

## How to write your performance objective statements

Your performance objective statement is how you demonstrate to your practical experience supervisor and to ACCA that you've achieved the objective. As a guide, someone who doesn't know your work should be able to understand and recognise the work you have completed.

When writing your statement, focus on the overarching description rather than the elements as your supervisor will sign these off separately – although you may want to include examples of tasks you carried out to achieve some of the elements in your statement.

Your statement should be between 200 and 500 words.

Remember that your statements relate to the ACCA practical experience requirement and the examples of work you provide should be within an accounting or finance context.

### OUR TOP TIPS

**Firstly** Explain what you did. Give one or two examples of tasks that you've personally worked on.

**Secondly** Describe the skills you gained which helped you achieve the objective.

**And lastly** Reflect on what you learned, what went well, or what you would do differently.

**There are four simple steps to follow:**

### ■ STEP 1: PREPARE

- Reflect on the work you've done that relates to the objective
- Identify examples of tasks or projects you've undertaken that demonstrate your competence in this area
- Reflect on what you learned – what went well – or what you'd do differently

*Tip – you may wish to discuss your progress with your supervisor*

### ■ STEP 2: WRITE

- Keep it concise – but not so brief that your supervisor and ACCA can't appreciate what you've done
- Don't use jargon or abbreviations, unless these are explained
- Include details of one or two tasks you've done that demonstrate you've achieved the overarching objective description
- Be specific about tasks you've personally completed – rather than talk about what you'd do in a particular situation – provide one or two real examples
- Avoid using the same example for multiple objectives

*Tip – you don't need to provide examples to cover all five elements*

'You have given an example about making improvements within your team however as this objective is related to management accounting, can you give another example that would highlight your skills in this area? Think about your experience in budgeting and how your work in this area contributed to business objectives.'

FEEDBACK GIVEN BY A SUPERVISOR REGARDING PERFORMANCE OBJECTIVE 13 – PLAN AND CONTROL PERFORMANCE

'While confirming that you have undertaken research to solve a problem is a great example, you should give more details about the problem, what the research consisted of and how you were then able to solve the problem.'

FEEDBACK GIVEN BY ACCA REGARDING PERFORMANCE OBJECTIVE 3 – STRATEGY AND INNOVATION

### ■ STEP 3: REVIEW

- Check your statement relates to the performance objective description
- Have you said what you personally did?
- Have you provided specific work-related examples?

*Tip – Make sure the work examples you've given relate to accounting or finance activities*

### ■ STEP 4: SUBMIT

- Let your supervisor know in advance that you'll be submitting performance objective statement(s) to them for review and sign-off
- Provide your supervisor with links to the PER guidance materials on the ACCA website
- Agree a timeframe with your supervisor – they have a busy schedule so allow for this
- Be prepared that your supervisor, or ACCA, may ask you to expand on your statement if they feel you haven't provided enough information

*Tip – don't wait until you've achieved all your objectives to write your statements*

'Thanks for confirming that you conduct business ethically, but I need you to give a specific example of a time when you had an ethical dilemma to deal with. Please detail what it was, what you did and what the outcome of this action was.'

FEEDBACK GIVEN BY A SUPERVISOR  
REGARDING PERFORMANCE OBJECTIVE  
1 – ETHICS AND PROFESSIONALISM

'In the example you've given you talk about how you have prepared for an audit. However, to achieve any of the Audit and Assurance objectives, you need to work as part of an internal or external audit team. As you work in the area/business that is being audited, rather than as part of the audit team, you are unable to claim this objective. You will need to demonstrate achieving an alternative objective from another Technical area.'

FEEDBACK GIVEN BY ACCA REGARDING  
PERFORMANCE OBJECTIVE 18 –  
PREPARE FOR AND PLAN THE AUDIT  
AND ASSURANCE PROCESS