

# ICAS EPA2 Project Report Guidance



End-point assessment guidance  
for ICAS apprentices.

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# 1. Introduction

Your apprenticeship end-point assessment is split into two components.

Each component of your end-point assessment will assess your apprenticeship knowledge, skills and behaviours. You must pass both components to achieve your Level 7 apprenticeship and become an accountancy professional.

The two components of the end-point assessment are:

- EPA1 - the Test of Professional Expertise (TPE) exam.
- EPA2 - the Project Report.

EPA1 is sat within controlled conditions, and EPA2 is a pre-submitted piece of work which is submitted online prior to the EPA1 sitting.

The pass mark for each assessment is 50%.

If you fail either part of your end-point assessment, it's possible to resit individual components in the next sitting. However, this depends on your employer's policies and your contract of employment.

There are two ICAS EPA sittings each year, taking place each May and October.

## 2. An overview of the ICAS Project Report

The ICAS EPA2 Project Report is a 4000-word pre-submitted assessment based on your workplace skills and behaviours as defined in the Level 7 Accountancy/Taxation Professional Apprenticeship standard.

You'll write four evaluative statements based upon your workplace experience. Each statement will be based on one workplace example, corresponding to one apprenticeship skill or behaviour.

Each example must include:

- **Situation** – a description of the situation during which you demonstrated a skill or behaviour.
- **Actions** – a description of how the skill or behaviour was utilised.
- **Effectiveness** – a reflective summary of your effectiveness.
- **Lessons learnt** – a critical evaluation including what could be improved in the future.

It's recommended that you refer to your ICAS logbook within your submission.

The Project Report must be written from your own point of view, based on your own workplace experience, using workplace scenarios, ideally which occurred within the final 12 months of your apprenticeship.

You're required to submit your completed assessment to ICAS prior to sitting your EPA1/TPE assessment.

### 3. EPA2 template and timeline

You're required to submit your answers using the EPA2 Project Report template.

For each EPA sitting, a new template will be released 12 weeks in advance through the ICAS Advantage platform. You must use the correct version of the template. Submission templates from previous EPA sittings won't be accepted.

The following table shows general EPA dates. Refer to your planner for specific dates corresponding to your EPA sitting.

EPA event	Dates
EPA2 assessment template released.	12 weeks prior to EPA1 sitting.
EPA2 submission window.	The submission window is open for 2 weeks. The window closes the Thursday before EPA1 sitting.
EPA1/TPE sitting.	The following Tuesday.

## 4. Knowledge, skills and behaviours

The Level 7 Accountancy/Taxation Professional Apprenticeship assesses the following knowledge, skills and behaviours at the end-point assessment stage:

<b>KNOWLEDGE</b>	<b>EPA1 – TPE EXAM</b>	<b>EPA2 - PROJECT REPORT</b>
Assurance, risk and control	✓	X
Business acumen	✓	X
Financial information	✓	X
Legislation, standards, and principles	✓	X
Strategic business management & governance	✓	X
<b>SKILLS</b>	<b>EPA1 – TPE EXAM</b>	<b>EPA2 – PROJECT REPORT</b>
Building relationships	X	✓
Business insight	✓	✓
Communication	✓	✓
Ethics & Integrity	✓	✓
Leadership	✓	✓
Problem solving and decision making	✓	✓
<b>BEHAVIOURS</b>	<b>EPA1 – TPE EXAM</b>	<b>EPA2 – PROJECT REPORT</b>
Adds value	✓	✓
Continuous improvement	X	✓
Flexibility	✓	✓
Professional scepticism	✓	✓

## 5. Project Report requirements

In EPA2 you'll be presented with four skills and behaviours to reflect on. These will include Building Relationships and Continuous Improvement, plus one other skill and one other behaviour from the apprenticeship standard. You'll need to provide a reflective account for all four skills and behaviours.

For each skill or behaviour, choose a different situation that you've experienced in the workplace and include:

- **Situation:** a brief description of the background and context to the situation.
- **Actions:** your role, responsibilities and actions in the situation.
- **Evaluation:** a critical evaluation of the skills and behaviours used and developed in the context of the situation.
- **Lessons Learnt:** a critical evaluation of the lessons learned.

Each of your answers must include strong evidence of your personal involvement.

Each question response has a minimum word limit of 700 words and a maximum word limit of 1,000 words.

A word count must be included for each of the four questions, and for the Project Report in total.

## 6. How to write your answers

### Headings

We recommend using headings within your work. These headings will help you to separate your paragraphs for Situation, Actions, Evaluation and Lessons Learnt. Any headings used will form part of your word count.

### Logbook reference

Wherever possible, we require a reference to your practical experience logbook records to validate your own personal involvement. We might check your logbook records and/or make enquiries of your employer to validate your work.

### A breakdown of each requirement

#### 1. Describe the situation and your role

Give a clear and concise description of a work-based situation, what your role was within it, and why it required you to demonstrate or develop your particular skill/behaviour. Avoid writing about any actions just yet, this section is simply for you to outline the scenario.

#### 2. Describe the actions that you took

Describe how you went about addressing the task or scenario. Give more than one example of how you demonstrated or developed the particular skill or behaviour and applied it to the task at hand. This is where you're showing evidence of your skills in action.

#### 3. Evaluate your effectiveness

Evaluate the actions you wrote about in the previous section. Include your strengths and weaknesses, what went well and what could still be improved. It may help to take each action from your previous section and evaluate them separately.

#### 4. Lessons learnt (which could be applied in the future)

Write about what you learnt from this situation, and what you could do differently in the future. Be sure to focus on the skill or behaviour, rather than the situation itself.



## 7. Academic Integrity

Your submission must be your own work. We may check your examples in your logbook or ask your employer for confirmation that your examples are your own.

Please refer to the ICAS Academic Integrity Policy for details of expected practice and penalties for non-compliance.

We use advanced software to check for plagiarism, comparing your report to all other past submissions, existing submissions and example resources.

## 8. Assessment and pass criteria

Each question is marked out of 100, and the overall pass mark for EPA2 is 50%.

Any words beyond the allocated word count for each question will not be considered for marking.

Confidentiality breaches and GDPR breaches will be penalised in the assessment process.

## 8. Hints and tips for success

- Use one specific workplace example per skill/behaviour.
- Write about your own personal involvement, in first person. Use 'I' instead of 'we' or 'the team'.
- Do not include any names of individuals or organisations.
- Use recent examples (from the final 12 months of your apprenticeship if possible).
- Keep your responses work-based only. Personal examples can't be considered.
- Make full use of the allocated word count.
- Upload your document in Microsoft Word format.
- Spend time on your evaluation. Remember your skills and behaviours are being assessed.
- Use the correct template for your EPA sitting (May and October templates will be different).
- Be sure you fully understand the description of the skill/behaviour you are writing about. See appendix 1 for descriptions.
- Use different examples for each of the four situations.
- We may check your responses against your logbook or your employer. Make sure that your response is honest, original and your own work.

## 9. How to submit your Project Report

Please follow our submission rules when submitting your Project Report.

Submission Type	Submission Rule
Submission method.	Upload to the Cirrus assessment platform.
Submission window.	The submission window can be found at section 3 above. Be sure to leave plenty of time to submit your work – if you experience upload issues which cause your assessment to be submitted late, your work will not be assessed.
Accepted file format.	Microsoft Word document only.  Please note Google docs, pdf files. Apple docs or any other file format will not be accepted.
EPA2 template.	You must use the correct template for your current EPA2 sitting.  You must include your five-digit candidate number.
Naming convention.	Files must be named as your ICAS candidate number followed by <i>_EPA2.docx</i> .  For example: <i>12345_EPA2.docx</i> .

## 10. Results

EPA2 results are released through the student portal on the same day as EPA1 results.

## 11. EPA resits and retakes

ICAS allows four attempts at EPA, but your employer may operate a different policy.

You are required to pass both elements of your end-point assessment to achieve your Level 7 apprenticeship.

EPA1 and EPA2 resits can be taken during the following ICAS EPA sitting.

EPA2 resits can be submitted using the same template version as previously submitted.

## 12. Further resources

You can find example Project Reports in your ICAS Advantage platform.

See also Appendix 1 for definitions of the apprenticeship skills and behaviours.

## Appendix 1 – Definitions

Below are the definitions of the apprenticeship skills and behaviours as published in the Level 7 apprenticeship standard.

SKILLS	DEFINITION
<b>Building relationships</b>	<p>Build trusted and sustainable relationships with individuals and organisations.</p> <p>Consistently support individuals and collaborate to achieve results as part of a team.</p>
<b>Business insight</b>	<p>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.</p>
<b>Communication</b>	<p>Communicate in a clear, articulate and appropriate manner.</p> <p>Adapt communications to suit different situations, individuals or teams.</p>
<b>Ethics &amp; Integrity</b>	<p>Identify ethical dilemmas, understand the implications and behave appropriately. Understand their 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</p>
<b>Leadership</b>	<p>Take ownership of allocated projects and effectively manage their own time and the time of others.</p> <p>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.</p>
<b>Problem solving and decision making</b>	<p>Evaluate information quickly and draw accurate conclusions.</p> <p>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.</p>

BEHAVIOUR	DEFINITION
<b>Adds value</b>	Anticipate an individual's / organisation's future needs and requirements. Identify opportunities that can add value for the individual or organisation.
<b>Continuous improvement</b>	Take responsibility for their own professional development by seeking out opportunities that enhance their knowledge, skills and experience.
<b>Flexibility</b>	Adapt approach to assist organisations and individuals to manage their 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.





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