



**CHANGE**  
**YOUR WORLD**

Chartered Accountancy  
Training Scheme

# Frequently Asked Questions

## Entry Criteria

- **What is the entry criteria for the graduate accountancy scheme?**
  - 120 UCAS points in your top 3 x A-Levels or equivalent
  - 2:1 undergraduate degree in any discipline (achieved or expected)
  - Right to live and work in the UK without any restrictions
- **I don't have 120 UCAS points, but your website says that I might still be eligible based on my socio-economic background. How can I apply on this basis?**
  - 120 UCAS points remains our minimum threshold but, in some circumstances, we will be able to consider applications from candidates with between 104-119 UCAS points, based on the context of one's academic results.
  - To help us confirm this we will be using Rare's contextual recruitment system (CRS), which allows us to assess a candidate's academic achievements in the context of their personal circumstances. Please apply stating that you have 104 UCAS (based on your top 3 x A-Levels) points and we will review your application and aim to respond to you within 1 week of submitting your application.
- **I am an international candidate. Can I apply for the training scheme?**
  - We are not able to sponsor work visas so candidates must be:
    - UK Nationals
    - Nationals of Commonwealth countries who have the right to work in the UK
    - Nationals from the EU, EEA or Switzerland with (or eligible for) status under the European Union Settlement Scheme (EUSS)



National Audit Office

# Frequently Asked Questions

## Entry Criteria

- **Do I have to have a Maths / Accountancy & Finance degree to apply?**
  - No, you don't. We accept applications from all degree disciplines. Our graduate trainees come from a range of backgrounds and have studied the full spectrum of subjects including arts, social sciences, engineering – not just maths! Our work benefits from different perspectives that people from different backgrounds bring.
- **How many trainees do you recruit every year?**
  - We typically recruit 70 graduates and 12-14 apprentices on an annual basis.
- **I studied overseas so do not have UK A-Levels. How can I work out what my GCSE and UCAS equivalent is?**
  - Please email us at [HRServiceDesk@nao.org.uk](mailto:HRServiceDesk@nao.org.uk) with the subjects you completed at school (equivalent to UK GCSE and A-Level) including the grades and years obtained. We can use NARIC to map these across to UK equivalents.



National Audit Office

# Frequently Asked Questions

## Entry Criteria

- **How do I apply?**
  - Please visit our trainee website [NAO Accountancy Training Scheme](#) to research the scheme and for the link to the online application form.
- **I have extenuating / mitigating circumstances. Can I still apply?**
  - We are committed to being open and inclusive and ensuring we have a balanced assessment process. Please send any documentation regarding your extenuating circumstances to us at [HRServiceDesk@nao.org.uk](mailto:HRServiceDesk@nao.org.uk) and we will review and provide an outcome **BEFORE** you apply online.
- **I am studying/have studied Accounting & Finance at university and have exemptions. Can I still be considered?**
  - Yes. If you are made an offer, you would need to apply for your exemptions on the ICAEW website once you have registered as a trainee. ICAEW will confirm any exemptions that are accepted, and you will need to pay for those upfront. The NAO will reimburse you for exemptions.
  - You can discuss this in more detail with the Professional Training team when you register with the ICAEW.



National Audit Office

# Frequently Asked Questions

## Assessment Process

- **What is the process?**
  - If minimum academic requirements are met:
    - Online Numerical Reasoning Test
    - Telephone Interview
    - Assessment Centre
  - For full details on the process, please review our 'Recruitment – Hints & Tips' document that can be found on our website.
- **Do you offer reasonable adjustments during the process for candidates with disabilities?**
  - If you require adjustments for any stage of the process, you will have the opportunity to indicate this on your application form. Our team will then discuss the support you need at the individual assessment stages. You can also email us at [HRServiceDesk@nao.org.uk](mailto:HRServiceDesk@nao.org.uk) when you are invited to a specific assessment stage to discuss the adjustments you need.

**CHANGE**  
YOUR WORLD

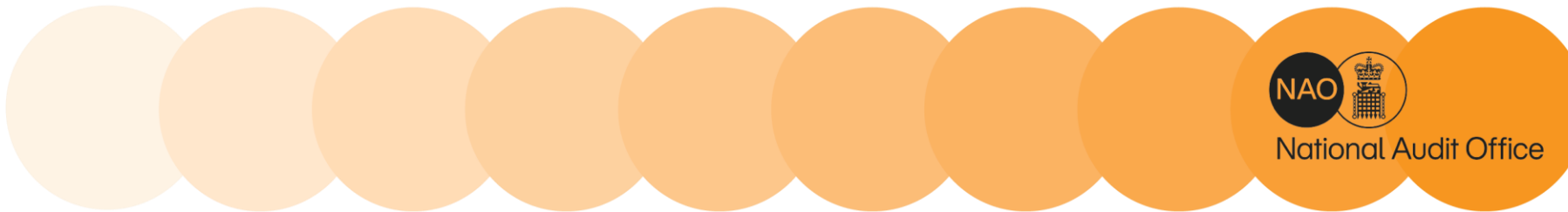


National Audit Office

# Frequently Asked Questions

## Other Questions

- **What will my first few weeks involve when I start?**
  - We have redesigned our induction programme so your first 3 months will include (may be subject to change):
    - Technical skills – looking at Financial Audit and Value for Money modules
    - Exams and college – sessions with BPP and ICAEW, exam and study techniques, mock exams
    - General work skills – systems and tools (Microsoft Office, NAO internal systems, audit applications)
    - General work skills – communication skills (working in teams, communicating with impact, writing skills)
    - Work experience – time with team and introduction their work, clients, teams and how they work together
  - Induction will be a mix of key skills sessions led by our Learning & Development Team, along with college, study leave and training to prepare for your first exams.



# Frequently Asked Questions

## Other Questions

- **I just received an email that I was unsuccessful at application form / online tests / telephone interview. Can I please have feedback?**
  - Unfortunately, due to the high volume of applications we receive we regret to advise that we are not able to provide feedback at the earlier stages of the assessment process. We can provide feedback following assessment centre stage.
- **Can I reapply if I was unsuccessful?**
  - We only accept one application per recruitment campaign. If you were unsuccessful on this occasion, you would have to wait for the following year to reapply.
- **I am currently on a training contract with another accountancy firm. Can I apply to the NAO Accountancy Training Scheme?**
  - Unfortunately, you cannot apply if you are already on a training contract or have partly completed a training contract with another accountancy firm. As you are currently on a training contract, we encourage you to complete your training with your current firm and once qualified check our careers page for opportunities to join as a qualified Senior Auditor.
- **I've been offered a place on your graduate / apprentice scheme. Can I defer my offer?**
  - We discuss on a case-by-case basis and in some cases, we will allow a deferral of one year. We do not encourage deferred entry; however, we look at requests on a case-by-case basis.



National Audit Office

# Frequently Asked Questions

## Other Questions

- **What is the starting salary for the Graduate / Apprentice Scheme?**
  - Graduate – London (£32,435), Newcastle (£26,204)
  - Apprentice – London (£26,454), Newcastle (£20,575)
- **What other benefits do you offer?**
  - We offer an extremely attractive pay and benefits package. Further details can be found on our trainee website.
- **Can I choose which office location I work in?**
  - Yes. When you are completing the application form, please select either 'London' or 'Newcastle'. If you cannot decide, select 'Both' and if you are made an offer, we will check your preference then.
- **Where will I be based?**
  - The role is based at either the main office in London (Victoria) or our regional office in Newcastle city centre. If you accept an offer from us, you will need to relocate to your chosen location or be able to commute to that office. During your initial 3-month induction you will spend time in the office and college. Once you have completed induction, you will be working alongside your colleagues in the office, onsite at client site or working from home.
- **I am from outside the EU. Can I apply?**
  - Our employment offers are subject to an applicant providing the necessary 'right to work' documents that demonstrate the right to work and reside legally in the UK. Further information can be found on our website [NAO accountancy scheme - training and qualifications](#)



**CHANGE**  
YOUR WORLD



National Audit Office



## FOLLOW US



[@NAOgraduatejobs](https://twitter.com/NAOgraduatejobs)



[www.linkedin.com/company/naoorguk](http://www.linkedin.com/company/naoorguk)



[www.youtube.com/user/NationalAudit](http://www.youtube.com/user/NationalAudit)