

Professional Accounting Technician 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 Professional Accounting Technician 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 Professional accounting Technician Standard.

Note: The knowledge skills appear in the synoptic assessment.

Skills	
1.	Analysis
2.	Communication
3.	Leadership
4.	Planning and prioritisation
5.	Produces quality and accurate information
6.	Team working and collaboration
7.	Uses systems and processes

Behaviours	
1.	Adaptability
2.	Adding value
3.	Ethics and integrity
4.	Proactivity
5.	Professional scepticism

What you need to do

1. On the next page, you must enter your name, student 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 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. Analysis

Goal: Create and interpret information, and show how that information can be used most effectively to add value to 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
1.1 Understand how to organise and evaluate data that has been researched		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
1.2 Understand how to report data that has been researched		Evidence 1:		
		Evidence 2:		
		Evidence 3:		

1.3 Be able to analyse and evaluate data		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
Total number of documents submitted:				

2. Communication

Goal: Effectively communicate relevant information across the organisation and to appropriate stakeholders in both written and verbal formats.

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 Understand how to plan business communication activities		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
2.2 Be able to produce written business communications		Evidence 1:		
		Evidence 2:		
		Evidence 3:		

2.3 Understand how to communicate verbally in a business environment		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
2.4 Be able to communicate information verbally to the business environment		Evidence 1:		
		Evidence 2:		
		Evidence 3:		

2.5 Be able to appreciate the point at which assistance is required		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
Total number of documents submitted:				

3. Leadership

Goal: Proactively manage their own development and is committed to the job and their 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
3.1 Understand how to evaluate and improve own performance		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
3.2 Be able to evaluate and improve own performance using feedback from others		Evidence 1:		
		Evidence 2:		
		Evidence 3:		

3.3 Be able to use evaluation and feedback to develop and use a learning plan		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
Total number of documents submitted:				

4. Planning and Prioritisation

Goal: Work to tight deadlines and respond to changing priorities. Effectively plan and prioritise time and co-ordinate the input of others in order to meet both deadlines and changing priorities.

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 Understand how to manage own time effectively to achieve objectives		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
4.2 Be able to prioritise and plan your work to meet objectives		Evidence 1:		
		Evidence 2:		
		Evidence 3:		

4.3 Be able to manage conflicting pressures and make best use of time and resources		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
Total number of documents submitted:				

5. Produce quality and accurate information

Goal: Apply accounting knowledge to consistently deliver high quality, accurate data and information in a timely fashion.

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 Be able to accumulate data to help others make decisions		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
5.2 Be able to demonstrate an understanding of the need for data back-up and security		Evidence 1:		
		Evidence 2:		
		Evidence 3:		

5.3 Be able to check that information you have provided is understood and sufficient		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
Total number of documents submitted:				

6. Team work and collaboration

Goal: Work effectively in a team and with others, maintaining effective, professional working relationships both internally and externally across organisations.

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 Understand the importance of teams to individual team members and to the team itself		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
6.2 Understand leadership attributes and skills		Evidence 1:		
		Evidence 2:		
		Evidence 3:		

6.3 Be able to contribute effectively to team work		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
6.4 Understand how to manage potential conflicts within a team		Evidence 1:		
		Evidence 2:		
		Evidence 3:		

6.5 Be able to work with peers and assist colleagues in creative thinking		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
Total number of documents submitted:				

7. Uses systems and processes

Goal: Understand the systems and processes of organisation sufficiently, as applicable to the role. Proficient in the IT applicable to the role.

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 Be able to improve effectiveness through the use of appropriate IT resources		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
Total number of documents submitted:				

8. Adaptability

Goal: 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.

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 Be able to show appreciation to both sides of an argument		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
8.2 Be able to actively develop your own skills and knowledge, acting on feedback where appropriate		Evidence 1:		
		Evidence 2:		
		Evidence 3:		

8.3 Be able to adapt to changing requirements while maintain professional standards		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
Total number of documents submitted:				

9. Adding value

Goal: 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.

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 Be able to show commitment, independence and multi-tasking abilities		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
9.2 Be able to exceed that expectations of your employer/client		Evidence 1:		
		Evidence 2:		
		Evidence 3:		

9.3 Be able to demonstrate your commitment to continuous learning		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
Total number of documents submitted:				

10. Ethics and integrity

Goal: Honest and principled in all of their actions and interactions. They will respect others and meet the ethical requirements of their 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
10.1 Be able to keep abreast of professional development		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
10.2 Be able to demonstrate the ethical principle of confidentiality		Evidence 1:		
		Evidence 2:		
		Evidence 3:		

10.3 Be able to demonstrate an awareness and understanding of social and environmental responsibility		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
10.4 Be able to uphold professional values and standards		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
Total number of documents submitted:				

11. Proactivity

Goal: Take responsibility. Demonstrate the drive and energy to get things done, even under pressure.

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 Be able to work independently, completing tasks on time, coping with change and preparing fully		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
11.2 Be able to persevere with an enquiry to ensure completeness, all within an ethical framework		Evidence 1:		
		Evidence 2:		
		Evidence 3:		

11.3 Be able to think and act ahead of anticipated events		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
Total number of documents submitted:				

12. Professional scepticism

Goal: Demonstrates an attitude that includes a questioning mind, being alert to conditions that may indicate possible misstatement of financial information due to error or fraud.

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 Be able to demonstrate an awareness of regulatory requirements		Evidence 1:		
		Evidence 2:		
		Evidence 3:		
12.2 De able to question what you see and hear is reasonable or appropriate		Evidence 1:		
		Evidence 2:		
		Evidence 3:		

12.3 Be able to demonstrate an open mind to the possibility that something may be wrong or not as it seems		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:			