

Assistant Accountant Apprenticeship

Portfolio: Apprentice mapping

01 March 2018

Version 2.0

Introduction

Throughout your apprenticeship, you will need to keep a summary of your practical work experience to demonstrate that you have met the requirements set out in the Assistant Accountant standard.

This document contains the Skills Log, which is where you record and have verified by your workplace mentor and training provider, the demonstration of the required competences.

You will need to log examples that you have demonstrated the below knowledge, skills and behaviours from the Assistant Accounting Standard.

Note: Those marked with a (*) are assessed within the synoptic assessment **only**, apart from the VAT element, see section 3.

Knowledge
1. Business awareness
2. IT systems and processes
3. Financial accounting and reporting*
<i>Ethical standards*</i>
<i>Management Accounting*</i>

Skills
4. Analysis
5. Communications
6. Produces quality and accurate information
7. Uses systems and processes
8. Problem solving

Behaviours
9. Embracing change
10. Adding value
11. Ethics and integrity
12. Personal accountability
13. Productivity
14. Team work and collaboration

What you need to do

1. On the next page, you must enter your name, apprentice registration number and your main employment history details. Remember to include all employers from which you have obtained relevant work experience and the information on who acted as your workplace mentor, to verify demonstration of competences at each employer.
2. Each professional development area has a goal and associated learning outcomes. To demonstrate each of these, you must typically give 3 examples and have each development area signed off by your workplace mentor and training provider. You can use a number of different types of evidence to demonstrate your competence, for example a witness testimony. Your training provider will be able to give you guidance so it is important that you discuss it with them.
3. The mapping sheet contains spaces where you should map your evidence to the learning outcomes. As you may be referring to an individual piece of evidence more than once in your evidence summary you will need to cross reference all pieces of evidence by giving each a unique reference name and number (e.g. 'Letter1.PDF' 'Letter2.docx', including paragraph and page number where appropriate). This number should be included in the evidence document name when you submit it.
4. You must submit this document along with your assessment evidence. This document has been designed for electronic completion. The cells will expand to fit your text. You can paste text into this document.
5. The following are acceptable file formats for documents being uploaded: XLS, XLSX, CSV, DOC, DOCX, PDF, BMP, GIF, JPEG and PNG.

Apprentice and workplace mentor details

Apprentice name:	
Workplace mentor name:	
Apprentice registration number:	

Training Provider details

In order to sign this document, please do one of the following:

- Click in the signature field to sign electronically; or
- Print out this page, sign by hand, then scan and upload to the assessment platform.

Name:		Training provider number:	
Tutor/Training provider signature:		Training provider contact number:	

Apprentice employment record

Apprentice summary employment record			
Organisation name, address, telephone number	Job title and brief summary of duties and responsibilities	Dates to/from	Workplace mentor's name, job role, telephone number and email address

1. Business awareness

Goal: Understands the transactional processes.

Learning Outcomes As an apprentice, you will consistently...	Date	Reference of evidence submitted e.g. report, email, witness testimony	Feedback *Including any follow-up actions that need to be taken*	Complete and ready to submit: Yes / No
1.1 Describe the main transactional processes and reasons why these need to be undertaken in the role		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
1.2 Describe and understand the business strategy that meets the needs of stakeholders		Evidence 1:		
		Evidence 2:		
		Evidence 3:		

1.3 Identify relevant and compliant information that demonstrates understanding of financial business awareness		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
1.4 Describe how the role fits in the wider organisation and sector and how it helps the business achieve its objectives		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
Total number of documents submitted:				

2. IT systems and processes

Goal: Understand IT systems and processes.

Learning Outcomes As an apprentice, you will consistently...	Date	Reference of evidence submitted e.g. report, email, witness testimony	Feedback *Including any follow-up actions that need to be taken*	Complete and ready to submit: Yes / No
2.1 Describe the main office and accounting systems relevant to the job role		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
2.2 Describe how IT systems support accounting processes and the production of financial information		Evidence 1:		
		Evidence 2:		
		Evidence 3:		

2.3 Demonstrate an understanding of data protection within the organisation		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
Total number of documents submitted:				

3 Financial Accounting and Reporting

Goal: Understand the basics of financial accounting and reporting

Learning Outcomes As an apprentice, you will consistently...	Date	Reference of evidence submitted e.g. report, email, witness testimony	Feedback *Including any follow-up actions that need to be taken*	Complete and ready to submit: Yes / No
3.1 Demonstrate an understanding of basic tax principles and a completion of a VAT return,		Evidence 1:		
		Evidence 2:		
		Evidence 2:		
Total number of documents submitted:				

4 Analysis

Goal: Effectively records and analyses financial data at the appropriate level using the organisation’s standard tools and processes. Communicates to all stakeholders to aid decision making to add value to the organisation, within the responsibility of the position

Learning Outcomes As an apprentice, you will consistently...	Date	Reference of evidence submitted e.g. report, email, witness testimony	Feedback *Including any follow-up actions that need to be taken*	Complete and ready to submit: Yes / No
4.1 Collate and record data on financial information and performance accurately by applying accounting standards and concepts		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
4.2 Report on financial information and performance to assist with monitoring and decision making		Evidence 1:		
		Evidence 2:		
		Evidence 3:		

4.3 Evaluate the robustness of internal controls and policies, making recommendations for improvement		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
4.4 Review and revise calculations and estimates in line with the company's performance		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
Total number of documents submitted:				

5 Communications

Goal: Works both independently and as part of a team within the organisation's standards; competently demonstrates an ability to communicate both in writing and orally at all levels, using a range of tools and demonstrating strong interpersonal skills and cultural awareness when dealing with internal and external customers. Demonstrates the ability to communicate financial information in a way that non-financial staff can interpret and understand.

Learning Outcomes As an apprentice, you will consistently...	Date	Reference of evidence submitted e.g. report, email, witness testimony	Feedback *Including any follow-up actions that need to be taken*	Complete and ready to submit: Yes / No
5.1 Deal effectively with customers and colleagues using sound interpersonal skills and communicating effectively through a range of media, including phone, face to face, email, and internet		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
5.2 Build rapport, trust and sound relationships with customers		Evidence 1:		
		Evidence 2:		
		Evidence 3:		

5.3 Handle objections, conflict and difficult messages sensitively and confidentially		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
5.4 Delivers confident presentations to peers and colleagues		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
Total number of documents submitted:				

6 Produces quality and accurate information

Goal: Delivers high quality, 'right first time' financial and performance data in a timely fashion in line with the organisation's requirements, to aid decision making and planning.

Learning Outcomes As an apprentice, you will consistently...	Date	Reference of evidence submitted e.g. report, email, witness testimony	Feedback *Including any follow-up actions that need to be taken*	Complete and ready to submit: Yes / No
6.1 Demonstrate proficiency in preparing and presenting accurate financial information using relevant computerised software		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
6.2 Identify and prepare accurate, useful, timely, relevant management information		Evidence 1:		
		Evidence 2:		
		Evidence 3:		

6.3 Prepare reconciliations and revisions to financial and performance data		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
Total number of documents submitted:				

7 Uses systems and processes

Goal: Demonstrates the ability to identify the appropriate systems and processes to work productively in order to complete required tasks. Demonstrates competent use of office and accounting packages. Able to maintain the security of accounting information using passwords and backup routines.

Learning Outcomes As an apprentice, you will consistently...	Date	Reference of evidence submitted e.g. report, email, witness testimony	Feedback *Including any follow-up actions that need to be taken*	Complete and ready to submit: Yes / No
7.1 Achieve and maintain competency in the designated IT software within the business		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
7.2 Adhere to business processes and policies that relate to the role, delivering the desired outcomes		Evidence 1:		
		Evidence 2:		
		Evidence 3:		

7.3 Demonstrate IT proficiency and ability to perform the role using the relevant packages		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
7.4 Accurately applies all systems and processes to the required standard within the role		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
Total number of documents submitted:				

8 Problem solving

Goal: Applies techniques to both common and non-routine problems, analysing where required and selecting the appropriate tools and techniques to produce solutions. Escalates or seeks guidance and support where appropriate.

Learning Outcomes As an apprentice, you will consistently...	Date	Reference of evidence submitted e.g. report, email, witness testimony	Feedback *Including any follow-up actions that need to be taken*	Complete and ready to submit: Yes / No
8.1 Identify which analytical techniques to apply in given situations		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
8.2 Select and use appropriate formulas, techniques and data analysis		Evidence 1:		
		Evidence 2:		
		Evidence 3:		

8.3 Devise tests and reconciliations to prove outcomes		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
8.4 Make valid recommendations to solve problems		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
Total number of documents submitted:				

9 Embracing change

Goal: Accepts changing priorities and working requirements readily and has the flexibility to maintain high standards in a changing environment.

Learning Outcomes As an apprentice, you will consistently...	Date	Reference of evidence submitted e.g. report, email, witness testimony	Feedback *Including any follow-up actions that need to be taken*	Complete and ready to submit: Yes / No
9.1 Adapt effectively as change happens		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
9.2 Research and analyse information and identify solutions based on facts		Evidence 1:		
		Evidence 2:		
		Evidence 3:		

9.3 Contribute ideas and alternative ways of working		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
Total number of documents submitted:				

10 Adding value

Goal: Identifies opportunities to actively engage in the wider business when appropriate. Provides information that positively contributes to influencing business decisions whilst continually striving to improve own working processes and those of the organisation.

Learning Outcomes As an apprentice, you will consistently...	Date	Reference of evidence submitted e.g. report, email, witness testimony	Feedback *Including any follow-up actions that need to be taken*	Complete and ready to submit: Yes / No
10.1 Engage effectively with internal and external stakeholders to positively represent themselves, department and organisation		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
10.2 Develop and sustain sound business relationships with managers, clients and peers		Evidence 1:		
		Evidence 2:		
		Evidence 3:		

10.3 Provide information that is relevant, timely and accurate to enable the decision making process		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
Total number of documents submitted:				

11 Ethics and integrity

Goal: Applies a transparent and objective manner in all actions and interactions to ensure they meet ethical requirements of the profession.

Learning Outcomes As an apprentice, you will consistently...	Date	Reference of evidence submitted e.g. report, email, witness testimony	Feedback *Including any follow-up actions that need to be taken*	Complete and ready to submit: Yes / No
11.1 Demonstrate transparency in all areas of work		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
11.2 Demonstrate a professional principled approach that embodies the organisation's values		Evidence 1:		
		Evidence 2:		
		Evidence 3:		

11.3 Demonstrate company values whilst adhering to the ethical requirements of the profession		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
11.4 Question the rationale behind set tasks		Evidence 1:		
		Evidence 2:		
		Evidence 3:		

11.5 Know where to find information and ask questions when unsure or wishes to develop a deeper understanding		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
Total number of documents submitted:				

12 Personal accountability

Goal: Takes initiative for own personal development. Proactively takes responsibility for completing tasks and meeting expectations. Prioritises in order to achieve timely outcomes.

Learning Outcomes As an apprentice, you will consistently...	Date	Reference of evidence submitted e.g. report, email, witness testimony	Feedback *Including any follow-up actions that need to be taken*	Complete and ready to submit: Yes / No
12.1 Demonstrate a commitment to their personal development		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
12.2 Take ownership for learning and training		Evidence 1:		
		Evidence 2:		
		Evidence 3:		

12.3 Prioritise workloads and meets deadlines and company objectives		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
Total number of documents submitted:				

13 Productivity

Goal: Organises work effectively and achieves required results within deadlines. Performs professionally in pressurised situations and escalates appropriately where necessary.

Learning Outcomes As an apprentice, you will consistently...	Date	Reference of evidence submitted e.g. report, email, witness testimony	Feedback *Including any follow-up actions that need to be taken*	Complete and ready to submit: Yes / No
13.1 Demonstrate energy and drive in the achievement of personal and business objectives		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
13.2 Work independently on routine tasks and accept more challenging work in order to develop		Evidence 1:		
		Evidence 2:		
		Evidence 3:		

13.3 Embrace more challenging tasks in addition to normal workload to meet personal and organisational development objectives		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
Total number of documents submitted:				

14 Team work and collaboration

Goal: Supports colleagues and collaborates to achieve results. Aware of their role within the team and their impact on others.

Learning Outcomes As an apprentice, you will consistently...	Date	Reference of evidence submitted e.g. report, email, witness testimony	Feedback *Including any follow-up actions that need to be taken*	Complete and ready to submit: Yes / No
14.1 Demonstrate the ability to work as part of a team effectively building working relationships		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
14.2 Share ideas and collaborate to achieve team goals		Evidence 1:		
		Evidence 2:		
		Evidence 3:		

14.3 Offer support and advice within the team as appropriate to role to achieve results		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
14.4 Work within own parameters and demonstrate an understanding of the impact it has on the wider team		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
Total number of documents submitted:				

Signed declarations

In order to sign this document, please do one of the following:

- Click in the signature field to sign electronically; or
- Print out this page, sign by hand, then scan and upload to the assessment platform.

Apprentice disclaimer:

I agree that the evidence submitted is my own and meets the competence(s) requirements.

Apprentice name:		Date:	
Apprentice signature:			

Training Provider / Workplace mentor:

We confirm that the evidence submitted and experience obtained is authentic and meets the competence(s) requirements.

Training Provider name:		Date:	
Training Provider signature:			

Workplace mentor name:		Date:	
Workplace mentor signature:			