

**CERTIFICATION OF APPROVED ACCOUNTANCY TRAINING**

NOTE: Kindly complete a separate form for each employer and/or Job title

NAME: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ JOB TITLE: \_\_\_\_\_

DATES FROM: \_\_\_\_\_ TO: \_\_\_\_\_

Experience area - (Please tick the appropriate box)

BASIC ACCOUNTING  TECHNICAL ACCOUNTING FUNCTION  MANAGEMENT OF STAFF/WORK

.....  
TO BE COMPLETED BY EMPLOYER:

I certify that ..... (Name of applicant) has satisfactorily completed the activities summarized below:

Signature: \_\_\_\_\_ Position held: \_\_\_\_\_

Name (Block capitals) \_\_\_\_\_ Professional status: \_\_\_\_\_

Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Please add comments on attitude to work, ability to communicate, willingness to act on own initiative and to exercise judgement.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Summary of work undertaken and responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# COMPETENCE OF CHARTERED ACCOUNTANTS

## Institute of Chartered Accountants of Jamaica

Name of the company/organization/practice in which the experience was obtained:

\_\_\_\_\_

Address: \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Name of supervising accountant/principal/manager \_\_\_\_\_ Signature \_\_\_\_\_


Qualification (if any) of supervising accountant/principal/manager  
(e.g. Certified Accountant/Chartered Accountant): \_\_\_\_\_

Dates of employment/training: From \_\_\_\_\_ (month) \_\_\_\_\_ (year)


To \_\_\_\_\_ (month) \_\_\_\_\_ (year)


### Competence Requirements for Membership





To be admitted to membership, you must be able to perform to the required standard:

-a minimum of 10 Elements of Technical Competence, including at least 5 of the 10 Key technical Elements - marked by the symbol 

- all 5 Mandatory Management Elements - marked by the symbol 

A minimum of three years acceptable, supervised, practical experience is required overall 



				EXCELLENT	VERY GOOD	GOOD	FAIR	POOR		
				(1)	(2)	(3)	(4)	(5)	N/A	
<b>KEY ROLE 1</b> Financial And Regulatory Obligations	<b>UNIT 1A</b> Prepare financial and related information to meet internal needs and external obligations	ELEMENT 1A.1	Collect and process financial and related information to meet internal needs and external obligations.							
		ELEMENT 1A.2	Analyze and appraise financial and related information.							
		ELEMENT 1A.3	Produce financial and other statements and accounts and reports to clients/ management							
	<b>UNIT 1B</b> Develop and implement financial and related information systems	ELEMENT 2B.1	Advise on the nature, functions and purpose of financial and related information systems							
		ELEMENT 2B.2	Determine appropriate financial and related information systems to meet client/organizational requirements.							
		ELEMENT 2B.3	Design and develop financial and related information systems.							
		ELEMENT 2B.4	Introduce, monitor, maintain and modify financial and related information systems.							
	<b>UNIT 1C</b> Advise and support others in meeting their regulatory obligations	ELEMENT 2C.1	Advise others of their regulatory obligations and how these can be met							
		ELEMENT 2C.2	Assist and support clients/management in meeting their/its regulatory obligations.							
<b>KEY ROLE 2</b> Taxation	<b>UNIT 2A</b> Advise clients/ management on their/ the organization tax obligations. Implications and alternatives	ELEMENT 2A.1	Advise clients/management of their/the organization's tax obligations and ways of meeting them.							
		ELEMENT 2A.2	Advise clients/management of the effect which charges will have on their/ the organization's tax obligations.							
		ELEMENT 2A.3	Advise clients/management with tax planning to optimize their/the Organizations' tax position.							
	<b>UNIT 2B</b> Compute and agree the tax due	ELEMENT 2B.1	Complete the tax payable by clients/the organization.							
		ELEMENT 2B.2	Negotiate and intermediate for clients/the organization with the taxation authorities.							

<b>KEY ROLE 3</b> Business Planning and Control	UNIT 3A Assist clients/ management to set their/its strategy and objections and review business performance	ELEMENT 3A.1	Assist clients/management to formalise their /its thinking concerning current and future business direction and strategy.		1	2	3	4	5	N/A
		ELEMENT 3A.2	Assist clients/management to set short-term business objectives and methods for achieving them.	Ⓚ						
		ELEMENT 3A.3	Assist clients/management to review and evaluate information on business performances.	Ⓚ						
	UNIT 3B Assist clients/ management in the planning and deployment of their/the organization's financial assets	ELEMENT 3B.1	Assist clients/management to formalate their/its financial objectives and methods of meeting them.							
		ELEMENT 3B.2	Advise clients/management on capital expenditure decisions							
		ELEMENT 3B.3	Manage assets to assist clients/management to meet their/its business strategy and objectives.							
	UNIT 3C Assist clients/ management to monitor and control the success of the organization in meeting its objectives	ELEMENT 3C.1	Determine the cost and value of actual or potential activities							
		ELEMENT 3C.3	Analyse and evaluate financial and related information for business monitoring and control purposes	Ⓚ						
	UNIT 3D Examine and evaluate the adequacy effectiveness and quality of operations	ELEMENT 3D.1	Plan the scope and content of an evaluation							
		ELEMENT 3D.2	Collect, analyse and document evidence gained from an internal evaluation							
		ELEMENT 3D.3	Advise and consult with personnel on the reports of an internal evaluation							
	<b>KEY ROLE 4</b> Audit	UNIT 4A Plan, control and record audit work	ELEMENT 4A.1	Obtain background data for the purpose of audit planning.						
ELEMENT 4A.2			Plan and allocate resources to meet audit objectives							
ELEMENT 4A.3			Design audit programme and working schedules for the recording and storage of evidence	Ⓚ						
ELEMENT 4A.4			Monitor and maintain the recording and storage of evidence against audit requirements							
UNIT 4B Evaluate the truth and fairness/ accuracy of an organization's financial		ELEMENT 4B.1	Determine and test the organization's accounting system and the information which it produces	Ⓚ						
		ELEMENT 4B.2	Evaluate the financial information produced by an organization							
		ELEMENT 4B.3	Review financial statements against the evidence collected in the audit process							
UNIT 4C Report on the truth and fairness / accuracy of an organization's financial statement		ELEMENT 4C.1	Advise and consult with appropriate personnel on audit concerns							
		Public Practice only ELEMENT 4C.2	Prepare a formal audit report to express and opinion on the truth and fairness of financial statements	Ⓚ						
<b>KEY ROLE 5</b> Management		UNIT 3D Examine and evaluate the adequacy effectiveness and quality of operations	ELEMENT 5A.1	Establish and agree the work to be undertaken						
	ELEMENT 5A.2		Plan and allocate resources to achieve work objectives							
	ELEMENT 5A.3		Monitor, maintain and adopt services to meet objectives							
	UNIT 5B Contribute to the recruitment, selection and development of personnel,	ELEMENT 5B.1	Contribute to the definition of personnel requirements and specifications							
		ELEMENT 5B.2	Contribute to the recruitment and selection of personnel to meet organizational objectives							
		ELEMENT 5B.3	Identify and review and development objectives and opportunities for individuals							
		ELEMENT 5B.4	Develop oneself within the work environment	Ⓜ						
	UNIT 5C Establish and maintain professional relationships with colleagues, clients and others	ELEMENT 5C.1	Establish and maintain professional relationships with clients and other external contacts	Ⓜ						
		ELEMENT 5C.2	Establish and maintain confidential relationships with colleagues	Ⓜ						
	UNIT 5D Monitor and maintain the safety and security of the environment and its contents	ELEMENT 5D.1	Monitor and maintain the confidentiality and security of information	Ⓜ						
ELEMENT 5D.2		Contribute to maintaining the health, safety and security of the working environment.	Ⓜ							

Credit is due to ACCA for the contents of this form

Signature of Employer/Supervisor