Level 4 Accounting Technician Apprenticeship

## Template: Portfolio and Reflective Statement

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| --- | --- |
| STUDENT PROFILE | |
| **ICAEW student number** |  |
| **Date of submission** |  |
| **Date of first attempt** |  |
| **Attempt number** |  |

## SECTION 1

### 1.1 KNOWLEDGE

Complete all the sections below:

|  |  |  |  |
| --- | --- | --- | --- |
| Training log ref. | Knowledge | Brief description of a situation from your training log that shows your competence | Date |
| P1 | Accounting | **Description of the situation:** |  |
| **Evidence of your competence:** |
| P2 | Business Awareness | **Description of the situation:** |  |
| **Evidence of your competence:** |
| P3 | Ethical Standards | **Description of the situation:** |  |
| **Evidence of your competence:** |
| P4 | Regulation and Compliance | **Description of the situation:** |  |
| **Evidence of your competence:** |
| P5 | Systems and processes | **Description of the situation:** |  |
| **Evidence of your competence:** |

### 1.2 SKILLS

Complete all of the sections below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Training log ref. | Skill | Brief description of a situation from your training log that shows your competence | Date | Reference to Section 2 |
|  | Analysis | **Description of the situation:** |  |  |
| **Evidence of your competence:** |
|  | Communication | **Description of the situation:** |  |  |
| **Evidence of your competence:** |
|  | Leadership | **Description of the situation:** |  |  |
| **Evidence of your competence:** |
|  | Planning and prioritisation | **Description of the situation:** |  |  |
| **Evidence of your competence:** |
|  | Produces quality and accurate work | **Description of the situation:** |  |  |
| **Evidence of your competence:** |
|  | Team working and collaboration | **Description of the situation:** |  |  |
| **Evidence of your competence:** |
|  | Uses systems and processes | **Description of the situation:** |  |  |
| **Evidence of your competence:** |

### 1.3 BEHAVIOURS

Complete all of the sections below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Training log ref. | Behaviour | Brief description of a situation from your training log that shows your competence | Date | Reference to Section 2 |
|  | Adaptability | **Description of the situation:** |  |  |
| **Evidence of your competence:** |
|  | Adding value | **Description of the situation:** |  |  |
| **Evidence of your competence:** |
|  | Ethics and integrity | **Description of the situation:** |  |  |
| **Evidence of your competence:** |
|  | Proactivity | **Description of the situation:** |  |  |
| **Evidence of your competence:** |
|  | Professional scepticism | **Description of the situation:** |  |  |
| **Evidence of your competence:** |

## SECTION 2

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| Using a situation from your portfolio, provide evidence of how you demonstrated competence in a skill or behaviour.  Reflecting on this experience, describe what you learned OR what you would do differently if you could do it again. (500 words max) |

### 2.1  EXAMPLE 1

|  |  |
| --- | --- |
| **Skill / Behaviour** that you are reflecting on (underline your choice) | |
| **Skills:** Analysis / Communication / Leadership / Planning and prioritisation / Produces quality and accurate information / Team working and collaboration / Uses systems and processes  **Behaviours:** Adaptability / Adding value / Ethics and integrity / Proactivity / Professional scepticism | |
| **Date** of the situation |  |
| Describe **the situation** | |
|  | |
| Evidence of **competence in the skill or behaviour** | |
|  | |
| Describe **what you learned** | |
|  | |
| **OR** Describe **what you would do differently** if you could do it again | |
|  | |

**2.2  EXAMPLE 2**

|  |  |
| --- | --- |
| **Skill / Behaviour** that you are reflecting on (underline your choice) | |
| **Skills:** Analysis / Communication / Leadership / Planning and prioritisation / Produces quality and accurate information / Team working and collaboration / Uses systems and processes  **Behaviours:** Adaptability / Adding value / Ethics and integrity / Proactivity / Professional scepticism | |
| **Date** of the situation |  |
| Describe **the situation** | |
|  | |
| Evidence of **competence in the skill or behaviour** | |
|  | |
| **Describe what you learned** | |
|  | |
| **OR** Describe **what you would do differently** if you could do it again | |
|  | |

**2.3  EXAMPLE 3**

|  |  |
| --- | --- |
| **Skill / Behaviour** that you are reflecting on (underline your choice) | |
| **Skills:** Analysis / Communication / Leadership / Planning and prioritisation / Produces quality and accurate information / Team working and collaboration / Uses systems and processes  **Behaviours:** Adaptability / Adding value / Ethics and integrity / Proactivity / Professional scepticism | |
| **Date** of the situation |  |
| Describe **the situation** | |
|  | |
| Evidence of **competence in the skill or behaviour** | |
|  | |
| **Describe what you learned** | |
|  | |
| **OR** Describe **what you would do differently** if you could do it again | |
|  | |

**2.4  EXAMPLE 4**

|  |  |
| --- | --- |
| **Skill / Behaviour** that you are reflecting on (underline your choice) | |
| **Skills:** Analysis / Communication / Leadership / Planning and prioritisation / Produces quality and accurate information / Team working and collaboration / Uses systems and processes  **Behaviours:** Adaptability / Adding value / Ethics and integrity / Proactivity / Professional scepticism | |
| **Date** of the situation |  |
| Describe **the situation** | |
|  | |
| Evidence of **competence in the skill or behaviour** | |
|  | |
| **Describe what you learned** | |
|  | |
| **OR** Describe **what you would do differently** if you could do it again | |
|  | |

**s required?**

|  |  |  |
| --- | --- | --- |
| Knowledge | What is required? | Examples of appropriate criteria |
| **Accounting** | Understand and / or validate the accounting standards for basic accounts preparation and / or the drafting of financial statements. Specialist knowledge in other aspects of accounting, for example management accounting and tax accounting. | 1. Prepared / posted journals 2. Prepared information for a financial statement 3. Carried out variance analysis 4. Identified financial trends 5. Prepared or reviewed a budget 6. Carried out a tax calculation |
| **Business awareness** | Understand the industries and environments in which an organisation operates, including customer and supplier needs, in order to create and / or validate and / or report financial information. | 1. Carried out market analysis 2. Carried out analysis on a competitor 3. Carried out internal analysis 4. Created financial information 5. Validated financial information 6. Reported financial information |
| **Ethical standards** | Understand and apply the relevant Ethical Standards to their own behaviour and appropriately challenge the actions of others where they do not meet these standards. | 1. Understood Fundamental Principles within the ICAEW Code of Ethics (i.e. Integrity, Objectivity, Professional Competence and Due Care, Confidentiality and Professional Behaviour) 2. Understood potential threats and safeguards in relation to ethical standards. 3. Identified a potential ethical issue (e.g. Conflicts of interest, Doubtful accounting or commercial practices, Inappropriate pressure, Confidentiality, Money laundering, Governance, Fraud, Segregation of duties) 4. Identified a professional dilemma |
| **Regulation and compliance** | Understand and apply professional standards and legal regulations to an organisation’s financial information, and to comply with the fundamental principles of integrity, objectivity, professional competence and due care and confidentiality. | 1. Worked on a director’s duty issue 2. Worked on a Memorandum / Articles issue 3. Worked on a tax law issue 4. Applied relevant standards on an audit 5. Complied with a fundamental principle (i.e. integrity, objectivity, professional competence, due care & confidentiality) |
| **Systems and processes** | Understand and evaluate an organisation’s systems and processes and make recommendations for improvement, as appropriate. A basic understanding of external and internal audit’s function in giving assurance over these systems and processes. | 1. Carried out a test of controls 2. Worked on an internal audit 3. Worked on an external audit 4. Performed a period-end reconciliation process 5. Made a recommendation to improve a system or a process |

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| Skills | What is required? | Examples of appropriate criteria |
| **Analysis** | Create and interpret information, and show how that information can be used most effectively to add value to the organisation. | 1. Created information 2. Interpreted information 3. Used information to help decision making |
| **Communication** | Effectively communicate relevant information across the organisation and to appropriate stakeholders in both written and verbal formats. | 1. Wrote a document 2. Wrote a presentation 3. Gave a presentation 4. Tailored information to audience |
| **Leadership** | Proactively manage their own development and is committed to the job and their profession. | 1. Responsible for a task 2. Led a team 3. Suggested a way forward 4. Gave guidance to others 5. Supervised a task 6. Showed commitment |
| **Planning and Prioritisation** | Work to tight deadlines and respond to changing priorities. Effectively plan and prioritise time and coordinate the input of others in order to meet both deadlines and changing priorities. | 1. Met a deadline 2. Prioritised work 3. Planned a task 4. Coordinated input from others |
| **Produces Quality and Accurate Information** | Apply accounting/tax knowledge to consistently deliver high quality, accurate data and information in a timely fashion. | 1. Finished a task on time 2. Produced accurate work 3. Produced high quality work |
| **Team Working and Collaboration** | Work effectively in a team and with others, maintaining effective, professional working relationships both internally and externally across organisations. | 1. Worked with others 2. Worked across organisations 3. Worked in a team. |
| **Uses Systems and Processes** | Understand the systems and processes of the organisation sufficiently, as applicable to the role. Proficient in the IT systems applicable to the role. | 1. Used an IT system 2. Followed a process |

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| Behaviours | What is required? | Examples of appropriate criteria |
| **Adaptability** | Willing to both listen and learn and to accept changing priorities and working requirements and has the flexibility to maintain high standards in a changing environment. | 1. Responded appropriately to change 2. Was flexible 3. Listened to feedback 4. Demonstrated learning |
| **Adding Value** | Actively engage in the wider business, as appropriate, and look to provide information that positively contributes to influencing business decisions. Continually strive to improve own working processes and those of the organisation. | 1. Improved a process 2. Contributed to a decision 3. Improved own performance |
| **Ethics and Integrity** | Honest and principled in all of their actions and interactions. They will respect others and meet the ethical requirements of their profession. | 1. Behaved with integrity 2. Acted independently & objectively 3. Ensured professional competence & due care 4. Maintained confidentiality 5. Behaved professionally |
| **Proactivity** | Takes responsibility. Demonstrates the drive and energy to get things done, even under pressure. | 1. Started a task on their own 2. Developed a new idea 3. Suggested something 4. Did more than minimum 5. Acted without being asked 6. Thought ahead |
| **Professional Scepticism** | Demonstrates an attitude that includes a questioning mind, being alert to conditions which may indicate possible misstatement of financial information due to error or fraud. | 1. Questioned assumptions 2. Asked about the source of information 3. Tested accuracy of information 4. Detected errors 5. Considered potential for bias |

**statement out variance analysis**