

# Grade descriptors (EPA1)

## Level 4 Professional Accounting Technician Apprenticeship End-point assessment: Role simulation exam

### Criteria for pass and distinction grades

Assessment Outcome	Criteria	Linked to core activity	Pass standard	Distinction standard
1. I understand the organisation's systems, processes and internal controls	<p>1.1 Understand the purpose of the organisation's control systems and processes.</p> <p>1.2 Advise management in possible improvement to the organisation's control system and processes.</p> <p>1.3 Demonstrate understanding of the role of internal audit.</p>	Relevant to all core activities	To achieve a pass a candidate will be able to demonstrate a general understanding of the organisation's systems, processes and internal controls and make some recommendations for improvements.	To achieve a distinction a candidate will be able to demonstrate a detailed understanding of the organisation's systems, processes and internal controls and make a wide range of recommendations for improvements.
2. I can articulate the implications of ethical, CSR and/or regulatory considerations	<p>2.1 Articulate the types of ethical conflict that the organisation might experience.</p> <p>2.2 Demonstrate an understanding of the right way to behave.</p> <p>2.3 Demonstrate an understanding of CSR issues arising from the actions of management.</p> <p>2.4 Apply provisions of relevant financial reporting standards.</p>	Relevant to all core activities	<p>To achieve a pass a candidate will be able to:</p> <p>a) Identify ethical conflicts affecting the organisation and demonstrate understanding of how to resolve such conflicts in an ethical manner; and/or</p> <p>b) Identify CSR issues facing the organisation and demonstrate an understanding of how the organisation should respond; and/or</p> <p>c) Demonstrate a basic understanding of relevant financial reporting standards and correctly apply their provisions to a practical situation.</p>	<p>To achieve a distinction a candidate will be able to:</p> <p>a) Discuss ethical conflicts affecting the organisation and evaluate how to resolve such conflicts in an ethical manner; and/or</p> <p>b) Discuss CSR issues facing the organisation, determine the impact of these issues on the organisation and its stakeholders and give recommendations of how the organisation should respond; and/or</p> <p>c) Demonstrate a detailed understanding of relevant financial reporting standards and correctly apply their provisions, on a consistent basis, to a practical situation.</p>
3. I can produce relevant financial information on the organisation and its products and services	<p>3.1 Prepare information on the costs of products and services.</p> <p>3.2 Prepare functional budgets, cash budgets and the master budget.</p> <p>3.3 Demonstrate an understanding of approaches to budgeting.</p> <p>3.4 Record financial transactions and adjustments.</p> <p>3.5 Prepare bank and control account reconciliations.</p> <p>3.6 Prepare financial statements.</p>	<p>A: Preparing and using costing information and/or</p> <p>B: Preparing budgets and assessing approaches to budgeting</p> <p>E: Recording financial transactions and adjustments and/or</p> <p>F: Providing information to assist the preparation of financial statements</p>	<p>To achieve a pass a candidate will be able to prepare relevant management accounting information in a suitable format and with reasonable accuracy.</p> <p>To achieve a pass a candidate will be able to prepare relevant financial accounting information in a suitable format and with reasonable accuracy.</p>	<p>To achieve a distinction a candidate will be able to produce a wide range of management accounting information in a suitable, well-structured format and with a consistently high degree of accuracy.</p> <p>To achieve a distinction a candidate will be able to produce financial accounting information in a suitable, well-structured format and with a consistently high degree of accuracy.</p>

(continued)

Assessment outcome	Criteria	Linked to core activity	Pass standard	Distinction standard
4. I can support managers to make informed decisions in the context of the business environment	<p>4.1 Apply short-term decision-making techniques to financial data and advise managers on an appropriate course of action.</p> <p>4.2 Demonstrate an understanding of the limitations of decision-making techniques.</p> <p>4.3 Identify other factors (including ethical considerations) and further information that should be considered before making a final decision.</p>	C: Providing and interpreting information to support short term decision making	To achieve a pass a candidate will be able to apply decision making techniques to a practical situation with minimal errors. A candidate will also demonstrate an understanding of the limitations of the technique used and/or identify other information required or factors to be considered to support the decision. A passing candidate will demonstrate some business awareness by exhibiting some understanding of the impact of the decision on the organisation and its stakeholders.	To achieve a distinction a candidate will be able to apply decision making techniques to a practical situation with no errors. A candidate will also demonstrate a detailed understanding of the limitations of the technique used and/or discuss other information required or factors to be considered to support the decision. A distinction candidate will demonstrate a high degree of business awareness by exhibiting a detailed understanding of the impact of the decision on the organisation and its stakeholders.
5. I can analyse financial information in the context of the business environment to assist managers to evaluate performance	<p>5.1 Analyse the organisation's financial performance and position using financial ratios.</p> <p>5.2 Analyse the organisation's performance against budget using variance analysis and KPI's.</p>	D: Evaluating performance using management information and financial statements.	To achieve a pass a candidate will be able to calculate appropriate financial ratios, variances or KPIs, and demonstrate some analytical skills when interpreting what these mean about the performance and financial position of the organisation in the context of the business environment.	To achieve a distinction a candidate will be able to calculate appropriate financial ratios, variance or KPIs, and demonstrate well developed analytical skills when interpreting what these mean about the financial performance and financial position of the organisation in the context of the business environment.