Level 4 Professional Accounting Technician apprenticeship (version 2.0)

Behaviours verification checklist

This checklist confirms the apprentice has consistently demonstrated the required behaviours over time and has met the behaviour requirements necessary for gateway to completion for the ACCA Level 4 Professional Accounting Technician apprenticeship (version 2.0).

Apprentice ACCA ID:

Apprentice name:

Employer/Organisation:

Name of training provider:

Behaviour	Behaviour indicator level (1, 2 or 3)*	Date	Evidence (observation/feedback/ work output)	Comments
B1: Actively engages in the wider business and provides information that contributes to influencing business decisions.				
B2: Applies a transparent, objective and sustainable manner to meet the ethical requirements of the profession and actively encourages this behaviour with colleagues in their team.				
B3: Committed approach to personal wellbeing and has an awareness of support and resources available.				
B4: Works collaboratively with others, contributing to cultivating an open, honest, and empathetic work environment, and actively encourages this behaviour with colleagues in their team.				
B5: Adaptable and accepts changing priorities and working requirements to enable self and colleagues the flexibility to maintain high standards in a changing environment.				
B6: Reflects on own practice and seeks learning opportunities for continuous professional development.				

* Behaviour indicator levels

1 **Not yet meeting expectations**
Behaviour has not yet been demonstrated consistently in the workplace.

2 **Developing**
Behaviour is demonstrated in some contexts but not yet consistently across tasks or placements.

3 **Consistently demonstrated**
Behaviour is demonstrated reliably over time and across workplace contexts appropriate to the occupation.

Final sign-off confirming employer verification of apprentice behaviours

Line manager/mentor name:

Line manager/mentor signature:

Date:

Training provider contact name and organisation:

Training provider signature:

Date: