

# Accountancy and Taxation Professional.

## Level 7 Apprenticeship

As part of the programme, you will be expected to meet the Knowledge, Skills and Behaviours outcomes detailed below.

Your line manager will need to demonstrate how you will meet these outcomes during your programme, by completing a form during the application process.

Knowledge	Learning Outcomes
<b>Assurance, Risk and Control</b>	Provide a degree of assurance that stakeholders can trust information (financial and non-financial) regarding the organisation, as relevant to your role. In doing so, you will be able to exercise professional judgement and consider both risks and risk management approaches.
<b>Business Acumen</b>	Demonstrate knowledge of key business objectives and measurements of success.
<b>Financial Information</b>	Prepare, analyse and interpret an organisation's financial information (both for internal and external purposes), as relevant to your role.
<b>Legislation</b>	Understand, interpret and apply the legislation, standards and principles that apply to Standards and your role. This may include, but not be limited to, accounting standards, auditing Principles standards, taxation legislation, ethical codes and internal principles adopted by an organisation.
<b>Strategic Business Management and Governance</b>	Apply your judgement and make sustainable business decisions (including recommendations for good governance) using financial and non-financial information. Support strategic decision making with meaningful financial analysis and project appraisal. Present a balanced conclusion, with supporting evidence, which includes internal and external factors.

Skills and Behaviours	Learning Outcomes
<b>Building Relationships</b>	Build trusted and sustainable relationships with individuals and organisations. Consistently support individuals and collaborate to achieve results as part of a team.
<b>Business Insight</b>	Influence the impact of business decisions on relevant and affected communities based on an appreciation of different organisations and the environments in which they operate.
<b>Communication</b>	Communicate in a clear, articulate and appropriate manner. Adapt communications to suit different situations, individuals or teams.
<b>Ethics and Integrity</b>	Identify ethical dilemmas, understand the implications and behave appropriately. Understand your legal responsibilities, both within the letter and the spirit of the law, as well as be aware of the procedures for reporting concerns over potentially unethical activities.
<b>Leadership</b>	Take ownership of allocated projects and effectively manage your own time and the time of others. Demonstrate good project management skills to deliver high quality work within the appropriate timeline. Act as a role model and motivate others to deliver results.
<b>Problem Solving and Decision Making</b>	Evaluate information quickly and draw accurate conclusions. Assess a problem from multiple angles to ensure all relevant issues are considered. Gather the appropriate facts and evidence in order to make decisions effectively.
<b>Adds Value</b>	Anticipate an individual or organisations future needs and requirements. Identify opportunities that can add value for the individual or organisation.
<b>Continuous Improvement</b>	Take responsibility for your own professional development by seeking out opportunities that enhance your knowledge, skills and experience.
<b>Flexibility</b>	Adapt approach to assist organisations and individuals to manage your conflicting priorities as circumstances change.
<b>Professional Scepticism</b>	Apply a questioning mind to conditions which may indicate a possible misstatement of financial information due to error or fraud.