

Level 4 Professional Accounting Technician Apprenticeship

End-point assessment: Reflective statement and portfolio

Assessment outcome	Gateway profile	Ready for EPA
	Developed on the job experience – opportunity to rotate in different areas (Six months prior to EPA)	In current employment for a year+ in a relevant role On programme for at least a year.
Claim of competency (skills & behaviours)		
<p>1. Analysis</p> <p>I can produce and interpret information in order to add value to my organisation</p>	<p>A1 Produce accurate and reliable information that supports management decision making</p> <p>A2 Produce accurate and reliable information that supports evaluation of the organisation's performance by management</p>	<p>A3 Interpret information to support management decision making</p> <p>A4 Interpret information to support evaluation of the organisation's performance by management</p>
<p>2. Communication</p> <p>I can select an appropriate medium and use it effectively to communicate with different stakeholders in different situations</p>	<p>C1 Communicate, using appropriate media and in an appropriate manner, either verbally or in writing, to peers within your immediate team</p> <p>C2 Communicate using appropriate media and in an appropriate manner, either verbally or in writing, to managers within your immediate team</p>	<p>C3 Communicate using appropriate media and in an appropriate manner, either verbally or in writing, to internal stakeholders</p> <p>C4 Communicate, using appropriate media and in an appropriate manner, either verbally or in writing to external stakeholders</p>
<p>3. Leadership (Self-development)</p> <p>I can reflect on my own performance and take action to develop my professional skills</p>	<p>SD1 Evaluate your own performance and identify appropriate development activities to improve your performance</p> <p>SD2 Demonstrate commitment to your job by achieving work objectives</p>	<p>SD3 Engage with the wider accounting profession by keeping up to date with current developments</p>
<p>4. Planning & prioritisation</p> <p>I can plan and prioritise my own workload and coordinate input from others to meet work objectives</p>	<p>PP1 Plan and prioritise your work to meet work objectives</p> <p>PP2 Coordinate the input of others in order to meet work objectives</p>	<p>PP3 Manage changing priorities in an effective manner to meet work objectives</p>
<p>5. Quality & accurate information</p> <p>I can apply my accounting knowledge to consistently produce clear and accurate information</p>	<p>Q1 Produce clear and accurate information on routine tasks applicable to your role, in a consistent and timely manner</p>	<p>Q2 Produce clear and accurate information on non-routine tasks, in a timely manner, under guidance from your supervisor</p>
<p>6. Team working & collaboration</p> <p>I can work effectively within a team and behave in a professional manner when collaborating with stakeholders</p>	<p>T1 Contribute effectively to a team to achieve the objective of the team</p> <p>T2 Behave in a professional manner when collaborating with internal and external stakeholders</p>	<p>N/A</p>

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Claim of competency (skills & behaviours)	Sub criteria (skills and behaviours)	
7. Systems and processes I can use my organisations internal systems and comply with its processes and procedures	SP1 Use your organisation's internal systems appropriately and comply with processes and procedures applicable to your role SP2 Demonstrate proficiency in the use of IT systems applicable to your role	N/A
8. Adaptability I can be responsive to changes in the working environment and continue to work effectively	AD1 Listen to the views of others and be prepared to change your future actions or opinion if appropriate	AD2 Demonstrate the ability to maintain appropriate standards whilst working under pressure AD3 Demonstrate flexibility and accept changing priorities due to changes in the working environment
9. Adding value I can add value to my organisation by refining my working practices and providing information that positively influences management decisions	AV1 Refine your working processes to contribute to organisation improvements	AV2 Provide information that can positively contribute towards influencing management decisions
10. Ethics and integrity I can behave in an ethical manner	E1 Comply at all times with your organisations code of conduct E2 Treat internal and external stakeholders with honesty, respect and consideration E3 Comply at all times with your professions ethical code of conduct	N/A
11. Proactivity I can take ownership for my own areas of responsibility and deliver results under pressure	PR1 Complete routine tasks without guidance from your supervisor PR2 Achieve work objectives and meet deadlines PR3 Demonstrate accountability for your own actions and areas of responsibility	PR4 Achieve objectives and meet deadlines, whilst under pressure due to changing demands. PR5 Demonstrate initiative and personal drive to achieve work objectives
12. Professional scepticism I can question and where appropriate challenge the validity of information, assumptions and opinions	PS1 Question and where appropriate challenge the validity of data used to produce financial information	PS2 Question and where appropriate challenge the validity of assumptions used to produce financial information PS3 Question and where appropriate challenge the validity of internal stakeholder opinions on financial information