

## Training Principal User Guide to Record of Practical Experience and Competence (RPEC)

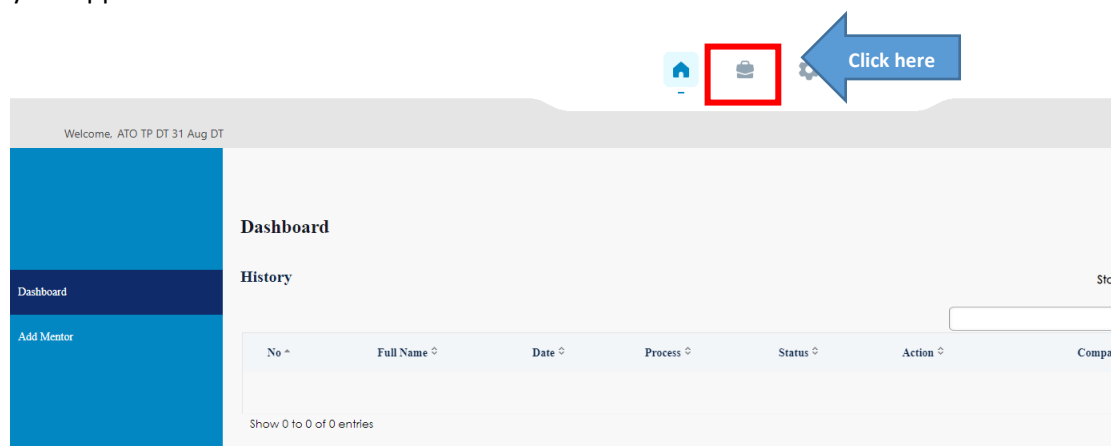
### A. Important Information for Training Principal:

1. 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.

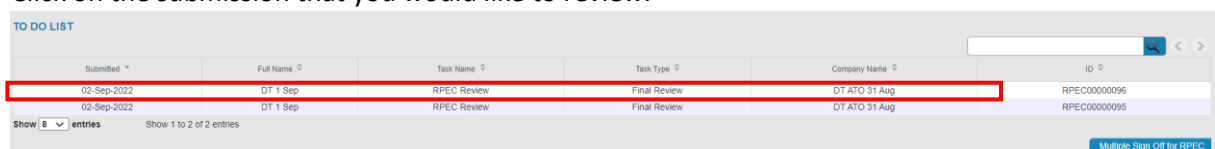
Candidates are not expected to fulfill all 13 competences till their final signoff (i.e. end of 3 years, 450 days).

### B. Record of Practical Experience and Competence (RPEC)

1. Training Principal (TP) will receive an email notification if a Candidate has submitted a RPEC record for Final review and Sign Off. TP 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.



4. Training Principal will see the competences approved by the Approved Mentor. Review and add in your comments (if any) and click on “**Approve**”.

## Final Review

### Review Period Details

ATO Name	DT ATO 31 Aug
Mentor Name	Rae Mentor 31 Aug
Candidate Name	DT 1 Sep
Start Date	2013-01-01
End Date	2018-06-01
Days Spent	1414

### Technical Competencies

### Current Competencies

### Approved Competencies

#### FINANCIAL REPORTING - ACCOUNTING FOR TRANSACTIONS

##### Proficient

☒ Yes ☐ No

##### Candidate's Comment

##### Mentor's Comment

this is good

#### Statement of Competence

Prepare and review reconciliations and other accounting controls.

##### Candidate's Comment

##### Mentor's Comment

Collate and prepare information and estimates for accounting entries.

Identify the appropriate requirements of SFRS or relevant accounting standards and policies and apply these to economic transactions and events.

### Approved Competencies

#### Remarks

Approve

For assistance on the Candidate Portal, please contact ACRA at email: [scaq@acra.gov.sg](mailto:scaq@acra.gov.sg)