



ACCA

ACCA Accounting Technician Apprenticeship (Level 4)

Training Log

Think Ahead

Introduction

The training log will allow you to keep a summary of your practical work experience throughout your apprenticeship. The training log has been mapped to the skills and behaviours included in the Apprenticeship Standard for the Professional Accounting Technician Apprenticeship (Standard). By maintaining and completing a training log it will provide a record to support your completion and submission of a portfolio and reflective statement (PRS) as part of your end-point assessment (EPA). The training log specifies the work activity undertaken during your apprenticeship and the PRS summarises the relevant work experience, reviewing how effectively the apprenticeship has helped you in your role and in developing you personally and as a professional at work, addressing the knowledge, skills and behaviours contained within the Standard and demonstrated in the workplace.

You can use the training log to discuss progress and plan activities and work experience with your employer and training provider.

You should use it to log activities and experience against the 12 skills and behaviours from the Standard. The knowledge requirements are met and assessed fully in the other part of the EPA – the Technician Role Simulation examination. You should also map it to any evidence you feel you may submit to support your final PRS submission, for example your annual appraisal.

This training log is not submitted to ACCA – it is purely your personal training log that will assist you recall the appropriate activities and experiences when completing the PRS, which may be in 12-24 months' time.



THERE ARE SEVEN SKILLS AND FIVE BEHAVIOURS:

Skills	Behaviours
Analysis	Adaptability
Communication	Adding value
Leadership	Ethics and Integrity
Planning and prioritisation	Proactivity
Produces quality and accurate information	Professional Scepticism
Team working and collaboration	
Uses systems and processes	

This training log gives some example activities under each of the above headings, but these are not exclusive or exhaustive, and you should chose relevant examples directly related to your work experience and the sector you are employed in.

You may find it helpful to look now at the PRS pro-forma you will be submitting as part of the EPA. It is available on the website [here](#). You will see you will be required to make a 100-300 word statements on each of the above skills and behaviours and additionally complete a background statement and answer three challenge questions where you reflect on how useful you consider the knowledge, skills and behaviours covered in the Standard have been and will be for you individually in your role, for your organisation and in the wider interests of stakeholders and the public.

Knowing how you will use the training log to complete the PRS, will guide you as to what experience and activities you should be keeping a record of during the apprenticeship or identify gaps in your practical experience before you reach the EPA stage.

Skills – Analysis

Standard requirement (Objective)	Learning outcomes (Elements)	Example activities	Your experience and relevant activities	Date achieved	Evidence
<p>Create and interpret information, and show how that information can be used most effectively to add value to the organisation.</p>	<p>Process and interpret information in a way that can be understood by management to make effective decisions.</p>	<p>Applying techniques to support and justify decisions for example, formulas within spreadsheets and what-if analysis.</p> <p>Analysing a department's performance and identifying the key issues.</p> <p>Evaluating strategic and operational decisions using decision-support techniques for example, discounted cash-flow analysis (DCF).</p>			
	<p>Demonstrate how information can be used to add value to an organisation's activities.</p>				

Skills – Communication

Standard requirement (Objective)	Learning outcomes (Elements)	Example activities	Your experience and relevant activities	Date achieved	Evidence
Effectively communicate relevant information across the organisation and to appropriate stakeholders in both written and verbal formats.	Explain the various ways in which accountants communicate.	Communicating in a way that suits the audience or audiences, using the right tone, style and medium. Developing relationships in meetings that lead to positive outcomes. Planning for and engaging positively with the appraisal process.			
	Decide which forms of communication to use in different circumstances.	Using media and technology to contribute to business related discussions – for example, contributing to intranet community conversations, hosting teleconferences or making online presentations. Presenting internally or externally.			
	Communicate effectively with colleagues, managers and at meetings, whether that be verbally or in writing.	Participating effectively in interviews. Drafting reports effectively. Dealing well with conflicting deadlines or requirements. Addressing service level complaints. Engaging with internal customers throughout the organisation.			
	Prepare and give effective presentations.	Discussing expectations of your work with your supervisor. Working within your supervisor's requirements and giving them regular progress updates. Networking at conferences, internally or by joining business-related groups.			

Skills – Leadership

Standard requirement (Objective)	Learning outcomes (Elements)	Example activities	Your experience and relevant activities	Date achieved	Evidence
Proactively manage their own development and is committed to the job and their profession.	Act proactively in work situations by identifying problems and suggesting solutions.	<p>Reporting any issues or problems and suggesting ways to resolve or improve them.</p> <p>Taking part in training and development activities to make you more effective in your role.</p> <p>Keeping up to date with your profession – including changes to laws, codes of conduct and new areas of interest.</p>			
	Demonstrate the ability to formulate personal development plans and identify training needs.				
	Monitor developments in the accountancy profession which can affect working practice and conduct.				

Skills – Planning and prioritisation

Standard requirement (Objective)	Learning outcomes (Elements)	Example activities	Your experience and relevant activities	Date achieved	Evidence
<p>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.</p>	<p>Plan work effectively to meet objectives set.</p>	<p>Contributing to plans and projects to help you and your team achieve objectives.</p> <p>Analysing performance variances in your department.</p> <p>Using planning tools and techniques to prioritise your workload.</p>			
	<p>Monitor performance against your and others' expectations.</p>				
	<p>Effectively prioritise your work using the importance/urgency criteria and adapt flexibly to changing priorities.</p>				

Skills – Produces quality and accurate information

Standard requirement (Objective)	Learning outcomes (Elements)	Example activities	Your experience and relevant activities	Date achieved	Evidence
Apply accounting knowledge to consistently deliver high quality, accurate data and information in a timely fashion.	Ensure work produced meets minimum standards of quality and complies with law and regulation	Taking part in appraisals and training to improve your competence and effectiveness. Keeping up to date with changes to relevant laws and regulations. Working successfully to tight deadlines.			
	Make sure your work is accurate, error free and delivered on time.				

Skills – Team working and collaboration

Standard requirement (Objective)	Learning outcomes (Elements)	Example activities	Your experience and relevant activities	Date achieved	Evidence
<p>Work effectively in a team and with others, maintaining effective, professional working relationships both internally and externally across organisations.</p>	<p>Work effectively with others to achieve team and personal objectives.</p>	<p>Working effectively as part of a team, taking responsibility for assigned tasks and deadlines.</p> <p>Collaborating with colleagues from across the business and with external stakeholders to achieve objectives.</p> <p>Working in a team to make sure a project is effective.</p>			
	<p>Maintain and create effective and professional working relationships.</p>				
	<p>Act credibly and professionally in relations with immediate colleagues, across departments and external stakeholders.</p>				

Skills – Uses systems and processes

Standard requirement (Objective)	Learning outcomes (Elements)	Example activities	Your experience and relevant activities	Date achieved	Evidence
<p>Understand the systems and processes of the organisation sufficiently, as applicable to the role. Proficient in the IT systems applicable to the role.</p>	<p>Use accounting and control systems as applicable to the role and function.</p>	<p>Using the relevant IT processes and systems. Becoming more proficient in relevant IT systems.</p>			
	<p>Effectively use IT software relevant to the role to improve communication, analysis and to aid decision-making.</p>				

Behaviours – Adaptability

Standard requirement (Objective)	Learning outcomes (Elements)	Example activities	Your experience and relevant activities	Date achieved	Evidence
<p>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.</p>	<p>Listen effectively.</p>	<p>Interacting effectively with people who have different priorities and viewpoints.</p> <p>Persuading and influencing others.</p>			
	<p>Use sensitivity in assessing the needs and views of others.</p>				
	<p>Demonstrate flexibility and discretion where appropriate.</p>				
	<p>Adapt behaviour appropriately to the circumstances and the stakeholder.</p>				

Behaviours – Adding value

Standard requirement (Objective)	Learning outcomes (Elements)	Example activities	Your experience and relevant activities	Date achieved	Evidence
<p>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.</p>	<p>Engage with stakeholders across the organisation, improving understanding and cooperation.</p>	<p>Improving a system so it benefits your department or organisation.</p>			
	<p>Support and contribute to decisions, which improve effectiveness and efficiency and create value.</p>				
	<p>Monitor and review procedures and processes, promoting continuous improvement – both in your department and across the wider business.</p>				

Behaviours – Ethics and Integrity

Standard requirement (Objective)	Learning outcomes (Elements)	Example activities	Your experience and relevant activities	Date achieved	Evidence
<p>Honest and principled in all of their actions and interactions. They will respect others and meet the ethical requirements of their profession.</p>	<p>Behave honestly and with integrity.</p>	<p>Continually reviewing legislation and regulation that affects your working environment.</p> <p>Briefing a team on a new standard and how to apply it.</p> <p>Keeping sensitive information confidential and disclosing only to those who need it or when disclosure is legally required.</p> <p>Recognising unethical behaviour and telling your line manager about what you have seen.</p>			
	<p>Demonstrate fundamental ethical principles in the professional environment.</p>	<p>Avoiding situations where there may be any threat to your professional independence.</p> <p>Deciding what information is important and reliable, using it to support your decision making.</p> <p>Completing all the code of conduct and/or professional ethics training provided by your organisation.</p>			
	<p>Respect others even when you experience conflict or when in disagreement with others</p>				

Behaviours – Proactivity

Standard requirement (Objective)	Learning outcomes (Elements)	Example activities	Your experience and relevant activities	Date achieved	Evidence
<p>Takes responsibility. Demonstrates the drive and energy to get things done, even under pressure.</p>	<p>Take responsibility for your actions and for your areas of responsibility and objectives.</p>	<p>Suggesting ways to work differently to your colleagues or line manager.</p> <p>Looking for opportunities to intervene, helping prevent problems before they happen.</p>			
	<p>Demonstrate drive and energy displaying a positive and cooperative attitude.</p>				
	<p>Act resiliently to pressure and changing demands.</p>				

Behaviours – Professional Scepticism

Standard requirement (Objective)	Learning outcomes (Elements)	Example activities	Your experience and relevant activities	Date achieved	Evidence
<p>Demonstrates an attitude that includes a questioning mind, being alert to conditions which may indicate possible misstatement of financial information due to error or fraud.</p>	<p>Be vigilant and exercise due diligence in all aspects of work.</p>	<p>Challenging briefs or opinions when justified – even with colleagues who are more senior than you.</p> <p>Describing when you have witnessed incorrect or misleading information – for example, hearing arguments or reading reports.</p> <p>Identifying weaknesses in your organisation's procedures and systems which could cause waste, fraud or error.</p>			
	<p>Challenge and question information and assertions where justified.</p>				
	<p>Recognise signals or weaknesses which may indicate risk of fraud or error.</p>				

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