



Chartered  
Accountant  
SINGAPORE

# SCAQ Portal User Guide: Record of Practical Experience and Competence (RPEC)

Updated as of January 2025

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# 1. Update Employment History

# Update Employment

1. Candidates must be employed by an Accredited Training Organization (ATO) to fulfil the Practical Experience requirements.
2. Ensure that your employment record is updated before creating any Record of Practical Experience and Competence (RPEC) record. To update your employment record, click on the **Waffle button**, followed by **“Profile”**.

The screenshot shows the ISCA Chartered Accountant Singapore portal. At the top left is the ISCA logo and text: "INSTITUTE OF SINGAPORE CHARTERED ACCOUNTANTS | Chartered Accountant SINGAPORE". At the top right are navigation links: "Dashboard", "Modules", "RPEC", and a "Waffle button" (a 3x3 grid icon). Below the navigation is a status bar: "Today is 14/01/2025, your candidature expires in 7 years, 11 months, 27 days". Below that is a section titled "Exciting Updates at ISCA!" with three items: "SkillUp Workshop Series", "Awards Night 2024", and "Graduate Insights Webinar". On the right side, a dropdown menu is open, listing "Profile", "Download Certificates", "Payment History", "Go to eServices", and "Logout". The "Profile" option is highlighted with a red box, and the "Waffle button" is also highlighted with a red box.

# Update Employment

1. Scroll down to the bottom of the page and click **“Save & Next”**. This will bring you to the Qualifications/Employment History section.

### Contact Details


<small>Email</small> iscacael+4@gmail.com	<small>* Country Code</small> 65	<small>* Mobile</small> 97464940
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Save & Next

2. To add new employment record, click on **“New Employment”**. To edit an existing record, click on the **Edit** button.

### Employment History

+ New Employment

Current Employment Status	Organisation Name	Other Organisation Name	Period From	Period To	
Not-Employed	Student/ Not employed				<span style="border: 2px solid red; padding: 2px;">  </span>

# Update Employment

1. Fill in your employment details with an ATO and click **“Save”**.
2. Once you have successfully updated your employment details, you may proceed to create your RPEC record.

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Qualification & Employment

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## Employment

If you are still studying or have not started working, please enter “Student/ Not employed”.

\* Company Name

Is Current Employee

\* Start Date

End Date

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**Save**

## 2. Submit Record of Practical Experience and Competence (RPEC)

# Select Mentor and Training Principal

1. To record your practical experience with your ATO, click “**RPEC**” in the top bar.
2. Select your “Current Mentor” and “Current Training Principal” from the drop-down list and click “**Save Contact Details**”.

The screenshot shows the ISCA Chartered Accountant Singapore website interface. The top navigation bar includes the ISCA logo, the text 'INSTITUTE OF SINGAPORE CHARTERED ACCOUNTANTS | Chartered Accountant SINGAPORE', and a menu with 'Dashboard', 'Modules', and 'RPEC' (highlighted with a red box). A large blue arrow points from the 'RPEC' menu item down to the main content area.

The main content area is titled 'Instructions' and contains the following text:

Candidates are required to meet the following requirements of the Practical Experience:

- (1) 3 years (365x3=1095 calendar days) and at least 450 Practical Experience Days in an ATO.
- (2) Complete 9 Generic Competences and 4 of the 15 Technical Competences (which include at least 1 competence under Financial Reporting)

Working days acquired in a period of time which demonstrate RPEC competences will be counted for the Practical Experience Days. You can enter an estimated value for the Practical Experience days in each of your RPEC entry.  
Eg: From 1 Jan to 30 Jun, if you have completed an estimated 80 days of work that are related to any of your RPEC competences, you will input 80 days into the Practical Experience Days field in your RPEC entry for your mentor's approval.

For more information, please refer to the [RPEC User Guide](#) and [Candidate Guide to Practical Experience](#) (under "Forms and Guides").

Below the instructions is a form with the following fields:

- 'Current Mentor' dropdown menu with 'Select Mentor' as the placeholder text.
- 'Current Training Principal' dropdown menu with 'Select Training Principal' as the placeholder text.
- 'Total Days' input field.
- 'Save Contact Details' button (highlighted with a red box).

Below the form is a table titled 'Current RPEC' with the following columns: Start Date, End Date, Calendar Days, Practical Experience Days, Remarks, Status, Edit, and Delete. The table is currently empty. At the bottom right of the table, there are navigation arrows and the text '1/0'.



# Create an RPEC Entry

1. Next, please read the instructions at the top of the section carefully on how to input the duration and days for Practical Experience.
2. Click **“New RPEC Entry”** to create a new RPEC record.

**Instructions**

Candidates are required to meet the following requirements of the Practical Experience:

(1) 3 years (365x3=1095 calendar days) and at least 450 Practical Experience Days in an ATO.

(2) Complete 9 Generic Competences and 4 of the 15 Technical Competences (which include at least 1 competence under Financial Reporting)

Working days acquired in a period of time which demonstrate RPEC competences will be counted for the Practical Experience Days. You can enter an estimated value for the Practical Experience days in each of your RPEC entry.  
 Eg: From 1 Jan to 30 Jun , if you have completed an estimated 80 days of work that are related to any of your RPEC competences, you will input 80 days into the Practical Experience Days field in your RPEC entry for your mentor's approval.

For more information, please refer to the [RPEC User Guide and Candidate Guide to Practical Experience](#) (under "Forms and Guides").

Current Mentor

Current Training Principal

Total Days

Save Contact Details

**New RPEC Entry**

**Current RPEC**

Start Date	End Date	Calendar Days	Practical Experience Days	Remarks	Status	Edit	Delete
<< 1/0 >>							

# Create an RPEC Entry

1. You will see a pop-up window for you to enter details of your RPEC entry.
2. **“Start Date”** and **“End Date”** refer to the period of time you have worked. **“Practical Experience Days”** refers to working days acquired in this period which you demonstrated RPEC competences. You can enter an estimated value for the **“Practical Experience Days”**.
3. Eg. You would like your mentor to review your RPEC for the period of 1 Jan – 30 Jun 2024. During this period, you have around 80 working days which the work you did is related to RPEC competences. As such, you input “01/01/2024” and “30/06/2024” in **“Start Date”** and **“End Date”**, and input 80 in the **“Practical Experience Days”**.

New RPEC Entry

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\* Start Date

\* End Date

Calendar Days

\* Practical Experience Days

Remarks

Save

# Input Competency Details

1. Select the “Competency Type” and the relevant “Topic” that you have demonstrated from the drop-down list and fill in all the required fields, explaining how you have demonstrated each.
2. Click on “**Add Competency**” to add multiple competences that you may have achieved during this period. Click “**Save**” to proceed.
3. Once saved, the status of your record will be reflected as “Pending” under “Current RPEC”. You may **edit** or **delete** it before submitting it to your mentor.

Competency Details

**Competency**

\*Competency Type  
Generic Competencies

\*Topic  
PERSONAL EFFECTIVENESS - SELF-AWARENESS

Proficient

\*Candidate's Comment

Evaluate own performance, taking account of feedback from others.

\*Candidate's Comment  
Enter comment

+ Add Competency Save



Current RPEC

Start Date	End Date	Calendar Days	Practical Experience Days	Remarks	Status	Edit	Delete
2024-06-03	2024-10-01	120	60		Pending		

« 1/1 »

# Submit for Mentor Review

1. Click “**Submit for Mentor Review**” to submit this record to your mentor.
2. Once submitted, the status of your RPEC will be “Submitted for Mentor Review” under “Submitted RPEC”. You may **view** or **cancel** the submission before your mentor approve / reject it.

Current Mentor: degcos sanj98087 | Current Training Principal: Tamil Ilakkia Palani | Total Days:

[Save Contact Details](#) [New RPEC Entry](#) [Submit for Mentor Review](#)

### Current RPEC

Start Date	End Date	Calendar Days	Practical Experience Days	Remarks	Status	Edit	Delete
2024-06-03	2024-10-01	120	60		Pending		

« 1/1 »



### Submitted RPEC

Start Date	End Date	Calendar Days	Practical Experience Days	Remarks	Status	View	Cancel/Unsubmit
2024-06-03	2024-10-01	120	60		Submitted for Mentor Review		X

« 1/1 »

# Submit for Training Principal Review

1. Once you have fulfilled **all** your RPEC component requirement and all the records have been approved by your mentor, you may proceed to submit it to your training principal for review.
2. Click “**Submit to Training Principal**” to submit your record to your training principal.

Current Mentor: VN Mentor | Current Training Principal: VN TP | Total Days: 1,096

Buttons: Save Contact Details, New RPEC Entry, **Submit to Training Principal**

### Current RPEC

Start Date	End Date	Calendar Days	Practical Experience Days	Remarks	Status	Edit	Delete
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« 1/0 »

### Submitted RPEC

Start Date	End Date	Calendar Days	Practical Experience Days	Remarks	Status	View
2024-01-01	2024-12-31	366	200		Approved by Mentor	👁
2023-01-01	2023-12-31	365	200		Approved by Mentor	👁
2022-01-01	2022-12-31	365	200		Approved by Mentor	👁

« 1/1 »

# Submit for Training Principal Review

1. Once submitted, the status of your RPEC will be “Submitted for Training Principal Review”. You may **view** or **cancel** the submission before your training principal approve / reject it.
2. When your training principal approves your report, your report status will be updated accordingly.

Submitted RPEC							
Start Date	End Date	Calendar Days	Practical Experience Days	Remarks	Status	View	Cancel/Unsubmit
2024-01-01	2024-12-31	366	200		Submitted for Training Principal Review	👁️	✖
2023-01-01	2023-12-31	365	200		Submitted for Training Principal Review	👁️	✖
2022-01-01	2022-12-31	365	200		Submitted for Training Principal Review	👁️	✖

# Fulfilling Practical Experience Component

- 1. Note:** To fulfil the Practical Experience component, please ensure that you have met all of the Practical Experience requirements:
  - ✓ Minimum 3 years (365x3=1095 calendar days) and at least 450 Practical Experience Days in an ATO, excluding time off for study leave and examinations, training courses, annual leave, public holidays, illness, or office administration.
  - ✓ Completed all 9 Generic Competences and 4 of the 15 Technical Competences (which include at least 1 competence under Financial Reporting).
  - ✓ Your RPEC reviewed and approved by your Approved Mentor and Training Principal.

**The End**