

# Mentor's Final Report



Please fill in your **Membership Number**, if known (please use a **BLACK** pen)

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Please complete **ALL** sections (1 – 4) below, and return the report to the provisional member to attach to their online application.  
**Please print in BLOCK LETTERS. Note:** Mentors and candidates should retain a copy of this signed final report for their records.

## Section 1 – Candidate details

Title       Mr     Mrs     Miss     Ms     Other →

Given name/s (in full)       Family name

ATE/RTE you have gained experience with

Period of Experience    From  /  /  to  /  /

New employer details (if applicable)

## Section 2 – Mentor details

Title       Mr     Mrs     Miss     Ms     Other →

Given name/s (in full)       Family name

Membership Number

## Section 3 – Candidate competency requirements

Please select either option **A** or **B** from below:

**Option A:** for Candidates who completed the Candidate Practical Experience Logbook → tick if applicable

**I verify** that this candidate is competent in at least two technical areas of accounting, one to a level 3 and one to a level 2. Please insert the appropriate level and initial the areas that apply below:

Areas of accounting	Level 2 or Level 3*	Mentor initials
Accounting academic		
Accounting information systems		
Auditing		
External reporting		
Financial management		
Insolvency and reconstructions		
Management accounting		
Taxation		
Financial advice		

**I verify** this applicant is competent in the following non-technical areas. Please insert the appropriate level and initial the areas that apply below:

Non-technical areas	Level 2 or Level 3*	Mentor Initials
Teamwork		
Organisational skills		
Research and evaluation		
Decision making		
Exercising ethical and professional behavior		
Communication and interpersonal skills		

**\*Please note:** for candidates to attain a level 2 they are expected to be working as part of a team and carrying out some tasks independently, being responsible for the quality of own work. Exercises judgement within established parameters.

To attain a level 3, candidates are expected to be managing their own work and being responsible for the quality and quantity of the work they do. Exercises professional judgement. May be responsible for leading a team and managing certain functions.

**Option B:** for candidates who completed a 'Recognised Training Employer in-house appraisal system' (tick if applicable)

I verify that this applicant has met the competency requirements of the above-named company's in-house appraisal system →  Yes  No

#### Section 4 – Mentors declaration

In my opinion this person is suitable for full membership as a Chartered Accountant/ Associate Chartered Accountant (delete as appropriate). This endorsement applies to the practical experience component of the admission requirements and is not to be used as a general reference. I declare that the information I have given in this form is complete, correct and up-to-date.

Signature  Full name   
Date  /  /

#### Section 5 – Submitting your application form

##### HOW TO SUBMIT YOUR FORM

Please email your completed form to:

**EMAIL** [assessment@charteredaccountantsanz.com](mailto:assessment@charteredaccountantsanz.com)

**OR**



If you have a 'digital signature' simply click the **submit button**

##### ANY QUESTIONS

If you have any questions you can contact the Service Centre at:

**EMAIL** [service@charteredaccountantsanz.com](mailto:service@charteredaccountantsanz.com)

**PHONE AUSTRALIA** 1300 137 322  
+61 2 9290 5660 (outside of Australia)  
8AM – 6PM (AEST) Monday – Friday (excl. Public Holidays)

**NEW ZEALAND** 0800 4 69422  
+64 4 474 7840 (outside of New Zealand)  
8AM – 6PM (NZ time) Monday – Friday (excl. Public Holidays)

**WEBSITE** [charteredaccountantsanz.com](http://charteredaccountantsanz.com)

#### PRIVACY STATEMENT

##### IMPORTANT: YOUR CONSENT TO DISCLOSURE

By providing personal information to us in this form you consent to CA ANZ:

- Disclosing to third parties your (current or former) status as a member or candidate of CA ANZ;
- Disclosing to regulators, law enforcement bodies, professional associations and government or statutory bodies the details of any final adverse determinations (including sanctions) in relation to your professional and/or ethical conduct that are made by CA ANZ's Professional Conduct bodies; and
- Collecting from third parties information relating to your membership of a trade or professional association or union, your criminal record (if any), your health, religious beliefs or affiliations, racial or ethnic origin and any other sensitive information to the extent that it is reasonably necessary for one more of the functions or activities of CA ANZ.

We collect, use and disclose your personal information in connection with your application, the management and administration of members and/or programs, the provision of products and services and/or to communicate with you.

If you do not provide your personal information, we may be unable to process your application. We may disclose your information to agents, contractors and service providers such as where we outsource functions and to other third parties such as local and international professional bodies, ASIC and other regulators and government bodies. By completing this form, unless you opt-out, you consent to us also using and disclosing your information for promotional and marketing purposes. You can opt-out by contacting us at [privacy@charteredaccountantsanz.com](mailto:privacy@charteredaccountantsanz.com). We may also have collected information about you from a third party, for instance from other professional bodies with which we have reciprocal arrangements. Your information will also be used and disclosed as set out in CA ANZ's Privacy Policy, available at [www.charteredaccountantsanz.com/privacy](http://www.charteredaccountantsanz.com/privacy). It is likely that your personal information will be disclosed to overseas recipients (as provided in our Privacy Policy, including the location of those entities). The Privacy Policy sets out how CA ANZ handles your personal information including how you can seek to access and correct your information or raise a privacy concern with us and how it will be dealt with as well as details about the disclosure of your information to entities overseas.

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