



COMPETENCY

framework

Think Ahead

COMPETENCY FRAMEWORK



ABOUT THE COMPETENCY FRAMEWORK

The ACCA Competency Framework has 12 competency areas, with Ethics and Professionalism at its heart.

The Competency Framework is used to develop ACCA products and services that strengthen and support the profession as a whole and support the career development of individual finance professionals within the workplace.

'Competency' (competencies) describe the behaviour that lies behind competent performance and describes what people bring to a job role (output of the ACCA Qualification).

The competencies are the technical knowledge and measurable skills gained by completing the ACCA Qualification through a mix of exams, experience and ethics (3Es).

STRUCTURE OF THE COMPETENCY FRAMEWORK

The Competency framework consists of twelve competency areas, which show links to:

- ACCA Qualification – through linked exams, experience and ethics (3Es)
- Job profiles – links to several job profiles in the accountancy profession

Competencies

- > 12 Competency areas

- > High level competencies – Linking to exam syllabus. Practical Experience Requirement (PER) and Ethics

- > Detailed level competencies

- > Links to the three most prominent quotients in that competency area

ACCA Qual (3E's)

- > **Exams** – including linked competencies and Performance Objectives (POs)

- > **Experience** – POs (PER) including linked competencies and linked exams

- > **Ethics** – Including linked competencies and a link to the Ethics and Professional Skills module (ESPM).

Job Profiles

- > Link to exam options

- > Link to Performance Objectives

- > Linked Competencies

HOW TO USE THE COMPETENCY FRAMEWORK

The Framework provides evidence of the capabilities of ACCA qualified members. It is based on thorough studies into the knowledge, skills and behaviours required of finance and accounting professionals in organisations today.

The Framework is used by ACCA to develop its qualification in line with the emerging needs of business and other stakeholders.

Students: existing and prospective students

There are many ways in which the Competency Framework can be useful for a student.

The Framework can provide guidance which helps the student understand in detail what each of the competencies are and how they are gained through the ACCA Qualification. Students will be made aware of the three elements of the ACCA Qualification (exams, experience and ethics) the nature of the qualification and how the competencies are developed from gaining it.

The Framework will provide students with the context on how to choose the right options exam or choose the right performance objective which aligns to the job they are doing or the career they aspire to do.

The Framework helps a student plan their career and reflect on the competencies they have gained throughout the ACCA Qualification. The Framework will also highlight the skills they may need to develop further.

The links to the job profiles will be particularly useful for students to help them choose a career path and which option exams that will support that career choice.

WHEN TO USE THE COMPETENCY FRAMEWORK

A great time to use the Competency Framework is when something in the journey to ACCA Membership has changed.

For instance a great time for a student to use it is when they have recently passed their exams and they need to choose which performance objectives they should achieve, or which options exam they should choose.

The Competency Framework can also be useful if students or members are thinking of about moving on with their career and are interested in which other roles in finance and accountancy they could consider.

ORGANISATIONS

The Competency Framework can be used by employers to inform and complement their policies, procedures and practices with regard to the recruitment, training and development of finance and accounting personnel.

Organisations can use ACCA's competencies to complement their procedures and programmes because they:

- are comprehensive, covering all the key disciplines that businesses may require across all sectors.
- are global, promoting consistency across geographies.
- describe what individuals must be able to do in critical roles as managers and leaders, and as experts and decision-makers.

THERE ARE A NUMBER OF WAYS IN WHICH EMPLOYERS CAN UTILISE ACCA'S COMPETENCY FRAMEWORK (AND PROFESSIONAL QUOTIENTS) TO AUGMENT THEIR OPERATIONS AND ADDRESS KEY CHALLENGES, FOR EXAMPLE:

ACCA's competencies provide assurance that, when organisations recruit ACCA qualified people, they are acquiring the essential competencies required.

Organisations can review objectives for (and outcomes of) their Learning and Development programmes against the current and future competency requirements established by ACCA through its comprehensive global research.

Job specifications can be enhanced by adding clarity and underpinning detail about critical roles and responsibilities.

ACCA's competencies provide benchmark references which organisations can use to perfect procedures for evaluating competency areas critical to their business – during recruitment and selection, and to support performance management and personal development planning.

The competencies can be used to address critical skills gaps e.g. by mapping individual and team capabilities to the knowledge, skills and behaviours defined by ACCA.

Development planning can also be enhanced by reference to ACCA's Professional Quotients – the behaviours and qualities that accountants need to meet the on-going demands of the profession.

Organisations which have their own competency frameworks may also find ACCA's competencies useful.

ACCA's competencies can complement an organisation's existing frameworks – especially where these focus on generic capabilities across the business, or on particular capabilities central to their business purpose.

ACCA's competencies can help by providing wider coverage and deeper insight into financial and accounting related occupational roles.



HOW ARE COMPETENCIES, PERFORMANCE OBJECTIVES AND PROFESSIONAL QUOTIENTS LINKED?

Competencies and Performance Objectives (outputs) will be achieved through completion of the ACCA Qualification along with any practical real-life work activities which are undertaken.

By completing the ACCA Qualification and undertaking relevant continuous professional development, the ACCA member in a relevant role is developing professional quotients of success within that role, which allows them to become more effective in that role and progress in their career.

Both the competencies and quotients are developed via the ACCA Qualification and also continue to be enhanced throughout the accountant's professional career.



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