

**PART II:  
PRACTICAL EXPERIENCE  
REQUIREMENTS FOR  
PRACTISING  
PUBLIC ACCOUNTING**



## Part II: Practical Experience Requirements for Practising Public Accounting

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# 1 INTRODUCTION

## 1.1 Licensed Public Accountant Qualification

Licensed Public Accounting qualification is an integrated process of academic study, professional education, including an integrated professional qualifying examination(s) or evaluation(s), and practical experience.

Academic study lays the foundation for the qualification process, preparing candidates for a public accounting environment characterized by constant change. Professional education programs provide candidates with the opportunity to apply the knowledge and skills gained in academic studies to professional problems likely to be encountered by the newly qualified Licenced Public Accountant (LPA).

Academic study and professional education alone are not sufficient to provide candidates with all the competencies needed to qualify as an LPA. Practical experience is necessary to enrich and consolidate the development process. Approved Training Offices, where candidates gain their practical experience, have a critical role to play in the development of the necessary LPA competencies.

## 1.2 Objectives of the Practical Experience Component

The practical experience component of the LPA qualification process is a unique, significant strength of the LPA programs of authorized designated bodies, and a major reason for the LPA's high regard. By applying formal learning in an actual work situation, in approved workplaces, under the supervision of LPAs, candidates develop and enhance their professional abilities and judgement, learn to apply LPA values and ethics, and gain a sense of "belonging" to the profession.

More specifically, practical experience at an Approved Training Office provides candidates with opportunities to:

- Apply theoretical knowledge and reinforce technical knowledge;
- Develop and exercise judgement, initiative, and executive and administrative abilities;
- Develop an appreciation of and commitment to standards of integrity, ethics and independence;
- Respond to client needs and identify critical issues in real situations;
- Develop an entrepreneurial spirit; and
- Enhance professional communication and interpersonal skills.

For the public, practical experience enables LPAs to provide new members who have met stringent academic and professional requirements, and who have also obtained experience with a broad spectrum of issues faced by LPAs.

Thus, the practical experience component is an important way in which LPAs work in partnership with employers to provide for the technical excellence of entry-level LPAs and the protection of the public interest.

### **1.3 Competency-based Approach**

The Public Accountants Council has adopted a competency-based approach to LPA qualification to strengthen the link between and among entry-level competency requirements, formal education, and on-the-job knowledge, skills and attitude development. The emphasis in practical experience, as in all components of the qualification process, is on the competencies expected of an entry-level LPA.

Many businesses and organizations have shifted toward competency-based development and/or performance management. The articulation of competencies creates an effective tool to help:

- Promote all elements of desired professional behaviour, extending beyond knowledge to include skill and professional attitude;
- Promote high performance standards;
- Measure performance;
- Incorporate emerging trends and changing needs;
- Respond to the work or client service context;
- Promote positive expectations; and
- Foster life-long and individual-centred learning.

A competency-based approach to LPA qualification:

- Implies that prescribed practical experience should be referenced to a defined set of competencies;
- Underscores the importance of professional experience;
- Enhances the connection between work and study; and
- Enhances the professional experience beyond fulfilling hour requirements.

### **1.4 Competency-based Requirements**

It is recognized that pure workplace-based assessment of competence presents significant challenges with regard to equity, objectivity, reliability, consistency and cost. Therefore, it is accepted that practical experience hours remain the most objective possible performance measure to ensure all candidates have the opportunity to develop and demonstrate the competencies expected of an entry-level LPA.

Approved Training Offices are required to sign off that the candidate obtained practical experience in competencies prescribed in *Professional Competency Requirements for Public Accounting*, completed the minimum required length of service and completed the minimum prescribed number of practical experience chargeable hours. The link to competency development is made by encouraging, within the chargeable-hour requirement, opportunities to develop entry-level LPA competencies as defined by *Professional Competency Requirements for Public Accounting*.

## 2 APPROVED TRAINING OFFICES

### 2.1 Definition and Responsibilities

An Approved Training Office is a public accounting practice that has been approved by an authorized designated body to provide candidates with the practical experience, training and support necessary to become a Licensed Public Accountant.

Specifically, an Approved Training Office must be in good standing with its authorized designated body and provide:

- A working environment that prepares candidates to become Licensed Public Accountants;
- Practical experience opportunities for candidates to learn and assess their competency development relative to the competency standards of the *Professional Competency Requirements for Public Accounting*;
- The required term of employment and required total chargeable hours;
- The required minimum number of chargeable hours in Assurance Services, Audit Engagements and Taxation Services;
- Tracking of candidates' required hours;
- Training, including internally and/or adequate externally provided programs;
- Supervision by experienced Licensed Public Accountants;
- A review, at least annually, of the candidates for licensing's progress relative to the competency standards of the *Professional Competency Requirements for Public Accounting*; and
- Prescribed reporting to the appropriate authorized designated body and access by the authorized designated body for inspection.

For this purpose, the workplace may be:

- A specific office, or
- Two or more practicing offices of the same firm which are designated as a single unit for the purpose of obtaining approval for the training of candidates, provided that the unit designates a central reporting office for personnel functions and confirms that every office in the unit follows consistent policies and practices.

There may be other, exceptional situations where an authorized designated body approves offices on a case-by-case basis because these provisions are essentially met in other ways.

### 2.2 Working Environment

The Approved Training Office provides a work environment that encourages, fosters and monitors the performance of work and the development of the personal attributes, ethical behaviour and professionalism, and professional skills outlined in *Professional Competency Requirements for Public Accounting*.

Approved Training Office policies and practices require and enable:

- LPAs and candidates for licensing to perform their work in accordance with public accountant ethical behaviour and professionalism (such as integrity, objectivity,

- due care and confidentiality) as outlined in *Professional Competency Requirements for Public Accounting*;
- Candidates for licensing to develop and apply personal attributes (such as initiative and strategic thinking) and professional skills (such as analysis, problem solving and communication) as outlined in *Professional Competency Requirements for Public Accounting*;
  - Candidates for licensing to gain exposure to a range of the specific competencies described in *Professional Competency Requirements for Public Accounting*;
  - Candidates for licensing to gain exposure to a variety of clients; and
  - Candidates for licensing to progress to increasing levels of responsibility.

To provide a positive training experience and influence for future Licensed Public Accountants, Approved Training Offices must provide an environment that demonstrates, encourages and rewards the acquisition of the pervasive qualities and skills described in *Professional Competency Requirements for Public Accounting*. The optimum environment exists in training organizations that follow these best practices:

- Fostering of the ethics, values, independence, objectivity, and “collegiality” appropriate for the profession;
- Inclusion of pro-active, constructive supervision by professionals experienced in practice skills, professionalism and career development;
- Conduct of regular, constructive performance evaluation; and
- Challenge and encouragement of candidates for licensing to become involved in work that challenges their skills in a variety of competencies which foster life-long learning and skill development.

The Approved Training Office also ensures that an adequate work environment is provided to candidates for licensing placed on secondment (Refer to Section 3.4).

### **2.3 Terms of Employment and Chargeable Hours**

The Approved Training Office has the capacity to provide candidates for licensing with:

- Employment for the candidate’s entire term of experience, providing his or her performance is satisfactory, and
- Required minimum chargeable hours, as specified (Refer to Section 3).

### **2.4 Training**

The Approved Training Office or an external provider authorized by the Approved Training Office, provides adequate training to candidates for licensing, including:

- Orientation to the Office’s policies and practices, and to requirements for personal attributes, ethical behaviour and professionalism, professional skills and specific competencies, professional education processes and Rules of Professional Conduct;
- Orientation to the means by which the Office’s policies and practices encourage, foster and monitor the development and application of a Licensed Public Accountant’s personal attributes, ethical behaviour and professionalism, professional skills and specific competencies as described in *Professional Competency Requirements for Public Accounting*;
- Training to carry out assigned work and to succeed; and

- Appropriate exposure to and training in emerging methods and technology, significant current technical developments and changes to significant statutory requirements.

### **3 QUALIFYING EXPERIENCE STANDARDS**

A pure workplace-based assessment of competence presents significant challenges with regard to equity, objectivity, reliability, consistency and cost. Therefore, the term of service and number of practical experience hours is used as a proxy for competency development. It is believed that practical experience hours remain the most objective performance measure to ensure all candidates for licensing have the opportunity to develop and demonstrate the competencies expected of an entry-level Licensed Public Accountant.

#### **3.1 Term of Practical Experience**

Candidates for licensing are required to complete a term of employment in an Approved Training Office, as prescribed by an authorized designated body's regulations. The term of employment should be a minimum of 30 months in duration to allow the candidate to develop the required pervasive qualities and skills and specific competencies of an entry-level Licensed Public Accountant, as described in *Professional Competency Requirements for Public Accounting*.

During this time, candidates for licensing have the opportunity to obtain diverse work experience and competency development on a variety of assignments. The potential diversity of such assignments is described in Section 4.5.

Qualifying experience in Approved Training Offices of students enrolled in co-operative programs or other arrangements accepted by the authorized designated body may also be recognized.

#### **3.2 Hours of Practical Experience**

Candidates for licensing must obtain a minimum of 2,500 chargeable hours of experience in the development of proficiencies in a range of the specific competencies outlined in *Professional Competency Requirements for Public Accounting*. During that time, the candidate must demonstrate the personal attributes of ethical behaviour and professionalism and the professional skills expected of the entry-level Licensed Public Accountant as outlined in *Professional Competency Requirements for Public Accounting*.

Within this minimum hour requirement, employers should encourage students to explore opportunities to develop entry-level Licensed Public Accountant competencies as defined by *Professional Competency Requirements for Public Accounting*. Encouraging candidates to develop these competencies within their mandatory hours provides the critical link to the LPA competency development goals.

Competency standards and levels of proficiency are described in Section 4.

### 3.3 Core Requirements

The specific areas of practical experience and amount of time spent on the development of specific competencies during the practical experience period will vary among candidates for licensing, depending on their individual interests and on the opportunities available at their Approved Training Office. Two areas, however, remain core: Assurance Services and Taxation Services. These two areas are so critical in the development of entry-level Licensed Public Accountant competencies that there is a minimum hour requirement in both areas for the entry-level LPA.

Assurance and audit engagements provide many opportunities for candidates for licensing to develop the required LPA competencies as described in *Professional Competency Requirements for Public Accounting*. Indeed, many of the competencies in which candidates are expected to achieve an “A” or “B” level of proficiency are strongly linked to Assurance Services and Audit Engagements, including many competencies in each of the six competency areas: Organizational Effectiveness, Control and Risk Management, Finance, Taxation, Assurance, Performance Measurement, and Information and Information Technology. Assurance Services and Audit Engagements also facilitate the development of the essential pervasive qualities — the ethics, objectivity and professional identity that are critical to the LPA.

Taxation Services provide candidates for licensing with the specific opportunity to learn and assess their competency development against competency standards in taxation.

Of the 2,500 chargeable hours of required experience, candidates for licensing must obtain a minimum of:

- 1,250 chargeable hours in Assurance Services in a wide range of applications within which the candidate must have spent
  - a minimum of 625 chargeable hours in financial statement audit procedures in accordance with the CICA Handbook – Assurance (Audit Engagements); and
  - a minimum of 100 chargeable hours of review procedures in review and other assurance engagements in accordance with the CICA Handbook – Assurance; and
- a minimum of 100 chargeable hours in Taxation Services involving providing advice on corporate or personal income tax matters associated with auditing and review engagements, including preparation of related tax returns.

The remaining 1,150 required chargeable hours provide flexibility for greater depth and/or breadth of competency development, as determined by the Approved Training Office and the candidates for licensing.

Assurance Services hours, including Audit Engagement hours, must take place within the candidates for licensing’s Approved Training Office. All remaining hours, including the 100 required hours in Taxation Services, may take place within the Approved Training Office or under secondment internationally (see Section 4.4 below).

These core requirements represent minimum requirements for an entry-level LPA. Candidates for licensing may seek or be expected to develop competencies and/or levels of proficiency beyond these minimums in the performance of their work, depending upon the nature of the services provided by their Approved Training Office. The breadth and

depth of competency development beyond these minimum requirements will be a matter of agreement between the Approved Training Office and the candidates for licensing, based on available opportunities, mutual interests, and the needs and abilities of the candidates for licensing.

### **3.4 Practical Experience on Secondment**

Candidates for licensing may be provided opportunities to obtain experience on secondments to international assignments, under the overall supervision of the candidate for licensing's Approved Training Office (see Sections 5.2 and 5.3).

Participation in such international secondments is limited to the quality and quantity of the assignments available and to the Approved Training Offices that have the ability to provide these types of assignments. Participation in such secondments is also subject to professional standards (e.g., independence).

Secondment opportunities, on one or more assignments or engagements, will be recognized as part of a candidate for licensing's practical experience only if it is within the international offices of an Approved Training Office. No more than one-third of a candidate for licensing's term of practical experience can be derived through secondments.

All secondment assignments must be in accordance with arrangements acceptable to the Approved Training Office, including the provision of an adequate Working Environment for the candidate for licensing, and are subject to the Supervision and Reporting requirements of the Approved Training Office and to the authorized designated body's Rules of Professional Conduct.

## **4 COMPETENCY STANDARDS**

### **4.1 Competency Standards**

*Professional Competency Requirements for Public Accounting* sets the stage for both learning and experience and is an important tool for both candidates for licensing and Approved Training Offices in achieving the following:

- Identifying and monitoring the competencies essential to the organization and to the candidate for licensing's development, and are required for specific assignments;
- Connecting the workplace or practical experience to the candidate for licensing's academic studies and professional education;
- Identifying and addressing gaps between candidate for licensing competencies and Approved Training Office needs;
- Designing career/assignment plans that meet the needs of the Approved Training Office while enabling the candidate for licensing to achieve the necessary competencies; and
- Encouraging candidate for licensing to take responsibility for their professional development.

*Professional Competency Requirements for Public Accounting* defines a competency as: “The particular tasks Licensed Public Accountants perform while applying, or bringing to bear, the pervasive qualities and skills that are characteristic of Licensed Public Accountants to the level of proficiency defined as appropriate by the profession.”

Candidates for licensing are expected to demonstrate a specified level of proficiency in these six interconnected areas of specific competence:

- Organizational Effectiveness, Control and Risk Management;
- Finance;
- Taxation;
- Assurance;
- Performance Measurement; and
- Information and Information Technology.

A summary of the specific competencies of *Professional Competency Requirements for Public Accounting* applicable to the entry-level Licensed Public Accountant is provided in Appendix 1. Approved Training Offices should refer to *Professional Competency Requirements for Public Accounting* for complete descriptions of the tasks within each competency, and for possible evidence of proficiency for the entry-level LPA.

Each competency standard includes a statement of a particular task or role, the level of proficiency expected of the entry-level LPA, and the circumstances in which that level of proficiency is to be demonstrated.

Most importantly, candidates for licensing are required to demonstrate competence in a manner that reflects the LPA’s ethical behaviour and professionalism, strong personal attributes, and the professional skills expected of a public accountant. These competency standards, referred to as the “Pervasive Qualities and Skills,” are defined in *Professional Competency Requirements for Public Accounting*. A summary is provided in Appendix 1.

#### **4.2 Levels of Proficiency**

*Professional Competency Requirements for Public Accounting* categorizes competency statements for candidates for licensing into three proficiency levels:

- **Level C:** The candidate for licensing is able, in Normal Circumstances (see 4.3), to describe the task or role, the possible evidence of performance, the significance of the competency, and the types of circumstances in which it would arise or be applied.
- **Level B:** The candidate for licensing demonstrates an understanding of the task and the required professional skills to perform the task, but not necessarily the ability to successfully complete the task in Normal Circumstances without adequate support or supervision. This level of proficiency includes the “C” level of proficiency.
- **Level A:** The candidate for licensing successfully completes the task in Normal Circumstances. This level of proficiency includes the “B” and “C” levels of proficiency.

These are the defined levels of proficiency that a candidate for licensing is expected to demonstrate to qualify as a Licensed Public Accountant.

### **4.3 Normal Circumstances**

Competence statements and their associated proficiency levels are assumed to be demonstrated in circumstances expected of an entry-level LPA, defined in *Professional Competency Requirements for Public Accounting* as “Normal Circumstances.”

**Normal Circumstances** are defined as circumstances where:

- the entity is a business in the private sector, formed as a proprietorship, as a partnership, as a private corporation, as a small public corporation, or as a division of a large public corporation; or
- the entity is in the public sector or is a not-for-profit organization or division of either; or
- the entity is an individual; and
- the entity, situation, event or transaction is of a size and/or degree of complexity likely to be encountered by an entry-level Licensed Public Accountant.

Approved Training Offices can provide practical experience opportunities in other than Normal Circumstances or at levels of proficiency in excess of the standards defined by *Professional Competency Requirements for Public Accounting*, while ensuring that candidates receive the breadth and depth of experience expected of an entry-level LPA. In such cases, professional standards must be maintained whereby candidates for licensing:

- Seek and perform only work for which they have the necessary competence to perform or, if applicable, are adequately supervised;
- Recognize the limits of their own competence and voluntarily defer to involve other, more qualified individuals when not qualified to conduct the work themselves; and
- Rely on the work of others only after establishing a reasonable basis for such reliance.

### **4.4 Practical Experience Requirements — Specific Competencies**

Section 3.2 requires candidates for licensing to obtain a minimum of 2,500 chargeable hours of experience in the development of proficiencies in a range of the specific competencies outlined in *Professional Competency Requirements for Public Accounting*. During this time, they are also expected to demonstrate the personal attributes, ethical behaviour and professionalism, and professional skills expected of the entry-level LPA as outlined in *Professional Competency Requirements for Public Accounting*.

The core requirements in Section 3.3 require a minimum of 1,250 hours of experience in assurance, including 625 hours in financial statement audit and 100 hours in review procedures; and 100 hours in taxation. This should be sufficient to provide candidates for licensing with opportunities for development in a range of the specific competency areas.

Approved Training Offices are encouraged to provide, and candidates for licensing are encouraged to seek, opportunities for competency development that include meeting the competency standard(s) in each of the six areas of specific competence at the expected level of proficiency. However, candidates for licensing should not expect Approved Training Offices to provide opportunities for experience in each and every competency during the practical experience period. Competency development should be looked upon as an

integrated process of academic study, professional education programs and practical experience.

Thus there are no minimum hour requirements by individual competency. This approach is consistent with the emphasis on individual competency development and the desire for flexibility in practical experience.

The breadth and depth of competency development will be a matter of agreement between the Approved Training Office and the candidates for licensing based on available opportunities, mutual interests and the needs and abilities of the candidates for licensing.

Approved Training Offices are expected to provide candidates for licensing with opportunities for development in a range of the specific competencies of *Professional Competency Requirements for Public Accounting*, but not necessarily in each competency.

#### **4.5 Integration of Qualifying Experience Standards and Competency Standards**

The illustration on page 13 demonstrates both the integration of qualifying experience standards with competency standards, and the flexibility available to employers and candidates for licensing. Four candidates for licensing are profiled. From a competency-development perspective, each has completed a very different practical experience term, yet each meets the qualifying experience standards.

##### ***The Pervasive Qualities and Skills Requirement***

Every candidate for licensing is expected to develop and demonstrate the ethical behaviour and professionalism, personal attributes and professional skills required of an entry-level LPA throughout the term of practical experience. In the illustration, pervasive qualities and skills are expected on every type of assignment.

##### ***The Assurance Services Requirement***

Professional services such as Assurance Services require an integrated application of competencies found throughout *Professional Competency Requirements for Public Accounting*. In the workplace, the candidate for licensing is expected to develop and demonstrate a range of competencies from *Professional Competency Requirements for Public Accounting* in completing assignments.

In the illustration on page 13, each of the four candidates is provided with opportunities to integrate pervasive qualities and skills with competencies from all six of the specific competency areas at the level of proficiency expected of an entry-level LPA (Levels C, B, or A).

In providing Assurance Services, the candidates for licensing may have been required to:

- Evaluate internal control (an Organizational Effectiveness, Control and Risk Management competence);
- Make preliminary analyses and/or recommendations on the appropriate form of an organization to fulfill its financial obligations (a Finance competence);
- Calculate and develop information required for income tax returns and tax liabilities (a Taxation competence);
- Analyze and research alternative accounting treatments (a Performance Measurement competence);

- Perform procedures in an audit, review or other assurance service program (an Assurance competence); and
- Identify and gather information necessary for the evaluation of an entity's IT strategy (an Information and Information Technology competence).

The specific competency standards as well as the number of competency standards addressed on an Assurance Engagement or an Audit Service vary for each candidate for licensing. These variations are determined by the specifics of the engagement, the candidate's specific assignment and the specific tasks he or she was required to perform.

### ***The Taxation Services Requirement***

As with Assurance Services, professional services such as Taxation Services require the integration of competencies found throughout *Professional Competency Requirements for Public Accounting*. In the workplace, candidates for licensing are expected to develop and demonstrate a range of competencies from *Professional Competency Requirements for Public Accounting* in completing an assignment.

In the illustration on page 13, each of the four candidates was provided with opportunities to integrate the pervasive qualities and skills with competencies from three of the specific competency areas at the level of proficiency required of an entry-level LPA (Levels C, B, or A).

In providing Taxation Services, the candidates for licensing may have been required to:

- Evaluate on a preliminary basis, the entity's exposure to uncertainty (an Organizational Effectiveness, Control and Risk Management competence);
- Analyze on a preliminary basis, the tax implications of a proposed business combination (a Finance competence); and
- Calculate and develop information required for income tax returns (a Taxation competence).

Competence develops on more than one type of engagement. For example, competencies listed in the specific competency area of Taxation Services may be required on either an Assurance Service engagement or as part of a Taxation Services engagement. While the same hour of competence development should not be counted twice in the calculation of total practical experience hours, there is flexibility in choosing which requirement it meets.

### ***The Balance of Assignments***

The examples illustrate the considerable flexibility in the remaining 1,150 hours of the practical experience term, both in terms of competency development and in terms of assignments or engagements worked.

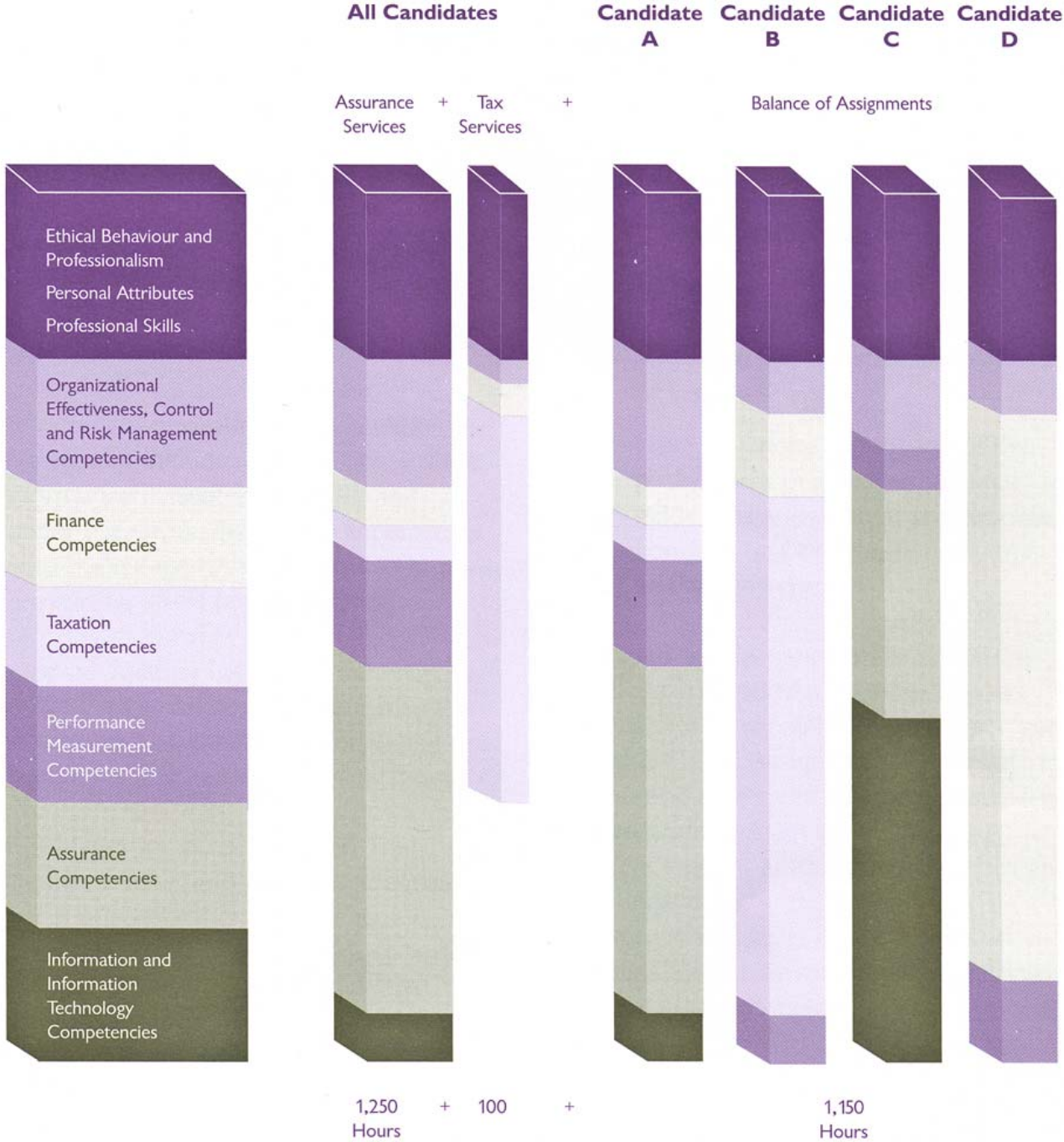
**Candidate A** obtains 1,150 hours of additional experience in Assurance Services and the Auditing Engagements, becoming more proficient in Performance Measurement and Assurance competencies, and, as indicated in this illustration, integrating competencies from all six areas of specific competence and the pervasive qualities and skills.

**Candidate B** obtains 1,150 hours of additional experience in Taxation Services, developing competencies in Taxation and, as indicated in this illustration, integrating competencies from Organizational Effectiveness, Control and Risk Management, Finance, Performance Measurement, and the pervasive qualities and skills.

**Candidate C** obtains 1,150 hours of additional experience in Information and Information Technology, potentially as IT support on Assurance Services and Audit Engagements or as a member of a special project team developing competencies in the Specific Competency areas of Information and Information Technology and Assurance. As this illustration shows, the candidate also integrates competencies from Organizational Effectiveness, Control and Risk Management and Performance Measurement and the pervasive qualities and skills.

**Candidate D** obtains 1,150 hours of additional experience in financial services, developing competencies in the Specific Competency area of Finance, and integrating competencies from Organizational Effectiveness, Control and Risk Management, Taxation and Performance Measurement and the pervasive qualities and skills.

# Integration of Qualifying Experience and Competency Standards



## **5 SUPERVISION**

### **5.1 Requirement for Supervision**

Professional rules require that all work by candidates for licensing be properly supervised. Supervision helps candidates develop their competencies and produce work of high quality, and provides opportunity to work at progressive levels of responsibility. Adequate supervision is key to the development of a candidate for licensing and an employee.

Approved Training Offices are required to provide each candidate for licensing with ongoing, proactive and constructive supervision on a timely basis.

The optimum environment for professional development includes regular, constructive performance evaluation to foster and monitor the development of competencies and to encourage candidates for licensing to progress to increasing levels of responsibility.

Approved Training Offices are required to provide candidates for licensing with performance reviews and assessments for individual assignments and tasks on a timely basis.

It is a matter for each Approved Training Office to develop and maintain adequate records of practical experience and supervision, including performance review.

### **5.2 Supervisors**

Task or assignment supervision is supervision of the candidate's preparations for and undertaking of a particular assignment or task, and is provided by the Assignment Supervisor to whom the candidate for licensing reports.

An Assignment Supervisor must:

- Be competent in supervision;
- Be technically competent and sufficiently up-to-date to undertake and supervise the specific assignment or task; and
- Have a working knowledge of the profession's practical experience guidelines and rules of professional conduct, and be able to apply the advice they contain.

As long as the candidate for licensing is under the overall supervision of a member in good standing of an authorized designated body (see Section 5.4), the Assignment Supervisor need not be a member of an authorized designated body, except for practical experience hours in Assurance Services and Audit Engagements. He or she must, however, be endorsed by the Approved Training Office as an appropriate supervisor for the assignment or task.

The requirements of an Assignment Supervisor also apply to the supervision of practical experience hours obtained on secondment to international assignments. The Approved Training Office is responsible for the overall development and supervision of the candidate for licensing at all times during the practical experience period. In providing a secondment opportunity, the Approved Training Office must ensure that their candidates for licensing will be in a working environment, which exhibits the best practices of a training organization (see Section 2.2), including appropriate assignment supervision.

Others within the Approved Training Office may supervise a candidate for licensing's work indirectly. They may include the managers, or in public practice firms, the partners, responsible for the work undertaken by the candidate for licensing. These individuals are expected to contribute to the supervisory and monitoring process, for example by discussing a candidate for licensing's performance with Assignment Supervisors and endorsing their reports.

### **5.3 Overall Supervision**

In fulfilling its responsibilities to supervise candidates for licensing and to help candidates for licensing gain high quality, relevant practical experience and progress to increasing levels of responsibility, an Approved Training Office's in-house system must contain provisions that ensure the assignment of responsibility to an overall Supervisor or another person to:

- Liaise with the candidate for licensing's Assignment Supervisors (including Assignment Supervisors during secondment assignments) to obtain an overall evaluation of the candidate's development;
- Monitor that the candidate for licensing's practical experience meets stated requirements and the candidate for licensing's needs; and
- Conduct personal reviews of a candidate for licensing's progress.

The individual responsible for overall supervision would:

- Be an LPA employed by or a partner of the Approved Training Office;
- Be an experienced, full-time member in good standing with an authorized designated body;
- Have sufficient standing within the Approved Training Office to influence the pattern of the candidate for licensing's development;
- Have a working knowledge of the profession's practical experience guidelines and Rules of Professional Conduct and be able to apply the advice they contain;
- Be competent at performance review and assessing candidates for licensing; and
- Be either the Approved Training Office's person responsible for Prescribed Reporting to the authorized designated body or liaise with the person assigned that responsibility (see Section 6).

In some Approved Training Offices, the management structure may preclude a clear distinction between assignment supervision and overall supervision as indicated in the above paragraphs. Assignment and overall supervision may be performed by the same person. In such cases, the Supervisor must be a member of an authorized designated body, and possess the combined abilities for both assignment supervision and overall supervision as described above.

#### **5.4 Competency Achievement**

Approved Training Offices will not be asked to provide to an authorized designated body, subjective judgments on competency achievement that might affect the timing or attainment of a candidate's licensure as a public accountant. The employer has, however, a critical role in the development of the candidate's competencies and in his or her becoming a Licensed Public Accountant and will be asked to sign off that the candidate for licensing obtained practical experience in competencies prescribed in the *Professional Competency Requirements for Public Accounting*.

An Approved Training Office is required to discuss with each candidate for licensing his or her progress in the development of the competencies expected of an entry-level LPA as described in *Professional Competency Requirements for Public Accounting*.

The Approved Training Office should regularly review with each candidate for licensing his or her assignments and tasks as they relate to the entry-level LPA competency standards of *Professional Competency Requirements for Public Accounting*, to determine what, if any, revisions in scheduling assignments might benefit the candidate, with particular attention to:

- the pervasive qualities being asked of/demonstrated by candidates for licensing;
- the range of specific competencies being asked of/demonstrated by candidates for licensing; and
- the levels of proficiency being asked of/demonstrated by candidates for licensing.

The Approved Training Office is required to indicate that such reviews have taken place during the practical experience term (Refer to Section 6).

#### **5.5 Competency Achievement —Candidate for Licensing Process**

It is a matter for each Approved Training Office to incorporate the above discussions into their in-house review processes. Some Approved Training Offices will have systems in place to provide the information necessary for discussions on progress in competency development with a candidate for licensing (e.g., information available through time recording systems). Other Approved Training Offices may choose a process structured around a profession-supplied public accountant candidate Competency Achievement Log. All candidates for licensing will be provided with a personal copy of this Competency Achievement Log, and encouraged to use it and/or the Approved Training Office's equivalent throughout their practical experience term.

Whatever tracking system is used, candidates for licensing and Approved Training Offices are encouraged to follow a process similar to the following, in the review and discussion of competency development:

1. Candidates should access a personal copy of the Competency Achievement Log or of the Approved Training Office's equivalent upon registration;
2. Candidates should track progress using the Competency Achievement Log or equivalent on a regular basis throughout the practical experience term;
3. Supervisors should conduct regular reviews with candidates, preferably every six months, but at least annually. At these reviews, the candidate should:
  - a. Bring the appropriate reports from the Competency Achievement Log or equivalent to the review meeting;

- b. Discuss progress in the development of pervasive qualities and skills and specific competencies required by an entry-level public accountant;
  - c. With the Supervisor, agree to objectives/revisions to experience schedule required before the next meeting;
  - d. Record evidence of each review and discussion in the Competency Achievement Log or equivalent;
4. The Approved Training Office must complete the appropriate authorized designated body report at the end of the candidate's practical experience term.

### **5.6 Limit on Number of Candidates per Approved Training Office**

The number of candidates for licensing in each Approved Training Office who are taking their practical experience component and who have not yet fulfilled the required total chargeable hours, chargeable hours in Assurance Services, Audit Engagements or Taxation Services as applicable, is limited to three for every Licensed Public Accountant employee/partner of the Approved Training Office.

### **5.7 Mentoring**

To enhance practical experience for candidates, accounting professions in some other countries have introduced mandatory mentoring systems. Mentors provide candidates for licensing with guidance, feedback, support and encouragement in the interests of the candidate for licensing's overall development as a professional.

Mandatory mentoring is not required at this time. Approved Training Offices are, however, strongly encouraged to assign mentors for candidates for licensing. The role of the mentor could include but not be limited to:

- Acting as a guide, coach and role model for the candidate for licensing;
- Monitoring and guiding the candidate for licensing in the development of ethical behaviour and professionalism, personal attributes, professional skills and specific competencies; and
- Assisting the candidate for licensing in a professional education program including preparation for the qualifying examination(s) or evaluation(s) (this role may in fact be performed by a second mentor identified specifically for this purpose).

## **6 PRESCRIBED REPORTING**

### **6.1 Prescribed Reporting**

The final assessment of whether a candidate for licensing has met the requirements to become a public accountant is the responsibility of the authorized designated body.

The Approved Training Office is required to confirm with the appropriate authorized designated body the total number of chargeable hours of experience that the candidate for licensing has attained during their term with the Approved Training Office and the number of hours of experience that were attained in each of Assurance Services, Audit Engagements and Taxation Services.

In addition, the Approved Training Office is asked to confirm that the practice experience undertaken by the candidate for licensing fulfills the practical experience requirements for admission to the authorized designated body, and in particular that:

- The candidate for licensing has obtained practical experience from a range of the specific competencies from *Professional Competency Requirements for Public Accounting*;
- The candidate for licensing has reviewed with their Supervisor on a regular basis their progress in the development of competencies required of the entry-level Licensed Public Accountant per *Professional Competency Requirements for Public Accounting*; and
- All of the candidate for licensing's work (including any approved international secondments) was adequately supervised under the overall supervision of qualified professionals of this Approved Training Office.

### **6.2 Office Inspection**

The Approved Training Office will provide access to the authorized designated body to conduct a practice inspection comprised of whatever investigation the authorized designated body deems necessary, including an inspection of the records of the Approved Training Office, to satisfy itself that the requirements of an Approved Training Office are being fulfilled.

### **6.3 Liaison with authorized designated body**

A stated objective of the Licensed Public Accountant's competency-based qualification process is to strengthen the link between formal Licensed Public Accountant education and on-the-job knowledge, skills and attitude development.

Approved Training Offices are encouraged to provide feedback to the authorized designated body and to participate from time to time in profession-sponsored discussions or surveys on the appropriateness and relevance of the competencies described in *Professional Competency Requirements for Public Accounting* and candidates for licensing's preparedness for the workplace relative to those competencies.

**Sample Practical Experience Report  
to the authorized designated body**

CANDIDATE FOR LICENSING \_\_\_\_\_ NUMBER \_\_\_\_\_  
TERM OF EMPLOYMENT \_\_\_\_\_ TO \_\_\_\_\_

**We confirm that:**

- a. This candidate for licensing has attained 2,500 chargeable hours of experience; and
- b. Of the total hours attained, at least 1,250 hours were attained in Assurance Services, including 625 hours in financial statement audit procedures and a minimum of 100 hours in review procedures in review and other assurance engagements; and at least 100 hours were attained in Taxation Services.

**In our opinion, the practice experience undertaken by the candidate for licensing fulfills the practical experience requirements for admission to the authorized designated body and in particular:**

- a. The applicant's hours of experience were spent in the development of competencies from a range of the Specific Competencies as outlined in *Public Accountants Council Handbook: Professional Competency Requirements for Public Accounting*;
- b. The applicant reviewed with their Supervisor on a regular basis, progress in the development of competencies required of the entry-level Licensed Public Accountant as outlined in *Public Accountants Council Handbook: Professional Competency Requirements for Public Accounting*; and
- c. All of the work of the applicant was adequately supervised under the overall supervision of qualified professionals of this Approved Training Office.

*This report applies to the practical experience component of the qualification requirements of the candidate for licensing and is not to be used or taken as a general reference.*

\_\_\_\_\_  
Licensed Public Accountant (or  
authorized representative of the  
Approved Training Office)

\_\_\_\_\_  
Date

Approved Training Office \_\_\_\_\_

## Appendix 1

### List of Licensed Public Accountant Competencies

#### Legend

##### Levels of Proficiency

<b>Normal Circumstances</b>	Normal Circumstances are defined as circumstances where: <ul style="list-style-type: none"><li>▪ the entity is a business in the private sector, formed as a proprietorship, as a partnership, as a private corporation, as a small public corporation, or as a division of a large public corporation; or</li><li>▪ the entity is in the public sector or is a not-for-profit organization or division of either; or</li><li>▪ the entity is an individual; and</li><li>▪ the entity, situation, event or transaction is of a size or degree of complexity likely to be encountered by an entry-level public accountant.</li></ul>
<b>Level C</b>	An entry-level Licensed Public Accountant is able to accurately describe the task or role, the possible evidence of performance, the significance of the competency, and the types of circumstances in which it would arise in Normal Circumstances.
<b>Level B</b>	An entry-level Licensed Public Accountant demonstrates an understanding of the task and the required professional skills but not necessarily the ability to successfully complete the task in Normal Circumstances without adequate support or supervision.
<b>Level A</b>	An entry-level Licensed Public Accountant successfully completes this task in Normal Circumstances.

# List of Licensed Public Accountant Competencies

## THE PERVASIVE QUALITIES AND SKILLS

*Licensed Public Accountant Entry-Level Proficiency*

### Section A: Ethical Behaviour and Professionalism

A

- A-1 Protects the public interest
- A-2 Carries out work with a desire to exercise due care
- A-3 Acts competently with honesty and integrity
- A-4 Maintains independence where the nature of the work requires it
  - A-4.1 Maintains objectivity and independence
  - A-4.2 Avoids conflict of interest
- A-5 Protects the confidentiality of information
- A-6 Practises professional courtesy
- A-7 Maintains and enhances the profession's reputation
- A-8 Adheres to the rules of professional conduct

### Section B: Personal Attributes

A

- B-1 Is self-managing
- B-2 Demonstrates initiative
- B-3 Maintains and demonstrates competence and recognizes limits
- B-4 Strives to add value
- B-5 Applies strategic thinking
- B-6 Develops innovative ideas/is creative
- B-7 Adapts to change
- B-8 Treats others in a professional manner

### Section C: Professional Skills

A, B

- C-1 Creates or Develops Ideas and Information
  - C-1.1 Calculates accurately
  - C-1.2 Produces reasonable estimates
  - C-1.3 Produces reasonable forecasts
  - C-1.4 Researches thoroughly

## THE PERVASIVE QUALITIES AND SKILLS *(continued)*

### *Licensed Public Accountant Entry-Level Proficiency*

C-2	Examines Ideas and Information Critically	A,B
	C-2.1 Verifies information	
	C-2.2 Tests, or validates a sample of, information	
	C-2.3 Observes activity	
C-3	Interprets Information	A,B
	C-3.1 Analyzes information or ideas	
	C-3.2 Combines or synthesizes and/or integrates ideas and information from various sources	
	C-3.3 Draws conclusions	
	C-3.4 Evaluates information and ideas	
	C-3.5 Critiques information for others' use	
C-4	Communicates Effectively and Efficiently	
	C-4.1 Seeks and shares information, facts and opinions through presentation and discussion	A,B
	C-4.2 Communicates in written or graphic form	A
	C-4.3 Presents information to groups effectively	A,B
	C-4.4 Leads effective meetings	A,B
	C-4.5 Facilitates group processes such as planning and problem solving sessions	A,B
	C-4.6 Confirms information to prevent misunderstanding	A
C-5	Solves Problems and Makes Decisions	A,B
	C-5.1 Identifies and diagnoses problems and/or issues	
	C-5.2 Develops solutions	
	C-5.3 Implements and fine-tunes solutions	
	C-5.4 Decides/recommends	
	C-5.5 Provides advice	
	C-5.6 Negotiates	
	C-5.7 Settles disputes and resolves conflicts	
C-6	Identifies and Meets the Needs of Internal and External Clients	A,B
	C-6.1 Develops an understanding of the operating environment	
	C-6.2 Identifies the needs of internal and external clients	
	C-6.3 Addresses the needs of internal and external clients	
C-7	Manages and Supervises	
	C-7.1 Plans and manages projects	A,B
	C-7.2 Organizes necessary internal and external expertise	A,B

*Licensed Public Accountant Entry-Level Proficiency*

C-7.3	Recruits and hires professional staff	A,B
C-7.4	Supervises and coaches professional staff and evaluates their performance	A
C-7.5	Manages an internal functional area, e.g. treasury, internal audit, legislative audit entity of the federal government or provincial government	C
C-7.6	Provides leadership	A
C-8	Applies Technology Proficiently	
C-8.1	Applies technology proficiently	A
C-8.2	Uses technological tools capably	A,B
C-9	Considers Basic Legal Concepts	
C-9.1	Considers basic legal concepts	A,B
C-10	Provides Professional Services	
C-10.1	Creates or contributes to the service area(s) of the particular public accountant practice	A
C-10.2	Becomes knowledgeable about certain client industries	A
C-10.3	Becomes knowledgeable about the client	A,B
C-10.4	Applies knowledge to identify and discuss critical business issues	A,B
C-10.5	Promotes, designs, and negotiates professional services	C
C-10.6	Manages a practice area within a professional services firm	C
C-10.7	Plans to fully meet all client expectations in each assignment	A,B
C-10.8	Analyzes and advances own professional development and that of engagement team members	A
C-10.9	Confirms whether client expectations are met	A,B
C-10.10	Captures, communicates, and implements "lessons learned" from each engagement	A,B
C-10.11	Finalizes the engagement	A,B

## THE SPECIFIC COMPETENCIES

*Licensed Public Accountant Entry-Level Proficiency*

### Organizational Effectiveness, Control and Risk Management

I-1	Evaluates the Entity's Purpose in the Context of its Operating Environment	
I-1.1	Evaluates the entity's mission, vision and strategic goals	B
I-1.2	Evaluates the Board's or other governing body's leadership abilities	C
I-1.3	Evaluates the assessment of the Board's or other governing body's performance	C
I-1.4	Evaluates uncertainties in the entity's operating environment	B
I-1.5	Identifies and evaluates opportunities and risks and establishes acceptable risk levels	B
I-2	Evaluates the Entity's Commitment to Fulfilling its Mission and Vision	
I-2.1	Evaluates the entity's value system	B
I-2.2	Evaluates or develops a risk management policy	B
I-2.3	Conducts ongoing risk target analysis	B
I-2.4	Develops or advises on stated performance objectives	A,B
I-2.5	Evaluates or develops processes to transform plans into action	B
I-2.6	Evaluates the extent of integration within the entity	B
I-2.7	Evaluates the entity's human resources policies	C
I-2.8	Evaluates decision-making and accountability processes	B
I-3	Evaluates the Entity's Ability to Manage Organizational Performance	
I-3.1	Evaluates application of appropriate expertise	B
I-3.2	Evaluates access to information and other resources	B
I-3.3	Evaluates the entity's major processes	B
I-3.4	Evaluates internal control	A,B
I-4	Evaluates the Entity's Monitoring and Learning Processes	
I-4.1	Evaluates the entity's monitoring processes	C
I-4.2	Evaluates the entity's adaptability to change	C
I-4.3	Evaluates the capacity to implement change	C
I-4.4	Evaluates the challenging of assumptions	C

### Finance

II-1	Establishes or Evaluates Overall Financial Goals	
II-1.1	Establishes/evaluates financial objectives	B
II-1.2	Determines or evaluates the legal form and structure of the entity	B
II-1.3	Recommends overall financial strategies	A,B
II-2	Develops Financial Information to Support Financial Decision-Making	

## *Licensed Public Accountant Entry-Level Proficiency*

II-2.1	Prepares and interprets information for financial decision-making	A,B
II-2.2	Identifies and analyzes financial instruments	B
II-2.3	Identifies and analyzes reporting obligations	A
II-2.4	Develops or critiques business plans and financial proposals	A
II-2.5	Identifies or advises financially troubled businesses	B
II-3	Makes Financial Decision and Executes Transactions	
II-3.1	Manages budgets, cash flow, working capital, and financial instruments	A,B
II-3.2	Raises capital privately or in broader capital markets	B
II-3.3	Supports the purchase, expansion, or sale of a business	B
II-4	Manages the Financial Management Function	
II-4.1	Manages the financial management function	C
II-4.2	Develops systems to monitor and report performance relative to stated financial goals	B,C
II-4.3	Develops systems to monitor environmental shifts	C
II-4.4	Manages investor and creditor relations	C
II-5	Performs Personal Financial Planning	
II-5.1	Performs personal financial planning	A,B

### **Taxation**

III-1	Analyzes the Entity's Tax Profile and Identifies Overall Tax Issues	
III-1.1	Seeks to improve the entity's tax profile	B
III-1.2	Evaluates and advises management on applicable new tax legislation on an ongoing basis	B
III-1.3	Identifies, analyzes, and advises on compliance and filing requirements	A,B
III-1.4	Analyzes the range of professional expertise required to advise on potential tax issues	B
III-2	Prepares and Files Necessary Returns in Accordance with Legal Requirements	
III-2.1	Advises on tax compliance	A
III-2.2	Meets filing requirements	A,B
III-3	Practices Effective Tax Planning to Maximize After-Tax Returns	
III-3.1	Identifies, analyzes, and advises on specific tax planning opportunities	B
III-3.2	Analyzes tax consequences of transactions and business Opportunities	B
III-4	Supports, Defends, and Negotiates Tax Positions	
III-4.1	Analyzes and responds to assessments	B
III-4.2	Prepares information to support objections, appeals,	

*Licensed Public Accountant Entry-Level Proficiency*

	and court litigation	B
III-5	Manages the Tax Function	
	III-5.1 Manages the internal tax function	C
	III-5.2 Manages the tax function – in a professional services firm	C
III-6	Contributes to Federal and Provincial Tax Policy	
	III-6.1 Contributes to public debate	C
<b>Assurance</b>		
IV-1	Evaluates Assurance Needs	
	IV-1.1 Analyzes/evaluates and advises on the entity's assurance Needs	A,B
IV-2	Provides Professional Assurance Services	
	IV-2.1 Evaluates and decides whether to accept an agreement	A,B
	IV-2.2 Evaluates and decides on the scope of the engagement	A,B
	IV-2.3 Identifies and evaluates risk and business issues and determines the implications for the engagement	A,B
	IV-2.4 Determines criteria for evaluating the subject	A,B
	IV-2.5 Develops materiality/significance guidelines that will guide the direction and extent of assurance work, based on the scope and expectations of the engagement	A,B
	IV-2.6 Designs appropriate procedures based on the engagement's scope, risk and materiality/significance guidelines	A,B
	IV-2.7 Assigns staff to carry out the engagement	A,B
	IV-2.8 Collaborates with colleagues, the client, and others	A,B
	IV-2.9 Executes the work plan	A
	IV-2.10 Documents the procedures performed	A
	IV-2.11 Modifies the program as necessary	A,B
	IV-2.12 Evaluates the evidence and the results of analysis	A,B
	IV-2.13 Draws conclusions and drafts a report	A,B
	IV-2.14 Prepares for and conducts informative and value-added meetings with stakeholders	A
	IV-2.15 Finalizes the engagement	A
IV-3	Provides Internal and Comprehensive Auditing	
	IV-3.1 Decides on the internal assurance procedures needed and develops them	C
	IV-3.2 Performs internal assurance procedures	A
	IV-3.3 Presents internal assurance report	B
IV-4	Manages the Assurance Function	
	IV-4.1 Manages the assurance function	C
IV-5	Broadens the Assurance Market	

*Licensed Public Accountant Entry-Level Proficiency*

IV-5.1	Contributes to emerging assurance applications	C
IV-6	Contributes to Assurance Standards	
IV-6.1	Critiques and contributes to emerging standards such as Generally Accepted Auditing Standards (GAAS)	C
IV-6.2	Critiques and contributes to trends in standard setting	C
<b>Performance Measurement</b>		
V-1	Analyze Performance Measurement Needs	
V-1.1	Analyzes performance measurement needs	A,B
V-1.2	Evaluates the entity's performance measurement strategy	A,B
V-1.3	Develops or evaluates systems for performance measurement	A,C
V-1.4	Evaluates the reliability of information or develops reliable Information	A,B
V-2	Conducts External Financial and Non-Financial Reporting	
V-2.1	Develops/evaluates accounting policies	A
V-2.2	Develops/evaluates suitable criteria for measuring non-financial performance	C
V-2.3	Analyzes the applicability of current developments	B,C
V-2.4	Analyzes or evaluates the entity's non-routine transactions	B
V-2.5	Develops/evaluates/presents actual results	A,B
V-2.6	Analyzes and advises on or evaluates any special presentation Information	C
V-3	Conducts Internal Financial and Non-Financial Reporting	
V-3.1	Develops/evaluates organizational performance measurement strategies	B
V-3.2	Develops/evaluates suitable criteria for measuring performance for internal reporting	A,C
V-3.3	Develops/evaluates presents actual results	A,B
V-3.4	Provides advice based on information obtained through performance measurement	A,B
V-3.5	Provides litigation support	C
V-4	Manages the Performance Measurement Function	
V-4.1	Manages the performance measurement function	C
V-5	Contributes to the Development of New Techniques	
V-5.1	Analyzes and critiques emerging forms of performance Measurement	C
V-5.2	Designs, develops and publicizes new techniques	C
V-6	Contributes to Performance Measurement Standards	
V-6.1	Critiques emerging standards	C
V-6.2	Critiques and contributes to trends in standard setting	C

## Information and Information Technology

### *Licensed Public Accountant Entry-Level Proficiency*

VI-1	Assess Information Technology Strategy	
	VI-1.1 Identifies the entity's IT needs	B
	VI-1.2 Evaluates the entity's existing IT strategy	B
VI-2	Evaluates the Impact of Information Technology on the Entity's Organizational Performance	
	VI-2.1 Identifies the role information technology plays in a given control system	A
	VI-2.2 Contributes to the evaluation of IT-related elements of a given control system	B
	VI-2.3 Uses IT to improve existing control process	B
	VI-2.4 Contributes to the evaluation of the entity's systems development and program change processes	B
	VI-2.5 Investigates the dependence of systems on third parties	A
	VI-2.6 Evaluates the IT internal audit function	B
VI-3	Improves the Entity's IT Design	
	VI-3.1 Evaluates the business impact of new developments and trends in technology	B
	VI-3.2 Improves the entity's IT design and development	B
	VI-3.3 Develops business case to support IT proposals	B
	VI-3.4 Evaluates and decides on IT acquisition and sourcing	B,C
VI-4	Designs and Manages System Installations and Upgrades	
	VI-4.1 Designs and manages or advises on system installations and upgrades	B,C
	VI-4.2 Designs and implements IT accounting systems using commercial accounting software	B
VI-5	Manages the IT Function	
	VI-5.1 Manages the IT function	C
VI-6	Contributes to Developments in IT	
	VI-6.1 Contributes to public debate	C

## Appendix 2

### **Competency Achievement Log**

The purpose of a “Competency Achievement Log” is to provide candidates for licensing with a tool that helps them to:

- review and monitor their competency development on an ongoing basis,
- identify personal learning and experience needs; and
- create and manage a personal development plan that is aligned with the competency requirements for an entry-level Licensed Public Accountant.

A Competency Achievement Log is neither a time-recording system nor a performance appraisal system. Rather, it is a useful guide that will allow candidates for licensing to monitor their own progress towards reaching the LPA’s competency standards. While the Log should focus on practical experience, it should also allow candidates to track the contribution of academic achievement towards competency development goals.

It is the candidate for licensing’s responsibility to maintain a Competency Achievement Log and to ensure that it reflects their experience accurately and completely. It is suggested that candidates complete the Log on a regular basis, perhaps concurrently with regular timesheets or whenever a staff appraisal is completed.

The availability of a Competency Achievement Log in electronic format would provide reporting capabilities to facilitate review meetings with a Supervisor regarding the candidate’s perception of his or her progress in developing the pervasive qualities and skills, specific competencies and proficiency levels required at entry level. The candidate for licensing, on a regular basis, will be able to monitor the range of specific competencies and pervasive skills that his or her practical experience/professional education has provided.

## Appendix 3 Definitions

<b>Assurance Services</b>	Independent professional services that improve the quality of information, or its context, for decision makers.
<b>Audit Engagements</b>	Those as defined by the CICA Handbook.
<b>Chargeable hours</b>	Licensed Public accountant-supervised (directly or overall) hours normally chargeable to clients. Chargeable hours do not include time spent on “work of a routine clerical nature.”
<b>Taxation Services</b>	The provision of services related to tax matters and the preparation of returns.