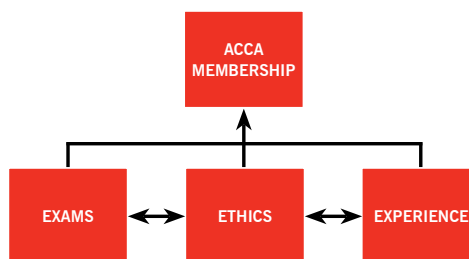


REFERENCE CARD – TRAINEES

ACCA

The ACCA Qualification comprises:

- Exams – 14 papers
- Ethics – the professional Ethics module (mandatory for all trainees registered after 1 January 2007)
- Experience – 13 performance objectives (all nine essentials and four options) achieved over three years or more of relevant experience – recorded in the Trainee Development Matrix (TDM).



Trainee Development Matrix

- Accessed online through *myACCA* on ACCA's website
- It is the responsibility of an ACCA Approved Employer to review the practical experience gained by ACCA trainees at least once a year.

	Employer	Workplace mentor	Trainee
KEY RESPONSIBILITIES	Identify and train workplace mentors	✓	
	Provide opportunities for practical experience	✓	✓
	Target performance objectives		✓
	Review experience against performance objectives		✓
	Complete challenge questions		✓
	Review challenge questions		✓
	Sign-off performance objectives		✓
	Complete annual return		✓

Annual return

- All trainees are required to submit an annual return informing ACCA of the number of months relevant work experience they have achieved and how many performance objectives they have achieved during the period
- Due for submission by 31 December each year (can be submitted at any point during the year through *myACCA*).

Further information about the principles and the assessment matrix can be found at:

www.accaglobal.com/documents/approved_assessment_matrix.pdf

TDM user guide

This guide is available to be downloaded from the ACCA website through *myACCA*.

Post a job

As an approved employer the firm can post job vacancies (at no charge) on ACCA's website through the following link:

www.accaglobal.com/employers/resources/recruitment/postajob_registration

RESOURCES

This firm is registered as an Approved Employer for trainee development.

Your business relationship manager

For general enquiries please contact *ACCA Connect*.

General enquiries: info@accaglobal.com
Student enquiries: students@accaglobal.com

tel: +44 (0)141 582 2000
 fax: +44 (0)141 582 2222

APPROVED EMPLOYER