

A young woman with long brown hair, wearing a dark blazer over a white button-down shirt, is smiling and looking slightly to the right. She is holding a dark folder or binder under her left arm. The background is a bright, out-of-focus indoor setting with white columns.

CPA Program

The Practical Experience Logbook

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Using the logbook

The logbook allows you to record the examples you discussed with your mentor.

You must complete all the personal effectiveness, business and leadership skills. You must also complete four technical skills. Remember, you can choose any four technical skills to demonstrate.

Use the Situation, Task, Action, Result (STAR) method to discuss and record your examples. What is the STAR method?

Situation - What was the specific situation or setting?

Task - What was your role? What was required of you? What was the goal?

Action - What action did you take? Explain in steps what your response was to the situation. Show how you used the skill in the situation.

Result - What was the result? How did it develop your skills? What was the reaction? what did you learn from this situation? (see page 10 in the practical experience guide)

Example of how to complete your logbook

You should complete a description of the example you discussed with your mentor.

| Code | Skill |
|--|-------------------------------|
| BUS2 | Using technology for business |
| Record your example here after you have discussed it with your mentor. | |
| My business unit started using new software for conference calls and online meetings. I was responsible for developing instructions on how to use the new technology. | |
| I had to familiarise myself with the software by watching the instructional videos. I set up the first meeting for our team using the new software. I created instructions on how to set up conference and online meetings and then circulated copies to my team by email. | |
| The result was that other team members were able to use the technology effectively, communication with other offices improved and I proved my capability to deal with different technology. | |
| Mentor's signature | Date |

Your mentor should sign if they are satisfied that your example demonstrates your competence in this skill.

The date your mentor signed the skill.

The logbook can be saved as a working document.

This will allow you and your mentor to update it electronically.

To fill out the interactive logbook select the Hand tool, and click inside the text box and type your text.

When you have finished filling out the appropriate information click Save, and print if desired.

Logbook

| | |
|---------------|--|
| Name | |
| Member number | |

Personal effectiveness skills

| Code | Skill |
|--------------------|--|
| PER1 | Demonstrating professional self awareness |
| | |
| Mentor's signature | Date |

| Code | Skill |
|--------------------|--|
| PER2 | Building relationships and interpersonal skills |
| | |
| Mentor's signature | Date |

| Code | Skill |
|--------------------|---|
| PER3 | Communicating effectively in the workplace |
| | |
| Mentor's signature | Date |

| Code | Skill |
|--------------------|--|
| PER4 | Applying critical analysis and professional judgement |
| | |
| Mentor's signature | Date |

Logbook

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|---------------|--|
| Name | |
| Member number | |

Leadership skills

| Code | Skill |
|--------------------|--------------------------------------|
| LEA1 | Embracing ethics and good governance |
| | |
| Mentor's signature | Date |

| Code | Skill |
|--------------------|---------------------|
| LEA2 | Embracing diversity |
| | |
| Mentor's signature | Date |

| Code | Skill |
|--------------------|----------------------------------|
| LEA3 | Planning and innovative thinking |
| | |
| Mentor's signature | Date |

| Code | Skill |
|--------------------|-------------------------------------|
| LEA4 | Problem solving and decision making |
| | |
| Mentor's signature | Date |

Logbook

| | |
|---------------|--|
| Name | |
| Member number | |

Business skills

| Code | Skill |
|--------------------|---|
| BUS1 | Understanding the regulatory environment |
| | |
| Mentor's signature | Date |

| Code | Skill |
|--------------------|--------------------------------------|
| BUS2 | Using technology for business |
| | |
| Mentor's signature | Date |

| Code | Skill |
|--------------------|---|
| BUS3 | Understanding the business environment |
| | |
| Mentor's signature | Date |

| Code | Skill |
|--------------------|---|
| BUS4 | Applying business analysis and risk management |
| | |
| Mentor's signature | Date |

Logbook

| | |
|---------------|--|
| Name | |
| Member number | |

Technical skills

Please enter any four technical skills. You will need to enter the code and skill in the blank space provided. Please refer to The Practical Experience Guide for codes and more information at cpaaustralia.com.au/practicalguide

| Code | Skill |
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| Mentor's signature | Date |

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