

# **Employer responsibilities checklist**

**We understand that there are many points to consider when taking on new trainees so we have put together the following checklist. Use it as a guide or have a look to see if there is anything you may have forgotten.**

## **1 - Have you informed us of your vacancies?**

The CIPFA Business Development team proactively engages with a number of graduates from a variety of degree disciplines – working across the country at careers fairs and exhibitions, presentations and conferences – if we are visiting a university or careers event in your area, we can market any opportunities you have available to suitable candidates. We also have strong relationships with a large number of universities, which means that we can pass on information on your vacancy to careers services, accounting societies, and relevant academic departments.

## **2 - Have you advertised your vacancy on the CIPFA Trainee Vacancies site?**

Many organisations nationwide have reaped the benefits of advertising their vacancies with CIPFA. Not only is advertising on the site free, it also reaches a large audience of high calibre candidates with a strong interest in training as a CPFA. At every careers event that CIPFA's business development team attend, we capture information from interested parties who would like to receive these vacancies through monthly e-alerts – meaning that your vacancies are sent directly to a targeted audience.

## **3 - Have you informed local universities of any forthcoming vacancies?**

University careers service staff are contacted regularly by hundreds of undergraduates looking for local vacancies – they can inform suitable candidates of your openings, significantly increasing interest in any positions you have available.

## **4 - What have you included within your trainee's contract?**

There is no right or wrong way to go about putting together a trainee's contract – it is entirely up to the discretion of each individual employer. The main points to consider are; how much of the total training costs will be funded; how many re-sits are permitted for failed exams; and whether a lock in clause will be included within the contract. For additional information on any of the above areas, please call the Business Development Team on 020 7543 5757, or [employers@cipfa.org.uk](mailto:employers@cipfa.org.uk)

## **5 - Have you created an IPDS work plan?**

In order to obtain CPFA status, all trainees must complete 400 days of practical experience as part of the Initial Professional Development Scheme. This evidenced work experience complements the trainee's studies and ensures that they are equipped to deal

with day-to-day occurrences within their working environment, enhancing the theoretical knowledge they have built up, with tangible, applied skills. If you require any assistance with developing a work plan for your trainees, or if you would like to see examples of tried and tested work plans, please do not hesitate to get in touch with the Business Development team.

**6 - In the event of a rotational scheme, have you informed other managers about trainees within their departments?**

A surprisingly common problem with rotational schemes is usually a breakdown of communication with regards to trainees moving between departments. In order to ensure a smooth transition and enhanced productivity from the offset, it is important to keep all managers in the loop as to if and when they are to expect trainees to be joining them.