



## Practising Certificate Experience Requirement (PCER)

Training in an ACCA Approved Employer after admission to membership must cover all the following areas of competence as set out in Appendix 1 of this document and must be recorded in the Practising Certificate Experience Forms (PCEF):

- (a) Mandatory (areas A–E: Professionalism and ethics; Stakeholder relationship management; Strategy and innovation; Practice development; Leadership and management); and
- (b) Optional (areas F–J: Corporate reporting and financial management; Business advice, development and measurement; Sustainable management accounting; Taxation; Business consultancy and internal review); and
- (c) Audit (area K).

Candidates for a practising certificate must be proficient in:

- (a) all three elements of competence in relation to Professionalism and ethics; and
- (b) at least three elements in relation to Stakeholder relationship management; and
- (c) at least two elements in relation to Strategy and innovation; and
- (d) at least four elements in relation to Practice development; and
- (e) at least four elements in relation to Leadership and management; and
- (f) at least six units from the following areas:
  - (i) Corporate reporting and financial management
  - (ii) Business advice, development and measurement
  - (iii) Sustainable management accounting
  - (iv) Taxation
  - (v) Business consultancy and internal review.

Candidates for a practising certificate and audit qualification must also be proficient in all the competences shown for audit (area K). In addition candidates must note the minimum experience requirements ie at least 44 weeks of training in audit work, of which at least 22 weeks are in statutory audit. Further details can be found in Global Practising Regulations Annex 1 Appendix 2 (United Kingdom) and Annex 2 Appendix 2 (Ireland).

Transitional provisions apply until 31 December 2020. These allow training in an ACCA Approved Employer after admission to membership to cover the following areas of competence as set out in Appendix 2 of this document and must be recorded in the Practising Certificate Training Record (PCTR):

- (a) Audit (area 7 – see below);
- (b) Professional Conduct (area 1);
- (c) Technical (areas 2–5: Accounting; Business advice, development and measurement; Taxation; Business assurance and internal review);
- (d) Management (area 6).

Candidates for a practising certificate must be proficient in:

- (a) all five mandatory elements of competence in relation to Professional Conduct; and
- (b) at least eight elements of competence in relation to Technical skills, six of which must be key elements taken from at least two areas; and
- (c) at least two elements of competence in relation to Management skills, one of which must be a key element.

Candidates for a practising certificate and audit qualification must also be proficient in all the competences shown for audit (area 7). In addition candidates must note the minimum experience requirements ie at least 44 weeks of training in audit work, of which at least 22 weeks are in statutory audit. Further details can be found in Global Practising Regulations Annex 1 Appendix 2 (United Kingdom) and Annex 2 Appendix 2 (Ireland).

# Appendix 1: Practising Certificate Experience framework

**M** indicates a mandatory element

**A** indicates an audit element

MANDATORY		
Area A – Professionalism and ethics		
PC1	PE1 Uphold professional ethics, values and standards	M
	PE2 Maintain an awareness and understanding of changes affecting the profession	M
	PE3 Demonstrate a commitment to your personal and professional knowledge and development	M
Area B – Stakeholder relationship management		
PC2	SR1 Maintain the confidentiality of internal and external information	
	SR2 Establish and maintain effective and ethical business relationships and networks	
PC3	SR3 Promote services to existing and potential clients	
	SR4 Evaluate potential and existing clients	
	SR5 Agree service details and engage clients	
Area C – Strategy and innovation		
PC4	SI1 Identify and implement changes to products and services	
	SI2 Monitor and maintain the quality of service to clients. Implement and monitor client service standards and policies	
	SI3 Promote continuous quality improvement in products, services and processes	
Area D – Practice development		
PC5	PD1 Set fees and credit limits for activities	
	PD2 Collect fee income from clients	
PC6	PD3 Monitor and control activities against budgets	
	PD4 Control costs to improve services to clients	
PC7	PD5 Monitor and maintain the security of high value items	
	PD6 Maintain the health, safety and security of the working environment	
PC8	PD7 Develop and maintain information systems to meet the employer's requirements	
	PD8 Monitor and control the employer's information systems	
Area E – Leadership and management		
PC9	LM1 Identify personnel requirements and role specifications	
	LM2 Select teams and individuals	
	LM3 Develop teams and individuals	
PC10	LM4 Identify and agree objectives and methods to deliver required outcomes	
	LM5 Delegate activities to teams and individuals	
	LM6 Monitor and appraise the work of others	

**OPTIONAL****Area F – Corporate reporting and financial management**

<b>PC11</b>	CR1 Appraise information for the preparation of financial and other statements and accounts	
	CR2 Prepare and present financial and other statements and accounts	
<b>PC12</b>	CR3 Appraise financial information for the preparation of management information	
	CR4 Prepare and present financial information for management purposes	

**Area G – Business advice, development and measurement**

<b>PC13</b>	BA1 Identify and advise on relevant legal and regulatory obligations	
	BA2 Provide support in meeting regulatory obligations	
<b>PC14</b>	BA3 Formulate business strategy and objectives	
	BA4 Devise business plans	
<b>PC15</b>	BA5 Assist clients to understand and evaluate their options for raising finance	
	BA6 Assist clients to raise finance to achieve objectives	
<b>PC16</b>	BA7 Determine the risks and benefits associated with business/investment opportunities	
	BA8 Recommend ways of optimising the use of assets	
	BA9 Establish the value of businesses	

**Area H – Sustainable management accounting**

<b>PC17</b>	SM1 Identify potential changes to an organisation's accounting systems	
	SM2 Implement and evaluate new/changes to accounting systems	
<b>PC18</b>	SM3 Prepare spending proposals and profiles	
	SM4 Agree, monitor and report on budgets for activities	
<b>PC19</b>	SM5 Identify financial objectives and performance measures	
	SM6 Facilitate the introduction of systems and practices to plan and monitor financial performance	
	SM7 Monitor the achievement of financial performance and objectives	
<b>PC20</b>	SM8 Evaluate the potential profitability of products and services	
	SM9 Calculate the actual costs of products and services	
	SM10 Make recommendations to reduce costs and enhance value	

**Area I – Taxation**

<b>PC21</b>	TA1 Compute the tax payable	
<b>PC22</b>	TA2 Provide advice on tax liabilities and payments and carry out compliance activities	
	TA3 Negotiate with the tax authorities on behalf of clients	
<b>PC23</b>	TA4 Provide advice on current and future tax planning	
	TA5 Provide advice about the tax implications of externally or internally initiated changes	

**Area J – Business consultancy and internal review**

<b>PC24</b>	BC1 Determine the scope, purpose and objectives of an internal review or investigation	
	BC2 Deliver evidence for an internal review or investigation	
<b>PC25</b>	BC3 Obtain evidence for analysis against the objectives of an internal review or investigation	
	BC4 Make judgements against the objectives of an internal review or investigation	
	BC5 Report on the findings and outcomes of an internal review or investigation	
	BC6 Present evidence as an expert witness for litigation or criminal proceedings	

Area K – Audit		
<b>PC26</b>	AU1 Identify ethical, legal and engagement requirements on an audit	<b>A</b>
	AU2 Determine the level of audit risk	<b>A</b>
	AU3 Evaluate the risk within an organisation's internal control structure	<b>A</b>
<b>PC27</b>	AU4 Coordinate the delivery of audit evidence	<b>A</b>
	AU5 Evaluate evidence collected for an audit	<b>A</b>
	AU6 Make judgements about the truth and fairness of an organisation's financial statements	<b>A</b>
<b>PC28</b>	AU7 Review the performance of an audit	<b>A</b>
	AU8 Advise of the findings and implications of an audit	<b>A</b>
	AU9 Prepare a formal audit report	<b>A</b>

## Appendix 2: Practising Certificate Training Record framework

### COMPETENCES OF PRACTISING CERTIFICATE HOLDERS

**M** indicates a mandatory element

**K** indicates a key element

**A** indicates an audit element

Area 1 – Professional Conduct		
<b>A</b>	A1 Establish and maintain effective and ethical business relationships and networks	<b>M</b>
	A2 Maintain an awareness and understanding of changes affecting the profession	<b>M</b>
	A3 Demonstrate a commitment to own personal and professional knowledge and development	<b>M</b>
<b>B</b>	B1 Maintain the confidentiality of internal and external information	<b>M</b>
	B2 Uphold professional ethics, values and standards	<b>M</b>
Area 2 – Accounting		
<b>C</b>	C1 Appraise information for the preparation of financial and other statements and accounts	<b>K</b>
	C2 Prepare and present financial and other statements and accounts	<b>K</b>
<b>D</b>	D1 Appraise financial information for the preparation of management information	<b>K</b>
	D2 Prepare and present financial information for management purposes	<b>K</b>
<b>E</b>	E1 Identify potential changes to an organisation's accounting systems	
	E2 Implement and evaluate new/changes to accounting systems	
Area 3 – Business Advice, Development and Measurement		
<b>F</b>	F1 Identify and advise on relevant legal and regulatory obligations	<b>K</b>
	F2 Provide support in meeting regulatory obligations	
<b>G</b>	G1 Formulate business strategy and objectives	<b>K</b>
	G2 Devise business plans	
<b>H</b>	H1 Assist clients to understand and evaluate their options for raising finance	<b>K</b>
	H2 Assist clients to raise finance to achieve objectives	
<b>I</b>	I1 Prepare spending proposals and profiles	
	I2 Agree, monitor and report on budgets for activities	
<b>J</b>	J1 Identify financial objectives and performance measures	<b>K</b>
	J2 Facilitate the introduction of systems and practices to plan and monitor financial performance	
	J3 Monitor the achievement of financial performance and objectives	<b>K</b>
<b>K</b>	K1 Evaluate the potential profitability of products and services	
	K2 Calculate the actual costs of products and services	
	K3 Make recommendations to reduce costs and enhance value	
<b>L</b>	L1 Determine the risks and benefits associated with business/investment opportunities	<b>K</b>
	L2 Recommend ways of optimising the use of assets	
	L3 Establish the value of businesses	<b>K</b>

Area 4 – Taxation		
<b>M</b>	M1 Compute the tax payable	<b>K</b>
	M2 Provide advice on tax liabilities and payments	<b>K</b>
	M3 Provide advice on current and future tax planning	<b>K</b>
	M4 Provide advice about the tax implications of externally or internally initiated changes	
	M5 Negotiate with the tax authorities on behalf of clients	<b>K</b>
Area 5 – Business Assurance and Internal Review		
<b>N</b>	N1 Determine the scope, purpose and objectives of an internal review or investigation	<b>K</b>
	N2 Deliver evidence for an internal review or investigation	
<b>O</b>	O1 Obtain evidence for analysis against the objectives of an internal review or investigation	
	O2 Make judgements against the objectives of an internal review or investigation	<b>K</b>
	O3 Report on the findings and outcomes of an internal review or investigation	<b>K</b>
	O4 Present evidence as an expert witness for litigation or criminal proceedings	
Area 6 – Management		
<b>P</b>	P1 Promote services to existing and potential clients	<b>K</b>
	P2 Evaluate potential and existing clients	<b>K</b>
	P3 Agree service details and engage clients	
<b>Q</b>	Q1 Set fees and credit limits for activities	
	Q2 Collect fee income from clients	
<b>R</b>	R1 Identify changes to products and services	
	R2 Implement and monitor client service standards and policies	
	R3 Promote continuous quality improvement in products, services and processes	<b>K</b>
<b>S</b>	S1 Monitor and control activities against budgets	
	S2 Control costs to improve services to clients	
<b>T</b>	T1 Identify personnel requirements and role specifications	
	T2 Select teams and individuals	
	T3 Develop teams and individuals	<b>K</b>
<b>U</b>	U1 Identify and agree objectives and methods to deliver required outcomes	
	U2 Delegate activities to teams and individuals	
	U3 Monitor and appraise the work of others	<b>K</b>
<b>V</b>	V1 Monitor and maintain the security of high value items	
	V2 Maintain the health, safety and security of the working environment	
<b>W</b>	W1 Develop and maintain information systems to meet the employer's requirements	
	W2 Monitor and control the employer's information systems	

Area 7 – Audit		
<b>X</b>	X1 Determine the level of audit risk	<b>A</b>
	X2 Evaluate the risk within an organisation's internal control structure	<b>A</b>
	X3 Co-ordinate the delivery of audit evidence	<b>A</b>
<b>Y</b>	Y1 Evaluate evidence collected for an audit	<b>A</b>
	Y2 Make judgements about the truth and fairness of an organisation's financial statements	<b>A</b>
	Y3 Review the performance of an audit	<b>A</b>
<b>Z</b>	Z1 Advise on the findings and implications of the audit	<b>A</b>
	Z2 Prepare a formal audit report	<b>A</b>