



Training Record Confirmation Form

This form accompanies the Application for Member Registration form and is required for persons applying under *Section 7.1. ICPAC Examinations Route*.

The applicant must be able to demonstrate that:

- He/she has completed 36 months' work experience in a relevant role
- He/she has achieved at least 9 Performance Objectives

For your attention

Section A must be completed by **ALL** applicants (pages 2-4).

Section B must be completed by applicants who achieved 36 months of Practical Experience at an employer who does not hold training development approval at Gold or Platinum level. (pages 5-7).

Section C must be completed by applicants who achieved 36 months of Practical Experience via the Approved Employer Trainee Development Stream (pages 8-11).

It is noted that, for sections B and C, a separate declaration must be completed for each employer.

A scanned copy of the completed form should be mailed to ICPAC at admissions@icpac.org.cy



SECTION A

1 YOUR DETAILS

To be completed by the applicant

Full Name:

ICPAC student Registration Number
(If applicable)

2 LIST OF EMPLOYERS

To be completed by the applicant

Please provide details of your full employment history. You should:

- Start with your current or most recent position
- Include all periods of your employment
- Indicate the roles in which you have achieved the 36 months of relevant finance and accounting experience.

1. Employer's Name.....

Address.....

Website.....

Job Title.....

Dates of employment Starting Date: / / Ending Date: / /

Relevant Role? Yes No If Yes, enter months achieved

2. Employer's Name.....

Address.....

Website.....

Job Title.....

Dates of employment Starting Date: / / Ending Date: / /

Relevant Role? Yes No If Yes, enter months achieved



3. Employer's Name.....

Address.....

Website.....

Job Title.....

Dates of employment Starting Date: / / Ending Date: / /

Relevant Role? Yes No If Yes, enter months achieved

3 PERFORMANCE OBJECTIVES SUMMARY

To be completed by the applicant

To be eligible to apply for ICPAC membership you must have completed **36 months** in relevant finance/accounting roles and you must also have achieved Performance Objectives which demonstrate that you can apply the knowledge, skills and behaviors developed through the exams syllabuses to real-life work activities. You are required to achieve at least 9 Performance Objectives, including **all 5 Essentials** and at least any **4 from 17 Technical Objectives**. Please mark the performance objectives which you have achieved from the list below.

Performance Objectives		Mark X	
Essentials	1. Ethics and Professionalism		
	2. Stakeholder relationship management		
	3. Strategy and innovation		
	4. Governance, risk and control		
	5. Leadership and management		
Technical	Corporate and business reporting	6. Record and process transactions and events	
		7. Prepare external financial reports	
		8. Analyse and interpret financial reports	
	Financial Management	9. Evaluate investment and financing decisions	
		10. Manage and control working capital	
		11. Identify and manage financial risk	
	Management Accounting	12. Evaluate management accounting systems	
		13. Plan and control performance	
		14. Monitor performance	
	Taxation	15. Tax computations and assessments	
		16. Tax compliance and verification	
		17. Tax planning and advice	
	Audit and Assurance*	18. Prepare for and plan the audit and assurance process	
		19. Collect and evaluate evidence for an audit or assurance engagement	
		20. Review and report on the findings for an audit or assurance engagement	
	Advisory and Consultancy	21. Business Advisory	
	Data, Digital and Technology	22. Data Analysis and Decision support	

* To achieve the audit and assurance objectives, you need to work in an internal or external audit role



SECTION B: PERFORMANCE OBJECTIVES CONFIRMATION FORM*

To be completed ***ONLY*** by the applicant who achieved 36 months of Practical Experience to an employer who does not hold training development approval at Gold or Platinum level.

Please describe how you achieved the performance objectives you selected on the previous page. You only need to cover the broad description of each performance objective. You do not need to summarise how you achieved the individual elements. Please include:

- A separate reference per employer, specifying the name of the employer, the training period (months) and the nature of business of the employer
- A heading for each objective
- One or two tasks as examples for each objective
- Highlight the knowledge and experience you gained

**** The performance objectives confirmation form should be completed separately for each employer you have worked.***

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REFERENCES FOR ICPAC MEMBERSHIP

To be completed by the Supervisor of the applicant who should be either an adequately experience ICPAC member or any other person who can be deemed by ICPAC as possessing sufficient qualifications and experience, as well as direct knowledge of the applicant’s work and be responsible for the progress and performance evaluation of the applicant.

Supervisor Name.....

Job Title.....

Employer.....

Email.....

Professional Accountancy Qualification(s) you may hold:

Membership Number Institute Name:.....

Membership Number Institute Name:.....

Please confirm how long and under what circumstances you have known the applicant:

I confirm that, in my view the person named in Section A has the required level of experience and competence to be admitted to ICPAC as a Member.

Signature Date



SECTION C- APPROVED EMPLOYER PER CONFIRMATION FORM

To be completed ***ONLY*** by the applicant who achieved Practical Experience via the Approved Employer Trainee Development Stream.

To claim the completion of some or all of the Practical Experience Requirement (PER) performance objectives through the Approved Employer exemption, you must complete and return this form to ICPAC.

Part 1 must be completed by the applicant.

Part 2 and 3 must be completed by your Approved Employer primary contact or practical experience supervisor.

The practical experience supervisor should:

- Be a member of an IFAC body or a qualified accountant or auditor recognized by law in your country and
- Have knowledge of your work

PART 1- YOUR WORKPLACE DETAILS

To be completed by the applicant

Full Name.....

ICPAC Registration Number

Date of Birth

Organisation Name.....

Approved Employer Number

Job Title.....

Dates of EmploymentFrom:.....To:.....

Months in a relevant role

Percentage relevance of role %

Employer Address.....

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Postcode.....

Level of Approval (Gold/Platinum).....



PART 2- APPROVED EMPLOYER DETAILS

To be completed by the Approved Employer primary contact or practical experience supervisor

Full Name.....

Body Registration Number (if applicable)

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Job Title:

Qualifications.....

Email Address.....

Relationship to Trainee.....

Signature.....

To be completed by a second practical experience supervisor, if applicable

Full Name.....

Body Registration Number (if applicable)

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Job Title:

Qualifications.....

Email Address.....

Relationship to Trainee.....

Signature.....

PART 3 – PERFORMANCE OBJECTIVES SUMMARY

To be completed by the Approved Employer primary contact or practical experience supervisor(s)

To be eligible to apply to ICPAC membership trainees must have completed 36 months in relevant finance/accounting roles and must also have achieved **all five** Essentials and **at least any four** Technical performance objectives from the list below. The trainee named in Part 1 will be invited to apply for membership upon meeting these requirements, provided that he/she has also completed the exams of the JES Syllabus and the Professional Ethics Module or Ethics and Professional Skills Module, as applicable.

	Performance Objective	Signature	Date (DD/MM/YYYY)
ESSENTIALS	1. Ethics and Professionalism		
	2. Stakeholder Relationship Management		
	3. Strategy and Innovation		
	4. Governance, Risk and Control		
	5. Leadership and Management		
TECHNICAL	6. Record and process transactions and events		
	7. Prepare external financial reports		
	8. Analyse and interpret financial reports		
	9. Evaluate investment and financing decisions		
	10. Manage and Control working capital		
	11. Identify and manage financial risk		
	12. Evaluate management accounting systems		
	13. Plan and control performance		
	14. Monitor performance		
	15. Tax computations and assessments		
	16. Tax compliance and verification		
	17. Tax planning and advice		
	18. Prepare for and plan the audit and assurance process		
	19. Collect and evaluate evidence for an audit or assurance engagement		
	20. Review and report on the findings for an audit or assurance engagement		
	21. Business Advisory		
	22. Data Analysis and Decision support		



In addition to achieving the performance objectives signed off above, I confirm that the trainee named in Part 1:

- Has been employed by this organisation during the dates entered in Part 1
- Has achieved the number of months in a relevant role claimed in Part 1 (to be prorated for part time experience)
- Has followed this organisation's performance management and appraisal processes.

Print Name.....

Signature.....

Date.....