

Record of CA Qualifying Experience (RQE)

You must read both the CA Student Booklet and the Instructions for Completing the Profession's Record of Qualifying Experience documents before completing your first and your last RQE.

You are required to maintain this copy of your RQE for the duration of the term of practical experience and for at least one year after qualification.

CA Student Name: _____

Counselling Member Name: _____

Meeting Date: _____

I Time period covered by this RQE:

to

II Goals/Objectives

Identify at least 1 depth and 2 breadth Specific Competency areas you plan to develop.

Depth	Breadth
Assurance	Assurance
Performance Measurement and Reporting	Performance Measurement and Reporting
Taxation*	Taxation
Governance, Strategy and Risk Management*	Governance, Strategy and Risk Management
Management Decision-Making*	Management Decision-Making
Finance*	Finance

*For positions offering depth in *Taxation; Governance, Strategy and Risk Management; Management Decision-Making; or Finance*; breadth requirements are:

- Performance Measurement and Reporting, with a Level 2 proficiency in the three specific competencies identified in the Performance Measurement and Reporting section on Page 2 of this RQE (achieving these three competencies at Level 2 satisfies the requirement for one breadth area); and,
- Any one additional breadth area.

III Cumulative Assessment to Date

A. Specific Competencies

You are required to assess your competency development as either Level 0, Level 1 or Level 2. This assessment should be based on all your Specific Competencies developed over the total period of your practical experience.

Level 0: Little or no Working Experience	Level 1: Works Under Supervision	Level 2: Works Independently
<ul style="list-style-type: none"> • Not comfortable making judgements; • No opportunity to apply technical knowledge in a significant manner. 	<ul style="list-style-type: none"> • Needs to ask frequent questions that are typically procedural in nature; • Performs tasks that are relatively low in complexity; • Makes some judgments but only against set criteria. 	<ul style="list-style-type: none"> • Able to complete most tasks with little supervision or direction; • Able to contribute to a team or lead a team under specific circumstances; • Asks questions that tend to be more strategic/theoretical than procedural.

Assurance Competencies	Level 0	Level 1	Level 2
Analyzes, evaluates and advises on assurance needs (external or internal)			
Considers issues related to accepting an assignment			
Evaluates the implications of key risks for the assignment			
Evaluates internal control (IT or other)			
Designs a work plan and assurance procedures			
Executes and evaluates the results of the work plan (IT or other)			
Draws conclusions, documents findings, contributes to a summary report and participates in presentation to stakeholders			

Comments (optional):

Performance Measurement and Reporting Competencies	Level 0	Level 1	Level 2
Identifies financial reporting information required by various stakeholders including regulatory requirements			
Develops (or evaluates) financial reporting processes to support the financial reporting infrastructure			
Performs procedures to ensure the accuracy and reliability of financial information			
Evaluates the impact of alternative and/or new accounting standards/policies*			
Reviews, proposes or accounts for the entity's transactions, including complex transactions*			
Prepares and/or reviews financial statements and accompanying notes*			
Analyzes and explains financial statement results and balances to stakeholders			

- * For positions offering depth in *Taxation*; *Governance, Strategy and Risk Management*; *Management Decision-Making*; or *Finance*; breadth requirements are:
- Performance Measurement and Reporting, with a Level 2 proficiency in the three specific competencies identified above (achieving these three competencies at Level 2 satisfies the requirement for one breadth area); and,
 - Any one additional breadth area.

Comments (optional):

Taxation Competencies	Level 0	Level 1	Level 2
Prepares or reviews the entity's taxation provisions and related financial reporting			
Identifies and advises on compliance and filing requirements			
Prepares and files personal or corporate tax returns			
Identifies personal or corporate tax planning opportunities			
Prepares information and analysis to support filing of personal tax returns, responding to assessments or filing objections or appeals			
Prepares information and analysis to support filing of corporate tax returns, responding to assessments or filing objections or appeals			

Comments (optional):

Governance, Strategy and Risk Management Competencies	Level 0	Level 1	Level 2
Analyzes the entity's governance structure and related policies, processes and codes			
Prepares information and analysis to ensure entity remains compliant with regulatory and compliance requirements			
Understands the entity's strategic plan and planning processes and the mission, vision and strategies set out			
Identifies and evaluates opportunities and risks within an entity			
Identifies the factors that impact the entity's financial strategies			
Helps develop or manage courses of action to manage risks, including information systems risk			

Comments (optional):

Management Decision-Making Competencies	Level 0	Level 1	Level 2
Participates in identifying or evaluating key information needs of stakeholders within an entity			
Participates in identifying or evaluating an entity's key performance indicators			
Prepares, evaluates, or manages information within an entity for decision making e.g. acquisition vs. sourcing decisions, pricing and costing decisions, make-or-buy decisions, transfer pricing options			
Analyses and interprets variances against budget or other established targets			
Prepares or reviews budget information			
Prepares or reviews cash flow projections			
Identifies, develops or evaluates business processes to support management information needs, decisions and control frameworks			

Comments (optional):

Finance Competencies	Level 0	Level 1	Level 2
Develops (or evaluates) the entity's financial objectives or strategy			
Performs financial analysis, interprets the results and draws conclusions on the entity's financial situation			
Monitors cash flow			
Analyzes the entity's working capital			
Identifies and performs analysis or evaluation of the entity's financing alternatives, which could include the use of financial instruments			
Develops, constructs or analyzes financial models, business plans or financial proposals			
Analyzes the purchase, expansion, or sale of a business			

Comments (optional):

B. Pervasive Qualities and Skills

The Pervasive Qualities and Skills of a Chartered Accountant are described in detail in *The UFE Candidates' Competency Map*, with a focus on the competencies and proficiency levels CA Students are expected to demonstrate at the point of writing the UFE. These same competencies of ethical behaviour and professionalism, personal attributes and professional skills are expected to be demonstrated and developed in the workplace.

This assessment should be based on all your Pervasive Qualities and Skills developed over the total period of your practical experience. By the end of your term of practical experience, you are expected to have acquired and to demonstrate ALL the Pervasive Qualities and Skills.

Please indicate if you have had the opportunity to demonstrate the Pervasive Qualities and Skills as listed below, including those related to ethical behaviour and professionalism over the total period of your practical experience to date.

I Ethical Behaviour and Professionalism		Yes	No			Yes	No
I-1	Protects the public interest			I-5	Avoids conflict of interest		
I-2	Acts competently with honesty and integrity			I-6	Protects the confidentiality of information		
I-3	Carries out work with a desire to exercise due care			I-7	Maintains and enhances the profession's reputation		
I-4	Maintains objectivity and independence			I-8	Adheres to the rules of professional conduct		
II Personal Attributes		Yes	No			Yes	No
II-1	Self-manages			II-4	Strives to add value in an innovative manner		
II-2	Demonstrates leadership and initiative			II-5	Manages change		
II-3	Maintains and demonstrates competence and recognizes limits			II-6	Treats others in a professional manner		
III Professional Skills		Yes	No			Yes	No
III-1	Obtains information			III-5	Manages and supervises		
III-2	Examines and interprets information and ideas critically			III-6	Understands how IT impacts a CA's daily functions and routines		
III-3	Solves problems and makes decisions			III-7	Considers basic legal concepts		
III-4	Communicates effectively and efficiently						

Comments (optional):

IV Reflective Thought

The intention of this section is to have you reflect on where you are today in terms of competency development, how you got here and how you expect to progress over the next reporting period.

OR

See the CA Training Office's Performance Evaluation System for narrative/self-reflective thought



V Student Sign-off:

I confirm that the above information accurately reflects the level to which I have demonstrated the above noted competencies over the total period of my practical experience and my reflective thought from my work assignments for the period covered by this RQE.

CA Student Name: _____
CA Student Member Number: _____
Signature: _____
Date: _____

VI Counselling Member Section:

Provide Evidence of completion of the semi-annual meeting:

I have met with the CA Student noted above and discussed his/her competency development and progression according to our CA Training Program.

Comments (optional):

This section can be used by the Counselling Member to document the meeting with the CA Student and to address next steps where the student is not progressing as expected.

OR

See the CA Training Office's Performance Evaluation System for evidence of the semi-annual meeting.

Counselling Member Name: _____
Counselling Member Number: _____
Signature: _____
Date: _____