

# Mentor's Interim Report



The interim mentor report should be completed and submitted along with the online Employment Details (EDF) Form when you change mentor. The Interim Mentor Report is not required from candidates who are changing mentor within the same Recognised Training Employer (RTE) organisation.

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

--	--	--	--	--	--	--	--

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:** You should provide your new mentor with a copy of this report and your up-to-date logbook. Mentors and candidates should retain a copy of this signed 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

I **verify** that this applicant has attained competence in the following technical and non-technical areas (please initial the individual units that apply in the boxes provided) to date.

	Competency – Level 3	Mentor Initials	Competency – Level 2	Mentor Initials
<b>Accounting Academic</b>	<b>AAC 1</b> Teaches relevant courses/curriculum		<b>AAC 1</b> Teaches relevant courses/curriculum	
	<b>AAC 2</b> Maintains currency in the relevant subject discipline to meet course and programme objectives		<b>AAC 2</b> Maintains currency in the relevant subject discipline to meet course and programme objectives	
	<b>AAC 3</b> To undertake relevant research in the appropriate area(s) of accounting		<b>AAC 3</b> To undertake relevant research in the appropriate area(s) of accounting	

	Competency – Level 3	Mentor Initials	Competency – Level 2	Mentor Initials
<b>Accounting Information Systems</b>			<b>AIS 1</b> Apply appropriate information systems and tools to business and accounting problems	
			<b>AIS 2</b> Assist to assess accounting information systems and develop an organisation's accounting information systems strategy	
			<b>AIS 3</b> Assist to design and manage accounting information systems installations and upgrades	
<b>Auditing</b>	<b>A 1</b> Plan the audit process		<b>A 1</b> Implement audit procedures	
	<b>A 2</b> Implement audit procedures		<b>A 2</b> Assist to examine compliance	
	<b>A 3</b> Examine compliance		<b>A 3</b> Be aware of the audit reporting process	
	<b>A 4</b> Prepare audit reports			
	<b>A 5</b> Manage the audit function			
<b>External Reporting</b>	<b>ER 1</b> Apply accounting standards		<b>ER 1</b> Apply accounting standards	
	<b>ER 2</b> Determine the external reporting policies and expectations of an entity		<b>ER 2</b> Understand the external reporting policies of an entity	
	<b>ER 3</b> Use and evaluate accounting and information systems		<b>ER 3</b> Use and evaluate accounting and information systems	
	<b>ER 4</b> Prepare reports in accordance with requirements and policies		<b>ER 4</b> Prepare reports in accordance with requirements and policies	
	<b>ER 5</b> Participate in managing the external reporting function			
<b>Financial Management</b>	<b>FM 1</b> Analyse and advise on the financial implications of an organisation's strategy		<b>FM 1</b> Analyse and advise on the financial implications of an organisation's strategy	
	<b>FM 2</b> Develop an organisation's financial strategies		<b>FM 2</b> Assist to develop an organisation's financial strategies	
	<b>FM 3</b> Participate in managing financial risks for an organisation		<b>FM 3</b> Participate in managing financial risks for an organisation	
	<b>FM 4</b> Participate in managing an organisation's financing operations		<b>FM 4</b> Implement an organisation's financing operations	
	<b>FM 5</b> Participate in managing the treasury function			
<b>Insolvency and Reconstructions</b>	<b>IR 1</b> Plan an insolvency or reconstruction engagement		<b>IR 1</b> Assist in planning an insolvency or reconstruction engagement	
	<b>IR 2</b> Assess the commercial viability of an organisation		<b>IR 2</b> Assess the commercial viability of an organisation	
	<b>IR 3</b> Identify strategic possibilities for the engagement		<b>IR 3</b> Assist in identifying strategic possibilities for the engagement	
	<b>IR 4</b> Participate in managing the reconstruction of an organisation		<b>IR 4</b> Assist in managing the reconstruction of an organisation	
	<b>IR 5</b> Participate in liquidations and the winding up process when turnaround is not feasible		<b>IR 5</b> Assist in liquidations and the winding up process when turnaround is not feasible	
	<b>IR 6</b> Participate in managing the insolvency and reconstructions function			
<b>Management Accounting</b>	<b>MA 1</b> Plan and monitor business performance		<b>MA 1</b> Participate in planning and monitoring business performance	
	<b>MA 2</b> Design, implement and review performance measurement and control systems		<b>MA 2</b> Implement performance measurement and control systems	
	<b>MA 3</b> Prepare budgets, report financial performance and prepare forecasts		<b>MA 3</b> Participate in the preparation of budgets, reporting financial performance and preparation of forecasts	
	<b>MA 4</b> Undertake project appraisals and project management		<b>MA 4</b> Participate in conducting project appraisals	
	<b>MA 5</b> Participate in managing the management accounting function			

	Competency – Level 3	Mentor Initials	Competency – Level 2	Mentor Initials
<b>Taxation</b>	<b>TA 1</b> Analyse the entity's tax profile		<b>TA 1</b> Understand the entity's tax profile	
	<b>TA 2</b> Participate in developing an entity's tax strategy		<b>TA 2</b> Understand the entity's tax strategy	
	<b>TA 3</b> Prepare and file returns in accordance with legal requirements		<b>TA 3</b> Prepare and file returns in accordance with legal requirements	
	<b>TA 4</b> Support, defend and negotiate tax positions			
	<b>TA 5</b> Participate in managing the taxation function			

<b>Financial Advice</b>	<b>FA 1</b> Assist to agree a scope of service with the client		<b>FA 1</b> Understand scope of service agreed with the client	
	<b>FA 2</b> Collect and record client information		<b>FA 2</b> Collect and record client information	
	<b>FA 3</b> Analyse client information and prepare recommendations		<b>FA 3</b> Assist to analyse client information	
	<b>FA 4</b> Assist to implement recommendations made by the Financial Advisor		<b>FA 4</b> Participate in implementing and monitoring the agreed recommendations	
	<b>FA 5</b> Monitor and review recommendations and prepare reports for the client			

Competency	Level (insert Level 2 or 3 as appropriate)	Mentor Initials
Teamwork		
Organisational skills		
Research and evaluation		
Decision making		
Exercising ethical and professional behaviour		
Communication and interpersonal skills		

#### Section 4 – Mentor's declaration

I verify that I have mentored the candidate for the period stated on this report. I can confirm they have attained the levels stated in the technical and non-technical competencies as indicated above and the information on this form is correct.

Signature	<input type="text"/>	Full name	<input type="text"/>
		Date	<input type="text" value="/"/> <input type="text" value="/"/>

#### 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:

- (a) Disclosing to third parties your (current or former) status as a member or candidate of CA ANZ;
- (b) 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
- (c) 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.

Chartered Accountants Australia and New Zealand. Formed in Australia. Members are not liable for the debts and liabilities of Chartered Accountants Australia and New Zealand. ABN 50 084 642 571.