

PRACTISING CERTIFICATE EXPERIENCE FORMS

Training principal guidance pack

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Before you act as a training principal, please refer to the eligibility criteria set out in Appendix 1 of the Practising Certificate Experience Forms (PCEF – Part 1). The following guidance outlines your responsibilities as a training principal when reviewing and signing the PCEF.

- In order to obtain a practising certificate (and audit qualification) each member needs to demonstrate the achievement of a minimum number of elements in three different parts of the PCEF – mandatory areas, optional units and audit units (if applying for a practising certificate and audit qualification).
- You, as a principal, are responsible for verifying the experience gained under your supervision in relation to the member's current role. You must confirm the member's competence in each of the elements claimed as achieved. The PCEF must be reviewed at least once every six months. The following sections need to be completed:

Principal confirmation of the elements achieved and the statements of achievement – these are the sections where members document experience against a set of competences. Every element that is claimed needs to be confirmed by including your name and the date you confirmed achievement. You also need to write a short statement of approximately 100 words regarding the development of the member during the achievement of the relevant units or elements of competence. A completed example is provided in Appendix 1.

Principal reviews – at least one review needs to be completed every six months. The reviews summarise the performance of the member throughout the six-month period, evaluate their progress against any objectives set and also identify areas for future

development. Please note that these reviews could also be completed by an authorised supervisor. If this is the case, you need to complete the last section of the Principal review. The reviews need to be type signed by you and the authorised supervisor (if applicable). The Principal review page is provided for reference purposes only in this pack. Please use the relevant pages in the PCEF – Part 1 to complete your reviews.

Time summary – you and the authorised supervisor (if applicable) are responsible for confirming the Time summary completed by the member is reasonable and evidence this by type signing and dating the form as appropriate. This also needs to be done every six months.

AUTHORISED SUPERVISOR

A principal may delegate to an authorised supervisor the sign off of certain sections of the member's PCEF. The authorised supervisor does not need to hold an ACCA practising certificate or an ACCA practising certificate and audit qualification, or be a practising member of any other professional accountancy body which is recognised for audit purposes. However, the principal must ensure that the authorised supervisor has the necessary qualifications and experience. The authorised supervisor must be a senior staff member in the organisation, have knowledge of the individual's work and the training undertaken. The principal must still complete the Principal confirmation section on the statements of achievement, the relevant section on each of the Principal review documents and confirm that the Time summary completed by the member is reasonable. The principal will still retain overall responsibility for training and must therefore countersign the completed PCEF to confirm the requirements for a practising certificate, or a practising certificate and audit qualification, have been met.

Principal review

To be completed by the principal or authorised supervisor (detailed commentary must be provided in all sections below) at least every six months. Please select 'Add new page' button to complete Principal reviews for each six month period.

| |
|--|
| Summary of work performance in the period, including strengths, areas for development and any new work experience |
| <input type="text"/> |
| Evaluation of performance against targets set at previous review |
| <input type="text"/> |
| All elements/units of competence achieved in this period, if any |
| <input type="text"/> |
| Identified future experience and development needs |
| <input type="text"/> |
| Performance targets for the next period |
| <input type="text"/> |
| Principal comments (to be completed only if your review has been carried out by an authorised supervisor) |
| <input type="text"/> |

| |
|--|
| Review for period ended |
| <input type="text" value="dd/mmm/yyyy"/> |

| |
|---|
| To be completed by the member and principal or authorised supervisor |
| <p>I confirm agreement of the summary of work performance and targets for the next period. The statements of achievement completed in the period are a fair representation of the work undertaken under withdrawn supervision or in a supervisory capacity. A false, inaccurate or misleading declaration may invalidate any decision related to this application. Supplying false, inaccurate and/or misleading information to ACCA may result in referral to ACCA's Complaint Assessment department (or another professional body of which you are a member) for consideration as to possible disciplinary action and may result in the withdrawal of your firm's approved employer registration.</p> |
| Member's name |
| <input type="text"/> |
| Date <input type="text" value="dd/mmm/yyyy"/> |
| Authorised supervisor's name (if applicable) |
| <input type="text"/> |
| Date <input type="text" value="dd/mmm/yyyy"/> |
| Principal's name |
| <input type="text"/> |
| Date <input type="text" value="dd/mmm/yyyy"/> |

Appendix 1

Example **Principal confirmation** of the elements of competence claimed and the statement of achievement – you are responsible for completing the sections on the right:

Area A – Professionalism and ethics

All three elements within this area of competence have to be achieved.

| Elements | | Achievement date |
|----------|--|------------------|
| PE1 | Uphold professional ethics, values and standards | dd/mmm/yyyy |
| PE2 | Maintain an awareness and understanding of changes affecting the profession | dd/mmm/yyyy |
| PE3 | Demonstrate a commitment to your personal and professional knowledge and development | dd/mmm/yyyy |

| Principal's name | Principal's confirmation date |
|------------------|-------------------------------|
| | dd/mmm/yyyy |
| | dd/mmm/yyyy |
| | dd/mmm/yyyy |

| Statement of achievement (Minimum 300 words) |
|---|
| |

| Principal's confirmation (How has the member developed by achieving this area?) |
|--|
| <p>Maria is very good at keeping up to date with any upcoming changes in standards and legislation.</p> <p>Over the last period Maria has demonstrated real commitment to her development and any opportunities (such as the tax secondment) are discussed on a regular basis.</p> <p>We have received very positive feedback from our clients with regards to Maria's work and this is a reflection of her efforts and strong work ethics. She always conducts herself in a professional manner and in compliance with the profession's values.</p> |

ACCA

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The Association of Chartered Certified Accountants

Think Ahead