



# *Top tips from the Level 4 apprenticeship examiners*

## THE EXAMINERS SHARE THEIR TOP TIPS FOR SUCCEEDING

### 1. Write about yourself

Write about what **you** did and what **your** role was. This is most easily evidenced by using words such as 'I' and 'my' in both Section 1 and Section 2.

### 2. Situations for all the knowledge, skills and behaviours in Section 1

Include 17 examples in Section 1. These should include those skills or behaviours that you expand on for Section 2. Make sure you describe a specific situation rather than write generally about areas you work in.

### 3. Make the skill or behaviour you have selected in Section 2 clear

Underline the appropriate skill or behaviour heading at the top of the Section 2 pages, so the examiner can be certain of the skill or behaviour that you are writing about when reading your submission.

### 4. Date your examples in Section 1 and Section 2

Include the date of the situation you are referring to.

### 5. Use the right template box

Describe the situation, give evidence of your competence and describe what you have learned or would do differently in the appropriate box.

### 6. Write about what you have learned or would do differently

In Section 2 only complete **one** of box 3 (What you have learned) or box 4 (What you would do differently).

### 7. Make use of the ICAEW resources

The ICAEW website has **examples** of Portfolio and Reflective Statement submissions. The '**Portfolio and Reflective Statement – A Guide for students**' also contains the definitions and indicators of the knowledge, skill and behaviour required.

### 8. Write in sentences

Use full sentences and avoid the use of bullet points other than where relevant to give a list.

### 9. Proof read your submission

Make sure your answers are well presented and are written clearly. Do not use non-business language. Your submission will be assessed by a qualified accountant so you do not need to explain commonly used technical terms.

### 10. Read the feedback

If you do not pass the exam, read carefully the feedback that you get on your submission.

Good luck! We wish you every success with your training. You can find more information and resources for the Level 4 apprenticeship at [icaew.com/level4](https://www.icaew.com/level4)