



# Practical experience requirement

## Application for recognition of professional experience

You can apply for:

### Recognition of professional experience

To apply for recognition of the time and skills you have demonstrated to date, complete all sections of this application form. You will need:

- six months or more professional experience in an accounting role, finance role or a senior role with substantial financial responsibilities

If you gained your experience with more than one employer or mentor, please attach additional completed Sections B and C with this application. You can claim relevant professional experience gained six years prior to the submission of this application.

OR

### Recognition as a full member of an International Federation of Accountants (IFAC) member body

To apply for recognition as a fully qualified member of an IFAC member body, complete Section A only and provide the following:

- a certified true copy of your full membership certificate
- a certified true copy of a letter of good standing confirming you are a full current member and have completed a minimum of 36 months practical experience. The letter must be dated within the last 12 months of this application submission date

The IFAC member body must have a practical experience requirement or its equivalent as part of the initial professional development program. For a full listing of IFAC member bodies, refer to <http://web.ifac.org/about/member-bodies>

## A. Your details

### A1. Personal details

CPA Australia member number (if applicable):

Title:

Mr  Ms  Miss  Mrs  Other

Family name:

Given names:

Preferred name\*:

Date of birth:

/   /    
D D / M M / Y Y

\*This name will be used as your first name in our correspondence.

### A2. Your current employment contact details

Employer name:

Position title:

Employer address:

Suburb / City:

State / Province / Region:

Postcode / ZIP:

Country:

Business phone\*:

Business Fax\*:

\*Include international dialing code e.g. +61 3 1234 5678

### A3. Your home contact details

Home address:

Suburb / City:

State / Province / Region:

Postcode / ZIP:

Country:

Home phone\*:

Mobile\*:

\*Include international dialing code e.g. +61 3 1234 5678

Please indicate which address is your preferred mailing address:

Business address

Home address

Please note, by completing the above information your record with CPA Australia will be updated accordingly

#### A4. Your email address

Preferred email:

Please supply an email address to receive your assessment outcome.

#### Applicant's agreement

CPA Australia recommends that you enrol in the PER with a mentor to complete any skills or time that have not been demonstrated.

By submitting and signing this application:

- I am aware that I may be selected for review and that CPA Australia may contact the persons identified in this application to verify my employment history and assessment of demonstrated skill areas
- I have read the Privacy Statement and I consent to my personal information being collected, used and disclosed for the purposes outlined as stated in the Privacy Statement
- the information provided in this application (including any attachments) is true and correct and I understand that a person making a false declaration is liable to the penalties of perjury

Applicant signature:

Date:

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
D	D		M	M		Y	Y

#### B. Assessment of demonstrated skill areas

To be completed by a CPA or FCPA or a fully qualified member of an equivalent IFAC member body.

##### B1. CPA or FCPA or equivalent IFAC member's personal details

Title:

Mr  Ms  Miss  Mrs  Other

Family name:

Given names:

Preferred name:

Phone\*:

Email:

\*Include International dialling code e.g. +61 3 1234 5678

##### B2. Membership details

I am a CPA or FCPA

CPA Australia member number

I am a fully qualified member of an equivalent IFAC member body

Name of IFAC member body:

Member number:

##### B3. Skill areas and evidence requirements of applicant

For each sub-skill the applicant has demonstrated, tick the demonstrated box. For the technical skills, insert the code of the technical sub-skill demonstrated in the sub-skill box. Any combination of technical sub-skills is allowed. Refer to Table 1.

	Sub-skill	Demonstrated	Sub-skill	Demonstrated	Sub-skill	Demonstrated	Sub-skill	Demonstrated
Personal effectiveness skills	PER1	<input type="checkbox"/>	PER2	<input type="checkbox"/>	PER3	<input type="checkbox"/>	PER4	<input type="checkbox"/>
Business skills	BUS1	<input type="checkbox"/>	BUS2	<input type="checkbox"/>	BUS3	<input type="checkbox"/>	BUS4	<input type="checkbox"/>
Leadership skills	LEA1	<input type="checkbox"/>	LEA2	<input type="checkbox"/>	LEA3	<input type="checkbox"/>	LEA4	<input type="checkbox"/>
Technical skills								

##### B4. Declaration of CPA or FCPA or fully qualified member of an equivalent IFAC member body

By signing this form I declare that:

- all of the information provided in this form is true and correct
- I have reviewed the PER logbook and can confirm that the applicant identified in section A has satisfactorily demonstrated the sub-skills in the table above
- I acknowledge that CPA Australia may contact me to verify information provided on this form

Signature:

Date:

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
D	D		M	M		Y	Y

**Table 1. Summary of the skills areas**

Visit the CPA Australia website [cpaaustralia.com.au/per](http://cpaaustralia.com.au/per) for a copy of the guide and logbook.

Skill areas	Code	Area of work	Sub-skills
Personal effectiveness	PER1		Self awareness
	PER2		Building relationships and interpersonal skills
	PER3		Business communication
	PER4		Critical analysis and professional judgement
Business	BUS1		Regulatory environment
	BUS2		Leveraging technology
	BUS3		Domestic and global business context
	BUS4		Business analysis and risk management
Leadership	LEA1		Ethics and governance
	LEA2		Diversity and consciousness
	LEA3		Planning and innovative thinking
	LEA4		Problem solving and decision making
Technical	AUD1	Auditing	Planning an audit
	AUD2		Performing an audit
	AUD3		Promoting audit awareness
	AUD4		Audit control and improvement
	FAC1	Financial Accounting	Financial reporting requirements
	FAC2		Processing of financial information
	FAC3		Preparation of financial reports
	FAC4		Reliability of financial information
	FPL1	Financial Planning	Defining a client's situation
	FPL2		Developing a financial plan
	FPL3		Implementing a financial plan
	FPL4		Reviewing a financial plan
	FRM1	Financial Risk Management	Establishing financial objectives
	FRM2		Monitoring the financial operations
	FRM3		Managing financial risk
	FRM4		Financial control systems
	INS1	Insolvency	Assessing a competitive position
	INS2		Options for those facing insolvency
	INS3		Managing a reconstruction
	INS4		Liquidating a company
MAN1	Management Accounting	Setting an organisation's direction	
MAN2		Design of organisational processes	
MAN3		Performance measurement	
MAN4		Financial control and systems	
TAX1	Taxation	Determining an organisation's tax position	
TAX2		Tax effective planning	
TAX3		Promoting tax awareness	
TAX4		Tax representation	

## C. Confirmation of employment

To be completed by a manager or supervisor at the applicant's previous or current place of employment. A CPA, FCPA or equivalent who does not work for the applicant's current place of employment may also sign this section if the applicant provides evidence of their employment.

### C1. Manager or Supervisor personal details

CPA Australia member number (if applicable):

Title:

Mr

Ms

Miss

Mrs

Other

Family name:

Given names:

Preferred name:

Business phone\*:

Business email:

\*Include International dialing code e.g. +61 3 1234 5678

### C2. Applicant's employment history

Company name:

Position title:

Dates of employment from:

/

/

to

/

/

Full-time:

Part-time:

Average hours worked per week:

### C3. Declaration of Manager or Supervisor

By signing this form I declare that:

- all of the information provided in this form is true and correct
- the applicant identified in section A of this form has been employed in a professional role during the period of employment as stated in section C2
- I acknowledge that CPA Australia may contact me to verify information provided on this form

Signature:

Date:

/

/

## D. Advancement declaration (if applicable)

### Associate member to complete

I have completed the CPA Program, including the professional level and hold a current degree or post graduate award recognised by CPA Australia.

Signature:

Date:

/

/

## Privacy statement

CPA Australia Ltd ("CPA Australia") is committed to protecting the privacy and security of your personal information.

The personal information you provide may be used by CPA Australia to:

- process your application for Recognition of Professional Experience
- record your professional experience details and profile information
- facilitate the PER
- develop appropriate new products and services
- publicise the PER by identifying you as a participant in the PER
- manage your membership of CPA Australia

- ensure you comply as a member with CPA Australia's Constitution and By-Laws
- aggregate and use for internal review to analyse trends and statistics

Failure to complete the relevant application correctly may delay or render CPA Australia unable to process your application.

CPA Australia may disclose the personal and organisation information you provide to:

- external service providers to whom we have contracted out functions such as printers, mailing houses, IT companies and marketing and communications agencies
- regulatory bodies

The personal information you provide will be treated by CPA Australia in the following ways:

- your personal information may be transferred or stored outside the country where the personal information was collected for the purposes stated above
- you have the right to access or correct any personal information which CPA Australia holds about you (subject to any applicable legal exceptions) and can do this via the "Update my profile" service on the website at [cpaaustralia.com.au](http://cpaaustralia.com.au). You can use this service to opt out of receiving further communications from CPA Australia

For more information on CPA Australia's Privacy Policy, visit the CPA Australia website at [cpaaustralia.com.au](http://cpaaustralia.com.au)

## Practical experience – claimable period

You can claim relevant practical experience gained six years prior to the submission date of your application for recognition of professional experience. You can apply any time before you advance to CPA status.

## Relevant professional experience

Relevant experience in an accounting role, finance role or a senior role with substantial financial responsibilities will be considered. A professional role will require the applicant to develop and demonstrate competency in the 16 sub-skills in the technical, personal effectiveness, business and leadership skill areas.

Refer to the section in the practical experience guide and logbook titled practical experience skills areas and sub-skills, to review the type of work that will be considered for recognition of professional experience. Visit the CPA Australia website [cpaaustralia.com.au/per](http://cpaaustralia.com.au/per) for a copy of the guide and logbook.

You need six months or more professional experience to apply. This can be made up of multiple positions equalling a minimum of six months.

All part-time employment will be calculated proportionately. Part-time employment is less than 35 hours a week.

## Mail your application

Send your completed application form to CPA Australia via email or mail.

### Email:

A PDF version of this completed form and a scanned copy of your original documentation can be emailed to [ma.comms@cpaaustralia.com.au](mailto:ma.comms@cpaaustralia.com.au)

### OR

### Mail your application to:

#### Australia

CPA Australia  
Member Advisory and Information Services  
GPO Box 2820  
Melbourne VIC 3001  
AUSTRALIA

All applicants living outside of Australia should send their application to the Australia office, unless you live in one of the following cities or countries:

#### Malaysia

CPA Australia Ltd  
Suite 10.01, Level 10  
The Gardens South Tower  
Mid Valley City  
Lingkaran Syed Putra  
59200 Kuala Lumpur  
MALAYSIA  
T +603 2267 3388

#### Hong Kong

CPA Australia  
20/F Tai Yau Building  
181 Johnston Road  
Wanchai  
HONG KONG  
T +852 2891 3312

#### Singapore

CPA Australia  
31-01 One Raffles Place  
1 Raffles Place  
SINGAPORE 048616  
T +65 6671 6500

### Enquiries

If you have any queries regarding the practical experience requirement please contact your local CPA Australia office. For a full list, please visit the CPA Australia website [cpaaustralia.com.au/contact](http://cpaaustralia.com.au/contact)

### Processing timeframe

For current processing timeframes, visit the CPA Australia website [cpaaustralia.com.au/per\\_processing](http://cpaaustralia.com.au/per_processing)