

Candidate Practical Experience Logbook

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Welcome

Practical Experience to achieve real career benefits

Practical Experience is where essential knowledge and skills are developed so that candidates can learn, adapt quickly and achieve consistent, quality results at work. Mentored practical experience is one of the reasons why the Chartered Accountants Program is a leading postgraduate accounting program and why the Chartered Accountant designation is esteemed world-wide.

Chartered Accountants Australia and New Zealand (Chartered Accountant ANZ) has designed an approach to practical experience to assist employers in developing their accounting staff so that they can learn and achieve consistent, quality results at work.

This logbook explains the practical experience requirements to become a member of Chartered Accountants ANZ, and the competencies candidates must demonstrate in the practical experience and the mentoring process.

Research has shown that while training alone improves productivity, when coupled with the support of a mentor or coach, it can achieve three times as much. Practical Experience is the period of on-the-job experience and development which, together with previous study and the Chartered Accountants Program modules, constitutes the journey to CA membership.

If you have any questions about the practical experience requirements or this logbook, please contact our Customer Service Centre or refer to charteredaccountantsanz.com/caprogram.



Dr Michael Fraser CA

General Manager, Education Content

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1. Overview

1.1 Introduction

Practical experience is gained in the workplace where candidates encounter real-life situations and use their knowledge and skills to solve problems, make decisions, work in teams, build relationships and communicate with others. In doing this they also test and apply their learned values, ethics and attitudes.

The Candidate Practical Experience Logbook is intended to assist provisional members to understand and complete the practical experience requirements to become a full CA member of Chartered Accountants Australia and New Zealand (Chartered Accountants ANZ).

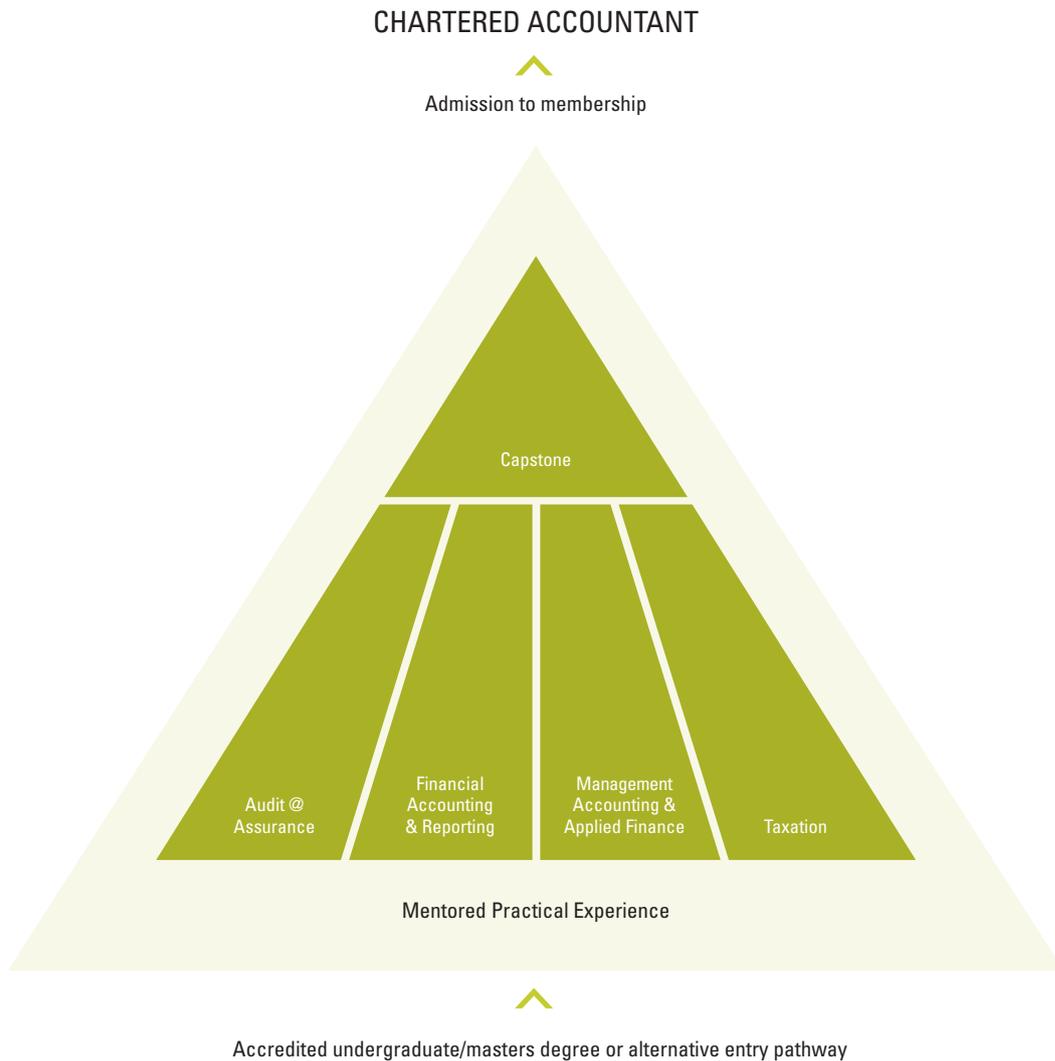
1.2 The Chartered Accountant Pathway

The Chartered Accountants Program combines two components:

1. Five modules of study
2. Practical Experience, under the guidance of a mentor.

This combination creates an environment that encourages Chartered Accountants to develop superior technical skills, appropriate values, ethics and attitudes, outstanding professional competence and an exciting future in which they are capable of making a positive contribution to the profession and society.

Our holistic approach to development of competencies fulfils employer and public expectations that Chartered Accountants can be relied on to provide accurate, complete and independent information and advice.



1.3 The elements of Practical Experience

Practical Experience in the Chartered Accountants Program consists of three elements:



2. Competence

2.1 What is competence?

The International Federation of Accountants defines competency as:

'the ability to perform a work role or task to a demonstrated defined standard. To meet a competency standard, the activity is performed under specified conditions to the specified standard of performance'.

2.2 The competence frameworks

Chartered Accountants ANZ has developed a competence framework to define the level of competence expected for admission to membership as a Chartered Accountant.

Level 1 - Foundation

- Working under supervision and carrying out tasks of a low level of risk and complexity using established processes
 - Makes judgements of quality using given criteria.
-

Level 2 – Intermediate

- 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.
-

Level 3 – Senior

- Managing your own work and being responsible for the quality and quantity of the work you do
 - Exercises professional judgement
 - May be responsible for leading a team and managing certain functions.
-

Within the competence framework, Chartered Accountants ANZ identifies a range of technical and non-technical competencies appropriate for each level.

2.3 Technical competencies

Technical competencies are prescribed in eight nine areas of accounting work:

- Accounting academic
- Accounting information systems
- Auditing
- External reporting
- Financial management
- Insolvency and reconstructions
- Management accounting
- Taxation
- Financial advice.

To become a Chartered Accountant, the candidate must gain all the competencies in at least one of these areas to level 3, and to level 2 in another area. It is likely that one particular job or task will provide candidates with an opportunity to demonstrate competence in more than one area.

2.4 Non-technical competencies

Candidates are required to develop various non-technical competencies through the period of practical experience. These are generic competencies required by all accounting professionals, and include capabilities in:

- Teamwork
- Organisational skills
- Research and evaluation
- Decision making
- Exercising ethical and professional behaviour
- Communication and interpersonal skills.

To become a Chartered Accountant, a candidate must demonstrate all non-technical competencies.

Structure

The competencies include descriptions of tasks underlying each competency statement. These can be used as performance criteria to assess achievement against the competency statement. Candidates are expected to achieve all tasks for each of their chosen areas at the required level.

3. Recording Practical Experience

As a CA Program candidate you must maintain a comprehensive and continuous record of all your practical experience. This is important to ensure you have a comprehensive reference source for you and your mentor to track and plan your progress against Chartered Accountants ANZ's practical experience requirements. It is your responsibility to maintain a record of your practical experience, and it is your mentor's responsibility to verify the experience gained against the competencies set by Chartered Accountants ANZ. It is therefore important you and your mentor keep records in case of any discrepancies.

The records you keep should be in sufficient detail to justify how you have met the required competencies. Simply ticking off each competency is not sufficient – you should keep records that describe the various tasks and activities you have completed to support achievement of each competency and the relevant elements and performance criteria.

A logbook template is provided in Section 5 which all candidates who commenced their practical experience on or after 1 November 2012 are required to use to record their competence. Candidates who commenced their experience prior to 1 November may elect to use the logbook provided to them at that time or transfer to this current version.

If your employer has a comprehensive internal competence-based performance management system for managing individual performance they may wish to apply to become a Chartered Accountants ANZ Recognised Training Employer. In order to be accepted, your employer will need to have a strong alignment (at least 80%) between the competencies assessed as part of your in-house appraisal system, and the competencies assessed by Chartered Accountants ANZ within the logbook.

All candidates are required to submit a Final Mentor Report when they apply for Chartered Accountants ANZ membership. A template of this report is available in Section 8.

Please ensure you retain your logbook records, as Chartered Accountants ANZ may request to see these for review purposes and/or when you apply for full membership as a Chartered Accountant.

4. Templates

4.1 About the templates

The templates and forms provided are to help you and your mentor track your progress towards completing the practical experience requirements. You do not have to use those forms marked optional if you have another system of tracking your progress. However, these forms provide a simple tracking tool, making it easier for you and your mentor to monitor and track progress.

4.2 Candidate logbook

Use this document to record your practical experience to support how you are progressing with your day-to-day responsibilities and in meeting the goals and objectives in your training plan. You should update your logbook regularly (at least monthly), and take it to your meetings with your mentor. This record will provide the basis for monitoring your progress.

Your logbook's record of evidence should clearly show the:

- Areas of work in which you have gained experience
- Work activities that have contributed to that experience
- Level at which the activities have been carried out.

You should also note any particular issues or sections of your work that have been challenging or have raised specific ethical or professional issues. This will help you and your mentor focus on key areas of your professional development.

When you and your mentor discuss your achievements you should take particular account of:

- Experience you have achieved since the previous meeting
- Areas of experience you had planned to achieve but did not complete
- What would have helped you to gain that experience
- Areas of work in which you have achieved the appropriate level of competence
- Areas that need further development before you achieve an appropriate standard.

You can then use this information to update your training plan, as necessary.

4.3 Training plan

Your training plan should be developed at the beginning of your period of practical experience to plan how you will achieve the required competencies. While this is an optional step, a training plan is an important roadmap to assist you through your period of practical experience. The training plan sets goals and objectives, and assigns indicative timeframes when these will be met.

The training plan should be formally reviewed and updated jointly with your mentor regularly (for example, every three to six months). Each time you and your mentor review the training plan you should jointly set more objectives to continue your progression.

4.4 Mentor's Interim Report

Your mentor should complete this form if your mentoring relationship ends before you have completed your period of specified practical experience. This report should be completed following a personal interview between you and your mentor when your mentoring relationship ends.

The key elements of the Mentor's Interim Report are:

- The date of your final interview with your mentor
- A brief summary of the mentoring process as it relates to your practical experience
- Verification of the individual competencies developed and the practical experience you have gained up to that time.

The interim report should then be passed to your new mentor and should also be submitted with your application for membership, together with the mentor's final report. You should retain a copy for your records.

4.5 Mentor's Final Report

Your mentor completes this report when you have reached the required levels of competency.

The final report must be completed following a personal interview between you and your mentor.

The key elements of the Mentor's Final Report are:

- The date of your final meeting with your mentor prior to completion of the final report
- A brief summary of the mentoring process as it relates to your practical experience (including comments from any previous mentors)
- Verification of the practical experience you have gained
- Your mentor's opinion on whether or not you meet the requirement for admission to the appropriate college.

The final report must accompany your application for membership. You should retain a copy for your records.

5. Candidate Practical Experience Logbook

Use this template to record your practical experience and the development of your chosen competencies. You should update this form regularly (at least monthly) and take it to your meetings with your manager and mentor.

Structure of competencies

Each of the technical competencies in the eight areas are supported by tasks which are indicative of the required tasks needed to demonstrate competence.

To develop each competency, you would normally be expected to demonstrate you have met the majority of tasks supporting that competency.

You will need to produce evidence for your mentor that you have done the work consistently and over time, and that your work meets the required levels prescribed in this training log.

Preparation

In your initial discussions with your mentor and employer, you should identify which areas you are likely to choose to develop competence in during your specified practical experience. From there, you can begin to develop your training plan.

When you are given a job to do, check back and identify which competency and tasks could be covered. You may find that tasks from more than one competency (both technical and non-technical) can be covered. It will take time to develop competence to the required level, and you may need several development solutions to achieve the required level.

5.1 Candidate Practical Experience Logbook

| | |
|---|--|
| CANDIDATE NAME | |
| CANDIDATE ID | |
| APPROVED TRAINING EMPLOYER (ATE) NAME | |
| MENTOR NAME | |
| MANAGER NAME | |
| PRACTICAL EXPERIENCE START DATE | |
| PRACTICAL EXPERIENCE END DATE (PROJECTED 3 YEARS FULL TIME) | |
| SELECTED LEVEL 3 TECHNICAL COMPETENCY | |
| SELECTED LEVEL 2 TECHNICAL COMPETENCY | |

Accounting Academic

Level 3 Competency

| AAC 1 TEACHES RELEVANT COURSES/CURRICULUM | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|---|--------------------|-----------------|------|
| Teaches accounting courses that satisfy the required topics with minimal supervision | | | |
| Contributes significantly to the delivery of at least one advanced level accounting paper | | | |

| AAC 2 MAINTAINS CURRENCY IN THE RELEVANT SUBJECT DISCIPLINE TO MEET COURSE AND PROGRAMME OBJECTIVES | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|---|--------------------|-----------------|------|
| Attends relevant staff professional development courses | | | |
| Self-educate through reading relevant literature | | | |
| Positive evaluation from peers on contribution to curriculum development | | | |

| AAC 3 TO UNDERTAKE RELEVANT RESEARCH IN THE APPROPRIATE AREA(S) OF ACCOUNTING | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|---|--------------------|-----------------|------|
| Authorship of a conference paper, working paper or published article | | | |
| Present to a conference | | | |
| Act as a referee for a journal | | | |

Accounting Academic

Level 2 Competency

| AAC 1 TEACHES RELEVANT COURSES/CURRICULUM | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|--|--------------------|-----------------|------|
| Teaches (under supervision or assists with teaching) accounting courses that satisfy the required topics | | | |
| Contributes significantly to the delivery of at least one intermediate level accounting paper | | | |

| AAC 2 MAINTAINS CURRENCY IN THE RELEVANT SUBJECT DISCIPLINE TO MEET COURSE AND PROGRAMME OBJECTIVES | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|---|--------------------|-----------------|------|
| Attends relevant staff professional development courses | | | |
| Self-educate through reading relevant literature | | | |

| AAC 3 TO UNDERTAKE RELEVANT RESEARCH IN THE APPROPRIATE AREA(S) OF ACCOUNTING | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|---|--------------------|-----------------|------|
| Act as a referee for an in-house paper, working paper or equivalent | | | |
| Workshop an in-house paper | | | |
| Act as a referee for a conference paper | | | |

Accounting Information Systems

Level 2 Competency

| AIS 1 APPLY APPROPRIATE INFORMATION SYSTEMS AND TOOLS TO BUSINESS AND ACCOUNTING PROBLEMS | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|---|---------------------------|------------------------|-------------|
| Use information systems to achieve a particular accounting outcome | | | |
| Use and apply relevant software (word processing, spreadsheets, databases, internet tools, presentation software, etc) to achieve a particular accounting outcome | | | |
| Understand and use accounting software. | | | |

| AIS 2 ASSIST TO ASSESS ACCOUNTING INFORMATION SYSTEMS AND DEVELOP AN ORGANISATION'S ACCOUNTING INFORMATION SYSTEMS STRATEGY | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|--|---------------------------|------------------------|-------------|
| Identify, and assist to document, user needs | | | |
| Consider, and assist to document, costs and benefits of proposed solutions | | | |
| Assist to evaluate effectiveness and efficiency of accounting information systems | | | |
| Report on potential weaknesses in internal controls within accounting information systems. | | | |

| AIS 3 ASSIST TO DESIGN AND MANAGE ACCOUNTING INFORMATION SYSTEMS INSTALLATIONS AND UPGRADES | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|--|---------------------------|------------------------|-------------|
| Assist to identify and evaluate alternatives for accounting information systems packages | | | |
| Assist to design and manage, or advise on, system installations and upgrades | | | |
| Assist to design and implement accounting information systems using accounting software. | | | |

Audit

Level 3 Competency

| A 1 PLAN THE AUDIT PROCESS | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|---|--------------------|-----------------|------|
| Establish the scope, objective and terms of reference of the audit | | | |
| Become familiar with the nature and activities of the client organisation, including information systems, relevant documentation and results of previous audits or reviews; and identify risk areas | | | |
| Identify and evaluate risks and business issues, and determine implications for the audit engagement | | | |
| Design and plan the required audit process, including documentation, applying relevant standards and regulatory requirements. | | | |

| A 2 IMPLEMENT AUDIT PROCEDURES | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|---|--------------------|-----------------|------|
| Implement the audit process in relation to specific financial representations and non-financial representations | | | |
| Undertake appropriate research, and gather and evaluate audit evidence | | | |
| Prepare comprehensive audit working papers | | | |
| Establish effective working liaison with the relevant staff of the client organisation and ensure clear communication | | | |
| Report audit results in an appropriate form to relevant parties, using both oral and written communication. | | | |

| A 3 EXAMINE COMPLIANCE | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|---|--------------------|-----------------|------|
| Gather data relating to the range of compliance requirements applicable to the organisation | | | |
| Evaluate evidence and the results of analysis | | | |
| Draw conclusions. | | | |

| A 4 PREPARE AUDIT REPORTS | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|---|--------------------|-----------------|------|
| Draft the audit report (audit opinion and the report to management) with regard to the scope and terms of reference of the audit, ethical and professional standards, and regulatory requirements | | | |
| Discuss and communicate audit findings with client. | | | |

| A 5 MANAGE THE AUDIT FUNCTION | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|---|--------------------|-----------------|------|
| Plan resource needs for the audit | | | |
| Monitor project timelines and other performance indicators for the audit plan | | | |
| Participate in managing and counselling audit staff | | | |
| Participate in managing relationship with client. | | | |

Audit

Level 2 Competency

| A 1 IMPLEMENT AUDIT PROCEDURES | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|---|--------------------|-----------------|------|
| Understand the scope, objective and terms of reference of the audit | | | |
| Become familiar with the nature and activities of the client organisation, including information systems, relevant documentation and results of previous audits or reviews; and understand risk areas | | | |
| Become familiar with the audit plan | | | |
| Gather audit evidence and make preliminary evaluations | | | |
| Complete audit working papers | | | |
| Develop working liaison with the relevant staff of the client organisation | | | |
| Monitor project timelines and other performance indicators. | | | |

| A 2 ASSIST TO EXAMINE COMPLIANCE | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|--|--------------------|-----------------|------|
| Gather data relating to a range of compliance requirements | | | |
| Form preliminary conclusions based on evidence gathered. | | | |

| A 3 BE AWARE OF AUDIT REPORTING PROCESS | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|--|--------------------|-----------------|------|
| Contribute to the preparation of the audit report. | | | |

External Reporting

Level 3 Competency

| ER 1 APPLY ACCOUNTING STANDARDS | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|--|--------------------|-----------------|------|
| Maintain awareness of relevant accounting standards and pronouncements | | | |
| Identify standards and pronouncements relevant to the individual task | | | |
| Apply relevant standards and pronouncements appropriately. | | | |

| ER 2 DETERMINE THE EXTERNAL REPORTING POLICIES AND EXPECTATIONS OF AN ENTITY | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|--|--------------------|-----------------|------|
| Identify critical reporting requirements (including any regulatory and other requirements) | | | |
| Assess user needs | | | |
| Develop a reporting timeline | | | |
| Develop a statement of objectives and service performance. | | | |

| ER 3 USE AND EVALUATE ACCOUNTING AND INFORMATION SYSTEMS | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|---|---------------------------|------------------------|-------------|
| Review and analyse specifications of information systems | | | |
| Review operation of information system and evaluate reliability of outputs | | | |
| Understand sources and methods of acquiring necessary inputs | | | |
| Maintain ability to operate information systems effectively and to evaluate outputs required. | | | |

| ER 4 PREPARE REPORTS IN ACCORDANCE WITH REQUIREMENTS AND POLICIES | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|--|---------------------------|------------------------|-------------|
| Select appropriate data and documentation | | | |
| Evaluate information systems required to provide input data for reliability, timeliness and completeness | | | |
| Develop, prepare and update reporting distribution lists. | | | |

| ER 5 PARTICIPATE IN MANAGING THE EXTERNAL REPORTING FUNCTION | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|---|---------------------------|------------------------|-------------|
| Plan and allocate resources | | | |
| Plan and monitor project timelines | | | |
| Participate in managing staff. | | | |

External Reporting

Level 2 Competency

| ER 1 APPLY ACCOUNTING STANDARDS | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|---|--------------------|-----------------|------|
| Identify standards and pronouncements relevant to the individual task | | | |
| Apply relevant standards and pronouncements appropriately. | | | |

| ER 2 UNDERSTAND THE EXTERNAL REPORTING POLICIES OF AN ENTITY | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|--|--------------------|-----------------|------|
| Become familiar with the critical reporting requirements (including any regulatory and other requirements) | | | |
| Understand user needs | | | |
| Assist to develop a reporting timeline | | | |
| Contribute to the development of a statement of objectives and service performance. | | | |

| ER 3 USE AND EVALUATE ACCOUNTING AND INFORMATION SYSTEMS | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|---|--------------------|-----------------|------|
| Review and analyse specifications of information systems | | | |
| Review operation of information systems and evaluate reliability of outputs | | | |
| Understand source and methods of acquiring necessary inputs | | | |
| Maintain ability to operate information systems effectively and to evaluate outputs required. | | | |

| ER 4 PREPARE REPORTS IN ACCORDANCE WITH REQUIREMENTS AND POLICIES | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|---|---------------------------|----------------------------|-------------|
| Understand how to select appropriate data and documentation | | | |
| Understand the process of evaluating information systems required to provide input data | | | |
| Assist to develop and update reporting distribution lists. | | | |

Financial Management

Level 3 Competency

| FM 1 ANALYSE AND ADVISE ON THE FINANCIAL IMPLICATIONS OF AN ORGANISATION'S STRATEGY | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|---|---------------------------|------------------------|-------------|
| Identify and collect relevant financial and non-financial data to analyse financial position, performance and solvency | | | |
| Analyse relevant data using appropriate financial and non-financial indicators and benchmarks | | | |
| Identify and evaluate options for funding structures, investments, etc | | | |
| Report on the entity's situation in terms of strategy, operations, risk profile and possible options from both an operational and governance perspective. | | | |

| FM 2 DEVELOP AN ORGANISATION'S FINANCIAL STRATEGIES | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|---|---------------------------|------------------------|-------------|
| Analyse the organisation's objectives, strategies and business plans in financial terms | | | |
| Analyse present or projected financial position | | | |
| Develop a risk strategy | | | |
| Develop financial strategies. | | | |

| FM 3 PARTICIPATE IN MANAGING FINANCIAL RISKS FOR AN ORGANISATION | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|---|---------------------------|------------------------|-------------|
| Identify and measure current and potential risk exposures | | | |
| Develop policies and processes to manage risk exposures | | | |
| Draft reports for management. | | | |

| FM 4 PARTICIPATE IN MANAGING AN ORGANISATION'S FINANCING OPERATIONS | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|--|---------------------------|------------------------|-------------|
| Participate in managing capital structures and liability portfolios | | | |
| Participate in managing surplus funds | | | |
| Participate in managing cash flow | | | |
| Draft reports for management. | | | |

| FM 5 PARTICIPATE IN MANAGING THE TREASURY FUNCTION | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|---|---------------------------|------------------------|-------------|
| Plan and allocate resources | | | |
| Manage projects | | | |
| Participate in managing key relationships. | | | |

Financial Management

Level 2 Competency

| FM 1 ANALYSE AND ADVISE ON THE FINANCIAL IMPLICATIONS OF AN ORGANISATION'S STRATEGY | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|---|---------------------------|------------------------|-------------|
| Identify and collect relevant financial and non-financial data to analyse financial position, performance and solvency | | | |
| Analyse relevant data using appropriate financial and non-financial indicators and benchmarks | | | |
| Assist to identify and evaluate options for funding structures, investments, etc | | | |
| Assist to report on the entity's situation in terms of strategy, operations, risk profile and possible options from both an operational and governance perspective. | | | |

| FM 2 ASSIST TO DEVELOP AN ORGANISATION'S FINANCIAL STRATEGIES | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|---|---------------------------|------------------------|-------------|
| Analyse the organisation's objectives, strategies and business plans in financial terms | | | |
| Analyse present or projected financial position | | | |
| Participate in developing a risk strategy | | | |
| Participate in developing financial strategies. | | | |

| FM 3 PARTICIPATE IN MANAGING FINANCIAL RISKS FOR AN ORGANISATION | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|--|---------------------------|------------------------|-------------|
| Identify and measure current and potential risk exposures | | | |
| Participate in developing policies and processes to manage risk exposures. | | | |

| FM 4 IMPLEMENT AN ORGANISATION'S FINANCING OPERATIONS | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|--|---------------------------|------------------------|-------------|
| Implement the capital structures and liability portfolios of an organisation | | | |
| Invest surplus funds | | | |
| Monitor cash flow | | | |
| Contribute to the preparation of reports for management. | | | |

Insolvency and Reconstructions

Level 3 Competency

| IR 1 PLAN AN INSOLVENCY OR RECONSTRUCTION ENGAGEMENT | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|---|--------------------|-----------------|------|
| Establish the scope, objective, stakeholders and terms of reference of an insolvency or reconstruction engagement | | | |
| Identify and assess the nature and activities of the subject organisation and its environment | | | |
| Design and plan the engagement, identifying skills and resources required | | | |
| Maintain appropriate documentation. | | | |

| IR 2 ASSESS THE COMMERCIAL VIABILITY OF AN ORGANISATION | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|---|--------------------|-----------------|------|
| Assess the competitive position of the organisation | | | |
| Analyse the organisation's financial position | | | |
| Review the current and future environment of the organisation | | | |
| Evaluate the viability of the organisation. | | | |

| IR 3 IDENTIFY STRATEGIC POSSIBILITIES FOR THE ENGAGEMENT | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|--|--------------------|-----------------|------|
| Identify options | | | |
| Evaluate options | | | |
| Make recommendations. | | | |

| IR 4 PARTICIPATE IN MANAGING THE RECONSTRUCTION OF AN ORGANISATION | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|--|---------------------------|------------------------|-------------|
| Assist to develop a reconstruction plan | | | |
| Assist to plan and implement the reconstruction plan including definition of performance measures and monitoring tools | | | |
| Monitor performance on a continuing basis | | | |
| Assist to draft progress reports for stakeholders. | | | |

| IR 5 PARTICIPATE IN LIQUIDATIONS AND THE WINDING UP PROCESS WHEN TURNAROUND IS NOT FEASIBLE | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|--|---------------------------|------------------------|-------------|
| Examine all the alternatives | | | |
| Understand and apply legislation appropriate to the form of administration | | | |
| Assist to identify and realise assets | | | |
| Assist to settle creditors (relevant to the form of administration) | | | |
| Participate in preparing documentation relevant to negotiations with interested parties | | | |
| Participate in reporting on outcomes. | | | |

| IR 6 PARTICIPATE IN MANAGING THE INSOLVENCY AND RECONSTRUCTIONS FUNCTION | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|---|---------------------------|------------------------|-------------|
| Participate in planning and allocating resources | | | |
| Participate in managing projects. | | | |

Insolvency and Reconstructions

Level 2 Competency

| IR 1 ASSIST IN PLANNING AN INSOLVENCY OR RECONSTRUCTION ENGAGEMENT | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|--|---------------------------|------------------------|-------------|
| Understand the scope, objective, stakeholders and terms of reference of an insolvency or reconstruction engagement | | | |
| Assist in identifying and assessing the nature and activities of the subject organisation and its environment | | | |
| Understand and be familiar with the engagement plan | | | |
| Maintain appropriate documentation. | | | |

| IR 2 ASSESS THE COMMERCIAL VIABILITY OF AN ORGANISATION | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|--|---------------------------|------------------------|-------------|
| Assess the competitive position of the organisation | | | |
| Analyse the organisation's financial position | | | |
| Review the current and future environment of the organisation | | | |
| Assist to evaluate the viability of the organisation. | | | |

| IR 3 ASSIST IN IDENTIFYING STRATEGIC POSSIBILITIES FOR THE ENGAGEMENT | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|---|--------------------|-----------------|------|
| Assist to identify options | | | |
| Assist to evaluate options | | | |
| Understand the recommendations made. | | | |

| IR 4 ASSIST IN MANAGING THE RECONSTRUCTION OF AN ORGANISATION | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|---|--------------------|-----------------|------|
| Become familiar with the reconstruction plan | | | |
| Assist to plan and implement the reconstruction plan and monitoring tools | | | |
| Assist to monitor performance. | | | |

| IR 5 ASSIST IN LIQUIDATIONS AND THE WINDING UP PROCESS WHEN TURNAROUND IS NOT FEASIBLE | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|--|--------------------|-----------------|------|
| Understand and apply legislation appropriate to the form of administration | | | |
| Assist to identify and realise assets | | | |
| Assist to report on outcomes. | | | |

Management Accounting

Level 3 Competency

| MA 1 PLAN AND MONITOR BUSINESS PERFORMANCE | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|--|--------------------|-----------------|------|
| Participate in developing strategy for the organisation, including financial and non-financial objectives and performance measures | | | |
| Participate in the business planning process | | | |
| Understand the key strategies/ drivers of the organisation. | | | |

| MA 2 DESIGN, IMPLEMENT AND REVIEW PERFORMANCE MEASUREMENT AND CONTROL SYSTEMS | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|---|--------------------|-----------------|------|
| Assist to develop performance measures and indicators | | | |
| Participate in designing, implementing and reviewing control systems to monitor financial and non-financial performance | | | |
| Conduct sensitivity analyses and other techniques to review performance measurement systems. | | | |

| MA 3 PREPARE BUDGETS, REPORT FINANCIAL PERFORMANCE AND PREPARE FORECASTS | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|--|--------------------|-----------------|------|
| Participate in preparing budgets | | | |
| Report financial performance against budget, including variance analysis | | | |
| Participate in the preparation of forecasts of financial performance | | | |
| Evaluate fiscal risks in the forecast. | | | |

| MA 4 UNDERTAKE PROJECT APPRAISALS AND PROJECT MANAGEMENT | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|--|--------------------|-----------------|------|
| Analyse the cash flow and financing implications of a proposed project | | | |
| Select appropriate appraisal techniques and apply to the available information | | | |
| Analyse results, including impacts of non-financial factors, risk and inflation, and prepare a cost benefit analysis | | | |
| Develop a project implementation plan | | | |
| Monitor project implementation. | | | |

| MA 5 PARTICIPATE IN MANAGING THE MANAGEMENT ACCOUNTING FUNCTION | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|---|--------------------|-----------------|------|
| Plan and allocate resources | | | |
| Manage management accounting work and projects | | | |
| Manage relationships within the organisation. | | | |

Management Accounting

Level 2 Competency

| MA 1 PARTICIPATE IN PLANNING AND MONITORING BUSINESS PERFORMANCE | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|--|---------------------------|------------------------|-------------|
| Contribute to developing financial and non-financial objectives and performance measures | | | |
| Participate in the business planning process. | | | |

| MA 2 IMPLEMENT PERFORMANCE MEASUREMENT AND CONTROL SYSTEMS | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|--|---------------------------|------------------------|-------------|
| Become familiar with performance indicators set for the organisation | | | |
| Assist to assess compliance with control systems. | | | |

| MA 3 PARTICIPATE IN THE PREPARATION OF BUDGETS, REPORTING FINANCIAL PERFORMANCE AND PREPARATION OF FORECASTS | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|---|---------------------------|------------------------|-------------|
| Participate in preparing budgets | | | |
| Calculate and analyse variances between budget and actual results | | | |
| Provide information for management | | | |
| Participate in the preparation of forecasts of financial performance. | | | |

| MA 4 PARTICIPATE IN CONDUCTING PROJECT APPRAISALS | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|---|--------------------|-----------------|------|
| Participate in analysing cash flow and financing implications of a proposed project | | | |
| Complete cost benefit analyses | | | |
| Assist to develop a project implementation plan. | | | |

Taxation

Level 3 Competency

| TA 1 ANALYSE THE ENTITY'S TAX PROFILE | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|---|--------------------|-----------------|------|
| Identify, analyse and advise on tax compliance and filing requirements | | | |
| Advise management on applicable new tax legislation on an ongoing basis | | | |

| TA 2 PARTICIPATE IN DEVELOPING AN ENTITY'S TAX STRATEGY | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|---|--------------------|-----------------|------|
| Identify, analyse and advise on specific tax planning and structuring opportunities | | | |
| Analyse tax consequences of transactions and business opportunities | | | |
| Plan the timing of tax liabilities. | | | |

| TA 3 PREPARE AND FILE RETURNS IN ACCORDANCE WITH LEGAL REQUIREMENTS | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|---|--------------------|-----------------|------|
| Determine tax liabilities | | | |
| Advise on tax compliance requirements | | | |
| Prepare and file returns and agree to tax assessments. | | | |

| TA 4 SUPPORT, DEFEND AND NEGOTIATE TAX POSITIONS | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|--|--------------------|-----------------|------|
| Analyse and respond to assessments | | | |
| Prepare information to support objections, appeals and litigation. | | | |

| TA 5 PARTICIPATE IN MANAGING THE TAXATION FUNCTION | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|---|--------------------|-----------------|------|
| Plan and allocate resources | | | |
| Manage tax work and tax projects | | | |
| Participate in managing key relationships and networks. | | | |

Taxation

Level 2 Competency

| TA 1 UNDERSTAND THE ENTITY'S TAX PROFILE | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|---|--------------------|-----------------|------|
| Assist to identify and analyse tax compliance and filing requirements | | | |
| Develop awareness of new tax legislation and significant legal decisions. | | | |

| TA 2 UNDERSTAND THE ENTITY'S TAX STRATEGY | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|--|--------------------|-----------------|------|
| Assist to identify and analyse specific tax planning and structuring opportunities | | | |
| Assist to analyse tax consequences of transactions and business opportunities | | | |
| Assist to plan timing of tax liabilities. | | | |

| TA 3 PREPARE AND FILE RETURNS IN ACCORDANCE WITH LEGAL REQUIREMENTS | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|---|--------------------|-----------------|------|
| Determine tax liabilities | | | |
| Advise on tax compliance requirements | | | |
| Assist to prepare and file returns and agree to tax assessments. | | | |

Financial Advice

Level 3 Competency

| FA 1 ASSIST TO AGREE A SCOPE OF SERVICE WITH THE CLIENT | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|---|--------------------|-----------------|------|
| Explain the steps of the financial advice process to the client | | | |
| Explain the role of the financial advisor and the firm's disclosure statement | | | |
| Understand the client's goals and objectives | | | |
| Agree with the client the scope of the service to be provided | | | |

| FA 2 COLLECT AND RECORD CLIENT INFORMATION | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|--|--------------------|-----------------|------|
| Gather information relating to the client's existing financial situation | | | |
| Understand the client's financial needs and goals, priorities and timeframes | | | |
| Determine the client's risk profile | | | |
| Document all information in line with code of practice | | | |

| FA 3 ANALYSE CLIENT INFORMATION AND PREPARE RECOMMENDATIONS | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|--|---------------------------|------------------------|-------------|
| Analyse client information in line with client goals | | | |
| Identify if there is a need for specialist advice | | | |
| Identify and evaluate options for financial strategy and solutions | | | |
| Formulate recommendations including a risk strategy | | | |
| Present and discuss recommendations with a supervising Financial Advisor | | | |

| FA 4 ASSIST TO IMPLEMENT RECOMMENDATIONS MADE BY THE FINANCIAL ADVISOR | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|---|---------------------------|------------------------|-------------|
| Observe the Financial Advisor present and discuss recommendations with the client | | | |
| Agree financial strategies and solutions with the client and document these in accordance with firm protocols | | | |
| Assist to put in place agreed recommendations | | | |

| FA 5 MONITOR AND REVIEW RECOMMENDATIONS AND PREPARE REPORTS FOR THE CLIENT | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|---|---------------------------|------------------------|-------------|
| Monitor and evaluate performance of the financial strategy | | | |
| Recommend any adjustments needed to achieve goals | | | |
| Prepare regular reports for the client | | | |

Financial Advice

Level 2 Competency

| FA 1 UNDERSTAND SCOPE OF SERVICE AGREED WITH THE CLIENT | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|---|--------------------|-----------------|------|
| Understand the client's goals and objectives | | | |
| Understand the service to be provided to the client | | | |

| FA 2 COLLECT AND RECORD CLIENT INFORMATION | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|--|--------------------|-----------------|------|
| Participate in gathering information relating to the client's existing financial situation | | | |
| Understand the client's financial needs and goals, priorities and timeframes | | | |
| Assist to determine the client's risk profile and discuss with the financial advisor | | | |

| FA 3 ASSIST TO ANALYSE CLIENT INFORMATION | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|---|--------------------|-----------------|------|
| Analyse client information in line with client goals | | | |
| Form preliminary recommendations based on information gathered | | | |
| Assist to identify options for financial strategy and solutions | | | |

| FA 4 PARTICIPATE IN IMPLEMENTING AND MONITORING THE AGREED RECOMMENDATIONS | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|--|--------------------|-----------------|------|
| Assist to monitor performance | | | |
| Assist to prepare the regular report for the client | | | |

Non-technical Competencies

Level 3 Competency

| NT 1 TEAMWORK | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|-------------------------------|--------------------|-----------------|------|
| Work with others and in teams | | | |
| Demonstrate leadership. | | | |

| NT 2 ORGANISATIONAL SKILLS | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|--|--------------------|-----------------|------|
| Plan, organise and monitor activities | | | |
| Organise and delegate tasks | | | |
| Use information technology effectively | | | |

| NT 3 RESEARCH AND EVALUATION | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|---|--------------------|-----------------|------|
| Research, analyse and evaluate information | | | |
| Apply mathematical ideas and techniques | | | |
| Maintain a current awareness of the legal, regulatory and economic environment of business. | | | |

| NT 4 DECISION MAKING | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|--|--------------------|-----------------|------|
| Solve problems, propose solutions and make decisions | | | |
| Exercise appropriate professional judgement and discernment. | | | |

| NT 5 EXERCISING ETHICAL AND PROFESSIONAL BEHAVIOUR | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|--|--------------------|-----------------|------|
| Consistently demonstrate personal integrity, professional values, ethical conduct and motivation | | | |
| Adhere to the fundamental principles of the Code of Ethics | | | |
| Adhere to appropriate standards and statutes. | | | |

| NT 6 COMMUNICATION AND INTERPERSONAL SKILLS | RECORD OF EVIDENCE | MENTOR INITIALS | DATE |
|--|--------------------|-----------------|------|
| Communicate ideas and information effectively and efficiently, verbally and in writing | | | |
| Demonstrate effective negotiation skills | | | |
| Identify and meet the needs of internal and external clients or stakeholders. | | | |

6. Training Plan

Your training plan should be developed at the beginning of your period of practical experience to plan how you will achieve the required competencies. The training plan should be formally reviewed and updated jointly with your mentor regularly (for example, every three to six months). Each time you and your mentor review the plan, you should jointly set more objectives to continue your development.

Training Plan for Quarter:

Name of candidate:

CAANZ Membership ID:

Position:

Approved Training Employer:

Mentor's name:

Manager's name:

Technical competencies selected:

| AREA OF ACCOUNTING | INSERT LEVEL 2 FOR AT LEAST ONE AND LEVEL 3 FOR AT LEAST ONE OTHER |
|--------------------------------|--|
| Accounting academic | |
| Accounting information systems | |
| Auditing | |
| External reporting | |
| Financial management | |
| Insolvency and reconstructions | |
| Management accounting | |
| Taxation | |
| Financial advice | |

| COMPETENCY REF | DEVELOPMENT SOLUTION | OTHER SUPPORT/ RESOURCES REQUIRED | REVIEW DATE | PROJECTED COMPLETION DATE | NOTES |
|----------------|----------------------|-----------------------------------|-------------|---------------------------|-------|
| | | | | | |
| | | | | | |
| | | | | | |

7. Mentor's Interim Report

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.

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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 |
|----------------------------|--|-----------------|--|-----------------|
| Accounting Academic | AAC 1 Teaches relevant courses/curriculum | | AAC 1 Teaches relevant courses/curriculum | |
| | AAC 2 Maintains currency in the relevant subject discipline to meet course and programme objectives | | AAC 2 Maintains currency in the relevant subject discipline to meet course and programme objectives | |
| | AAC 3 To undertake relevant research in the appropriate area(s) of accounting | | AAC 3 To undertake relevant research in the appropriate area(s) of accounting | |

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

Mentor's Interim Report | 3

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

| | | | | |
|-------------------------|---|--|---|--|
| Financial Advice | FA 1 Assist to agree a scope of service with the client | | FA 1 Understand scope of service agreed with the client | |
| | FA 2 Collect and record client information | | FA 2 Collect and record client information | |
| | FA 3 Analyse client information and prepare recommendations | | FA 3 Assist to analyse client information | |
| | FA 4 Assist to implement recommendations made by the Financial Advisor | | FA 4 Participate in implementing and monitoring the agreed recommendations | |
| | FA 5 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 Full name
Date

Section 5 – Submitting your application form

HOW TO SUBMIT YOUR FORM

Please email your completed form to:

EMAIL 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

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

8. Mentor's Final Report

Mentor's Final Report



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: 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)

PDF IN FOLDER IS DIFFERENT TO WHAT IS IN THE WORD DOC?

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

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

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

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

WEBSITE 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. 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. 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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Appendix 1. Working with your mentor

Chartered Accountants ANZ believes it is important that experienced members of the profession are involved in the training and development of prospective members. You must have Chartered Accountants ANZ recognised mentor throughout your practical experience period.

1.1 What mentors do

Your mentor works with you to:

- Design and plan your Practical Experience component
- Recommend suitable activities where you can demonstrate competence in the workplace
- Provide guidance on how you can progressively develop competence
- Identify the competencies that are already assessed as part of your employer's performance management system
- Document all meetings they have with you
- Review your logbook regularly and sign off on your competency development
- Assess your overall level of competence at the end of the Practical Experience component and submit a written report to Chartered Accountants ANZ
- Ensure that your Practical Experience is efficient and cost effective for your employer.

1.2 Establishing your relationship

Mentoring and developing the required competencies can only be successful if it is planned carefully and realistically in an objective and professional way. One of the key initial steps towards establishing an effective relationship is for you and your mentor to formally plan how the objectives of the mentoring program can be achieved and to seek clarification of each other's expectations.

Once you have found someone to act as a mentor you should agree with that person on how they should exercise their responsibility. You should make arrangements for regular meetings, and discuss what arrangements can be made for any ad hoc meetings you need.

Your first meeting with your mentor is a useful time to agree clearly on:

- When and how often you will meet to review progress
- What you should each bring to meetings
- What style of mentoring will suit each of you
- What you should expect of each other
- The goals and outcomes from the relationship
- Who is responsible for what
- The communication that needs to happen between you and your mentor.

1.3 Mentoring your relationship

Your mentor is responsible for monitoring and verifying the experience you have gained and the competencies you have developed.

Throughout the period of practical experience, you and your mentor should meet regularly to monitor and review the experience being gained and competence being developed against the training plan you have developed. You are responsible for retaining all records of your practical experience, and ensuring these are up-to-date.

The competencies are prescribed at different levels, and you are required to develop all the competencies in your chosen areas to the appropriate level. The mentor should sign the training plan or other record to verify that you have achieved the required level of competence. You should provide one or two examples demonstrating how you have developed each competency, consistently and over time, throughout your period of practical experience. It is possible to demonstrate development of competency across a range of areas (technical and non-technical) through one project or piece of work.

When your mentor is satisfied you have developed all the required competencies to the appropriate level, they will complete the Mentor's Final Report.

It is important that you maintain complete records of your practical experience, as Chartered Accountants ANZ may ask to see these when you submit your application for membership.

1.4 Changing workplace and mentors

Your period of practical experience would normally be completed in one organisation and with one mentor; however this may not always be possible. It is your responsibility to inform Chartered Accountants ANZ if you change your place of employment or your mentor via the Letter of Agreement Form available on Chartered Accountants ANZ website.

Your previous mentor should complete an Interim Mentor's Report, as well as ensuring all records regarding your period of practical experience, including your logbook, are completed and current. The Interim Report will need to be included with the Final Mentor Report when you apply for membership.

1.5 Dispute resolution process

If the mentoring relationship is not working satisfactorily you should first attempt to resolve the dispute in line with processes within your employing organisation. If there is an irreconcilable breakdown in the relationship, either party may wish to contact Chartered Accountants ANZ for assistance in resolving the problems.

Some suggested steps in resolving the dispute:

- The disputing parties, where possible, resolve the dispute between themselves, through face to face discussion
- If unsuccessful, the disputing parties attempt to resolve the dispute by way of mediation within the employing organisation
- Either party can contact Chartered Accountants ANZ for general advice on the dispute resolution procedure or for an interpretation of Chartered Accountants ANZ's requirements and specific advice on the resolution procedure.
- Where the nature of the dispute involves a claim of unethical behaviour, the claimant will be advised by staff to engage in Chartered Accountants ANZ's formal complaints process.

Appendix 2. Roles and responsibilities of ATEs, Mentors, and Candidates

There are three parties involved in the practical experience program – candidates, mentor and approved training employer (ATE) via your immediate manager. The responsibilities of each party are set out below:

| THE CANDIDATE IS RESPONSIBLE FOR: | THE MENTOR IS RESPONSIBLE FOR: | THE ATE IS RESPONSIBLE FOR: |
|--|---|---|
| Finding a mentor and managing the relationship | Registering as the candidate's mentor by signing the Letter of Agreement form | Applying for ATE status before the commencement of the period of practical experience |
| Keeping a record of the experience they have gained | Acting as a guide, coach and role model for the candidate | Providing a range and depth of practical experience |
| Developing the training plan in conjunction with their mentor, taking responsibility for documenting the plan | Developing the training plan in conjunction with the candidate | |
| Ensuring the records of experience are signed off quarterly | Meeting regularly with the candidate to review experience gained and set objectives for the next period | Providing an appropriate environment to support the candidate through the Chartered Accountants Program |
| Completing the period of practical experience | Helping transfer information to a new mentor, if required | Running a formal performance appraisal process to monitor and review the candidate's progress |
| Advising Chartered Accountants ANZ of any change in their situation (for example, change of mentor or employer) | Completing a Mentor's Interim Report if the candidate changes mentor and/or employer | |
| Enrolling in the Program modules | Supporting the candidate to prepare for the Chartered Accountants Program modules | Allowing time for candidates to attend the Chartered Accountants Program learning and assessment activities |
| Successfully completing the Program modules and the required practical experience (note these do not need to occur concurrently) within the maximum 8-year provisional membership period | Supporting the candidate through Chartered Accountants Program and, on the completion of their practical experience, completing the Mentor's Final Report to accompany the candidate's application for membership | Motivating and supporting candidates as they prepare for the Chartered Accountants Program |

Appendix 3. Training Action Plan

It is highly recommended that candidates, together with their mentor and employer, develop a training plan at the beginning of your period of practical experience to plan how to achieve the required competencies.

3.1 Why are training action plans important?

A training plan will guide you through your period of practical experience. It will ensure you, your employer and your mentor have considered Chartered Accountants ANZ's requirements, and agreed how you will achieve the required competencies and other requirements for membership. The training plan sets goals and objectives, and gives indicative timeframes for these to be met.

In developing the training plan, you need to consider:

- The competencies required for membership of Chartered Accountants ANZ
- The work objectives and requirements of your employer
- The training available through your employer
- Your interests and intended career path.

The training plan should be reviewed and updated jointly with your mentor regularly (for example, every three months). Each time you and your mentor review the training plan you should jointly set more objectives to continue your progression.

3.2 Components of a training action plan

This is a suggested format you may wish to adapt.

The training plan might include the following:

- Competencies required by Chartered Accountants ANZ (technical and non-technical)
- How these competencies might be developed and achieved to the required level through different solutions (for example, work experience, on-the-job training, coaching, training courses, books, computer-based learning solutions)
- The support and resources required to develop each competency
- The priority and timeframe for the competency to be developed
- Date for review of progress.

The training plan may also incorporate your employer's performance management system competencies, and other competencies required to fulfil your longer-term career objectives.

3.3 Process to develop a training action plan

1. Choose the areas of competency to be developed:

- Consider the work role and responsibilities of the candidate
- Consider the program of practical experience offered by their organisation
- Consider the candidate's interests and intended career path.

2. Identify opportunities to engage in activities and tasks that will enable the development of individual competencies:

- Consider other work opportunities available in the organisation
- Consider what other training opportunities may be available through the organisation
- Consider incorporation of the competency standards with the candidate's development objectives within their organisation's performance management system.

3. Assign timeframes for development of certain competencies (for example, break down objectives to quarterly goals):

- Consider the employer's priorities
- Ensure sufficient time is allowed to develop competence
- Consider if the scheduling of work tasks, roles and activities can be realistically accommodated within the employing organisation
- Ensure activities are appropriately structured to build up to the required level of competence.

4. Identify what other supporting resources may be required for the development of each competency:

- Consider what other resources are available within the organisation (for example, other staff, on-the-job training, coaching)
- Consider external resources that might be required to support the development of competence (training courses, books, computer-based learning solutions).

5. Assign timeframes for when competency development is to be reviewed and assessed:

- Consider project timeframes
- Assign a tentative date for achieving competence.

6. Agree when the training plan is to be reviewed by the mentor and candidate:

- Consider the timeframes identified for development of individual competencies
- Consider how often the mentor and the candidate should meet to review progress.

A suggested training plan template is provided in Section 6.