

Appendix A - Self-declaration Assessment Questionnaire

PLEASE ANSWER THE FOLLOWING QUESTIONS BELOW:

(Note: The following will be reviewed by ISCA CPD department and audited by e2i. Please refer to Appendix B for illustrative)

Qn1: Please elaborate on the new skills/knowledge you have achieved upon completion of PBA programme in the following PBA's DNA that is applicable in your workplace.

*1a. Please select at least **ONE** of the following five DNA areas.*

- 1. Future Finance**
- 2. Business Acumen**
- 3. Leadership and Personal Empowerment**
- 4. Technical Excellence**
- 5. Professional Values and Ethics**

1b. Please share more details from the selection in 1a.

Appendix A - Self-declaration Assessment Questionnaire

PLEASE ANSWER THE FOLLOWING QUESTIONS BELOW:

(Note: The following will be reviewed by ISCA CPD department and audited by e2i. Please refer to Appendix B for illustrative)

Qn2: Please check at least ONE of the following that are applicable to you and share in detail under the text box below.

The PBA Programme enhanced my job role and status

The PBA Programme opened new opportunity(ies) and/or responsibility(ies) for me in the organisation

Implemented business improvement in my workplace arising from the breadth of knowledge gained from the PBA programme (e.g. Time efficiency or productivity)

<i>Prepared by PBA participant:</i>	<i>Verified by Reporting Supervisor or Human Resource (with Company Stamp):</i>
<i>Name:</i> <i>Designation:</i> <i>Date:</i>	<i>Name:</i> <i>Designation:</i> <i>Date:</i>
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<i>Acknowledged by:</i>	<i>Name:</i> <i>Designation:</i> <i>Date:</i>
<i>Verified by:</i>	<i>Name:</i> <i>Designation:</i> <i>Date:</i>

Appendix B – Illustrative: Self-declaration Assessment Questionnaire

Qn1: Please elaborate on the new skills/knowledge you have achieved upon completion of PBA programme in the following PBA’s DNA that is applicable in your workplace.

*Please select **ONE** of the following five DNA areas. The following are suggested illustrative examples, which are not exhaustive in nature.*

1. Future Finance	2. Business Acumen	3. Leadership and Personal Empowerment	4. Technical Excellence	5. Professional Values and Ethics
<p><i>Illustrative example:</i></p> <p><i>Better understanding on how technology is evolving in the accounting professional; changing how we can value add to our organisation with technology and reviewing the adequacy of our existing skillsets to adapt to these changes.</i></p>	<p><i>Illustrative example:</i></p> <p><i>Using the SWOT analysis, I can clearly identify key strengths and weaknesses in the business model that my organisation adopts.</i></p>	<p><i>Illustrative example:</i></p> <p><i>Using the Urgent-Important matrix, I can identify tasks to delegate and share knowledge with those who may be ready within my team.</i></p>	<p><i>Illustrative example:</i></p> <p><i>Understand how a discounted cash flow valuation model can be prepared and interpreted.</i></p>	<p><i>Illustrative example:</i></p> <p><i>Better awareness towards ethical conflict which enables me to quickly identify ethical issues and escalate where necessary during work.</i></p>

Appendix B – Illustrative: Self-declaration Assessment Questionnaire

Qn2: Please check at least ONE of the following that are applicable to you and share in detail under the text box below. (The examples provided in the text boxes below are for illustrative purposes only)

The PBA Programme enhanced my job role and status

Illustrative example:

- 1) *By attaining the **Professional Certificate in Business Accounting**, the programme has validated my knowledge and skill sets and I am still gainfully employed with the organisation (retained in the job to-date); OR*
- 2) *By attaining the **Professional Certificate in Business Accounting**, the programme has validated my knowledge and skill sets and I was promoted / placed in consideration for promotion; OR*
- 3) *By attaining the **Professional Certificate in Business Accounting**, the programme has validated my knowledge and skill sets and I had my salary realigned; OR*

The PBA Programme opened new opportunity(ies) and/or responsibility(ies) for me in the organisation

Illustrative example:

- 1) *I was able to transfer my knowledge on preparing daily revenue reports to my junior team member while I take on a new role as a reviewer; OR*
- 2) *I had junior team members attached to me for coaching purposes as I had the skill set to communicate and train them for the finance team; OR*
- 3) *With better understanding of future finance, I was placed to oversee/assist in a finance transformation project (eg. RPA) that my organisation is implementing; OR*
- 4) *I was given the opportunity to transfer to a new team in the finance department for business partnering role, after having been in financial reporting role for the past 5 years. My supervisor took into consideration that the programme helped to prepare me in setting the right expectation in my new role.*

Implemented business improvement in my workplace arising from the breadth of knowledge gained from the PBA programme (e.g. Time efficiency or productivity)

Illustrative example:

- 1) *I introduced data analytics for tracking inventory movement at my workplace and was able to help my organisation identify turnover trends. The procurement and treasury team were able to leverage this trend to optimise storage and cashflow respectively; OR*
- 2) *With the understanding on the importance in automation and its benefits, I introduced RPA to my workplace and identified several areas of repetitive processes (eg. Standard journal posting, report generation, standard invoice generation) which we can leverage RPA and is currently working with a vendor to implement RPA in these areas. This will free up our team capacity and focus on cost-savings and revenue generating strategies (eg. Forecasting); OR*

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<p>3) <i>With clarity on key strengths and weaknesses, I was able to share potential opportunities that the organisation can explore and threats to look out for when I prepare the monthly commentary report. I identified the growing interest rate in credit cards commission and highlighted the impact of such transaction for sales and marketing team to revisit their product packaging and pricing. The new pricing structure introduced by the sales and marketing team encourages consumers to take on cash / nets settlement and should ultimately result in lower expenditure on credit card commission; OR</i></p> <p>4) <i>With the understanding of Enterprise Risk Management, I identified areas of key risk for the risk registers (eg. Lack of Business Continuity Plan and testing of effectiveness in the plan). This has encouraged my workplace to start incorporating the plan and dry run for testing the effectiveness of this plan has been scheduled. By having an effective Business Continuity Plan, we can ensure the operation of my organisation is more resilient for any unplanned situation which may result in loss of revenue.</i></p>	
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