



## Instructions on Completing the Profession's Record of Qualifying Experience (RQE)

### I Time Period Covered by This RQE

Record the time period:

- You are required to meet with your Counselling Member at least semi-annually. The RQE should be used as a basis for discussion between you and your Counselling Member at your semi-annual meetings.
- Copies of the RQE should be continuous, i.e. the start date on one should be the completion date of the previous RQE.

### II Goals/Objectives

Identify the Specific Competency area in which you will obtain depth of competency development:

- If you are employed by a CA firm and seeking to practice Public Accounting, you must elect *Assurance* as your area of depth.
- As a general guideline, to develop and demonstrate the proficiency expected of an entry-level CA, you will typically spend a minimum of one-third ( $\frac{1}{3}$ ) of the term of your practical experience developing the competencies in your area of depth.
- **At the end of your practical experience** you must have had the opportunity to gain direct working experience in ALL the specific competencies within your chosen depth area (i.e. on your final RQE, you must be at a Level 1 or above for all the specific competencies within that area).
- **At the end of your practical experience** you must be able to demonstrate the ability to work independently in the majority of the specific competencies within your chosen depth area (i.e. on your final RQE, you must be at a Level 2 for more than one half ( $\frac{1}{2}$ ) of the specific competencies within that area).

Minimum Requirements on Final RQE for Your Chosen Depth Area:

Specific Competency Areas	Minimum number of Competencies at Level 1	Minimum number of Competencies at Level 2	Total Competencies in That Area
Assurance	3	4	7
Performance Measurement and Reporting	3	4	7
Taxation	2	4	6
Governance, Strategy and Risk Management	2	4	6
Management Decision-Making	3	4	7
Finance	3	4	7



**Identify two Specific Competency areas in which you will obtain breadth of competency development:**

- Breadth of competency development must be achieved in any two of the five remaining Specific Competency areas:
  - Performance Measurement and Reporting
  - Assurance
  - Taxation
  - Governance, Strategy and Risk Management
  - Management Decision-Making
  - Finance.
- Your breadth areas may change as you progress and your role and responsibilities within the CATO change. Therefore it is important to track all competency development, whether or not it relates to your designated areas.
- **At the end of your practical experience** you must have had the opportunity to gain direct working experience in at least one half (½) of the competencies in each of your two chosen Specific Competency areas (i.e. on your final RQE you must be at Level 1 or above for at least one half (½) of the specific competencies).
- **At the end of your practical experience** you must be able to demonstrate the ability to work independently in one half (½) of those competencies in which you have direct experience. (i.e. on your final RQE you must be at Level 2 for at least one half (½) of the specific competencies in which you have direct experience).

**Minimum Requirements on Final RQE for Your Chosen Breadth Areas:**

Specific Competency Areas	Minimum number of Competencies at Level 1	Minimum number of Competencies at Level 2	Total Competencies in That Area
Assurance	2	2	7
Performance Measurement and Reporting*	2	2	7
Taxation	1	2	6
Governance, Strategy and Risk Management	1	2	6
Management Decision-Making	2	2	7
Finance	2	2	7

\* 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 following three specific competencies:
  - 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 (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

This assessment is a cumulative assessment and, therefore, should be based on the development of competencies to date (i.e. not just since your last review)

#### A. Specific Competencies

**You must assess your competency development on the basis of the proficiency levels: Level 0, Level 1 and Level 2.**

- **Level 0**—those competencies in which you have had little or no direct working experience and therefore you are not comfortable making judgements in these competencies. Although you may have the technical knowledge base, you have not had the opportunity to apply that knowledge in any significant manner to business situations.
- **Level 1**—those competencies in which you have substantive work experience under supervision. Although you may still need to ask frequent questions, and those questions may be procedural in nature, you are able to perform tasks that are relatively low in complexity and make some judgements.
- **Level 2**—those competencies in which you have substantive work experience and are able to work independently. You are now able to complete most tasks with little supervision or direction. The nature of your questioning has moved from procedural to strategic or theoretical. Your judgement is valued by members of your team.
- You must track development of competencies for **ALL** areas, not just your designated areas.
- The following questions are provided to help you assess your proficiency level for each competency:
  - Read the description of the competency carefully. How does the competency relate to the work done?
  - How does a CA Student demonstrate each of the abilities described in the competency? What opportunities have you had, and how have you demonstrated these abilities?
  - Are there aspects of this competency in which you would like to improve or gain more experience? Are you unsure about whether you have fully developed all abilities related to the competencies?
- There is an optional comment box provided at the end of each Specific Competency Area. This box is provided as a tool for you to document any aspect of competency development you wish to address. It does not need to be used at all if you do not wish to use it. However, since this is a cumulative assessment, you may want to add some comments for yourself, because six months from now you may not recall the basis of your assessment.
- Appendix IV provides a mapping of some tasks typically associated with an audit engagement to the Specific Competency areas. It demonstrates how a CA Student may progress through a three-year experience stream to gain the work experience required to reach Level 1 and 2 proficiency requirements for depth in the Assurance area. This has been provided for illustrative purposes only. You do not need to prepare a similar mapping document for your path.
- Note that a task associated with an audit engagement can help you obtain competence in other Specific Competency areas such as *Performance Measurement and Reporting* or *Governance, Strategy and Risk Management* amongst other areas.
- For those not in public practice streams please consult with your Counselling Member for specific examples of mapping for the tasks you are performing in your environment.



## B. Pervasive Qualities and Skills

You must indicate whether you have had the opportunity through your work experience to demonstrate these Pervasive Qualities and Skills (i.e., a YES/NO answer).

- The Pervasive Qualities and Skills are the professional qualities and skills that all CAs are expected to bring to all tasks—these are the hows of a CA's work. Together, with the specific competencies, they combine to produce the technical excellence, integrity, objectivity and commitment to public interest for which the CA profession is known.
- There is a great deal of guidance in the *The UFE Candidates' Competency Map*. Students are encouraged to read the relevant sections for further clarification of what is meant by competencies listed in this section.
- The following questions are provided to help you consider your proficiency in each competency.
  - Have you been able to further your understanding of how the competency relates to the professionalism of a CA? For example:
    - How are the public interest and the profession's reputation enhanced through a CA's integrity?
    - How does the ability to fully and critically examine relevant information contribute to the quality of a CA's work?
    - Why is clear and concise communication essential to a CA's professionalism?
  - Have you been able to demonstrate each of the abilities described in the competency? What opportunities have you had, and how have you demonstrated these abilities? Here are examples of questions to consider:
    - In what ways have you demonstrated due care?
    - How have you demonstrated independence?
    - What types of ethical dilemmas have you addressed? How did you resolve them?
    - How do you go about completing your work on time and within budget?
  - Are there aspects of this competency in which you would like to improve or gain more experience? Are you unsure about whether you have fully developed all abilities related to the competency? Here are examples of questions to consider:
    - How can you be sure that you are independent in both fact and appearance?
    - How can you ensure that you recognize all ethical dilemmas or correctly identify strategic goals of internal or external clients?
- **On your final RQE**, you should be able to answer YES to all of the Pervasive Qualities and Skills.
- There is an optional comment box provided at the end of the Pervasive Qualities and Skills Competency Area. This box is provided as a tool for you to document any aspect of competency development you wish to address. It does not need to be used at all if you do not wish to use it. However, since this is a cumulative assessment, you may want to add some comments for yourself because six months from now you may not recall the basis of your assessment.



## IV Reflective Thought

Complete the comment box provided for reflective thought.

- There is no specific requirement for what you should provide in terms of reflective thought. However, the general purpose of this section is to have you reflect on the following questions:
  - Where am I today in terms of competency development?
  - How did I get here?
  - What have been my key learning experiences in this reporting period?
  - Based on my current assessment of competency development, how will I progress both in terms of work experiences and in terms of increasing my level of responsibility?

## V CA Student Sign-off

Complete the sign-off section.

## VI Counselling Member Section

- The RQE must contain evidence of these semi-annual meetings. This can be achieved through the Counselling Member sign-off.
- The comment box provided can be used by the Counselling member to capture any general comments and must be used to document next steps if they find you are not progressing as expected.

**You must keep a copy of each of your RQEs.**

*(You must maintain copies of each of your RQEs throughout your practical experience term and for at least one year after you receive your CA designation.)*



## Appendix: Specific Competencies, Effective September 2010

The chart below compares the clarified descriptions of the specific competencies in PER 2010 with those in PER 2009. Clarified competencies appear in the shaded boxes.

PREVIOUS SPECIFIC COMPETENCIES as Detailed in Appendix 1 of the PER 2009	NEW SPECIFIC COMPETENCIES as Detailed in Appendix 1 of the PER 2010
<b>Performance Measurement and Reporting</b>	
<i>* Positions offering an area of depth other than Performance Measurement and Reporting or Assurance must offer Performance Measurement and Reporting as one of the two areas of breadth. CA students must gain sufficient direct working experience in three specific competencies identified with an asterisk, and demonstrate the ability to work at a Level 2 proficiency in these competencies by the end of their term of practical experience</i>	
Analyzes financial reporting needs and establishes the necessary systems (internal, external financial and non-financial)	Identifies financial reporting information required by various stakeholders including regulatory requirements
Develops (or evaluates) reporting processes to support the financial reporting infrastructure	Develops (or evaluates) financial reporting processes to support the financial reporting infrastructure
Develops reliable information	Performs procedures to ensure the accuracy and reliability of financial information
Develops/evaluates accounting policies	Evaluates the impact of alternative and/or new accounting standards/policies*
Accounts for the entity's transactions, including non-routine transactions	Reviews, proposes or accounts for the entity's transactions, including complex transactions*
Prepares or reviews financial statements and accompanying notes	Prepares and/or reviews financial statements and accompanying notes*
Explains financial statement results and balances to stakeholders	Analyzes and explains financial statement results and balances to stakeholders
Maintains awareness of emerging financial reporting topics	<i>[DELETED: Included in the definition of an area of depth]</i>
<b>Assurance</b>	
Analyzes, evaluates and advises on assurance needs (external or internal)	Analyzes, evaluates and advises on assurance needs (external or internal)
Considers issues related to accepting an assignment	Considers issues related to accepting an assignment

Evaluates the implications of key risks for the assignment	Evaluates the implications of key risks for the assignment
Evaluates internal control (IT or other)	Evaluates internal control (IT or other)
Designs a work plan and assurance procedures	Designs a work plan and assurance procedures
Executes and evaluates the results of the work plan (IT or other)	Executes and evaluates the results of the work plan (IT or other)
Draws conclusions and drafts a report	Draws conclusions, documents findings, contributes to a summary report and participates in presentation to stakeholders
Participates in a meeting with stakeholders	<i>[Consolidated with the above competency]</i>
<b>Taxation</b>	
Prepares or reviews the entity's taxation provisions and related financial reporting	Prepares or reviews the entity's taxation provisions and related financial reporting
Identifies and advises on compliance and filing requirements	Identifies and advises on compliance and filing requirements
Prepares and files personal or corporate tax returns	Prepares and files personal or corporate tax returns
Identifies personal or corporate tax planning opportunities	Identifies personal or corporate tax planning opportunities
Prepares information to file personal tax returns, respond to assessments, file objections or appeals	Prepares information and analysis to support filing of personal tax returns, responding to assessments or filing objections or appeals
Prepares information to file corporate tax returns, respond to assessments, file objections or appeals	Prepares information and analysis to support filing of corporate tax returns, responding to assessments or filing objections or appeals
<b>Governance, Strategy and Risk Management</b>	
Evaluates leadership processes of the Board or other governing body	Analyzes the entity's governance structure and related policies, processes and codes
Identifies and evaluates the audit committee's role in governance	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.	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 and evaluates opportunities and risks within an entity
Identifies the factors that impact the entity's financial strategies	Identifies the factors that impact the entity's financial strategies
Evaluates the entity's performance measurement strategy	<i>[DELETED]</i>
Helps evaluate an entity's plans for risk management	<i>[Consolidated with the competency noted below]</i>
Helps develop or manage courses of action to manage risks	Helps develop or manage courses of action to manage risks, including information systems risk
Helps ensure the timely but safe access to information	<i>[Consolidated with the above competency]</i>
<b>Management Decision-Making</b>	
Participates in the identification of the key information needs of an entity	Participates in identifying or evaluating key information needs of stakeholders within an entity
Participates in the identification of the entity's key performance indicators	Participates in identifying or evaluating an entity's key performance indicators
Identifies and/or evaluates acquisition or sourcing decision factors (IT or other)	<i>[DELETED]</i>
Monitors and evaluates product pricing and costing options	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
Evaluates make-or-buy decision factors	<i>[Consolidated with the above competency]</i>
Evaluates transfer pricing options	
Analyses variances within costing systems/budget	Analyses and interprets variances against budget or other established targets
Prepares an entity's budget	Prepares or reviews budget information
Prepares a cash flow projection	Prepares or reviews cash flow projections





Improves the information gathering infrastructure	Identifies, develops or evaluates business processes to support management information needs, decisions and control frameworks
<b>Finance</b>	
Establishes or evaluates financial objectives	Develops (or evaluates) the entity's financial objectives or strategy
Analyzes the entity's financial situation	Performs financial analysis, interprets the results and draws conclusions on the entity's financial situation
Monitors cash flow	Monitors cash flow
Analyzes the entity's working capital	Analyzes the entity's working capital
Identifies and evaluates sources of funds, including financial instruments	Identifies and performs analysis or evaluation of the entity's financing alternatives which could include the use of financial instruments
Develops or analyzes business plans or financial proposals	Develops, constructs or analyzes financial models, business plans or financial proposals
Analyzes the purchase, expansion, or sale of a business	Analyzes the purchase, expansion, or sale of a business