

Chartered Institute of Taxation

Level 7 Apprenticeship

Lead Project Report Assessor's comments

Winter 2021

Results

The Project Report pass rate for this session is 79%.

Presentation

Presentation remains generally good. The instructions in the template are considered each session in the light of anything candidates have not followed or may have misunderstood: pleasingly there were no such issues this time.

Some submissions contained spelling or grammatical errors: in an exercise which is not time pressured, while an occasional error can slip in, the aim should be for none.

Content

Some candidates still write too much about tax in their submissions. This seems to be a particular issue with the Continuous Improvement requirement. Candidates need to focus on the (non-tax) skills and behaviours. So a good answer on Continuous Improvement will mention tax-technical detail only as the backdrop to the answer, with more detail on aspects such as how gaps in knowledge or experience were identified and what actions were taken by the apprentice to find ways to act on these. And the final sections should discuss how effective the apprentice was in their actions, reflecting on their behaviour rather than their tax knowledge. 'Lessons learnt' in this context is not best answered by listing tax-technical topics mastered.

Reviews prior to submission

Candidates will all be used to writing about tax, but in many cases need more practice and support when writing about the required skills and behaviours in order to ensure that they answer the requirement. Aspects of some Project Reports continue to suggest that these have not been adequately reviewed (in some cases, possibly not read at all) by whoever is supporting the candidate.

Gateway forms

Some candidates' Gateway forms were not submitted on time. Some are still outstanding despite reminders from CIOT: where this remains the case, that candidate's result will not be released pending receipt form. In future, Project Reports will not be graded unless we have first received the Gateway form.

Assessment procedures

As before, any failing submission is graded twice, including by the Lead Assessor, with

specific feedback offered to identify what needs to be changed in order for the Project Report to pass on resubmission.

Next session

The next window for Project Report submissions closes 3 June 2022 and the template for that session is now available. CIOT welcomes feedback on all aspects of the Project Report. Any comments may be emailed to CIOTapprentice@CIOT.org.uk or submit your feedback via our survey [here](#). Your comments will help the CIOT and improve the apprentice experience in future.