

Experience-Based Pathway

Application form

Important information

Please submit an **online membership application** prior to completing this form to support your Experience-Based Pathway application. Your supporting documents should be uploaded into the online membership application under the Supporting Documents page.

Please provide all information below unless fields are marked as optional.

Applicant information

First name _____

Middle name _____

Family name _____

CPA Australia ID _____

Social media profile link (optional) _____

(This needs to be a professional social media profile, such as LinkedIn)

Work experience

Total years of work experience in accounting, finance, business or a relevant field.

Less than 3 years

5 years or more, but less than 15 years

3 years or more, but less than 5 years

15 years or more

Employment history

| Job title | Employer | Employment dates (mm/yy) |
|-----------|----------|--------------------------|
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Licences/certificates

Credentials that prove you have acquired competencies, developed skills, and gained knowledge required to successfully perform certain job tasks and duties. e.g., Certificate of Quality Auditing. Evidence of your credentials should be uploaded into the online membership application under the Supporting Documents page.

Licence/Certificate 1 _____

Issued by _____

Licence/Certificate 2 _____

Issued by _____

Licence/Certificate 3 _____

Issued by _____

Self-assessment

Please complete the self-assessment table by indicating your level of knowledge in a range of different competencies. A detailed list of competencies is found on our **website**. This self-assessment will be considered in conjunction with your curriculum vitae and supporting evidence.

| No Proficiency | Functional Knowledge | Proficient Knowledge | Subject Matter Expert | | | | |
|---|----------------------|----------------------|-----------------------|---|---|---|--|
| | | | 1 | 2 | 3 | 4 | |
| 1 | 2 | 3 | 4 | | | | |
| Competencies | | | 1 | 2 | 3 | 4 | |
| Knowledge of Accounting Systems and Processes | | | | | | | |
| Use accounting software to record business transactions | | | | | | | |
| Application of relevant Accounting Standards (e.g., IFRS) | | | | | | | |
| Understanding of Financial Accounting and Reporting | | | | | | | |
| Preparing financial statements | | | | | | | |
| Knowledge of regulatory framework (e.g., GAAP) | | | | | | | |
| Provide key insights on financial information | | | | | | | |
| Budgeting and business performance evaluation | | | | | | | |
| Identify financial risks and ensure compliance with regulations | | | | | | | |
| Understands legislative requirements within jurisdiction | | | | | | | |
| Application of Contract Law and Commercial Law | | | | | | | |
| Research in economic impact, pricing strategy, competitor analysis | | | | | | | |
| Collect and analyse financial / non-financial data | | | | | | | |
| Knowledge of business finance, capital expenditure, financial risks | | | | | | | |
| Manage the financial and capital needs of an organisation | | | | | | | |
| Being involved in a full audit cycle | | | | | | | |
| Provision of tax advice to both individuals and businesses | | | | | | | |
| Understand the key areas of management accounting and how they apply in business decision making processes | | | | | | | |
| Utilise critical data to create organisational value, measure performance and achieve strategic goals | | | | | | | |
| Knowledge of how to apply ethical principles and the key corporate governance concepts and mechanisms | | | | | | | |
| Ensure the organisation meets compliance and regulatory requirements for corporate governance and reporting | | | | | | | |

| No Proficiency | Functional Knowledge | Proficient Knowledge | Subject Matter Expert | | | |
|---|----------------------|----------------------|-----------------------|---|---|---|
| 1 | 2 | 3 | 4 | | | |
| Competencies | | | 1 | 2 | 3 | 4 |
| Knowledge of applying accounting standards, interpreting financial reports, and understanding their business impacts | | | | | | |
| Evaluate and advise on the appropriateness of the organisation's accounting policies used to prepare financial statements | | | | | | |
| Identify the financial risks facing businesses and understand the key mechanisms and frameworks used to address and manage these risks | | | | | | |
| Use a risk management framework to assess a range of positive and negative scenarios to minimise the risks involved | | | | | | |
| Analyse and evaluate the role of the CPA in contemporary business and how the accounting profession continues to evolve | | | | | | |
| Understanding trendy business issues in relation to innovation and technology, business models, resource management etc. | | | | | | |
| Understand and apply the fundamental principles of Australian local tax law (or equivalent) affecting individuals, business and investment entities | | | | | | |
| Understand both external and internal audit procedures and can apply international standards to audits | | | | | | |
| Knowledge of Assurance services framework | | | | | | |
| Ability to use strategic analysis to address complex business issues in a competitive and uncertain business environment | | | | | | |
| Design, develop and implement strategic plans to support business growth | | | | | | |
| Understand and being able to navigate the complex world of digital finance | | | | | | |
| Understand technology development and its use in Finance | | | | | | |

Personal statement

Please elaborate how your key competencies relates to CPA core knowledge areas if not covered in the self-assessment (400 word limit).

For details about CPA core knowledge areas please see **Foundation Program** and **CPA Program**

Document checklist

This completed application form should be emailed to **membership.admission@cpaaustralia.com.au**
For all other compulsory or optional supporting documents please upload these to your **online membership application** under the Supporting Documents page.

Compulsory

Proof of identity e.g. passport (ID page), national ID card, drivers licence (with photo)

Tertiary qualifications including award certificate and academic transcripts

Completed curriculum vitae (CV) with a detailed task list for each role, corresponding to your self-assessment

Workplace testimonial from your current or most recent position

International Federation of Accountants (CPA Australia member preferred) referral letter (if workplace testimonial is not available)

For a list of IFAC membership bodies please refer to the [IFAC website](#)

Optional

Tertiary qualifications – course syllabus

Job description

Employment contract/offer letter/promotion letter
(You may choose not to disclose salary information)

Licenses/certificates

Online references (e.g., LinkedIn, company profile, online publications etc.)

Portfolio/project list demonstrating your competencies and achievements

Cover letter for any additional information you would like to supply that addresses your competencies

Declaration

I acknowledge:

- That my personal information will be handled in accordance with the **CPA Australia's Privacy Policy**, and additional privacy information outlined on this application form
- If any of the information I have provided changes, I will inform CPA Australia in writing
- The provision of false information in connection with my application may result in the rejection of my application or revocation of my membership with CPA Australia
- CPA Australia may make all reasonable enquiries of any person or entity to verify the information and/or evidence I have provided in connection with my application. I authorise such person or entity to disclose the information to CPA Australia in order to verify my application
- The decision to approve my application or vary my level of membership is at the discretion of CPA Australia in accordance with **CPA Australia's Constitution and By Laws**
- I am required to notify CPA Australia about any matter(s) arising that may bear upon my fitness for continuing membership. If my membership is approved I will be required to comply with **CPA Australia's Constitution and By Laws**, APES 110 Code of Ethics for Professional Accountants, Applicable Regulations, and any other relevant directives, which may be varied from time to time.

I declare:

- The information I have provided in connection with my application including in any supporting document(s) is true and correct
- That I am and will continue to be a fit and proper person in accordance with **CPA Australia By-Law 3.16** and will immediately disclose to CPA Australia any circumstances that would affect this requirement.

Signature

Date

Please print and sign. Alternatively, CPA Australia accepts digital signatures, provided that the applicant's signed application form is sent via an email address registered to the applicant in the online membership application (a personal or individual work email address is acceptable).

Submit your application

- To complete your Experience-Based Pathway application, first you must complete an **online membership application** and attach all of your required documents under the Supporting Documents page.
- Once your online membership application has been submitted, please email this Experience-Based Pathway application form to: **membership.admission@cpaaustralia.com.au**.

For any further inquiries, please **contact us** or call your local divisional office.

What happens next?

1. We will send you an acknowledgement email to let you know when we have received your application.
2. We will let you know if your application cannot be processed due to being incomplete or if there are any missing supporting documents that you will need to provide.
3. We will let you know the outcome of your application via email.