

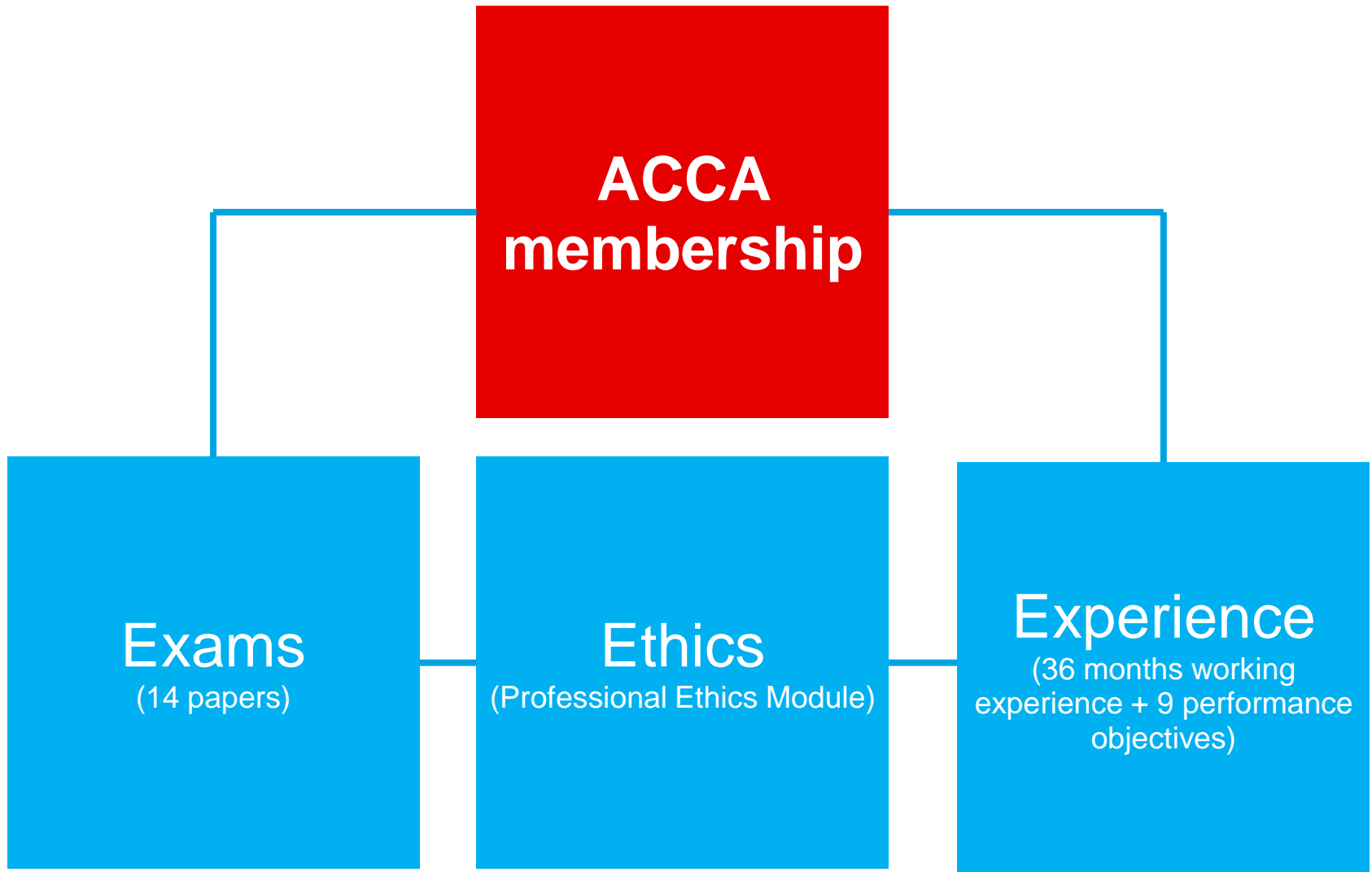
Think Ahead

**ACCA**

# New Membership Application Guide

Babette Li  
June 2016

# ACCA qualification



# Ethics

A woman with long brown hair and black-rimmed glasses is smiling broadly while looking at a document. She is wearing a light-colored, possibly beige, blouse. To her right, the back of a man's head and shoulder is visible, suggesting they are in a meeting or collaborative work environment. The background is a bright, out-of-focus office space with other people walking in the distance.

# Log in your MY ACCA and click Professional Ethics Module

For further information and guidance click on the link below:

**Recording your practical experience**  
[Access your online My Experience record](#)

## ETHICS & PROFESSIONALISM

### Professional Ethics module

In order to become an ACCA member you must complete the **Professional Ethics module**. You will also need to complete the Professional Ethics module if:

- you are eligible and intend to complete the Advanced Diploma in Accounting and Business; and/or
- you intend to undertake the Oxford Brookes BSc in Applied Accounting (you must first complete the Professional Ethics module before submitting your Research and Analysis Project to Oxford Brookes University).

You have completed the Professional Ethics module. You can refresh your knowledge by revisiting the module at any time.

[Access the Professional Ethics module](#)

### Foundations in Professionalism module

You also have the option of completing the **Foundations in Professionalism module**. You will need to complete the Foundations in Professionalism module if you are eligible and intend to complete the Diploma in Accounting and Business.

[Access the Foundations in Professionalism module](#)


## LEARNING OPPORTUNITIES

### My Development

My Development is ACCA's continuing professional development resource which includes: articles, e-learning and face-to-face courses, podcasts, webinars, research and qualifications from our partners. This CPD section has been designed to help you meet your learning and development needs.

[CPD events, resources and policy](#)

# Finish Professional Ethics Module



THE GLOBAL  
BODY FOR  
PROFESSIONAL  
ACCOUNTANTS

[MODULES](#) [FAQS](#) [HELP](#) [CONTACT](#)

## MODULE LIST

The module consists of 10 units which must be completed in numerical order. Each unit of the module contains a self-test so that you can see what you have learned.

1. Start	00:43:59
2. Judging	00:25:47
3. What is ethics?	01:39:20
4. Rules vs Principles	00:00:00
5. About ACCA's fundamental principles	00:00:00
6. The Framework	00:00:00
7. Case Study	▶
8. Tell us what you have learned	00:00:00
9. The Personal Ethics Diagnostic and Reflective	00:00:00
10. Course Feedback	00:00:00

### ACCA Professional Ethics Module

The Professional Ethics Module lets you work through the learning material at your own pace.

根据要求完成职业道德测评

- 不计时
- 可保存后分开几次做



# Experience (PER)

A woman in a black dress and high heels is walking up a set of stone stairs. She is carrying a grey folder or laptop under her arm. The background is a light-colored stone wall.

# Employment

36 months in  
relevant roles

A close-up photograph of a person's hand holding a pair of glasses over a desk. The desk is covered with papers, including one with a blue grid pattern. A pen is visible on the right side of the desk. The background is blurred, showing a person in a dark suit. A dark red rectangular box is overlaid on the right side of the image, containing the text 'PER changes'. A white rectangular box is overlaid on the bottom center of the image, containing the text 'New Policy & Online Recording Tool'.

# PER changes

New Policy  
& Online  
Recording Tool



# The Difference between the **Old** and the **New PER**

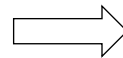
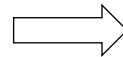
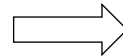
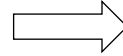
## Old PER

13 Performance Objectives  
( 9+4)

3 Challenge questions in  
every objective

500 Words requested in  
every question  
(13x3x500=19500 words)

Workplace mentor



## New PER

9 Performance Objectives  
( 5+4)

1 Writing statement in every  
objective

200 Words requested in  
every statement  
(9x1x200=1800 words)

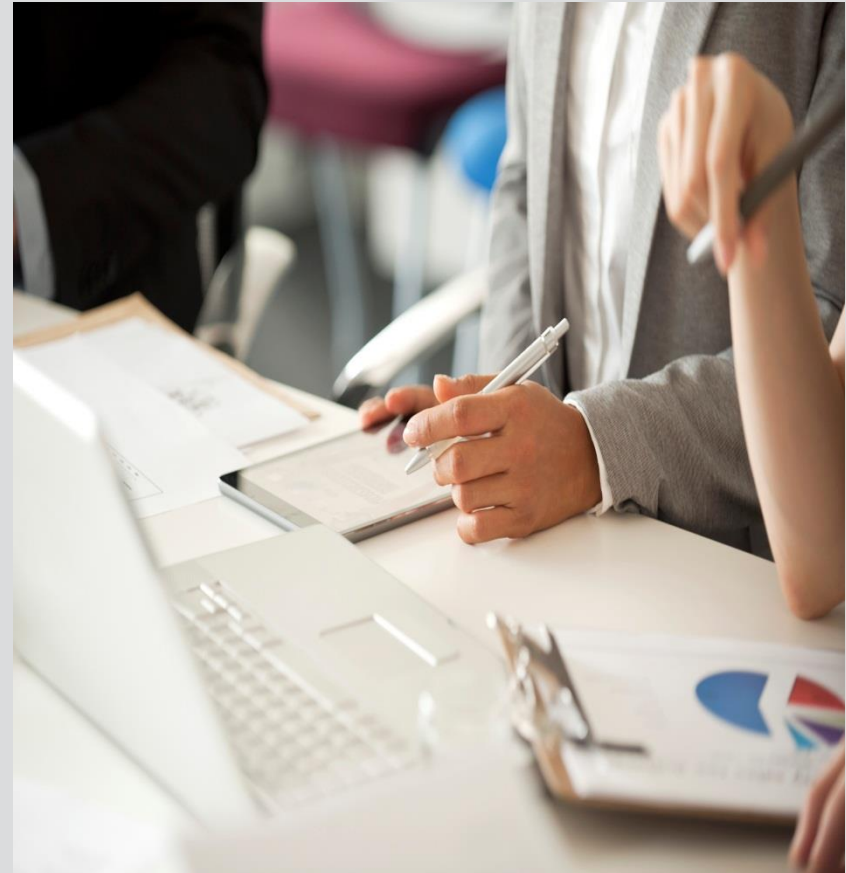
Practical experience supervisor  
(PES)

# Practical Experience Supervisor (PES).

## Who can sign off my PER?

**A qualified accountant** of a professional accountancy or audit body recognised by law in this country **who knows your work.**

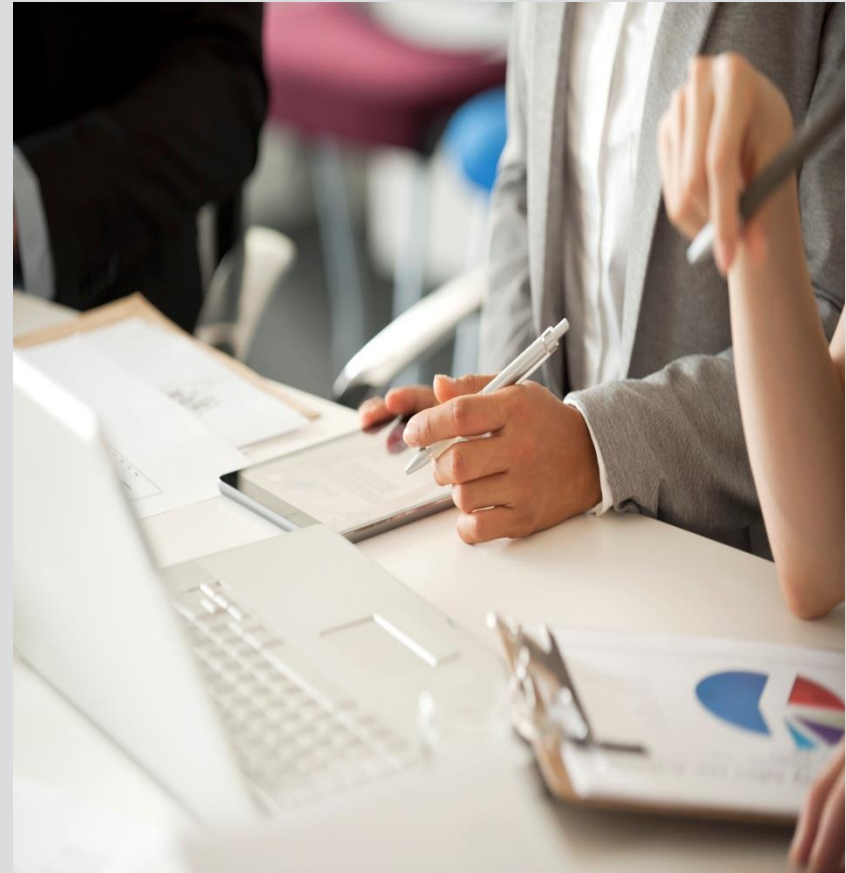
\*If your line manager is not suitably qualified, you need to identify someone qualified to sign-off the objectives, but your line manager can still sign-off your working time.



# Practical Experience Supervisor (PES).

## **PES needs to sign off your:**

- ✓ 36 months' working experience
- ✓ 9 performance objectives



# Practical Experience Supervisor (PES).

## Who can sign off my PER?

PES	Can sign off your...
IFAC Qualified Line Manager 既是你的上级，又是IFAC Qualified的会计师或审计师等	Working experience (time) Performance Objectives
Non IFAC Qualified Line Manager 仅仅是你的上级	Working experience (time)
IFAC Qualified – Internal Supervisor 公司内部的其他IFAC Qualified的会计师或审计师等	Performance Objectives
IFAC Qualified – External Supervisor 公司外部有业务往来机构的IFAC Qualified的会计师, 审计师或咨询师等	Performance Objectives

\*IFAC: International Federation of Accountants (国际会计师联合会)

主要成员: ACCA, CICPA, HKICPA, AICPA, AIA, ICAEW... (拥有这类型专业资格的称为IFAC Qualified, IFAC体系内的成员都可成为你的PES)



# Practical Experience Supervisor (PES).

**If you are unable to find a PES?**

Contact your ACCA local office to join **Remote PES scheme** !

ACCA 北京代表处

ACCA 沈阳联络处

ACCA 上海代表处

ACCA 成都联络处

ACCA 广州代表处

ACCA 深圳联络处

联系方式请见：

<http://cn.accaglobal.com/default/contactus.html>



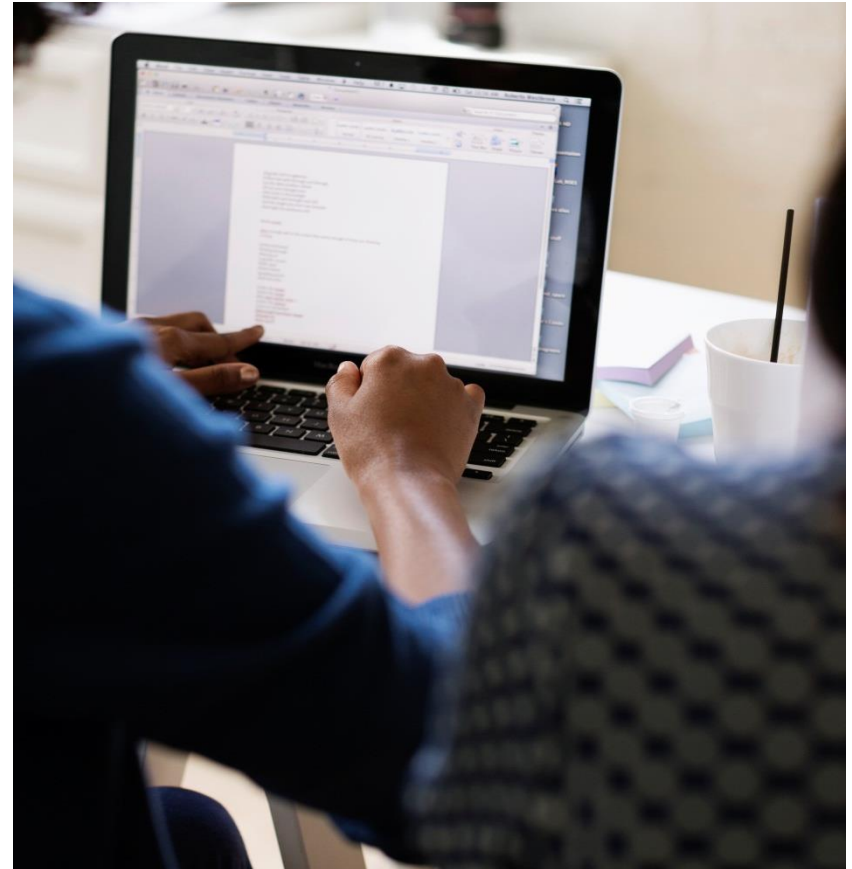
Record Your  
PER

# Recording your Experience

36 months working  
experience

+

Performance  
Objectives



# Log in your My ACCA and click “Access your online My Experience record”

Supporting information for exam results.

## APPLY FOR MEMBERSHIP

The benefits of ACCA membership include a world-class reputation for integrity and professionalism coupled with the opportunity for career progression and a high earning potential.

Trainees are eligible for admission to membership once they have achieved the following 3 components:

- Completed the ACCA Qualification examinations
- Completed 36 months of relevant supervised practical experience and achieved 13 performance objectives (9 Essentials and 4 Options) to the satisfaction of a workplace mentor
- Completed the Professional Ethics module

To avoid any delay in the assessment of your application please ensure that your practical experience is updated via your My Experience record.

[Apply online for membership](#)

[Apply for membership using paper application form](#)

[Track the progress of your application](#)

## PRACTICAL EXPERIENCE

In order to become an ACCA-qualified accountant you will need to complete the practical experience requirement (PER) as well as passing your exams and the professional ethics module.

For further information and guidance click on the link below:

**[Recording your practical experience](#)**

[Access your online My Experience record](#)



## Employment

Employer: NASA  
Role: Spaceman

记录:

- 36个月工作经验
- PES的信息



7 Months

Current status

Unknown

Save



View employment

## Performance objectives

完成9个Performance Objectives



3 Completed

View objectives

Essentials 5 required

1: Professionalism and ethics

Transferred

3: Strategy and innovation

Transferred

4: Governance risk and control

Transferred

Technical 4 required

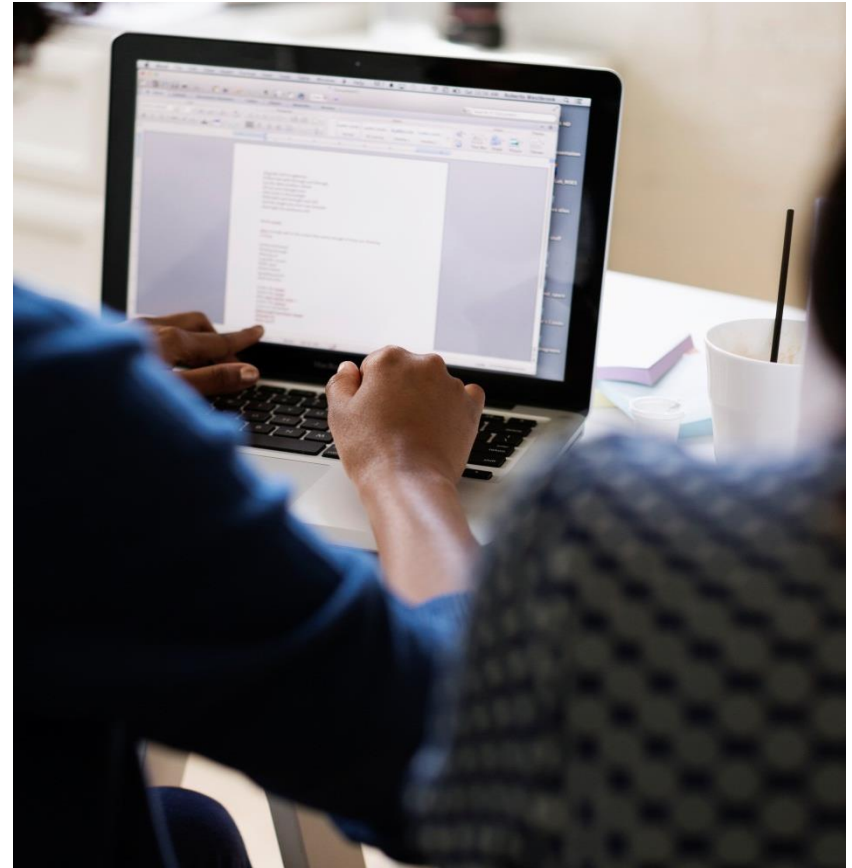


# Recording your Experience

36 months working  
experience

+

Performance  
Objectives



# The Tool for PES & 36 Months' Working Experience

**Employment**  
Employer: NASA  
Role: Spaceman  
7 Months

Current status: Unknown

**View employment**


- Unknown
- Full-time student
- Not employed
- Career break
- Not employed in a relevant role
- Long term illness/serious ill health
- Onerous caring duties for a close family member
- Maternity/paternity leave
- Employed in a relevant role**
- Unknown

Performance: 3 Completed

点击“view employment”后，可以记录 PES（Practical Experience Supervisor）的信息和工作时间。






# The Tool for PES & 36 Months' Working Experience


## Employment



7 Months

[Add new employer](#) [Manage roles](#)

NASA	01/01/2013 - 30/04/2013
 - Spaceman (01/01/2013 - 30/04/2013) - 	<b>3 Months</b>
ACCA	01/01/2012 - 01/05/2012
- TM (01/01/2012 - 01/05/2012) - 	<b>4 Months</b>
company two	18/10/2010 - current
- Admissions Manager (18/10/2010 -) - 	<b>0 Months</b>
company one	31/08/2010 - 31/08/2010
- 1 (31/08/2010 - 31/08/2010) - 	<b>0 Months</b>



Job title	Spaceman
Start date	01/01/2013
End date	30/04/2013
Average hours per week	35
% Relevant role	100
ACCA approved employer?	No
Is this an audit role?	N

[Edit this role](#) [Delete this role](#) [Confirm this role](#)

### Practical experience supervisors

[Add selected supervisor](#)

[Add new supervisor](#)



Edit your employment details

编辑你的工作经验






# Edit your employment details


## Employment

添加新雇主

**Add new employer** **Manage roles**

7 Months

NASA	01/01/2013 - 30/04/2013
 - Spaceman (01/01/2013 - 30/04/2013) - 	<b>3 Months</b>
ACCA	01/01/2012 - 01/05/2012
- TM (01/01/2012 - 01/05/2012) - 	<b>4 Months</b>
company two	18/10/2010 - current
- Admissions Manager (18/10/2010 - ) - 	<b>0 Months</b>
company one	31/08/2010 - 31/08/2010
- 1 (31/08/2010 - 31/08/2010) - 	<b>0 Months</b>



Job title	Spaceman
Start date	01/01/2013
End date	30/04/2013
Average hours per week	35
% Relevant role	100
ACCA approved employer?	No
Is this an audit role?	N

**Edit this role** **Delete this role** **Confirm this role**


### Practical experience supervisors

**Add selected supervisor**

**Add new supervisor**





# Edit your employment details

## Employment



7 Months

[Add new employer](#) [Manage roles](#)

NASA	01/01/2013 - 30/04/2013
- Spaceman (01/01/2013 - 30/04/2013) - 	<b>3 Months</b>
ACCA	01/01/2012 - 01/05/2012
- TM (01/01/2012 - 01/05/2012) - 	<b>4 Months</b>
company two	18/10/2010 - current
- Admissions Manager (18/10/2010 - ) - 	<b>0 Months</b>
company one	31/08/2010 - 31/08/2010
- 1 (31/08/2010 - 31/08/2010) - 	<b>0 Months</b>

## Employer details

Please complete the fields below and *save and finish*

**For example**

Employer name \*

ACCA

Address line 1 \*

No.1, Tianhe Road

Address line 2

Town / City \*

Guangzhou

County / State

Guangdong

Country \*

China


Zip code / Post code

510620

**Save and finish**






# Edit your employment details


## Employment



7 Months

[Add new employer](#) [Manage roles](#)

 ACCA	-
NASA	01/01/2013 - 30/04/2013
- Spaceman (01/01/2013 - 30/04/2013) - 	<a href="#">3 Months</a>
ACCA	01/01/2012 - 01/05/2012
- TM (01/01/2012 - 01/05/2012) - 	<a href="#">4 Months</a>
company two	18/10/2010 - current
- Admissions Manager (18/10/2010 -) - 	<a href="#">0 Months</a>
company one	31/08/2010 - 31/08/2010
- 1 (31/08/2010 - 31/08/2010) - 	<a href="#">0 Months</a>



Employer name	ACCA
Address line 1	No.1 Tianhe Road
Address line 2	
Town / City	Guangzhou
County / State	Guangdong
Country	China, Peoples Rep of
Zip code / Post code	510000


[Edit this employer](#) [Delete this employer](#) [Add new role](#)

添加你的职位和该职位的工作时间



# Edit your employment details

## Employment



7 Months

Add new employer   Manage roles

ACCA	-
NASA	01/01/2013 - 30/04/2013
- Spaceman (01/01/2013 - 30/04/2013) -	3 Months
ACCA	01/01/2012 - 01/05/2012
- TM (01/01/2012 - 01/05/2012) -	4 Months
company two	18/10/2010 - current
- Admissions Manager (18/10/2010 - ) -	0 Months
company one	31/08/2010 - 31/08/2010
- 1 (31/08/2010 - 31/08/2010) -	0 Months

## Role details

Complete the fields below and *save and finish*.

Remember to confirm the number of hours you work each week and the percentage of your time that's spent on relevant activities. You can only claim a maximum of 35 hours for a full time role.

Job title \*

Start date \*

End date ?

Average hours per week \* ?

% Relevant role \* ?

ACCA approved employer? \* ?

Is this an audit role? \* ?

End date要写一个具体的日期系统才能计算出总共的工作时间的。

Save and finish

# Edit your employment details

## Claiming your time

The pie chart on the right shows the number of months that you've recorded in your role(s).



26 Months

To make this recorded time count towards your 36 months' total you need to get it signed off by a practical experience supervisor from the employer where you gained the experience.

Below you can see:

- the number of months you've had signed off in each role
- the number of months you've sent to your supervisor for sign-off in each role
- any additional time you've got available to claim in a role

ACCA	14/07/2014 - 09/03/2016
- Customer Service Officer	0 Months
You have 19 Months you can claim now	
<a href="#">Claim this time</a>	
NASA	01/01/2013 - 30/04/2013
- Spaceman	3 Months
ACCA	01/01/2012 - 01/05/2012
- TM	4 Months
company two	18/10/2010 - current
- Admissions Manager	0 Months

## Signed off time

Below is the time that you've had approved by your supervisor- and the time that you're still waiting for your supervisor to approve.

If you've any outstanding time submissions then you can send a reminder to your supervisor.

If your supervisor declines your submission then you can delete it - update your employment records where necessary- and re-submit the time to your supervisor.

Waiting for approval **0 Months** Approved **7 Months**

3 Months claimed on the IMPORT in the role of Spaceman at NASA	<a href="#">Import approved</a>
	<a href="#">Remove claim</a>
4 Months claimed on the IMPORT in the role of TM at ACCA	<a href="#">Import approved</a>
	<a href="#">Remove claim</a>




# Record Practical Experience Supervisor (PES) Information

## 记录PES的信息和关联PES的审批账号






# Practical Experience Supervisor (PES)

## Employment



7 Months

[Add new employer](#) [Manage roles](#)

NASA	01/01/2013 - 30/04/2013
 - Spaceman (01/01/2013 - 30/04/2013) - 	<b>3 Months</b>
ACCA	01/01/2012 - 01/05/2012
- TM (01/01/2012 - 01/05/2012) - 	<b>4 Months</b>
company two	18/10/2010 - current
- Admissions Manager (18/10/2010 - ) - 	<b>0 Months</b>
company one	31/08/2010 - 31/08/2010
- 1 (31/08/2010 - 31/08/2010) - 	<b>0 Months</b>

Job title	Spaceman
Start date	01/01/2013
End date	30/04/2013
Average hours per week	35
% Relevant role	100
ACCA approved employer?	No
Is this an audit role?	N

[Edit this role](#) [Delete this role](#) [Confirm this role](#)

### Practical experience supervisors


[Add selected supervisor](#)

[Add new supervisor](#)

这里可以编辑在这份工作里的PES的信息






# Practical Experience Supervisor (PES)

## Employment



7 Months

**Add new employer** **Manage roles**

NASA	01/01/2013 - 30/04/2013
 - Spaceman (01/01/2013 - 30/04/2013) - 	<b>3 Months</b>
ACCA	01/01/2012 - 01/05/2012
- TM (01/01/2012 - 01/05/2012) - 	<b>4 Months</b>
company two	18/10/2010 - current
- Admissions Manager (18/10/2010 - ) - 	<b>0 Months</b>
company one	31/08/2010 - 31/08/2010
- 1 (31/08/2010 - 31/08/2010) - 	<b>0 Months</b>

Job title	Spaceman
Start date	01/01/2013
End date	30/04/2013
Average hours per week	35
% Relevant role	100
ACCA approved employer?	No
Is this an audit role?	N

**Edit this role** **Delete this role** **Confirm this role**

### Practical experience supervisors

**Add selected supervisor**

**Add new supervisor**

可以添加新的PES

# Practical Experience Supervisor (PES)

## Time waiting for approval

You have time waiting for your supervisor to sign-off. Send a reminder to your supervisor using the link below.

[Claim time now](#)

## Employment



Add new employer

Manage roles

ACCA	14/07/2014 - 09/03/2016	
- Customer Service Officer (14/07/2014 - 09/03/2016)		19 Months
NASA	01/01/2013 - 30/04/2013	
- Spaceman (01/01/2013 - 30/04/2013) -		3 Months
ACCA	01/01/2012 - 01/05/2012	
- TM (01/01/2012 - 01/05/2012) -		4 Months
company two	18/10/2010 - current	
- Admissions Manager (18/10/2010 - ) -		0 Months
company one	31/08/2010 - 31/08/2010	
- 1 (31/08/2010 - 31/08/2010) -		0 Months

## Supervisor details

Please complete the fields below to send an invitation to your supervisor so they can register and sign-off your experience.

First Name \*

Dada

Last name \*

Lee

Email Address \*

258686750@qq.com

Relationship \*

IFAC Qualified Line Manager

Job Title

Director

Save and send invite

请正确填写PES的信息和邮箱。



Your PES will receive an auto email and create his/her ACCA account to sign off your time and performance objectives

# Your PES

在你填好PES的信息并发送邀请后，你的PES会收到这样一封邮件，他可以点击邮件里的链接开始创建ACCA账户来确认您的工作时间和批阅performance objectives

## Your PES will receive below email

Dear Dada Lee

Carol Guillermina Quiroga Wyper has nominated you as their practical experience supervisor to help them complete the practical experience requirement (PER) - an important component of the ACCA Qualification.

Please use the link below to start the registration process.

<https://experience.accaglobal.com/Public/report.aspx?memberQueryID=22F5C6FD-9335-4C0D-AB1A-368D38DD4A72&WPSREFID=31607E19-1C80-48C5-A29A-3CDD0759EBCE>

ACCA has lots of resources to help you understand the PER policy and support your trainees in achieving it, find out more at [My ACCA](#)

ACCA recognises the contribution that practical experience supervisors make to the development of ACCA trainees and thank you for your commitment and support.


Regards

ACCA

Please note this email is an automated notification which is unable to receive replies. If you have any questions please [contact us](#).


# Your PES


Your PES will need to create a ACCA account

Already registered with ACCA?	Not registered with ACCA?
<p>If you have a username and password for My ACCA please login.</p> <p><a href="#">My ACCA</a> </p> <p><a href="#">Forgotten your username?</a> <a href="#">Forgotten your password?</a></p>	<p>Please enter your details to create a My ACCA account.</p> <p>First name: * <input type="text"/></p> <p>Last name: * <input type="text"/></p> <p>Email: * <input type="text"/></p> <p>Date of birth (dd/mm/yyyy): * <input type="text"/></p> <p><b>Create account</b></p>

PES按照步骤提示建立一个ACCA账户，用以批阅你的工作经验(time)与performance objectives



 Call us  
+44 (0)141 582 2000

 Contact us  
Contact information for your local office

# Your PES

Go to [www.accaglobal.com](http://www.accaglobal.com) and log in MY ACCA

The screenshot displays the MYACCA website interface. At the top left is the MYACCA logo, and at the top right is the ACCA logo. Below the logo is a navigation bar with 'HOME' and 'LOGOUT' links. A yellow bar indicates the user is logged in as 'Supervisor'. On the left is a 'NAVIGATION MENU' with two items: 'Supervisor home' and 'Review and sign-off'. The 'Review and sign-off' item is highlighted with a red rectangular box. The main content area is divided into two sections: 'MENTOR PERSONAL DETAILS' and 'TRAINEE PRACTICAL EXPERIENCE REQUIREMENT'. The 'MENTOR PERSONAL DETAILS' section shows the name 'MR Dada Lee' and ACCA number '23858113'. It has two updateable fields: 'E-MAIL ADDRESS' (with value '258686750@qq.com') and 'MAILING ADDRESS'. The 'TRAINEE PRACTICAL EXPERIENCE REQUIREMENT' section contains text explaining the PER requirement and how to use the 'My Experience' record.

Supervisor	
<b>NAVIGATION MENU</b>	<b>MENTOR PERSONAL DETAILS</b>
Supervisor home	MR Dada Lee ACCA number: 23858113
<b>Review and sign-off</b>	<b>E-MAIL ADDRESS UPDATE</b> Your e-mail address is: <b>258686750@qq.com</b> Please ensure you keep your e-mail address up to date to ensure you receive important ACCA communications
	<b>MAILING ADDRESS UPDATE</b> Please update as there has been problems delivering your mail to this address
	<b>TRAINEE PRACTICAL EXPERIENCE REQUIREMENT</b>
	The practical experience requirement (PER) is a key component of the ACCA Qualification and is a requirement for gaining ACCA membership. PER provides a framework for achievement where the Practical Experience Supervisor plays an important role in the development and review of ACCA trainees' workplace achievements.  Trainees are able to record their achievement through an online <i>My Experience</i> record. <i>My Experience</i> provides a valuable record of workplace achievements.  Go to the <b>experience record</b> to review and sign-off your trainees' practical experience.

# Your PES

## Practice experience supervisor dashboard

### IFAC Membership

Please update your IFAC membership details.

Add my IFAC details

### Link with trainee

Carol Guillermina Quiroga Wyper has asked you to be their practical experience supervisor.

Please confirm or amend your relationship and job title.

Relationship

- IFAC Qualified Line Manager
- IFAC Qualified Line Manager**
- Non IFAC Qualified Line Manager
- IFAC Qualified - Internal Supervisor
- IFAC Qualified - External Supervisor

Job Title

Confirm and link

Trainee name

Permissions

Tasks

# Your PES

## Message sent

We have sent a message to the trainee confirming your decision.

## Practice experience supervisor dashboard

### IFAC Membership

Please update your IFAC membership details.

[Add my IFAC details](#)

Trainee name	Permissions	Tasks	
Carol Guillermina Quiroga Wyper	Can approve time	0 Time waiting for assessment	<a href="#">View trainee</a>

点击此处进入批阅工作经验的页面  
进行审批



# Claim Time

把工作经验发给PES做确认

# Claim Time

## Claiming your time

The pie chart on the right shows the number of months that you've recorded in your role(s).



26 Months

To make this recorded time count towards your 36 months' total you need to get it signed off by a practical experience supervisor from the employer where you gained the experience.

Below you can see:

- the number of months you've had signed off in each role
- the number of months you've sent to your supervisor for sign-off in each role
- any additional time you've got available to claim in a role

ACCA 14/07/2014 - 09/03/2016

- Customer Service Officer

0 Months

You have 19 Months you can claim now

Claim this time

NASA 01/01/2013 - 30/04/2013

- Spaceman

3 Months

ACCA 01/01/2012 - 01/05/2012

- TM

4 Months

company two 18/10/2010 - current

- Admissions Manager

0 Months

## Signed off time

Below is the time that you've had approved by your supervisor- and the time that you're still waiting for your supervisor to approve.

If you've any outstanding time submissions then you can send a reminder to your supervisor.

If your supervisor declines your submission then you can delete it - update your employment records where necessary- and re-submit the time to your supervisor.

Waiting for approval 0 Months

Approved 7 Months

3 Months claimed on the IMPORT in the role of Spaceman at NASA

Import approved

Remove claim

4 Months claimed on the IMPORT in the role of TM at ACCA

Import approved

Remove claim



# Claim Time

## Claiming your time

The pie chart on the right shows the number of months that you've recorded in your role(s).



26 Months

To make this recorded time count towards your 36 months' total you need to it signed off by a practical experience supervisor from the employer where you gained the experience.

Below you can see:

- the number of months you've had signed off in each role
- the number of months you've sent to your supervisor for sign-off in each role
- any additional time you've got available to claim in a role

ACCA	14/07/2014 - 09/03/2016
- Customer Service Officer	19 Months
NASA	01/01/2013 - 30/04/2013
- Spaceman	3 Months
ACCA	01/01/2012 - 01/05/2012
- TM	4 Months
company two	18/10/2010 - current
- Admissions Manager	0 Months
company one	31/08/2010 - 31/08/2010
- 1	0 Months

## Request time approval

Please submit the time you're claiming to your supervisor for sign-off.

Please select your supervisor and add a comment they will be able to view when reviewing your assessment request.

## Claimed time

19 Months claimed on the 09/03/2016 in the role of Customer Service Officer at ACCA

Not approved

Practical experience supervisor

  
Dada Lee

Comments:

Edit ▾

**B** *I* A A

Words: 0<sup>#</sup>

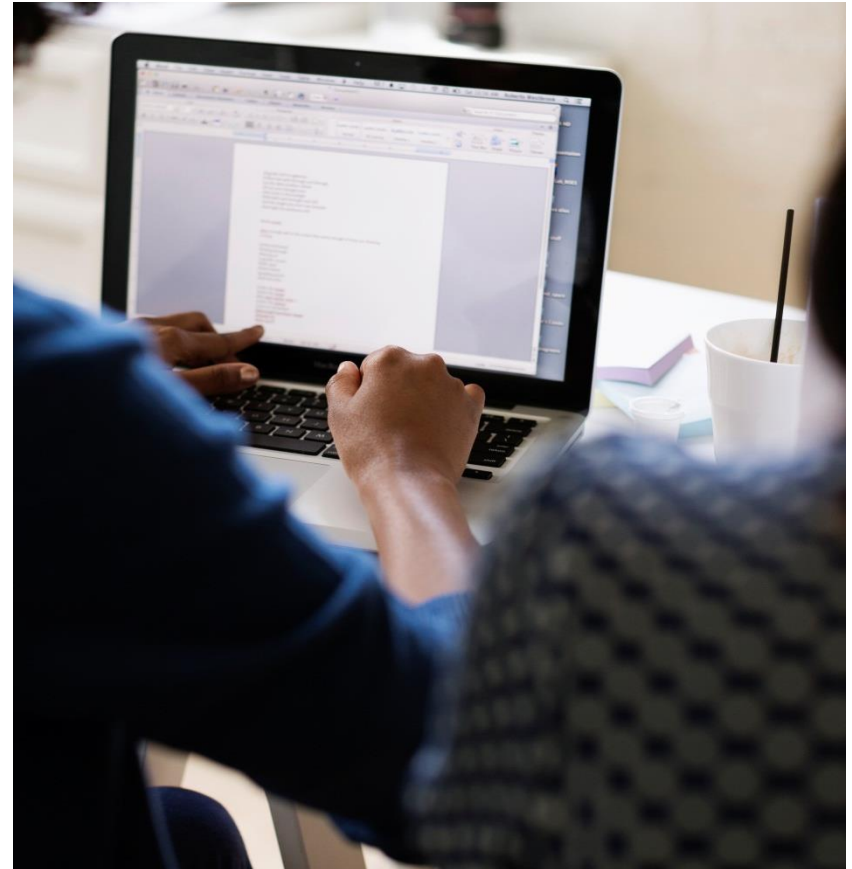
Submit

# Recording your Experience

36 months working  
experience

+

Performance  
Objectives



A close-up photograph of a person's hand in a dark suit jacket touching the screen of a silver smartphone. The phone is on a desk with various papers and documents scattered around. The background is blurred, showing more of the desk and the person's arm.

## 9 Performance objectives

Five Essentials  
+  
Four Technical



# View Objectives

**Employment**

Employer: NASA  
Role: Spaceman

7 Months

Current status: Unknown

[View employment](#)

**Performance objectives**

3 Completed

[View objectives](#)

Essentials 5 required


1: Professionalism and ethics	Transferred
3: Strategy and innovation	Transferred
4: Governance risk and control	Transferred

Technical 4 required

Transferred 表示该 objective 已在旧版的 PER 中完成，也已转到新版的 PER 里面，无需再做

# Click the objective you want to do

## Performance objectives



**Essentials** 5 required 3 Completed

1: Professionalism and ethics	Transferred
2: Stakeholder relationship management	
3: Strategy and innovation	Transferred
4: Governance risk and control	Transferred
5: Leadership and management	

## Technical

4 required

### Corporate reporting

6: Record and process transactions and events
7: Prepare external financial reports
8: Analyse and interpret financial reports

### Financial management

9: Evaluate investment and financing decisions
10: Manage and control working capital

## Performance objectives

You need the right skills and abilities to be a qualified accountant. Our practical experience requirement (PER) is an essential part of the ACCA qualification. Completing the performance objectives will help reinforce your learning from exams.

There are two types of performance objective: Essentials and Technical. You must complete all **five** essentials. There are 15 technical performance objectives, we need you to demonstrate your experience in **four** of these.

## How to complete your performance objectives

All the performance objectives are made up of individual elements. For each performance objective, you have to do the following:

- write a short statement describing your experience
- get your supervisor to confirm that you have completed all of the elements
- have the performance objective signed off by your supervisor.


Some advice from our experts: it's a really good idea to complete your PER as you go along. And get individual elements signed off as soon as you complete them!

More information about each objectives can be found by clicking on the performance objectives on this page.

If you start a performance objective accidentally, don't worry - you can cancel it on the objective page.

# Start your objective

## Performance objectives



**Essentials** 5 required 3 Completed

- 1: Professionalism and ethics **Transferred**
- 2: Stakeholder relationship management
- 3: Strategy and innovation **Transferred**
- 4: Governance risk and control **Transferred**
- 5: Leadership and management

### Technical

4 required

#### Corporate reporting

- 6: Record and process transactions and events
- 7: Prepare external financial reports
- 8: Analyse and interpret financial reports

#### Financial management

- 9: Evaluate investment and financing decisions
- 10: Manage and control working capital
- 11: Identify and manage financial risk

## 2: Stakeholder relationship management

**Start objective** 点击“开始”

?

Description Examples of activities Linked exams

**You manage stakeholder expectations and needs, developing and maintaining productive business relationships. You listen to and engage stakeholders effectively and communicate the right information to them when they need it.**

### Elements

Here are the elements you need to achieve for this performance objective

a	Display sensitivity, empathy and cultural awareness in all your communications. This allows you to establish trust and credibility with a range of stakeholders and gain their confidence.
b	Use a range of mediums and make appropriate use of IT to communicate clearly, concisely and persuasively in formal and informal situations.
c	Gain commitment from stakeholders by consulting and influencing them to solve problems, meet objectives and maximise mutually beneficial opportunities.

# Start your objective

## Performance objectives



3 Completed

Essentials 5 required

1: Professionalism and ethics **Transferred**

2: Stakeholder relationship management **Started**

3: Strategy and innovation **Transferred**

4: Governance risk and control **Transferred**

5: Leadership and management

Technical 4 required

Corporate reporting

6: Record and process transactions and events

7: Prepare external financial reports

## 2: Stakeholder relationship management

Description Examples of activities

Linked exams

You manage stakeholder expectations and needs, developing and maintaining productive business relationships. You listen to and engage stakeholders effectively and communicate the right information to them when they need it.

Elements

Here are the elements you need to achieve for this performance objective

a Display sensitivity, empathy and cultural awareness in all your communications. This allows you to establish trust and credibility with a range of stakeholders and gain their

**Claim**

如果你开始做一个新的Performance objective, 那么这个objective的状态就会显示”started”







Submit Performance Objectives to PES for review

提交给PES审阅



# Submit Performance Objectives to PES for review

You can add a new supervisor to a role in the employment section and send them an invitation to register.

If you've already invited a supervisor but they've not yet registered then you can send them a reminder from the employment page. Once your supervisor has registered you'll be able to submit your elements or objectives to them.

5.d Work with others to recognise, assess and improve business performance. You use different techniques and technology to do this.



5.e You negotiate effectively and can justify solutions logically and persuasively to colleagues and clients.



12: Evaluate management accounting systems



12.a Evaluate management accounting techniques and approaches in an organisation.

12.b Apply appropriate costing techniques to products and services.

12.c Assess and advise on the impact of an organisation's management accounting and information systems.

12.d Contribute to developing and improving management accounting systems and internal reporting.

12.e Monitor new developments in management accounting and consider their potential impact on performance and systems.

Please select your supervisor and add a comment they will be able to view when reviewing your assessment request.

Practical experience supervisor

Select employer - role

Comments:

Edit



Text area for entering comments

Submit



Call us  
+44 (0)141 582 2000

Contact us  
Contact information for your local office

Your PES reviews your performance objectives

# Your PES


Go to [www.accaglobal.com](http://www.accaglobal.com) and log in PES's MY ACCA

The screenshot displays the MY ACCA website interface. At the top left is the 'MYACCA' logo, and at the top right is the 'ACCA' logo. Below the logos are the links 'HOME' and 'LOGOUT'. A yellow bar at the top of the main content area is labeled 'Supervisor'. On the left side, there is a 'NAVIGATION MENU' with two items: 'Supervisor home' and 'Review and sign-off'. The 'Review and sign-off' item is highlighted with a red rectangular box. The main content area is divided into two sections: 'MENTOR PERSONAL DETAILS' and 'TRAINEE PRACTICAL EXPERIENCE REQUIREMENT'. The 'MENTOR PERSONAL DETAILS' section includes the name 'MR Dada Lee' and ACCA number '23858113'. It has two yellow bars for 'E-MAIL ADDRESS' and 'MAILING ADDRESS', each with an 'UPDATE' link. The 'E-MAIL ADDRESS' section shows the email '258686750@qq.com' and a note to keep it up to date. The 'MAILING ADDRESS' section has a red note about delivery problems. The 'TRAINEE PRACTICAL EXPERIENCE REQUIREMENT' section contains text explaining the PER requirement and a link to the 'experience record'.

# Your PES

## Time

Approve claimed time



11 Months

## Performance objectives



0 Completed

### Essentials 5 required

- 1: Professionalism and ethics
- 2: Stakeholder relationship management **4 Elements to go**
- 3: Strategy and innovation
- 4: Governance risk and control
- 5: Leadership and management **To be reviewed**

### Technical 4 required

#### Corporate reporting

- 6: Record and process transactions and events
- 7: Prepare external financial reports
- 8: Analyse and interpret financial reports

#### Financial management

- 9: Evaluate investment and financing decisions
- 10: Manage and control working capital

Description Examples of activities Linked exams

You manage yourself and your resources effectively and responsibly. You contribute to the leadership and management of your organisation – delivering what's needed by stakeholders and the business.

a	Show initiative with your team – working towards organisational goals, collaborating with and supporting others.	
b	Manage time and tasks effectively to meet business needs and professional commitments. You are capable of working under pressure.	
c	Manage resources – including teams – to deliver your objectives to agreed deadlines. You motivate other people and you're actively involved in helping them to develop.	<b>Waiting for approval</b> Approve
d	Work with others to recognise, assess and improve business performance. You use different techniques and technology to do this.	<b>Waiting for approval</b> Approve
e	You negotiate effectively and can justify solutions logically and persuasively to colleagues and clients.	<b>Waiting for approval</b> Decline


Comments:

sorry need to decline this

Confirm

你的PES可以在这里选择Approve或者Decline






What if you work  
for an ACCA  
Approved  
Employer

# Performance Objective Exemption



## Employment



14 Months

Add new employer    Manage roles

New Line Accountancy    01/12/2014 - 22/02/2016

- Trainee Accountant (01/12/2014 - 22/02/2016)    14 Months

Job title	Trainee Accountant
Start date	01/12/2014
End date	22/02/2016
Average hours per week	35
% Relevant role	100
ACCA approved employer?	Yes
Is this an audit role?	No

Edit this role

如果你正在ACCA trainee 认可雇主里工作，或者之前在ACCA trainee认可雇主里工作过一段时间，可以在该职业信息里的“ACCA approved employer”里选YES，之后页面会出现Approved employer form，请下载该表，填写后发到总部（[members@accaglobal.com](mailto:members@accaglobal.com)）申请豁免填写performance objectives

## Approved employer form

You've indicated that this role is with an ACCA approved employer.

If you are leaving this employer, or you have completed your 36 months' experience, then complete and submit the attached form to ACCA. You won't be able to claim the performance objective exemption until you submit this form.



Approved Employer PER Confirmation form



# Apply Online for Membership



# Log in your MY ACCA and submit your membership application

Supporting information for exam results.

## APPLY FOR MEMBERSHIP

The benefits of ACCA membership include a world-class reputation for integrity and professionalism coupled with the opportunity for career progression and a high earning potential.

Trainees are eligible for admission to membership once they have achieved the following 3 components:

- Completed the ACCA Qualification examinations
- Completed 36 months of relevant supervised practical experience and achieved 13 performance objectives (9 Essentials and 4 Options) to the satisfaction of a workplace mentor
- Completed the Professional Ethics module

To avoid any delay in the assessment of your application please ensure that your practical experience is updated via your My Experience record.

[Apply online for membership](#)

[Apply for membership using paper application form](#)  
[Track the progress of your application](#)

点击[apply online for membership](#) 发送  
会员申请，你将在1周左右收到总部的  
批复。

## PRACTICAL EXPERIENCE

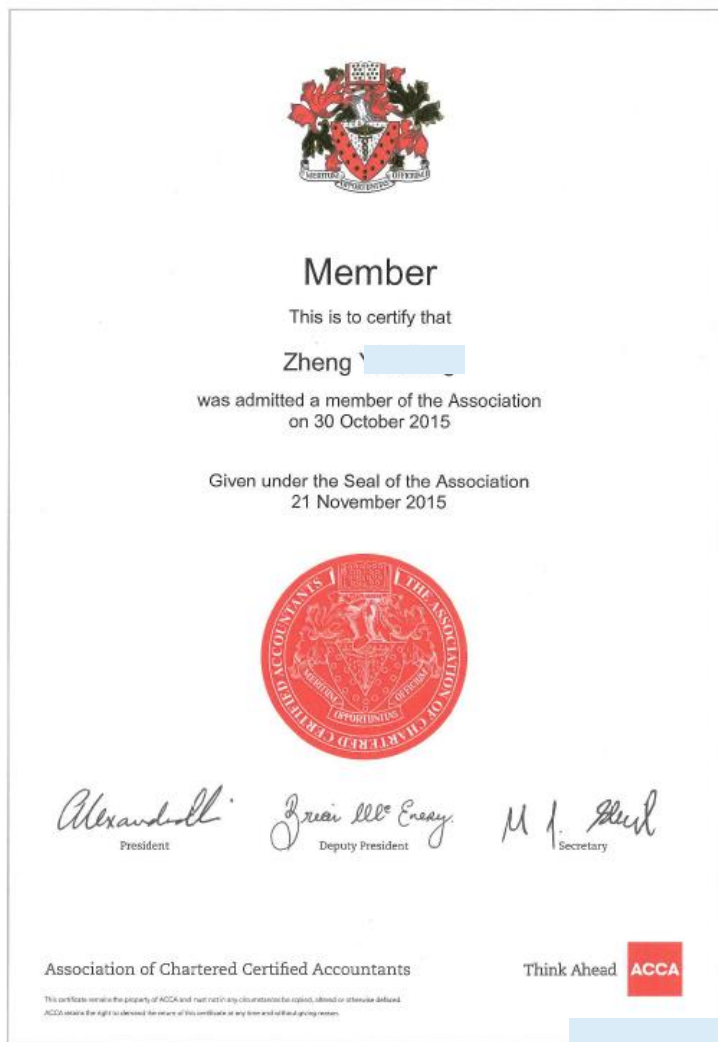
In order to become an ACCA-qualified accountant you will need to complete the practical experience requirement (PER) as well as passing your exams and the professional ethics module.

For further information and guidance click on the link below:

[Recording your practical experience](#)

[Access your online My Experience record](#)

# Your ACCA Membership Certificate



## 关于会员证书

ACCA总部会在每个council meeting (3, 6, 9, 11月) 后会特制和平邮寄出在此期间申请成为会员的证书, 可能需要等待2-3个月, 如果您想尽快稳妥地收到证书, 可以按以下方法操作:

在总部通知您成为会员后, 您可以发邮件给总部让他们把您的会员证书先寄到您所在地区的代表处, 让代表处的同事联系你快递给你, 例如: 您是华南地区的会员, 则让总部寄到ACCA Guangzhou Office即可。

\* 如果您用此方式收到证书, 请务必把自己正确的联系方式, 包括**电话和邮箱更新在MY ACCA**里, 否则代表处无法联系本人快递证书。

# Q&A

1. 要每份工作都需要supervisor 批吗？

答：只要总的工作经验批够36个月，其他的经验可以不用全填。

2. Supervisor的确认只能是在线批？能否像以前那样纸质批？

答：新版PER里面没有“print”这个按钮让大家打印performance objectives给PES手写签字。

假如你遇到各种网络或系统问题，可以尝试使用不同的浏览器和翻墙，或者用手机等的移动设备操作。

3. 没考完之前的工作经验算吗？

答：算。

4. 在A公司工作2年，B公司工作2年，是不是需要两个PES去签字啊？

答：是的。工作经验（时间）需要原公司的supervisor或line manager去确认的。如果离职太久，也可以找原公司的人力部门的人员帮你做工作时间的在线确认。

Performance objectives则可以让同一个PES或不同的PES帮你做确认。

5. 趁着还在一家认可的雇主工作，但是不满36个月，可以把performance全豁免了吗？

答：可以的。假如你现在觉得你在工作上已经能够体现出你达到9个performance objectives的要求了，那么你是可以9个全豁免的，也可以申请豁免部分。

6. 国有企业一般以职称为主,尤其是较为年长的line manager,高级会计师是否属于IFAC？

答：国内职称并不属于IFAC体系的专业会计师团体，所以不可作为PES的。



A man in a dark suit, light-colored striped shirt, and a colorful paisley tie is looking intently at a tablet device he is holding. A large red rectangular overlay is positioned on the right side of the image, containing white text. The background is a blurred office setting with windows.

Support for you

[www.accaglobal.com/per](http://www.accaglobal.com/per)



## ACCA 北京代表处

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电话：010-65352400

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## ACCA 上海代表处

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**\*加入Q群请发送验证信息：会员号+姓名+出生日期+城市**

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