

PRACTISING CERTIFICATE EXPERIENCE FORMS

AUDIT UNITS – PART 3

To satisfy ACCA's minimum competence requirements for an ACCA practising certificate and audit qualification members must achieve all nine audit elements.

For an ACCA practising certificate there is no requirement for any audit elements to be achieved.

Member's name

Membership number

Area K – Audit

Unit PC26 – Prepare for and plan the audit process

Elements		Achievement date
AU1	Identify ethical, legal and engagement requirements on an audit	
AU2	Determine the level of audit risk	
AU3	Evaluate the risk within an organisation's internal control structure	

Principal's name	Principal's confirmation date

Statement of achievement (Minimum 600 words)

(ACCA can only consider client specific examples where the member has worked or been personally involved)

Statutory audit

Principal's confirmation (Approximately 100 words) (How has the member developed by achieving this area?)

Area K – Audit

Unit PC26 – Prepare for and plan the audit process (continued)

Audit narrative to support any 'Audit - other' hours claimed in the Time summary should be documented here.

Elements		Achievement date
AU1	Identify ethical, legal and engagement requirements on an audit	
AU2	Determine the level of audit risk	
AU3	Evaluate the risk within an organisation's internal control structure	

Principal's name	Principal's confirmation date

Statement of achievement (Minimum 600 words)

(ACCA can only consider client specific examples where the member has worked or been personally involved)

Other audit

Please refer to the definition of 'other' audit set out in Appendix 3 of the Practising Certificate Experience Requirement.

Principal's confirmation (Approximately 100 words) (How has the member developed by achieving this area?)

Area K – Audit

Unit PC27 – Collect and evaluate evidence for an audit

Elements		Achievement date
AU4	Co-ordinate the delivery of audit evidence	
AU5	Evaluate evidence collected for an audit	
AU6	Make judgements about the truth and fairness of an organisation's financial statements	

Principal's name	Principal's confirmation date

Statement of achievement (Minimum 600 words)

(ACCA can only consider client specific examples where the member has worked or been personally involved)

Statutory audit

Principal's confirmation (Approximately 100 words)

(How has the member developed by achieving this area?)

Area K – Audit

Unit PC27 – Collect and evaluate evidence for an audit (continued)

Audit narrative to support any 'Audit - other' hours claimed in the Time summary should be documented here.

Elements		Achievement date
AU4	Co-ordinate the delivery of audit evidence	
AU5	Evaluate evidence collected for an audit	
AU6	Make judgements about the truth and fairness of an organisation's financial statements	

Principal's name	Principal's confirmation date

Statement of achievement (Minimum 600 words)

(ACCA can only consider client specific examples where the member has worked or been personally involved)

Other audit

Please refer to the definition of 'other' audit set out in Appendix 3 of the Practising Certificate Experience Requirement.

Principal's confirmation (Approximately 100 words)

(How has the member developed by achieving this area?)

Area K – Audit

Unit PC28 – Review and report on the findings of an audit

Elements		Achievement date
AU7	Review the performance of an audit	
AU8	Advise on the findings and implications of an audit	
AU9	Prepare a formal audit report	

Principal's name	Principal's confirmation date

Statement of achievement (Minimum 600 words)
(ACCA can only consider client specific examples where the member has worked or been personally involved)

Statutory audit

Principal's confirmation (Approximately 100 words)
(How has the member developed by achieving this area?)

Area K – Audit

Unit PC28 – Review and report on the findings of an audit (continued)

Audit narrative to support any 'Audit - other' hours claimed in the Time summary should be documented here.

Elements		Achievement date
AU7	Review the performance of an audit	
AU8	Advise on the findings and implications of an audit	
AU9	Prepare a formal audit report	

Principal's name	Principal's confirmation date

Statement of achievement (Minimum 600 words)

(ACCA can only consider client specific examples where the member has worked or been personally involved)

Other audit

Please refer to the definition of 'other' audit set out in Appendix 3 of the Practising Certificate Experience Requirement.

Principal's confirmation (Approximately 100 words)

(How has the member developed by achieving this area?)

Time summary

Members applying for a practising certificate and audit qualification should complete this time summary. Any unusual work patterns may need further supporting evidence in the form of time sheets from your employer.

Member's name					Membership number		
Time summary (in hours)	6 months to □□/□□/□□	6 months to □□/□□/□□	6 months to □□/□□/□□	6 months to □□/□□/□□	6 months to □□/□□/□□	6 months to □□/□□/□□	Total
Audit – statutory (Note A)							
Audit – other							
Audit – sub-total							
Other working time ¹							
Total working time²							
Number of statutory audit clients ³							
Number of other audit clients ³							
Client sectors ⁴							
Size of clients ⁴							
Member's initials and date							
Authorised supervisor's initials and date (if applicable)							
Principal's initials and date (always required)							

Note A

I confirm that these hours qualify as 'statutory audit work', ie audit work of companies established under the Companies Acts.

Principal's signature

Date

Member's authentication

I confirm that these PCEF are a true record of my experience and elements achieved and a fair reflection of time spent over the training period. I understand that if I provide any false, inaccurate or misleading information in this form, I may face disciplinary action for dishonest conduct, and may also invalidate any decision reached in this application.

Member's signature

Date

1 This includes other working time not included in any of the other categories above. This may include non-chargeable time, and covers time spent working in areas such as research, payroll, tax, insolvency.
 2 As a guideline, ACCA considers full-time work experience to be 35 hours per week. 1,540 hours of part-time work equates to one year of full-time experience.
 3 These should be the number of statutory and other audit clients worked on during the period.
 4 These relate to all clients you have worked on during the period. Please refer to Appendix 1 of PCEF – Part 1 for detailed lists.



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The Association of Chartered Certified Accountants

Think Ahead