

# Remote practical experience supervisor (RPES) programme

## FREQUENTLY ASKED QUESTIONS FOR EMPLOYERS

### 1 What is the programme?

The remote practical experience supervisor (RPES) programme has been developed to help ACCA affiliates who do not have access to a qualified accountant in the workplace achieve their practical experience requirement (PER). Affiliates will be matched with an ACCA member who can verify their work experience in conjunction with their employer and sign off their performance objectives once they are satisfied that the trainee has achieved the correct standard.

### 2 Who is eligible for the RPES programme?

ACCA affiliates who have completed all exams and are currently working in an accounting or finance role but who do not have access to an IFAC qualified supervisor at their employer are eligible for this programme. ACCA members who are currently in good standing are eligible to register as a remote supervisor.

### 3 Is my staff member eligible?

If there is no IFAC qualified accountant within your organisation or linked to your organisation, eg a consultant or external accountant/auditor, then an ACCA affiliate working in your organisation should be eligible for this programme. If they have access to an IFAC qualified supervisor through your organisation, they would not be eligible.

### 4 What would my role involve?

In order to participate, affiliates are required to confirm that they are eligible by answering a short questionnaire. You will be required to confirm that they are eligible to participate and that you consent to them participating in the programme. As details about their work will be shared with someone external to your organisation, you will also need to make them aware of any confidentiality or data protection policies that you have in place. We expect that it will take around three months for a relationship to be established between the trainee, yourself, and their remote supervisor. This will allow them to build an understanding of the trainee's experience and competence before they feel ready to review and sign off performance objectives. Timescales, however, will be dependent on the availability and the circumstances of the individuals involved.

### 5 Does ACCA train the remote supervisors?

ACCA will conduct training for any members acting as remote supervisors and provide guidance documents for all other parties involved in the programme.

### 6 I have a problem with the trainee that wishes an RPES – what should I do?

If your staff member is not eligible for an RPES, you have the option to decline the invite sent to you that asks for your consent. If there are any other issues, send details of this to [RPES@accaglobal.com](mailto:RPES@accaglobal.com) to request assistance.

### 7 What measures has ACCA put in place to ensure the rigour of the programme?

The RPES programme has been developed in consultation with ACCA members, employers and regulators. We have introduced several checks and controls for all participants, and all trainees who complete their practical experience through this route will be subject to a PER audit.

### 8 How are trainees matched?

Both trainees and remote supervisors will complete a short questionnaire regarding their work experience before they are entered into the programme. Their answers to these questions will be used to calculate a match. Any trainee and RPES who have a 50% match or more will be eligible to link up. The trainee will be presented with these results and be able to select the supervisor best suited to their experience to request to link.

### 9 How are remote supervisors vetted?

Only ACCA members who are in good standing will be eligible to act as a remote supervisor. Each member who volunteers to be a remote supervisor also is required to complete a mandatory learning module in order to receive training and guidance on what is required in this role. This ensures that both supervisors and trainees are getting all the support and guidance they need to have a successful relationship.

### 10 Is there a cost for a trainee to join the RPES programme?

There is no cost to the trainee or their employer to join the RPES programme. ACCA members perform the role of remote supervisor on a voluntary basis.