

Verification of Core Values and Skills Report

- to be completed by CMA and CGA members of CPA Canada

(Appendix 1 – PA7 of Section E of the GAA Framework document)

Section 1 – Personal Details

Title Mr Mrs Miss Ms Other [→](#)

Given name/s (in full) Family name

CPA Canada Membership Number

Section 2 – Competency Areas

To be completed by member verifying core values and skills	Initials
Cognitive	
1. Appreciative	
Applying professional scepticism and a critical approach to business problems	
Demonstrating a proactive approach to work and clients affairs	
Thinking laterally and applying a creative and integrated approach to problem solving	
Demonstrating an ability to achieve professional commitments by prioritising tasks and managing time and resource constraints	
Applying the concept of materiality to all professional actions	
2. Analytical	
Accessing, managing and evaluating information from multiple sources and perspectives	
Applying research skills to generate appropriate evidence	
Applying professional judgement to evaluate alternatives, reaching well-reasoned conclusions supported by evidence	
Applying reasoning, critical analysis and innovative thinking to recommend solutions to unstructured or complex problems	
Identifying when to seek assistance from experts or consult with specialists to solve problems and reach conclusions	
Applying appropriate tools and technology to increase efficiency and effectiveness and improve decision making	
Behavioural	
3. Self-Management/Personal	
Demonstrating an even-handed and tolerant approach showing an awareness of cultural and language differences	
Demonstrating an independence of thought	
Handling enquiry effectively	
Handling pressure and understanding the impact of pressure on others	
Developing a sense of professional integrity	

To be completed by member verifying core values and skills	Initials
Anticipating challenges and planning potential solutions which are appropriate to the situation	
Demonstrating a commitment to lifelong learning	
Setting high personal standards of delivery and monitoring personal performance, through feedback from others and through reflective activity	
Demonstrating an open minded and adaptable approach to business problems and new opportunities	
4. Inter-personal	
Listening attentively and applying effective interviewing techniques to clarify understanding of key facts and requirements	
Communicating in a clear and concise manner which is appropriate to the audience and situation both in writing and orally	
Understanding the importance of team dynamics and displaying cooperation and teamwork when working towards organisational goals	
Presenting ideas and influencing others through effective communication to provide support and commitment	
Undertaking a negotiation to an acceptable agreement whilst demonstrating ethical behavior	
Applying consultative skills to minimise or resolve conflict, solve problems, and maximise opportunities	
Reviewing own work and that of others to determine whether it complies with the organisation's quality standard	
Applying people management skills to motivate and develop others	
Applying leadership skills to influence others to work towards organisational goals	
Applying delegation skills to deliver assignments within identified deadlines	
5. Organisational	
Appreciating and operating within the culture of their employer	
Understanding the needs of customers and clients	
Planning, resourcing, managing and controlling projects to employers' guidelines and standards to deliver key outcomes and meet identified deadlines	

Section 3 – Declaration

This must be signed by a full and current CA member of CA ANZ or a member of a GAA body that CA ANZ have a reciprocal agreement with. We can usually confirm your membership if you provide your name, membership number, city of residence and date of admission. If we cannot confirm your membership details, we will require a Letter of Good Standing from your home body.

I verify that after the completion of two years post qualification experience, the above named applicant has demonstrated the core values and skills outlined in Section 2. I have initialed every task where competence has been achieved.

Full Name	<input type="text"/>		
Name of your accounting body	<input type="text"/>		
Membership Number	<input type="text"/>	Date of Admission	<input type="text" value="/"/> <input type="text" value="/"/> <input type="text"/>
City of Residence	<input type="text"/>		
Signature	<input type="text"/>		Date <input type="text" value="/"/> <input type="text" value="/"/> <input type="text"/>