

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

A. Important Information for Candidates:

1. At final review signoff, 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. Navigate to the Candidate Portal: <https://scaq.acra.gov.sg>
2. After login into the Candidate Portal, click on “RPEC Entry” on the left side of the navigation bar to create the new RPEC entry.
3. Choose your “Current Mentor” and click “Update Mentor”. When you are ready to record your practical experience for a period, click on “New Entry”.

Current Mentor: Roe Mentor 31 Aug (highlighted with a blue box). Total Days: 0. Update Mentor button.

Current RPEC: Show 25 entries. New Entry (highlighted with a blue box), Update Competencies, Submit for Standard Review buttons.

Start Date	End Date	Days Spent	Remarks
No data available in table			

Showing 0 to 0 of 0 entries. Previous Next

Submitted RPEC: Show 25 entries.

ATO Name	Mentor Name	Review Type	Start Date	End Date	Days Spent	Review Status	Approval Date
No data available in table							

Showing 0 to 0 of 0 entries. Previous Next

4. Fill in the **Start date** and **End date** of the period you are submitting for approval, and click “**Submit**” (Important note: You should exclude the period that you are away on long leave or sabbatical leave)

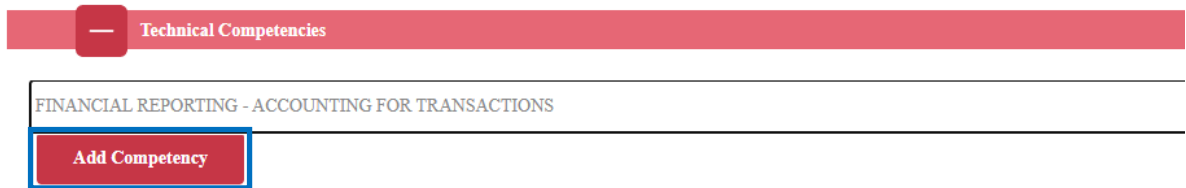
5. Click on “**Update Competences**” to select and record your competences attained.

Show 25 entries. New Entry, Update Competencies (highlighted with a blue box), Submit for Standard Review buttons.

Start Date	End Date	Days Spent	Remarks
2013-01-01	2016-12-31	1044	

Showing 1 to 1 of 1 entries. Previous 1 Next

- Click on the **+** sign to expand and select your competency from the expanded list that you wish to be assessed (for this entry period).
- Click **“Add Competency”**



- Confirm your overall **proficiency** by clicking **“Yes”** for the main competency. To determine your overall proficiency, you would need to discuss your performance with your Mentor using the various Statements of Competence as a guide. If you have any additional comments or information you want to share with your mentor, you can include them under the **“Candidate’s Comment”**.

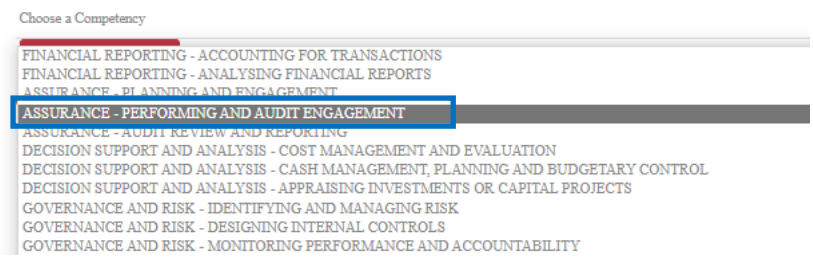
FINANCIAL REPORTING - PREPARING FINANCIAL REPORTS

Proficient: Yes No

Candidate's Comment:
I have completed these tasks and responsibilities...

Statement of Competence	Candidate's Comment
Select and disclose accounting policies to be applied in the preparation of external financial statements.	
Prepare primary financial statements in accordance with SFRS or relevant accounting standards and policies and legislation.	
Classify information for inclusion in external financial statements or for inclusion in disclosure notes in these statements.	
Prepare narrative and quantitative information for inclusion in information issued with financial statements.	

- After completing a competency, should you want to submit other competences, you can scroll up and select the next competence(s), and click on **“Add Competency”**.



- When you have completed all the competences to be submitted for mentor’s assessment for this entry period, click on **“Continue to Submission”**.



- You would be brought to the page **“Submit for Standard Review”**. Review the submission summary and click on **“Submit”**.

12. Your submission for this Standard Review is done. Your mentor will need to approve this entry before you can submit your next entry.
13. If your mentor rejects your submission (i.e. mentor clicks “No” under the overall proficiency), the rejected RPEC would be reflected in the “**Current RPEC**” field in the “**RPEC Entry**” on the left side of the navigation bar (reflected in Point 3 above). Please discuss with your mentor on the reasons for rejection and amend accordingly before re-submitting. If you have submitted more than one competence to your mentor for approval, and if your mentor rejects the proficiency of one or more of the competences, the entire submission will be rejected. In this case, you would need to discuss with your mentor on the reasons for rejection and only amend those competences that were rejected before re-submitting.
14. Once you have completed the 3-year requirement and your mentor has approved your submission in at least 4 Technical Competences (with at least 1 in Financial Reporting) and 9 Generic Competences, you will be able to submit “**Final Review**” to your Training Principal.

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 with 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