options for Employers

**Babington has a reputation for developing close client relationships and works flexibly with its employers to ensure programmes meet the needs of individual businesses.**

Employers can submit multiple employees to attend this Skills Bootcamp. Submitting a larger cohort allows us to be flexible and offer a more personalised training programme, making it relevant to your specific business needs.

Employers wishing to access this route will need to contribute 10% - 30% of the costs with the remainder fully funded.


















Alternatively, you may be looking to hire learners once they've completed the Skills Bootcamps to fill key vacancies within your business; or perhaps you would like to be part of our bank of employers, interested in interviewing our candidates for future positions. Our team can work with you to meet your requirements. In this instance, your business will not be liable to fund the Skills Bootcamps\*

\*Subject to T&Cs. Speak to your Account Manager, or a member of the team to discuss further.

# Learning Content

Within the 12-week programme, learners will be expected to commit the relevant time to their studies as outlined adjacently.

Towards the end of the programme, learners will be tasked with completing a project proposal that can subsequently be presented to managers or senior leaders within the business. The aim is to embed the learning and focus on business improvement.

<p><b>Week 1</b></p> <p><b>Induction Day</b></p> <ul style="list-style-type: none"> <li>• Programme overview</li> <li>• The transformation of accountancy</li> <li>• Setting your project</li> <li>• Bud enrolment</li> </ul> <p><b>Duration: 1 Day</b></p> 	<p><b>Week 2</b></p> <p><b>Digital Capability</b></p> <ul style="list-style-type: none"> <li>• Digital evolution/footprint</li> <li>• Social media, digital communication platforms</li> <li>• CV review and rewrite</li> </ul> <p><b>Duration: 1 Day</b></p> 	<p><b>Week 3</b></p> <p><b>Business Awareness and Strategy</b></p> <ul style="list-style-type: none"> <li>• PESTLE</li> <li>• SWOT</li> <li>• Emerging technologies</li> <li>• Business awareness (micro economics)</li> </ul> <p><b>Duration: 1 Day</b></p> 	<p><b>Week 4</b></p> <p><b>Technology</b></p> <ul style="list-style-type: none"> <li>• Cloud accounting</li> <li>• Automation</li> <li>• Artificial intelligence</li> <li>• Spreadsheet techniques</li> </ul> <p><b>Duration: 1 Day</b></p> 	<p><b>Week 5</b></p> <p><b>Ethics and Advisory Skills</b></p> <ul style="list-style-type: none"> <li>• Ethical codes</li> <li>• Ethical conflicts</li> <li>• Advising stakeholders ethically</li> </ul> <p><b>Duration: 1 Day</b></p> 
<p><b>Week 6</b></p> <p><b>Sustainability</b></p> <ul style="list-style-type: none"> <li>• Three aspects of sustainable performance</li> <li>• Use of resources</li> <li>• Public interest duty</li> </ul> <p><b>Duration: 1 Day</b></p> 	<p><b>Week 7</b></p> <p><b>CV Writing and Interview Preparation</b></p> <ul style="list-style-type: none"> <li>• Prepare a clear, persuasive and well presented CV</li> <li>• Able to answer interview style questions with confidence</li> </ul> <p><b>Duration: 1 Day</b></p> 	<p><b>Week 8</b></p> <p><b>Data and Information</b></p> <ul style="list-style-type: none"> <li>• Attributed of good quality information</li> <li>• Characteristics of Big Data vs data</li> <li>• Data and the law</li> </ul> <p><b>Duration: 1 Day</b></p> 	<p><b>Week 9</b></p> <p><b>Dashboards and Data Visualisation</b></p> <ul style="list-style-type: none"> <li>• Ways of presenting</li> <li>• Storytelling with data</li> </ul> <p><b>Duration: 1 Day</b></p> 	<p><b>Week 10</b></p> <p><b>Communication and Remote Presentation Skills</b></p> <ul style="list-style-type: none"> <li>• Support and guidance for presentation skills</li> </ul> <p><b>Duration: 1 Day</b></p> 
<p><b>Week 11</b></p> <p><b>Project Presentation</b></p> <ul style="list-style-type: none"> <li>• Demonstrating strategy, technology, ethics and sustainability</li> </ul> <p><b>Duration: 1 Day</b></p> 	<p><b>Week 12</b></p> <p><b>Completion</b></p> <ul style="list-style-type: none"> <li>• Meaningful feedback</li> <li>• Certification</li> <li>• Progression planning</li> <li>• Update CV and LinkedIn profile</li> </ul> <p><b>Duration: 1 Day</b></p> 	<p><b>Key</b></p>  <ul style="list-style-type: none"> <li> <b>Workshop</b></li> <li> <b>E-Learning</b></li> <li> <b>Reflection-led learning</b></li> <li> <b>1-2-1 Progress Reviews</b></li> </ul>		

# Overview



## Start Dates

The next bootcamp start dates can be found [here](#).



## Duration

12 weeks; typically between 8-12 learning hours per week, inclusive of self study time.



## Delivery

Blended, virtual classroom.



## Progression Opportunities

A higher level or professional qualification, further learning, or progression within their current role.



## Entry Requirements

Open to all learners 19+ with access to online learning and a commitment to develop your skills over 12 weeks.

### Find out more about Skills Bootcamps.

Employers wishing to access Skills Bootcamps will need to contribute 10% - 30% of the costs with the remainder being fully funded.

Programmes are free for learners.

[Explore Skills Bootcamps](#)



# Employer Benefits

- ✓ Development of your workforce to provide them with the knowledge and skills expected of the modern accountant.
- ✓ An opportunity to meet continuous professional development requirements of your qualified accountants whilst increasing their knowledge of the key skills as outlined by the Association of Accounting Technicians.
- ✓ Babington can either recruit staff for you, or place people in your recruitment pipeline during the programme as part of preparation and selection. In turn, you nurture your employees for a rewarding, long term career within your business.
- ✓ There is flexibility within the programme to enable it to be contextualised around your organisation. Instil your company values and processes into your people and give them the tools to be successful from the beginning.
- ✓ Consider using this as a key CSR initiative and engaging your local community for key roles within your business.

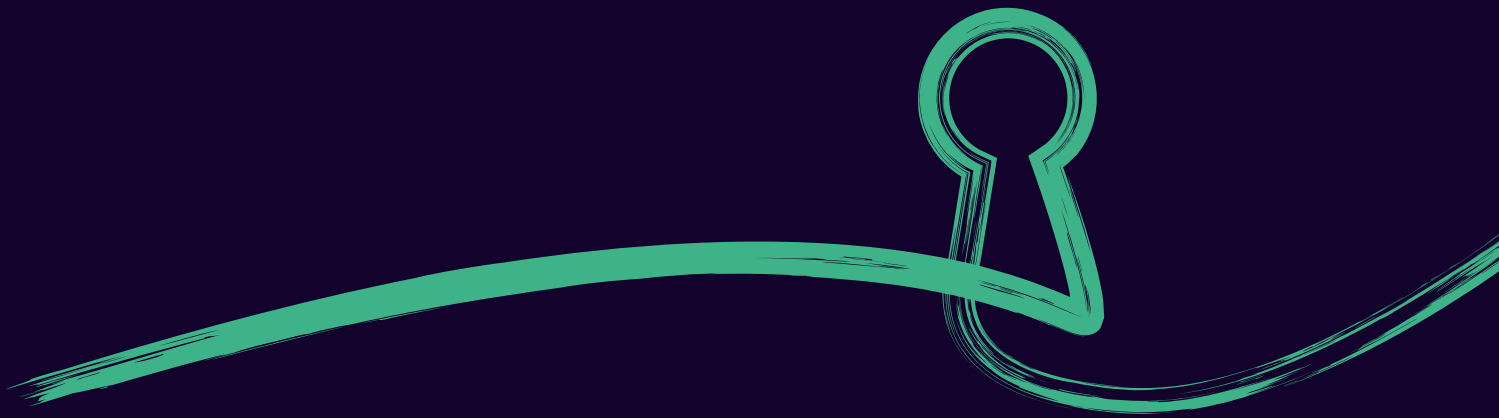
**Babington is here to support your people to gain new skills and develop careers.**



Funded by



Department  
for Education



Are you ready to develop  
your employees' digital  
accountancy skills?

## CONTACT US

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