

## RECORD OF PRACTICAL EXPERIENCE: Application for Admission as a Chartered Accountant

<b>GENERIC RECORD OF EXPERIENCE</b>		
Name :		
Firm/Company :		
Department :		
Job Title :		
Dates from :	to :	Total months :
<p><b>Generic Competencies:</b> In addition to the Technical Competencies, graduates will have to acquire Generic Competencies. It will be up to the graduates to demonstrate to their work place Employer (who may also be the Mentor) that they have acquired a reasonable level of these skills within a framework of sound professional values, as part of gaining the Technical Competencies set out in each of the RPE competency components.</p>		

Please use a separate sheet for different employment. **All** areas of Generic Competencies need to be achieved.

		Level of Competencies	Areas	For Applicant	Employer's Initial	
<b>Generic Competencies</b>	<b>I</b>	<b>Professionalism &amp; Ethical Behaviour</b>	Able to demonstrate professional values and good ethical conduct	Professional values are principles that will guide your decisions and actions in your work place whereas ethical conduct requires you to act in a manner which is guided by the standards expected of a professional accountant. Some of the values and ethical conduct are – Honesty, integrity, transparency, accountability, confidentiality, objectivity, respect, obedience to laws and avoiding conflicts of interest.	<input type="checkbox"/>	
			Committed to life-long learning, well-motivated and persistence	To be a competent professional, you will need to be committed to continuously updating yourself both technically and personally. Besides attending formal modes of learning (through seminars and workshops), your learning comprises assessing your own personal performance and receiving feedback from your seniors.	<input type="checkbox"/>	
	<b>J</b>	<b>Personal Attributes</b>	Manage self effectively	You will be required to consistently demonstrate appropriate behaviours and attitudes in a work environment which may be evidenced by – <ul style="list-style-type: none"> <li>Practising effective time management by allocating priorities, organising activities and effective utilisation of resources</li> <li>Develop and maintain good work relationships with your colleagues, able to provide support and willing to accept support where required</li> <li>Ability to accept responsibility for work undertaken and taking remedial action if required</li> <li>Take effort to continuously develop yourself and accept feedback to improve</li> <li>Able to work in a professional manner in line with the accepted culture and learn to internalise the core values of the organisation you are employed in.</li> </ul>	<input type="checkbox"/>	
			Demonstrate leadership and initiative	You will need to develop an understanding of organisational objectives and able to implement operational plans accordingly. In addition, you are required to demonstrate the ability to manage and complete assigned responsibilities including allocation of work according to team members' individual skill set, awareness of risk factors and monitor progress of work.	<input type="checkbox"/>	
			Maintain a current awareness of the legal, regulatory and economic environment of business	You will be required to be familiar with the legal, regulatory and economic environment within which your organisation operates. You will need to develop the ability to understand and apply the relevant legislation and professional standards.	<input type="checkbox"/>	
			Solve problems and make decision	You should develop the ability to understand, identify and analyse problems, recognise factors contributing to the problem prior to drawing conclusions and consider possible solutions. You should be mindful how decisions made may affect other decisions.	<input type="checkbox"/>	

<b>K</b>	<b>Professional Skills</b>	Ability to plan, organise and monitor activities	You will need to develop the ability to set goals and standards, plan and evaluate results, anticipate needs and demonstrate foresight and vision.	<input type="checkbox"/>	
		Use information technology effectively	You will need to acquire the ability to use necessary information technology tools effectively within your organisation to perform your accounting role. The use of the technology includes communicating, gathering and presenting information, and analysis and interpretation of data. You should also have an understanding of your organisation's IT security and control policies in place.	<input type="checkbox"/>	
		Communicate ideas and information effectively and efficiently, verbally and writing	It is important that you should be able to communicate clearly, whether verbally and in writing in order to work effectively and efficiently with others. Your communication should be appropriate and professional at all times with colleagues at all levels in your organisation, clients and other people external to your organisation.	<input type="checkbox"/>	

Describe how you have developed the Generic Competencies by giving an example taken from your work based experience.  
*Example (To be completed by applicant)*

Comments from Employer *(please indicate your relationship to the applicant and provide general comments on the applicant's performance)*

I confirm that the above-named person was under my supervision for the period as stated.  
 In my opinion, he/she has achieved a reasonable level of skills in each of the Generic Competencies as recorded.

I declare that the information provided is true and correct to the best of my knowledge and belief.

Name		Job Title	
Signature		Date and Company Stamp	
Tel. No		Email Add	

**REMINDER:**

A mentee should always avoid having a friend or relative verifying the Generic Competencies to prevent any potential conflicts of interest.