

# Approved Employer PER confirmation form

## For trainees employed by an Approved Employer – trainee development stream, Gold or Platinum level

To claim the completion of some or all of the Practical Experience Requirement (PER) performance objectives through the ACCA Approved Employer exemption, you must complete and return this form to ACCA.

Section 1 must be completed by you.

Sections 2 and 3 must be completed by your ACCA Approved Employer primary contact or practical experience supervisor.

The practical experience supervisor should:

- be a member of an IFAC body or a qualified accountant or auditor recognised by law in your country;  
and
- have knowledge of your work.

A copy of this form must be retained in case it is required by ACCA for PER audit purposes or to validate any claims on your membership application.

### DATA PROTECTION

We may use your personal data for the purposes of;

- membership administration and training requirements
- sending you publications and other communications
- responding to enquiries and investigating complaints
- complying with our regulatory obligations

You can update your information through your *myACCA* account at any time. We may share information with our suppliers and our auditors. If you are a trainee, we may also share information with approved employers, in order to verify details regarding this PER confirmation.

Please note that for individuals based outside the UK, your information will be held in ACCA's main information systems which are located in the EU and may be accessed by ACCA's local office in your country of residence. ACCA processes information within the EU, but may also transfer data outside of EU as part of its operations and service delivery.

For more information on how your personal information and rights are respected, please access our privacy notice ([accaglobal.com/privacy](https://accaglobal.com/privacy)), or contact [privacy@accaglobal.com](mailto:privacy@accaglobal.com)

## 1 YOUR WORKPLACE DETAILS

### To be completed by the trainee

Full name

ACCA registration number

Organisation name

Approved Employer number

Job title

Dates of employment From:

To:

Months in a relevant role

Employer address

Postcode

Level of approval (Gold/Platinum)

## 2 GOLD OR PLATINUM ACCA APPROVED EMPLOYER PRIMARY CONTACT OR PRACTICAL EXPERIENCE SUPERVISOR DETAILS

### To be completed by the ACCA Approved Employer primary contact or practical experience supervisor

Full name

ACCA registration number (if applicable)

Job title

Qualifications

Email address

Relationship to trainee

### 3 PERFORMANCE OBJECTIVES SUMMARY

#### To be completed by the Approved Employer primary contact or practical experience supervisor

To be eligible to apply for ACCA membership trainees must have completed 36 months in relevant finance/accounting roles and must also have achieved all five Essentials and four Technical performance objectives from the list below. The trainee named in section 1 will be invited to apply for membership upon meeting these requirements provided that they have also completed the ACCA exams and the Professional Ethics module or Ethics and Professional Skills module, as applicable.

Please review the performance objective detail, which can be found in the ACCA performance objective booklet available to download at [www.accaglobal.com/per](http://www.accaglobal.com/per), then sign-off each performance objectives the trainee named in section 1 has achieved while at your organisation.

	Performance Objective	Signature	Date (DD/MM/YYYY)
<b>ESSENTIALS</b>	1 Professionalism and ethics		
	2 Stakeholder relationship management		
	3 Strategy and innovation		
	4 Governance risk and control		
	5 Leadership and management		
<b>TECHNICAL</b>	6 Record and process transactions and events		
	7 Prepare external financial reports		
	8 Analyse and interpret financial reports		
	9 Evaluate investment and financing decisions		
	10 Manage and control working capital		
	11 Identify and manage financial risk		
	12 Evaluate management accounting systems		
	13 Plan and control performance		
	14 Monitor performance		
	15 Tax computations and assessments		
	16 Tax compliance and verification		
	17 Tax planning and advice		
	18 Prepare for and plan the audit process		
	19 Collect and evaluate evidence for an audit		
	20 Review and report on the findings of an audit		

In addition to achieving the performance objectives signed off above, I confirm that the trainee named in section 1:

- has been employed by this organisation during the dates entered in section 1
- has achieved the number of months in a relevant role claimed in section 1 (to be prorated for part-time experience)
- has followed this organisation's performance management and appraisal processes
- is eligible to claim the performance objective exemption.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Please complete and return to:

Customer Services  
 ACCA 110 Queen Street Glasgow G1 3BX United Kingdom  
 fax: +44 (0)141 582 2222 email: [members@accaglobal.com](mailto:members@accaglobal.com)