

PRACTICAL EXPERIENCE RECORD

This Practical Experience Log is to allow you to record your Practical Experience skills to reflect the competences that you have demonstrated at work.

You are required to complete the compulsory sections of Professional skills (Section 1) and the Professional Values, Ethics, and Attitudes (Section 2). Under Section 3, you are required to demonstrate evidence of 80% coverage in at least 2 out of 6 technical competence areas.

APPLICANT'S DETAILS

Name:	
NRIC / FIN / Passport No.:	
Company Name:	
Designation:	
Employment Start Date: Click here to enter a date.	Employment End Date: Click here to enter a date.

SECTION 1: PROFESSIONAL SKILLS (COMPULSORY)

A. Intellectual			
Statement of competence	How have you demonstrated this? Please explain (to be completed by applicant)	Verification (to be completed by employer)	
		Date	Competent (select Y / N)
a. Research and provide relevant information to support management decisions		Select	<input type="radio"/> Yes <input type="radio"/> No
b. Identify when it is appropriate to seek advice from supervisor to solve problems and reach conclusions		Select	<input type="radio"/> Yes <input type="radio"/> No
Number of Completed Statement of Competence (1A)			
Initial of Supervisor			

B. Interpersonal and Communication			
Statement of competence	How have you demonstrated this? Please explain (to be completed by applicant)	Verification (to be completed by employer)	
		Date	Competent (select Y / N)
a. Develop and maintain effective working relationships		Select	<input type="radio"/> Yes <input type="radio"/> No
b. Identify relevant information that needs to be communicated and select an appropriate mode of communication		Select	<input type="radio"/> Yes <input type="radio"/> No
c. Communicate clearly, logically and in a concise manner, both in writing and orally		Select	<input type="radio"/> Yes <input type="radio"/> No
d. Display awareness of cultural and language differences in all communication		Select	<input type="radio"/> Yes <input type="radio"/> No
e. Listen effectively to gather information		Select	<input type="radio"/> Yes <input type="radio"/> No
f. Be receptive to other viewpoints		Select	<input type="radio"/> Yes <input type="radio"/> No
Number of Completed Statement of Competence (1B)			
Initial of Supervisor			

C. Personal			
Statement of competence	How have you demonstrated this? Please explain (to be completed by applicant)	Verification (to be completed by employer)	
		Date	Competent (select Y / N)
a. Take ownership of personal and professional development, acting on feedback where appropriate and monitor own progress		Select	<input type="radio"/> Yes <input type="radio"/> No
Number of Completed Statement of Competence (1C)			
Initial of Supervisor			

D. Organisational			
Statement of competence	How have you demonstrated this? Please explain (to be completed by applicant)	Verification (to be completed by employer)	
		Date	Competent (select Y / N)
a. Prioritise and plan the work, using available resources, to meet deadlines		Select	<input type="radio"/> Yes <input type="radio"/> No
b. Ensure the quality of work meets organisation's standards		Select	<input type="radio"/> Yes <input type="radio"/> No
Number of Completed Statement of Competence (1D)			
Initial of Supervisor			

SECTION 2: PROFESSIONAL VALUES, ETHICS AND ATTITUDES (COMPULSORY)

A. Ethical Principles			
Statement of competence	How have you demonstrated this? Please explain (to be completed by applicant)	Verification (to be completed by employer)	
		Date	Competent (select Y / N)
a. Demonstrate fundamental ethical principles at the workplace		Select	<input type="radio"/> Yes <input type="radio"/> No
Number of Completed Statement of Competence (2A)			
Initial of Supervisor			

B. Commitment to the Public Interest			
Statement of competence	How have you demonstrated this? Please explain (to be completed by applicant)	Verification (to be completed by employer)	
		Date	Competent (select Y / N)
a. Comply with applicable laws, regulations, and ISCA Code of Professional Conduct and Ethics		Select	<input type="radio"/> Yes <input type="radio"/> No
Number of Completed Statement of Competence (2B)			
Initial of Supervisor			

SECTION 3: TECHNICAL COMPETENCES (2 OUT OF 6)

A. Financial Accounting and Reporting			
Statement of competence	How have you demonstrated this? Please explain (to be completed by applicant)	Verification (to be completed by employer)	
		Date	Competent (select Y / N)
a. Prepare supporting schedules or notes to accounts		Select	<input type="radio"/> Yes <input type="radio"/> No
b. Prepare a trial balance and reconciliations, and adjust for accounting errors and omissions		Select	<input type="radio"/> Yes <input type="radio"/> No
c. Prepare basic financial statements, including simple consolidated financial statements, in accordance with relevant standards		Select	<input type="radio"/> Yes <input type="radio"/> No
d. Process and record transactions based on source documents		Select	<input type="radio"/> Yes <input type="radio"/> No
e. Interpret financial statements and related disclosures		Select	<input type="radio"/> Yes <input type="radio"/> No
f. Comply with organisation's policies, procedures and internal controls in relation to applicable financial processes and activities (Compulsory)		Select	<input type="radio"/> Yes <input type="radio"/> No
Number of Completed Statement of Competence (3A)			
Initial of Supervisor			

B. Information Technology and Accounting Systems			
Statement of competence	How have you demonstrated this? Please explain (to be completed by applicant)	Verification (to be completed by employer)	
		Date	Competent (select Y / N)
a. Use information technology tools and techniques to prepare relevant financial reports or information, to support decision making through business analytics		Select	<input type="radio"/> Yes <input type="radio"/> No
b. Use information technology appropriately and effectively to complete assigned tasks and meet objectives		Select	<input type="radio"/> Yes <input type="radio"/> No
c. Identify areas of improvement in accounting systems		Select	<input type="radio"/> Yes <input type="radio"/> No
d. Assist in implementation of new or revised accounting systems and controls		Select	<input type="radio"/> Yes <input type="radio"/> No
e. Ensure security and confidentiality of data		Select	<input type="radio"/> Yes <input type="radio"/> No
f. Comply with organisation's policies, procedures and internal controls in relation to applicable financial processes and activities (Compulsory)		Select	<input type="radio"/> Yes <input type="radio"/> No
Number of Completed Statement of Competence (3B)			
Initial of Supervisor			

C. Management Accounting			
Statement of competence	How have you demonstrated this? Please explain (to be completed by applicant)	Verification (to be completed by employer)	
		Date	Competent (select Y / N)
a. Prepare relevant reports or information, using appropriate techniques, to support management decision making, budget planning and control		Select	<input type="radio"/> Yes <input type="radio"/> No
b. Prepare and analyse data and information to generate reports for budgeting and business planning		Select	<input type="radio"/> Yes <input type="radio"/> No
c. Classifying, processing, calculating and recording costs, using appropriate techniques		Select	<input type="radio"/> Yes <input type="radio"/> No
d. Applying relevant costing and other techniques to analyse costs against jobs, processes and products appropriately		Select	<input type="radio"/> Yes <input type="radio"/> No
e. Calculate and investigate the variances between actual performance and standards or budgets		Select	<input type="radio"/> Yes <input type="radio"/> No
f. Comply with organisation's policies, procedures and internal controls in relation to applicable financial processes and activities (Compulsory)		Select	<input type="radio"/> Yes <input type="radio"/> No
Number of Completed Statement of Competence (3C)			
Initial of Supervisor			

D. Principles of Audit and Assurance			
Statement of competence	How have you demonstrated this? Please explain (to be completed by applicant)	Verification (to be completed by employer)	
		Date	Competent (select Y / N)
a. Identify issues based on defined areas of responsibilities and make recommendations for engagement team's consideration		Select	<input type="radio"/> Yes <input type="radio"/> No
b. Obtain sufficient audit evidence by carrying out audit procedures, to meet the objectives of an audit		Select	<input type="radio"/> Yes <input type="radio"/> No
c. Obtain an understanding of the business organisation and its internal controls		Select	<input type="radio"/> Yes <input type="radio"/> No
d. Assist in planning an audit engagement to address identified risks of material misstatements based on defined areas of responsibilities		Select	<input type="radio"/> Yes <input type="radio"/> No
e. Document conclusions based on audit evidence obtained		Select	<input type="radio"/> Yes <input type="radio"/> No
f. Comply with organisation's policies, procedures and internal controls in relation to applicable financial processes and activities (Compulsory)		Select	<input type="radio"/> Yes <input type="radio"/> No
Number of Completed Statement of Competence (3D)			
Initial of Supervisor			

E. Singapore Law and Tax			
Statement of competence	How have you demonstrated this? Please explain (to be completed by applicant)	Verification (to be completed by employer)	
		Date	Competent (select Y / N)
a. Record and extract data/information for the preparation of tax returns		Select	<input type="radio"/> Yes <input type="radio"/> No
b. Prepare income tax returns with supporting tax computations for review		Select	<input type="radio"/> Yes <input type="radio"/> No
c. Prepare Goods and Services Tax (GST) returns with supporting computations for review		Select	<input type="radio"/> Yes <input type="radio"/> No
d. Prepare information for statutory filings in accordance with relevant laws, regulations, accounting standards and the requirements of external authorities		Select	<input type="radio"/> Yes <input type="radio"/> No
e. Communicating with relevant parties on routine tax matters		Select	<input type="radio"/> Yes <input type="radio"/> No
f. Comply with organisation's policies, procedures and internal controls in relation to applicable financial processes and activities (Compulsory)		Select	<input type="radio"/> Yes <input type="radio"/> No
Number of Completed Statement of Competence (3E)			
Initial of Supervisor			

F. Governance and Internal Control for Finance Shared Services (include financial processes such as Accounts Payable, Accounts Receivable, Credit Control, Fixed Assets and Payroll)			
Statement of competence	How have you demonstrated this? Please explain (to be completed by applicant)	Verification (to be completed by employer)	
		Date	Competent (select Y / N)
a. Record and extract data/information for the preparation of supporting schedules and explanations		Select	<input type="radio"/> Yes <input type="radio"/> No
b. Collecting, validating and recording information for financial processes		Select	<input type="radio"/> Yes <input type="radio"/> No
c. Prepare reconciliations and trend analysis. Highlight to management for appropriate action		Select	<input type="radio"/> Yes <input type="radio"/> No
d. Prepare relevant submissions to external authorities on time		Select	<input type="radio"/> Yes <input type="radio"/> No
e. Monitor to ensure compliance with organisation's policies and procedures. Follow-up on matters / issues with relevant parties through both verbal and written communications		Select	<input type="radio"/> Yes <input type="radio"/> No
f. Comply with organisation's policies, procedures and internal controls in relation to applicable financial processes and activities (Compulsory)		Select	<input type="radio"/> Yes <input type="radio"/> No
Number of Completed Statement of Competence (3F)			
Initial of Supervisor			

SIGN-OFF BY SUPERVISOR OF COMPETENCE DEVELOPMENT

Once the applicant has demonstrated, in sufficient detail, the generic and technical competences required, the supervisor should complete the summary checklist below:

COMPETENCY	Complete (Check)
1. PROFESSIONAL SKILLS (COMPULSORY)	
A. Intellectual	<input type="checkbox"/>
B. Interpersonal and Communication	<input type="checkbox"/>
C. Personal	<input type="checkbox"/>
D. Organisational	<input type="checkbox"/>
2. PROFESSIONAL VALUES, ETHICS AND ATTITUDES (COMPULSORY)	
A. Ethical Principles	<input type="checkbox"/>
B. Commitment to the Public Interest	<input type="checkbox"/>
3. TECHNICAL COMPETENCES (2 OUT OF 6)	
A. Financial Accounting and Reporting	<input type="checkbox"/>
B. Information Technology and Accounting Systems	<input type="checkbox"/>
C. Management Accounting	<input type="checkbox"/>
D. Principles of Audit and Assurance	<input type="checkbox"/>
E. Singapore Law and Tax	<input type="checkbox"/>
F. Governance and Internal Control for Finance Shared Services	<input type="checkbox"/>

I verify that the applicant named above has demonstrated the generic and technical competences required for the application of Affiliate (ISCA) Member.

Name of Supervisor:

Signature:

Date: Select