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ACCA’s practical experience requirement (PER) is a key component of the ACCA Qualification. To become an ACCA member all trainees – students and affiliates – must successfully complete:

- the ACCA exams
- the Professional Ethics Module*
- the practical experience requirement.

ACCA’s PER is based on the International Federation of Accountants (IFAC) International Education Standard 5, Practical Experience Requirements. ACCA’s PER develops trainees’ professional knowledge and values, ethics and attitudes required to perform their work with professional competence.

* Trainees registered with ACCA before 1 January 2007 are not required to complete the Professional Ethics Module, although completion of the module is recommended.
WHAT DO I HAVE TO DO?
There are three components to the PER:

• achieve nine (9) Essentials and at least four (4) Options performance objectives (making a total of 13 or more) to the satisfaction of your workplace mentor
• complete 36 months’ experience in one or more accounting or finance-related roles
• record and report your PER progress in your online My Experience record.

Use your online My Experience record to track and record your achievement of the performance objectives*. This can be accessed via myACCA.

Try to get your employer’s support to help you gain the PER. You will also need to work closely with your workplace mentor.

WHY IS THE PER IMPORTANT?
In order to perform effectively as an ACCA-qualified accountant, you need to develop your skills in the workplace as well as passing the exams. The PER helps you to:

• apply in practice the knowledge and techniques you are gaining through your studies towards the ACCA exams
• observe and be involved in real-life work situations that help you to develop the skills, attitudes and behaviours that a qualified accountant needs
• develop your judgment, encouraging you to reflect on the quality of your work and how you may improve your work performance in the future.

Employers expect ACCA members to show high levels of knowledge and ability in the workplace, and to behave ethically. PER enables you to confirm your effective and sustained high-quality workplace performance, making you a more valuable employee.

ALL RECORDED IN MY EXPERIENCE

36 months

13 performance objectives

* Unless your employer is a Gold or Platinum Approved Employer and they have taken advantage of the Performance Objectives exemption.
MEETING THE REQUIREMENTS

HOW DO I GET THE RIGHT TYPE OF EXPERIENCE?
ACCA trainees work in every sector and size of organisation. Wherever you work, it is important to look for the opportunities to help you meet your PER and to obtain 36 months’ experience in a relevant role, or roles. Ideally, you should have a job where most of your time is spent on activities and tasks related to accounting, finance, audit and assurance, or in other related technical areas such as taxation, insolvency, and forensic accounting.

If your job includes only a small amount of accountancy and finance work it can count as long as you record pro rata the time you spend on these activities. For example, if only a quarter of your working time during the year is spent working on accounting or finance tasks, you may only claim three months out of a possible 12 as relevant time in your online My Experience record.

You can use experience from previous roles to help you claim a performance objective, including experience gained before registering with ACCA. The person who supervised your work at that time must be able to review and sign off the answers to your challenge questions. You can also use experience gained before registration to count towards the 36-month requirement.

WHAT ARE PERFORMANCE OBJECTIVES?
Performance objectives are ACCA’s indicators of effective performance, and set the minimum standard of work that you are expected to achieve and demonstrate in the workplace. They describe the kinds of work activity you may carry out and the values and attitudes you are expected to demonstrate. They also include information about the work outcomes you must produce and the quality of your work.

If you have ever taken part in a performance management or appraisal process at work, you may find ACCA’s performance objectives are similar in structure to those work-related objectives and expectations agreed by you and your manager.

You are required to achieve at least 13 performance objectives in total – all nine Essentials performance objectives and any four Options performance objectives.

The performance objectives are all closely linked to the exam syllabus, reinforcing your understanding that any knowledge developed through the exam process will have a clear application in the workplace.

Essentials performance objectives focus on: professionalism, ethics and governance; personal effectiveness; and business management.

Options performance objectives focus on technical areas: financial accounting and reporting; performance measurement and management accounting; finance and financial management; audit and assurance; and taxation.

You can find out more information about the performance objectives in your online My Experience record, which gives full information designed to help you achieve each objective successfully. The information includes:

• examples of the types of activities that could help you work towards achieving the performance objectives
• examples of performance indicators, or work outcomes and behaviours that you would be expected to demonstrate
• examples of the types of knowledge you should be using when working towards achieving the performance objective, and
• the exams that the performance objective is linked to.

You can also find this information in the ACCA’s Performance Objectives booklet which is available in PDF format in the PER Support section at www.accaglobal.com/per

As mentioned, each performance objective is linked to an exam paper. Pursuing linked exams and performance objectives will allow you to put into practice what you are learning and help you to structure your study and training effectively.
PERFORMANCE OBJECTIVES

ESSENTIALS PERFORMANCE OBJECTIVES – COMPLETE ALL NINE

1. Demonstrate the application of professional ethics, values and judgement
2. Contribute to the effective governance of an organisation
3. Raise awareness of non-financial risk

PERSONAL EFFECTIVENESS

4. Manage self
5. Communicate effectively
6. Use information and communications technology

BUSINESS MANAGEMENT

7. Manage ongoing activities in your area of responsibility
8. Improve departmental performance
9. Manage an assignment

OPTIONS PERFORMANCE OBJECTIVES – CHOOSE ANY FOUR

FINANCIAL ACCOUNTING AND REPORTING

10. Prepare financial statements for external purposes
11. Interpret financial transactions and financial statements

PERFORMANCE MEASUREMENT AND MANAGEMENT ACCOUNTING

12. Prepare financial information for management
13. Contribute to budget planning and production
14. Monitor and control budgets

FINANCE AND FINANCIAL MANAGEMENT

15. Evaluate potential business/investment opportunities and the required finance options
16. Manage cash using active cash management and treasury systems

AUDIT AND ASSURANCE

17. Prepare for and collect evidence for audit
18. Evaluate and report on audit

TAXATION

19. Evaluate and compute taxes payable
20. Assist with tax planning

What are challenge questions?

My Experience includes detailed information on each performance objective.

Challenge questions are designed to:
- allow you to describe your experience in a structured way
- enable you to illustrate any unusual or individual circumstances that you might have encountered, as well as to describe how these were taken into account or how you overcame any difficulties
- allow you to show that you have thought about the quality of your work and reflected on your performance and achievement in the workplace
- help provide evidence about your performance that your workplace mentor can review.

Your completed answer to each challenge question should be no more than 500 words in length. Your answers can provide you with a basis for talking with your workplace mentor about the experience that has contributed to the achievement of each performance objective.

Challenge questions are similar to questions you may be asked as part of a performance review or appraisal at work. Therefore, your answers to the challenge questions should give your workplace mentor and employer valuable information about your achievement and contribution at work.

Challenge questions are designed to:

The PER is intended to help you develop your judgment and reflect on the quality of your work and what you might need to do to improve your work performance in the future.

The challenge questions help you do this by showing that you can analyse the quality and value of your work, and see where you may continue to improve. They also help you to summarise your work activity so that your workplace mentor can evaluate whether you have achieved the standard required by the individual performance objective.

Each performance objective has three unique challenge questions attached to it.

Challenge questions are designed to:
- allow you to describe your experience in a structured way
- enable you to illustrate any unusual or individual circumstances that you might have encountered, as well as to describe how these were taken into account or how you overcame any difficulties
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- allow you to describe your experience in a structured way
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- allow you to show that you have thought about the quality of your work and reflected on your performance and achievement in the workplace
- help provide evidence about your performance that your workplace mentor can review.

Your completed answer to each challenge question should be no more than 500 words in length. Your answers can provide you with a basis for talking with your workplace mentor about the experience that has contributed to the achievement of each performance objective.
WHAT IS A WORKPLACE MENTOR?
A workplace mentor is a person who supports your development in the workplace and reviews your progress and achievements at work, and so plays an important role in the achievement of your PER. Your workplace mentor should guide and support you in the following ways:

- Help you to identify which performance objectives you should aim to achieve, and the date by which you should achieve them.
- Help you plan the experience needed to achieve targeted performance objectives, for example by helping you to arrange job rotations, project work, or other opportunities to gain relevant experience.
- Help you identify any personal development needed to achieve the necessary level of workplace performance required by the performance objective, and how you might get that development. For example, you may need to improve your report writing or communication skills. Your workplace mentor may recommend appropriate training, research, or practice in this area. He or she may also provide you with some on-the-job training or coaching, or find someone else to help you develop these skills. You could use the development plan in My Experience to help you plan this activity, evaluating your progress on a regular basis.
- The mentor will also review your answers to your challenge questions and sign off your experience and the performance objective as soon as you both agree that you have met the standard required.

It is your responsibility to find a workplace mentor.
WHO CAN BE MY WORKPLACE MENTOR?

The workplace mentor:
- should ideally be a qualified accountant recognised by law in your country and/or a member of an IFAC body
- must have knowledge of your work.

Your workplace mentor should be someone with whom you work closely, who knows the type of work you are doing now, and who also knows the quality of your work. Ideally this will be your line manager, or the person to whom you report on particular projects or activities.

You may have more than one workplace mentor, or several different workplace mentors over a period of time, each of whom is responsible for helping you to achieve a different performance objective. For example, you may report directly to your line manager who will be able to help you with Performance Objective 5, Communicate Effectively, but you may also be working closely on a project with another colleague who may be able to support you on Performance Objective 9, Manage an Assignment.

Your mentor will be assessing whether you have met performance objectives so it is crucial that you choose somebody with the expertise to do this.

If you work for a small organisation, or are the most senior finance person in the organisation, or your organisation does not employ a professionally qualified accountant who can act as your workplace mentor, you could, as a last resort, consider the following options:

- Are there any consultants or external contacts – not necessarily employees – who know your work, are qualified accountants, and could act as your workplace mentor? For example, your organisation may have external accountants, or the organisation’s auditor might be willing to fulfil this role.

- It might be that someone who is partly-qualified could act as your workplace mentor. They would still need relevant expertise and knowledge of your work.

- Is there someone else in your organisation who has relevant expertise and knowledge of your work? Ideally, this should be someone with a related or relevant professional or postgraduate qualification. For example, to support you on Performance Objective 8, Improve Departmental Performance, you may find someone who has an MBA.

You should always avoid having a friend or relative as your workplace mentor, to prevent any potential conflicts of interest.

If your workplace mentor is not qualified you will need to find a training supervisor who is qualified.

WHAT IS A TRAINING SUPERVISOR?
If the workplace mentor is not a professional accountant recognised by law in your country and/or a member of an IFAC body, a training supervisor who is recognised should countersign the successful attainment of the performance objective.

A training supervisor does not fulfil a mentor’s role but will confirm the successful attainment of the performance objective if your workplace mentor is not qualified.

Training supervisors do not have access to the online My Experience record to review and sign off your achievements. Instead, you will need to give your supervisor a paper copy of your challenge questions and answers as well as the sign-off form – which you or your workplace mentor can print from My Experience. You must keep the signed-off forms in case you are selected for a PER audit.

You or your workplace mentor must enter the details of your training supervisor into My Experience, and record when the supervisor has signed off a performance objective.

HOW DO I GET MY EMPLOYER TO SUPPORT MY PER?
When you are thinking about completing your practical experience, you should make sure you are able to explain – to both your employer and your potential workplace mentor – the numerous benefits that will result as you achieve your performance objectives. For example, you will develop personal effectiveness skills in areas such as communication and time management. There are also benefits for your workplace mentor, because the mentoring role may contribute to the continuing professional development (CPD) requirements of his or her own professional body.

TIP BOX
To download a copy of Becoming a workplace mentor for your mentor, go to the PER support section at www.accaglobal.com/per

Achieving your PER will be much easier if you receive guidance and support from your employer. To gain this, you may need to explain how the organisation will benefit from supporting your training towards the ACCA Qualification. You may wish to mention that:

- your training and development in the workplace, alongside your ACCA studies, will improve your overall workplace performance; it will allow your knowledge and skills to develop together, making you more effective in your role and ready to take on more demanding activities
- a better-trained employee can be more effective, quicker to learn new skills, and more able to respond to changing demands
• your employer will be gaining a qualified professional accountant at the end of your development period – someone who is committed to continuing to learn and improve their performance.

It is also a good idea to suggest the following:

• Your performance objectives could be embedded into your work, or business-related objectives. So when you are setting your work objectives, you could agree the performance objectives you could work towards at the same time.

• At your performance review or appraisal, explain the performance objectives you could have achieved since your last review to illustrate your progress, and show how these have contributed to your improved work performance. Also, your answers to challenge questions could be evaluated or used when talking about your workplace performance.

• When you and your manager are setting development goals and thinking about the training or skills you need to develop, you can also think about the development that will help you achieve your PER.

WHAT IS THE PERFORMANCE OBJECTIVE EXEMPTION?
ACCA formally recognises the training and development support that employers provide to ACCA trainees.

TIP BOX
We recommend that you start to plan your search for a relevant role prior to leaving full-time study. Visit www.accacareers.com for a range of resources and support, including career management, to help you to start planning your career.

If your employer is a gold or platinum ACCA Approved Employer – trainee development stream, they may allow you to claim a Performance Objective exemption. You would still be required to achieve 36 months’ experience and keep a record of this in your online My Experience record.

This exemption exists because ACCA recognises that your employer already has a robust training and development programme in place which gives trainees the required support to achieve professional status.

However, it is important to confirm that your employer has this level of approval and whether they want to allow you to claim the Performance Objective exemption.

Please note that it is your employer – not you – who decides whether to claim the Performance Objective exemption.

When you leave an Approved Employer where the exemption has been applied, you must complete the ‘Approved Employer PER summary form’ (available from www.accaglobal.com). This will ensure that you have a record of any performance objectives you have achieved while working for them. Please forward a copy of your signed-off Approved Employer PER summary form to ACCA and we will update your records to reflect your achievement. Please retain the original for your own records.

ACCA also has a Performance Objective exemption in place for trainees resident in Hong Kong following HKICPA’s requirements. Trainees in this scenario would also need to use My Experience to record the number of months’ work experience they have gained.

WHAT IF I WANT A PRACTISING CERTIFICATE IN THE FUTURE?
As a trainee you are not able to undertake work within ACCA’s definition of public practice. You are allowed to provide basic bookkeeping services, undertake payroll and VAT work, and record basic accounting records to trial balance stage. Note that if you are self-employed, and provide these services directly to the public, this cannot contribute towards the three years’ relevant experience required for your PER.

ACCA issues a practising certificate as well as a practising certificate and audit qualification. Practising certificates are available only to ACCA members, and to obtain one you need to do a number of things – including completing a period of relevant post-membership work experience with an ACCA Approved Employer – practising certificate development stream.

An ACCA practising certificate and audit qualification is issued only for the UK, the Channel Islands and Isle of Man, the Republic of Ireland, Cyprus and Zimbabwe.

Up to one year of pre-membership experience can count towards the award of an ACCA practising certificate or ACCA practising certificate and audit qualification. In order that your pre-admission to membership experience can count towards your eligibility for an ACCA practising certificate, you will need to have your performance objectives countersigned by a training supervisor who holds an ACCA practising certificate or ACCA practising certificate and audit qualification or a practise member of any other professional accountancy body which is recognised for audit purposes under prevailing legislation in the relevant country.

In order that your pre-admission to membership experience can count towards your eligibility for an ACCA practising certificate and audit qualification, you will need to have your performance objectives countersigned by a training supervisor who holds an ACCA practising certificate or ACCA practising certificate and audit qualification or an equivalent qualification from another recognised professional accountancy body. In addition, you will need to document this experience in a Practising Certificate Training Record and have it countersigned as above.

WHAT IF I AM STUDYING FULL TIME?
The PER is essential to achieving your ACCA Qualification. Without it you cannot apply for membership. Although we recommend that you complete your exams while gaining your practical experience, we realise that many trainees study for their exams on a full-time basis before gaining their relevant experience. If you are studying full time you may not be able to gain any relevant experience or achieve any performance objectives, but you will still need to regularly update your My Experience record with this information. If you have any previous work experience, whether on a part-time or voluntary basis, a work placement or internship – and any of the work undertaken was relevant – then it may be counted towards your PER. You will need to find a workplace mentor, who knew your work at the time, to sign off your performance objectives. Alternatively, if you did not achieve any performance objectives from your previous work, you can count time spent in a previous relevant role towards the 36-months’ requirement.

YOUR PRACTICAL EXPERIENCE REQUIREMENTS

MEETING THE REQUIREMENTS
You will also need to have completed the UK or Irish variants of the following ACCA examinations:

- Papers F4, Corporate and Business Law and F6, Taxation
- Paper P7, Advanced Audit and Assurance
- The adapted Paper P2, Corporate Reporting, if this paper was completed on or after 1 January 2011.

You may take these papers post-qualification. If you were not working in audit when training for the qualification and did not choose Paper P7, this is a good opportunity to expand your skills base – and it will also count towards your continuing professional development (CPD).

Visit ‘Professional Standards and Ethics’ in the members section of www.accaglobal.com for full details of the requirements.

**WHAT IS A PER AUDIT?**

ACCA will conduct PER audits to assure the quality of the PER process and to maintain the standards that are set out in the performance objectives.

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1 Please refer to ACCA Rulebook, section 2.1, point 8.2h for exceptions. The ACCA Rulebook can be downloaded from the professional standards and ethics area of www.accaglobal.com
GETTING STARTED

WHAT IS MY EXPERIENCE?
To help you plan and record your PER you can access an online tool called My Experience through myACCA. You will need your registration number and passcode to access myACCA.

It will help you through every stage – from planning your development, targeting performance objectives, and writing the answers to your challenge questions – through to having these questions reviewed and signed off. It will also help you maintain a virtual CV, charting your employment and career progress.

HOW DO I FOLLOW THE PER PROCESS?
Finding a workplace mentor
Your first task is to get the support of a workplace mentor. It is important that you understand the PER and what you have to do. Your employer and workplace mentor may not have much time to devote to understanding the PER in detail. You should therefore be familiar with the requirements, so that you are able to answer any questions they may have. You can show that you are taking responsibility for your training and development and that you are committed to achieving your ACCA Qualification by demonstrating your knowledge of what you have to do and having ideas about how you might achieve the PER. Your employer and workplace mentor will see that it is important to you and will therefore be more committed to helping you.

Targeting performance objectives
With your workplace mentor, you should decide which performance objectives you are going to target or work towards achieving. You may find it useful to refer to the development plan in My Experience to help you.

As you start to work with your workplace mentor you should agree how the relationship should be managed. For example, how often will you meet to discuss progress towards achieving your performance objectives? It is essential for you both to agree, in advance, your expectations of the working relationship because this will avoid misunderstandings, unnecessary meetings, or unexpected requests. It is important to be proactive and plan ahead.

The frequency and length of meetings with your workplace mentor will vary. On some occasions, you may only need a short meeting for an update on progress but it is a good idea to have longer meetings perhaps twice a year both to review your progress and to plan ahead.
There are also some practical things you can do to make the most of the time you have scheduled with your workplace mentor. As well as taking responsibility for arranging and planning any meetings, think ahead about the agenda and anything you need to discuss. For example, if you are due to identify different ways in which you can achieve your practical experience, you should have some ideas ready before you sit down at the meeting.

You should also agree how and when your workplace mentor will review your performance objectives. For example, these could be reviewed as and when you have answered the challenge questions and submitted them for review, on a quarterly basis, or as part of your annual appraisal process.

Gaining practical experience
Ideally, through your job, your employer should give you the experience you need to achieve the performance objectives. If your current role offers few opportunities, you and your workplace mentor will need to think of ways to gain relevant experience. For example, you might consider a secondment, job rotation, or involvement in a project that will give you the necessary experience. If your current job is not relevant, you could gain experience by doing voluntary work for clubs, charities or associations. Alternatively, if your current job offers no opportunities for accountancy or finance-related activities it may be necessary to find a job that does.

There is no minimum or maximum time limit for achieving a performance objective, but you must be able to demonstrate that you can carry out all the work activities that contribute to the performance objective, to a consistent standard.

Answering challenge questions
When you and your workplace mentor agree that you have achieved the necessary level of work required by a performance objective you should start to draft your answers to the challenge questions. It might be helpful to discuss with your workplace mentor what you should include in your answers. Remember, though, that you must answer the questions yourself.

Submitting for review and gaining sign-off
When your answers to the challenge questions have been completed you will need to submit them for review and sign-off by your workplace mentor. To do this, you will need to provide information about your workplace mentor, including a valid email address, in My Experience. Remember to ensure that the details you provide are accurate, so that the mentor will be able to sign off your performance objective online.

You and your workplace mentor should discuss the answers to your challenge questions and workplace performance. Your workplace mentor will then decide if you have met all the requirements, referring to the detail of the relevant performance objective to check you have also met the performance indicators. The review can be done in person or remotely by using the discussion facility in My Experience. The review may also be done in conjunction with a training supervisor.

If your workplace mentor decides that you have not yet achieved a particular performance objective then you should discuss this and ask for feedback. Try and be positive and regard this as an indication that you need to focus on a specific area of your work in order to achieve the performance objective in the future. In these cases, you may find it useful to review your development plan and agree with your workplace mentor a plan of action that will help you work towards achieving the performance objective. Use the ‘notes’ field in the submission screens in My Experience to record feedback from your workplace mentor.

**WHICH PERFORMANCE OBJECTIVES SHOULD I ATTEMPT FIRST?**
The performance objectives you aim to achieve should be agreed with your workplace mentor. You should consider the following points when selecting which performance objectives to target:

- If you are studying for ACCA exams, choose the performance objectives that relate to these exams (see table). This way you will be able to put the knowledge and techniques you are learning into practice.
- Match any business-related objectives you have been set at work with the performance objectives. This will allow you to work towards both your business-related objectives and your PER at the same time.
- Review your access to work-experience opportunities, thereby identifying the performance objectives most appropriate to your circumstances.
- Use your role profile in My Experience to help identify which performance objectives might be most appropriate to pursue.

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**PERFORMANCE OBJECTIVE ONLINE SIGN-OFF PROCESS**

1. Complete your answers to the challenge questions
2. Submit your answers to your workplace mentor
3. Workplace mentor logs into myACCA, reviews answers to challenge questions and approves or rejects the achievement of the performance objective
4. If a training supervisor is required to countersign, the workplace mentor or trainee prints challenge question answers and passes to the training supervisor to review and sign off
5. Workplace mentor or trainee updates My Experience to reflect training supervisor’s countersignature. Trainee retains the paper copy of the training supervisor’s sign-off in case ACCA requires it
HOW DO I ANSWER CHALLENGE QUESTIONS?
Consider the following tips when answering challenge questions:

- Keep your answers concise, but not so brief that your workplace mentor cannot appreciate what you are recording. Provide evidence and examples to help illustrate your answers.
- Show your workplace mentor that you are achieving your goals and performing effectively in the workplace.
- Avoid repeating information or answers, or making reference to other answers.
- Check back against the detail of the performance objective’s indicators of effective performance. Have you met all the outcomes and shown that you have conducted yourself in an appropriate manner?
- If you need to make reference to clients or particular documents that may be confidential, it might be more appropriate to use some references or codes instead. If you do, make sure that your workplace mentor understands these references. You will also need to provide this information if you are selected by ACCA for a PER audit, so we can confirm the authenticity of your work.
- If relevant, you might need to mention the size or variety of client firms.
- You can use information from existing documents that you have written, such as your performance appraisal form. You must make sure that whatever you use fully addresses the question. Remember that the questions are unique and your answers should be unique too. (If cutting and pasting from another document, please check that your answer is saved correctly in My Experience.)
- Avoid using jargon or abbreviations, unless they are explained.
- Remember that there is a limit of 500 words for each answer.

### Exam paper | Area of knowledge | Performance objective
--- | --- | ---
P1, Governance, Risk and Ethics | Professionalism, ethics and governance | 1* Demonstrate the application of professional ethics, values and judgment 2* Contribute to the effective governance of an organisation 3* Raise awareness of non-financial risk

All exam syllabuses test a range of personal effectiveness skills, including time management and communications skills | Personal effectiveness | 4* Manage self 5* Communicate effectively 6* Use information and communications technology

P3, Business Analyst F1, Accountant in Business | Business Management | 7* Manage ongoing activities in your area of responsibility 8* Improve departmental performance 9* Manage an assignment

P2, Corporate Reporting F7, Financial Reporting F3, Financial Accounting | Financial accounting and reporting | 10 Prepare financial statements for external purposes 11 Interpret financial transactions and financial statements

P5, Advanced Performance Management F5, Performance Management F2, Management Accounting | Performance measurement and management accounting | 12 Prepare financial information for management 13 Contribute to budget planning and production 14 Monitor and control budgets

P4, Advanced Financial Management F9, Financial Management | Finance and financial management | 15 Evaluate potential business/investment opportunities and the required finance options 16 Manage cash using active cash management and treasury systems

P7, Advanced Audit and Assurance F8, Audit and Assurance | Audit and assurance | 17 Prepare for and collect evidence for audit 18 Evaluate and report on audit

P6, Advanced Taxation F6, Taxation | Taxation | 19 Evaluate and compute taxes payable 20 Assist with tax planning

F4, Corporate and Business Law | Business and commercial tax | Law, regulation and compliance are integrated through appropriate performance objectives

* Performance objectives marked ‘*’ are Essentials and MUST be completed by all trainees

Your situation and experience are unique to you, so your workplace mentor and ACCA do not expect to see duplicated answers, whether from question to question, or from other trainees. If such duplication occurs then it may be referred to ACCA’s Disciplinary Committee.

It is up to you to decide how to present the answers to your challenge questions, ensuring that your answers fully address the question set. You can use an essay style, bullet points, or any structure you prefer – as it is the content, not the format, of your answers that is important.
HOW DOES A WORKPLACE MENTOR USE MY EXPERIENCE?
Once you have found someone to act as your workplace mentor you should enter his or her details, including email address, into My Experience. The workplace mentor will not receive notification until you submit your first challenge question answers for review – so, if it is a long time between asking the person to be a workplace mentor and submitting your challenge question answers, it a good idea to explain that there will be an email from ACCA.

When the workplace mentor receives the notification email, he or she must register on My Experience and will be given access to review your challenge questions and sign off your performance objective(s). Please note: the mentor can review your challenge questions but cannot see or change anything in My Experience.

ACCA provides a range of guidance materials to help your workplace mentor support your PER. Go to the PER support section at www.accaglobal.com/per to find out more.

HELP ME – WHERE DO I START?
My Experience includes a role profile section. Its purpose is to get you to start thinking about what you do and who might be able to help you with your PER, and suggests how you could start working towards your performance objectives.

Providing information about your role and responsibilities should start you thinking about your present work activities. If they match any of the ‘Suggested Activities’ in the performance objectives, this can help you to identify which of the performance objectives you should tackle first.

Completing the ‘Key Relationships’ section of the role profile should help you to identify those people who might be able to help with your PER. They might be potential workplace mentors, or they might be able to suggest some ways of getting access to the work experience you need. The role profiles, comprising real-life examples of trainee job roles, may help you to identify roles that you might want to pursue, in order to obtain the experience you need.

You can also use the development plan in My Experience to ensure you make the most of the time you spend working towards the PER. You are encouraged to set target start and end dates for each performance objective. These dates will help you plan your progress, although you may achieve your performance objective sooner or later than you anticipated.

The development plan prompts you to think about the work experience you will need to have to achieve the performance objective. You are also asked to think about any skills you might need to develop to meet the performance objective as well as how you are going to develop these skills.

Finally, the development plan will prompt you to think about the people who will assist in your development. These could be internal, such as your line manager or the HR department, or external contacts who might help you get an external secondment.

HOW OFTEN SHOULD I UPDATE MY EXPERIENCE?
ACCA recommends that you keep all your PER information up to date. One of the difficulties trainees often experience when they come to apply for membership is the loss of vital information, such as employer details, or they find that they have failed to gain sign-off for performance objectives achieved with a previous employer. Always remember to update My Experience if you are moving to a new organisation or changing job roles, and ensure you have any relevant performance objectives reviewed and signed off by your workplace mentor. Updating My Experience also allows ACCA to track your progress and assist you by developing products and services to help you on your way to gaining ACCA membership.
NEED MORE HELP?

Please visit www.accaglobal.com for further guidance and support for PER.