



ACCA

# Project report – December 2024

Submission form for apprentices

Think Ahead

## Apprentice ACCA ID (required):

Please use the [guidance document](#) on the ACCA Professional Accountant apprenticeship (Level 7) web page on the ACCA Global website as a basis for completing the following forms:

- Declaration form
- Submission form

You must complete the declaration form, providing information about yourself, your employer(s) and your practical experience supervisor(s). Please sign the form to confirm that your work is original. A copy of the declaration form can be found [here](#).

You must also complete this project report (PR) submission form which contains the questions on the relevant skills and behaviours being assessed. Please ensure you include your apprentice ACCA ID. To ensure that your PR submission form is anonymous for marking purposes, please do not include your name anywhere on this submission form.

### **REMEMBER THAT THIS WORK MUST BE ORIGINAL AND WRITTEN BY YOU INDEPENDENTLY.**

There is a statement to sign on the declaration form to confirm this.

Complete the checklist below by ticking each item to ensure that you have adhered to the PR rules before submitting this submission form.

Item	✓
I have completed the separate declaration form.	
I have included my ACCA ID number on this page.	
I have not included my name, the name of my employer or any other individual in my responses to the questions on the skills and behaviours in this submission form.	
I have submitted the correct form for the session.	
I have answered Question 1, either Question 2a or 2b, Question 3 and either Question 4a or 4b.	
I have ticked the boxes to indicate which question (a or b) I answered for Question 2 and Question 4.	
I have checked that each of my responses to the questions is between 700 and 1,000 words.	
I have checked that my responses for all four questions together is not in excess of 4,000 words.	
I have used a different scenario in each of my four question responses.	
I have clearly explained my role in each of the scenarios that I have used in my question responses.	
I have based my responses to each of the four questions on my recent relevant experience (ie within the last 12 months).	
I have included work experience that is at a sufficient level of complexity to meet the Level 7 requirements in my four question responses.	

## Question 1

(Word count should be a minimum of 700 words to a maximum of 1,000 words)

### **Building relationships**

Based on your recent relevant experience, describe a scenario in which you built a trusted and sustainable relationship with an individual in order to collaborate to achieve a common goal.

You must include the following details in your response:

- The background and context to the scenario
- A description of your role, responsibilities and your actions within the scenario
- An evaluation of the particular professional skills and behaviours you used and developed in the context of the scenario; and
- A critical examination of the lessons you learned.

## Question 2

(Word count should be a minimum of 700 words to a maximum of 1,000 words)

**Select one option to indicate which question you are answering**

**a) Business insight**

Based on your recent relevant experience, describe a scenario in which you influenced a business decision due to your appreciation of an organisation and the environment in which it operates.

OR

**b) Leadership**

Based on your recent relevant experience, describe a scenario in which you acted as a role model and motivated others to deliver results.

You must include the following details in your response:

- The background and context to the scenario
- A description of your role, responsibilities and your actions within the scenario
- An evaluation of the particular professional skills and behaviours you used and developed in the context of the scenario; and
- A critical examination of the lessons you learned.

### Question 3

(Word count should be a minimum of 700 words to a maximum of 1,000 words)

#### **Continuous improvement**

Based on your recent relevant experience, describe a scenario in which you took responsibility for your own professional development by seeking out opportunities to enhance your knowledge, skills and experience.

You must include the following details in your response:

- The background and context to the scenario
- A description of your role, responsibilities and your actions within the scenario
- An evaluation of the particular professional skills and behaviours you used and developed in the context of the scenario; and
- A critical examination of the lessons you learned.

#### Question 4

(Word count should be a minimum of 700 words to a maximum of 1,000 words)

**Select one option to indicate which question you are answering**

**a) Adds value**

Based on your recent relevant experience, describe a scenario in which you identified opportunities that added value to an individual or an organisation.

OR

**b) Flexibility**

Based on your recent relevant experience, describe a scenario in which you adapted your approach to assist an organisation or an individual to manage their conflicting priorities.

You must include the following details in your response:

- The background and context to the scenario
- A description of your role, responsibilities and your actions within the scenario
- An evaluation of the particular professional skills and behaviours you used and developed in the context of the scenario; and
- A critical examination of the lessons you learned.

