



# Employer Accreditation Matrix

KEY ▶

- <sup>1</sup> Examination and course fees including essential reading materials.
- <sup>2</sup> Time off work to attend courses. To be provided in addition to annual leave and public holidays.
- <sup>3</sup> For study purposes - day and block release, evening, weekend, link and correspondence courses / For revision purposes - courses led by expert tutors. (Study and revision using manuals and kits with no expert input is regarded as unstructured.)
- <sup>4</sup> Not required by employers applying for accreditation in respect of support for the Certified Diploma in Accounting & Finance.
- <sup>5</sup> Accreditation as an Approved Training Practice is only available to public practice employers in designated territories (UK, Ireland, the Channel Islands, Isle of Man, Cyprus and Zimbabwe) that wish to train ACCA students and members towards a Practising Certificate.

	STUDY SUPPORT	<sup>4</sup> WORK EXPERIENCE REQUIREMENTS	SUPERVISION	APPRAISAL & WORKPLACE DEVELOPMENT	<sup>4</sup> TRAINING RECORD	CONTINUING DEVELOPMENT	<sup>5</sup> APPROVED TRAINING PRACTICE
PLATINUM	<p>Students are provided with full financial support<sup>1</sup> and paid leave<sup>2</sup> to enable them to attend structured<sup>3</sup> study and revision courses for each paper attempted for the first time</p> <p>■ + ■ + ■ + ■ = PLATINUM</p>	<p>Work experience is organised to meet the organisation's long-term staffing and skills needs</p> <p>■ + ■ + ■ + ■ = PLATINUM</p>	<p>The senior management team monitors the overall performance and development of staff in the workplace</p> <p>■ + ■ + ■ + ■ = PLATINUM</p>	<p>Workplace development planning enables individuals to achieve the work experience requirements<sup>4</sup> and/or to pass the examinations in the shortest possible time</p> <p>■ + ■ + ■ + ■ = PLATINUM</p>	<p>Individual development plans link to broader employee and organisational development plans or programmes e.g. management development programmes, succession plans, change management programmes</p> <p>▼ + ▲ = PLATINUM</p>	<p>Members training towards an ACCA Practising Certificate are provided with the required range and depth of work experience</p> <p>Members training towards an ACCA Practising Certificate are supervised by an appropriately qualified Principal</p>	
GOLD	<p>Clear written policy guidelines exist to explain the support available</p> <p>An element of financial support and paid leave is provided to enable students to sit courses</p> <p>Progress in studies and examinations is monitored and the effectiveness of study methods evaluated</p> <p>■ + ■ + ■ = GOLD</p>	<p>Work experience is organised to enable individuals to meet ACCA's practical training requirements in the shortest possible period</p> <p>■ + ■ + ■ = GOLD</p>	<p>Supervisors are qualified accountants and/or overall control of the Training Scheme is monitored by a qualified manager</p> <p>Supervisors provide support and resources to enable individuals to meet their work objectives, performance requirements and development needs</p> <p>■ + ■ + ■ = GOLD</p>	<p>Workplace development planning enables individuals to achieve the work experience requirements<sup>4</sup> and/or to pass the examinations in the shortest possible time</p> <p><sup>4</sup>Appraisals include the review and verification of ACCA training records</p> <p>■ + ■ + ■ = GOLD</p>	<p>Individual development plans and objectives are set and monitored</p> <p>Appropriate support and resources are provided to enable individuals to meet their Continuing Development needs</p> <p>■ + ■ + ■ = GOLD</p>	<p>Members training towards a Practising Certificate are required to complete an ACCA training record</p> <p>ACCA training records for a Practising Certificate are reviewed and verified every 6 months</p> <p>Continuing Professional Development (CPD) records are maintained for members (and other qualified professional staff) for whom CPD is mandatory</p>	
APPROVED	<p>The nature and extent of the support available is explained to students</p> <p>Students are given paid leave (in addition to annual leave and national holidays) to sit examinations</p> <p>■ + ■ = APPROVED</p>	<p>Work experience is organised to enable individuals to obtain relevant experience which can be counted towards ACCA's practical training requirements</p> <p>■ + ■ = APPROVED</p>	<p>Wherever possible, Supervisors are qualified accountants</p> <p>Supervisors provide constructive feedback on work performances at appropriate times</p> <p>Supervisors appraise work performances at least once every 12 months</p> <p>■ + ■ = APPROVED</p>	<p>Appraisals are conducted at least once every 12 months</p> <p>Appraisal meetings result, wherever possible, in agreement on performance and workplace development opportunities</p> <p>The outcomes of appraisal meetings are recorded and used to monitor and measure progress</p> <p>Workplace development opportunities are sought to meet identified needs</p> <p>■ + ■ = APPROVED</p>	<p>Individuals are required to complete ACCA training records</p> <p><sup>4</sup>ACCA training records are reviewed and verified by the Supervisor at least once every 12 months</p> <p>■ + ■ = APPROVED</p>	<p>Continuing Development is reviewed and discussed during appraisals</p> <p>■ + ■ = APPROVED</p>	<p>CPD records are monitored to ensure individuals obtain an appropriate amount of structured and unstructured CPD</p>
REGISTERED	<p>Students are allowed to take leave to sit examinations</p> <p>The organisation is supportive of individuals studying for ACCA's qualifications</p>	<p>The organisation is able to provide relevant work experience which can be counted towards ACCA's practical training requirements</p>	<p>Individuals are supervised in the workplace</p> <p>Supervisors periodically monitor and provide feedback on work performances</p> <p>Supervisors are familiar with the relevant examination and practical training requirements<sup>4</sup> for ACCA's qualifications</p>	<p>Individuals are appraised at regular intervals as deemed appropriate by the organisation</p>	<p>Individuals are encouraged to complete ACCA training records</p> <p><sup>4</sup>ACCA training records are reviewed and verified by the Supervisor at regular intervals as deemed appropriate by the organisation</p>	<p>The organisation recognises the value of Continuing Development in maintaining individual competence and organisational competitiveness</p>	