

Approved Mentor User Guide for the Record of Practical Experience and Competence (RPEC)

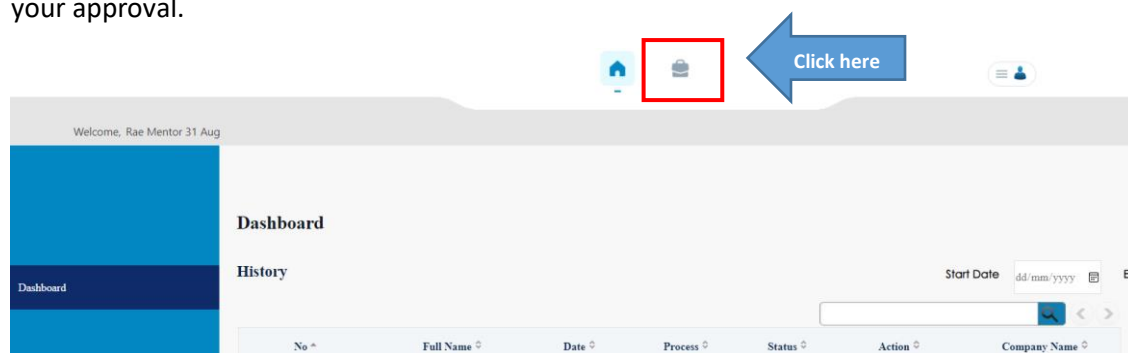
A. Important Information for Approved Mentors:

1. It is the Mentor's responsibility to validate the details of the Candidate's RPEC entry, which includes communicating with the Candidates' direct supervisor (if necessary) to understand their progress and performance at work, as well as the proficiency achieved for each competence.
2. At final signoff (at the end of their practical experience), Candidates should:
 - a. Complete a minimum of 3 calendar years (with at least 450 working days accumulating experience);
 - b. Satisfy all 9 Generic Competences; and
 - c. Satisfy 4 out of 15 Technical Competences, with 1 element from the "Financial Reporting" category.

Candidates are not expected to fulfill all 13 competences till their final signoff (i.e. end of 3 years, 450 days).

B. Record of Practical Experience and Competence (RPEC)

1. Approved Mentor will receive an email notification if a Candidate has submitted a RPEC record for review. Mentor to click on the link on the email notification to access the Candidate Portal: <https://scaq.acra.gov.sg>.
2. After successful login, please click on the "To do list" (briefcase icon) to view the items pending your approval.



3. Click on the submission that you would like to review.



- Mentor will approve the proficiency of the Candidate's competence by clicking "Yes" and "**Approve**" button. Should you determine that the Candidate has not achieved the appropriate proficiency in the submitted competence, please click "**No**" and "**Reject**" button. The submission will automatically be reverted to the Candidate. Please discuss with the Candidate on the reasons for rejection and the appropriate amendments accordingly before the Candidate resubmits.

The Statements of Competence for each competence are for Mentors' reference. Should you have any comments on any specific competence, please provide them under the "Mentor's Comment". For any other comments, you can provide them under the "Remarks".

Current Competencies

FINANCIAL REPORTING - ACCOUNTING FOR TRANSACTIONS

Proficient

☒ Yes ☐ No

Candidate's Comment

Mentor's Comment

Statement of Competence

	Candidate's Comment	Mentor's Comment
Contribute to the design and selection of appropriate systems to capture and process accounting data.	//	//
Identify the appropriate requirements of SFRS or relevant accounting standards and policies and apply these to economic transactions and events.	//	//
Prepare and review reconciliations and other accounting controls.		

Approved Competencies

Generic Competencies

Current Competencies

Approved Competencies

Remarks

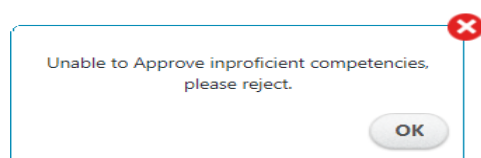
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Approve

Reject

Save as Draft

- The system will not allow a Mentor to approve a submission with a competence stated as "No". As such, if you click "**No**" and "**Approve**", the following message will appear.



- A candidate may submit a record which may consist of 2 or more competences for approval. Should you reject the proficiency of one or more of the competences, the entire submission will be rejected. In this case, the Candidate would only amend those competence(s) that were rejected before re-submitting.

C. Recognition of Prior Work Experience entries

1. Candidates applying for Recognition of Prior Work Experience need to obtain a Cover Letter from their Previous Employers. A Sample Cover Letter is available at [ACRA website](#). The requirements for recognition of prior work experience are also on the [ACRA website](#).
2. Candidates have been advised to select the current ATO and their existing mentor. Under REMARKS, they will indicate:
“This is for recognition of prior work experience at (Name of Company), (Date From) to (Date To).”
3. You should review Candidates’ Prior Work Experience entries in accordance to the steps earlier. Please use the Cover Letter to help you in your assessment of Candidates’ Competence & Proficiency.

For assistance on the Candidate Portal, please contact ACRA at email: scaq@acra.gov.sg