

Approved Employer FPER confirmation form

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

To claim the completion of some or all of the Foundations Practical Experience Requirement (FPER) 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;
- be a Certified Accounting Technician (CAT) or a member of AAT*; or
- have knowledge of your work.

A copy of this form must be retained in case it is required by ACCA for FPER audit purposes or to validate any claims on your CAT holder 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 FPER 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), or contact privacy@accaglobal.com

* For the Essentials performance objectives you have achieved to count towards the ACCA Qualification Practical Experience Requirement (PER), the person that signs off your Essentials must be a member of an IFAC body or a qualified accountant or auditor recognised by law in your country.

1 YOUR WORKPLACE DETAILS

To be completed by the trainee

Full name

ACCA registration number

Date of birth

 / /

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 ACCA APPROVED EMPLOYER 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

Signature

To be completed by a second practical experience supervisor, if applicable

Full name

ACCA registration number (if applicable)

Job title

Qualifications

Email address

Relationship to trainee

Signature

3 PERFORMANCE OBJECTIVES SUMMARY

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

To be eligible to apply for ACCA CAT holder status trainees must have completed 12 months in relevant finance/accounting roles and must also have achieved both Essentials and six Technical performance objectives from the list below. The trainee named in section 1 will be eligible to apply for CAT holder status upon meeting these requirements provided that they have also completed the relevant exams and the Foundations in Professionalism module.

Please review the performance objective detail, which can be found in the ACCA FPER performance objective booklet available to download at <http://www.accaglobal.com/uk/en/student/practical-experience/practical-experience-foundation-level.html>, 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)
ESSENTIALS		
1 Ethics and Professionalism		
2 Stakeholder relationship management		
TECHNICAL		
GROUP ONE – AT LEAST ONE REQUIRED		
3 Verify and record income and receipts from originating documents		
4 Verify and record purchases and payments from originating documents		
5 Prepare ledger accounts and an initial trial balance		
6 Provide basic information on costs and revenues		
GROUP TWO – AT LEAST TWO REQUIRED		
7 Correct errors and process accounting adjustments in an extended trial balance		
8 Maintain records relating to capital acquisition and disposal		
9 Prepare the final accounts of unincorporated entities		
10 Prepare and complete sales tax/VAT returns		
11 Record and analyse information relating to direct costs		
12 Record and analyse information relating to indirect costs		
13 Record and analyse information relating to costs, revenue and profit		
14 Manage and control cash receipts, payments and balances		
GROUP THREE – AT LEAST THREE REQUIRED		
15 Draft financial statements for different business sectors		
16 Interpret financial statements for different business sectors		
17 Use management accounting techniques to support planning and decision making		
18 Measure and evaluate financial performance		
19 Plan and control financial performance		
20 Use and evaluate accounting systems and financial controls		
21 Implement internal or external audit procedures		
22 Prepare personal taxation computations and complete tax returns		
23 Prepare business taxation computations and complete tax returns		
24 Grant credit and monitor and control the collection of debts		

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

Print name

Date

Please complete and return to:

Customer Services

ACCA 110 Queen Street Glasgow G1 3BX United Kingdom

fax: +44 (0)141 582 2222 email: students@accaglobal.com