



# Accounts / Finance Assistant Apprenticeship

Portfolio Evidence

2020

Version 1.0

## Introduction

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

This document is where you will log examples of how you have demonstrated the following knowledge, skills and behaviour competencies. Your workplace mentor and training provider will be required to verify that you have demonstrated these.

Knowledge
General business
Understanding your organisation
Ethical standards

Skills
Communication
Uses systems and processes
Personal effectiveness

Behaviours
Teamwork
Personal development
Professionalism
Customer focus

### Portfolio of evidence to support interview

In preparation for the structured interview, you will produce a portfolio of evidence that will be signed off by your employer as part of the gateway requirements. Although the portfolio does not contribute towards the overall grade, you must submit to the EPAO within two weeks of the gateway a sufficient summary of competence against each knowledge, skill and behaviour assessed in the structured interview at least one month before the scheduled EPA. The Portfolio must contain a minimum of four pieces of evidence and a maximum of ten that when cross-referenced, sufficiently demonstrate competence against all requirements.

In addition to the evidence you will then add a 100-200 word reflection for each of the ten Knowledge, Skills and Behavior criteria, this must be completed as part of this document. This will be an opportunity for you to expand and reflect on the evidence you have provided giving context where needed to link it back to the criteria.

The typical elements of the portfolio are:

- job related certificates
- workplace product evidence
- observation report undertaken by a third party (e.g. a workplace mentor)
- completed observation checklist and related action plans
- worksheets, assignment projects and reports
- record of any formal discussions (e.g. professional discussion, performance review)
- record of oral and written questioning (these should be timestamped to ensure clarity of where criteria is being discussed)
- apprentice and peer reports.

## What you need to do

1. On the next page, you must enter your name, 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 development area has associated learning outcomes. To demonstrate each of these, you must reference the evidence in the corresponding section and give a 100-200 word reflection. You can use a number of different types of evidence to demonstrate your competence. Your training provider will be able to give you guidance, so it's 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.

## Apprentice Workplace Mentor Details

Apprentice name:	
Workplace mentor name:	
AAT membership number	

## Training Provider details

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

- Click in the signature field to sign electronically
- 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**

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

## 1. General Business

Areas of occupational competence to be assessed.	Evidence reference:	Reflection on criteria (100-200 words):
1.1 <b>Aware of elements of commercial law that may have an impact when working in accountancy, such as contracts, data protection or Anti Money Laundering</b>		
1.2 <b>Can explain the importance of upholding relevant codes of conduct</b>		
1.3 <b>Can explain different legal entities and organisational structures.</b>		
1.4 <b>Aware of the impact of technology on business and its accounting and finance functions.</b>		

## 2. Understanding your organisation

Areas of occupational competence to be assessed:	Evidence reference:	Reflection on criteria (100-200 words):
2.1 Understand own role within the context of your organisation		
2.2 Understand transactional processes of accounting and their use within a finance function		
2.3 Understand what makes a business or organisation successful, through either buying or selling products or supplying services to a market.		

### 3 Ethical Standards

Areas of occupational competence to be assessed:	Evidence reference:	Reflection on criteria (100-200 words):
3.1 Understands corporate social responsibility (CSR), ethics and sustainability within organisations		
3.2 Understands the importance of the need to keep up-to-date with relevant policies, procedures, regulatory or system changes		

## 4 Communication

Areas of occupational competence to be assessed:	Evidence reference:	Reflection on criteria (100-200 words):
4.1 Deals effectively with a range of stakeholders using appropriate communication methods to deliver accurate and timely results		
4.2 Avoids jargon and uses the correct technical terms where appropriate		
4.3 Demonstrates good listening and speaking skills to be able to communicate effectively in the right manner.		

## 5 Uses Systems and processes

Areas of occupational competence to be assessed:	Evidence reference:	Reflection on criteria (100-200 words):
5.1 Utilises relevant office/accounting software packages to input and manage data accurately		
5.2 Ability to maintain the security of accounting information using passwords and other appropriate security measures.		

## 6 Personal Effectiveness

Areas of occupational competence to be assessed:	Evidence reference:	Reflection on criteria (100-200 words):
6.1 Ability to organise self, prioritise workload/activity to meet deadlines.		
6.2 Actively identifies team workload problems and offers to support peers where appropriate		
6.3 Ability to understand issues beyond own remit		

## 7 Teamwork

Areas of occupational competence to be assessed:	Evidence reference:	Reflection on criteria (100-200 words):
7.1 Supports colleagues and collaborates to achieve results		
7.2 Builds working relationships within own team and other parts of the organisation		
7.3 Be aware of their impact on others.		

## 8 Personal Development

Areas of occupational competence to be assessed:	Evidence reference:	Reflection on criteria (100-200 words):
8.1 Successfully implements changes that are required, as directed.		
8.2 Displays an ongoing commitment to learning and self-improvement		
8.3 Seeks feedback and acts on it to improve their performance.		

## 9 Professionalism

Areas of occupational competence to be assessed:	Evidence reference:	Reflection on criteria (100-200 words):
9.1 Looks to behave professionally by adhering to the organisational code of conduct		
9.2 Has a 'right first time' approach.		
9.3 Shows integrity in their approach		
9.4 Demonstrates personal pride in the job through appropriate dress and positive and confident language.		

## 10 Customer Focus

Areas of occupational competence to be assessed:	Evidence reference:	Reflection on criteria (100-200 words):
<b>10.1 Builds and maintains customer satisfaction with the products and services offered by the organisation in line with company policy, regulation and practice.</b>		
<b>10.2 Delivers excellent service, identifying and meeting or exceeding customer expectations.</b>		

**Signed declarations**

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

- Click in the signature field to sign electronically
- 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:			