

4 ASSESSMENT OF APPLICANT'S SKILLS

Please comment on the applicant's development in the following skill areas

Technical skills – eg. literacy, numeracy, IT proficiency, as well as technical accounting skills

Analytical ability – eg. problem identification, organising, analysing and interpreting information, and problem solving

Personal skills – eg. initiative, independent and objective thinking, and self-learning skills

Business judgement – eg. understanding relationships, integrating and synthesising knowledge, evaluation, professional judgement, and decision-making

Interpersonal skills – eg. communication, negotiation and influence, team work and leadership, and political acumen

5 DECLARATION (see information Note 3 for details of appropriate signatories)

I declare that the above information is true and correct and that the applicant has the appropriate experience to undertake Professional Competence Examination 1 (PCE1)

Full Name: _____ Mr/ Mrs/ Ms/ Miss/ Other: _____
(first name) (last name)

Signature: _____ Position Held: _____

New Zealand Institute of Chartered Accountants Number: _____ Date: _____

*Name of accounting body if other than the New Zealand Institute of Chartered Accountants: _____

Identification number: _____

* The New Zealand Institute of Chartered Accountants will contact the accounting body to ascertain full and current membership of the signatory. Your general practical experience cannot be fully assessed until this information has been received by the New Zealand Institute of Chartered Accountants.

CERTIFICATE OF GENERAL PRACTICAL EXPERIENCE

Information notes

The purpose of General Practical Experience is to:

- Introduce trainees to the workplace.
- Give candidates exposure to a business environment while developing a set of desirable skills.
- Provide candidates with an opportunity to relate ethics training back to work experience gained.
- Enable trainees to prepare for participation in the Institutes Professional Competence Programme.

Further information about the Institute's Professional Competence Programme (including PCE1) is available from the membership section of the Institutes website at www.nzica.com.

After one year of General Practical Experience it is expected that candidates:

- can apply theoretical knowledge to practical accounting and related issues
- can communicate effectively, both orally and in writing
- have an awareness of professional issues and problems
- have an appreciation of the relationship between the New Zealand Institute of Chartered Accountants disciplinary and professional structures and processes

Requirements for General Practical Experience:

1. General practical experience may be gained in any sector of the profession (public sector, corporate sector or public practice). It should be preferably drawn from one or more of the following accounting areas, for example:
 - Auditing
 - Management accounting
 - External reporting
 - Taxation
 - Insolvency and reconstructions
 - Financial management
 - Accounting information systems

These seven example areas of accounting relate to the Training Log competencies, but general practical experience is not required to be constrained by these. Examples of other acceptable accounting or accounting-related work includes:

- Business finance
- Business valuation
- General business advisory work
- Financial planning and advice
- Investment analysis
- Information systems and technology
- Non-financial performance measurement and reporting
- Non-financial audit and assurance
- Business administration

General practical experience which falls outside "general accounting" work, but is related to accounting will be assessed by the Institute on a case by case basis.

2. General practical experience may be gained before, during or after the completion of your academic component and must meet the following requirements:
 - Be gained with a maximum of three employers
 - Be completed within a 48 month period
 - Constitute a minimum period of six weeks continuous (full-time equivalent) with each employer
 - Be gained within the last 10 years (from the date of submission of the certificate)
 - Constitute a total of 1950 hours (37.5 hours maximum per week over a 52 week period)
 - Constitute at least 50% of accounting or accounting-related work
3. The certificate of General Practical Experience must be signed by either:
 - A full and current member of the New Zealand Institute of Chartered Accountants; or
 - A full and current member of an overseas accounting body affiliated with the International Federation of Accountants (recognised overseas accounting bodies). Some delay can be expected, as the New Zealand Institute of Chartered Accountants will seek confirmation of this membership.

Immediate family members should not act as signatories. If you are in any doubt as to the suitability of the signatory, please contact Registry Services Helpdesk.

4. To be eligible to sit the Professional Competence Examination 1 (PCE1) you must be credited with 12 months of full-time equivalent experience as well as attaining provisional membership of the New Zealand Institute of Chartered Accountants. If your General Practical Experience is approved, the Institute will confirm your eligibility to enrol in PCE1.

Accompanying pages to the certificate must be signed and dated by the signatory.

CERTIFICATE OF GENERAL PRACTICAL EXPERIENCE

INFORMATION NOTES

FURTHER INFORMATION

For further enquiries please contact Registry Services Helpdesk at the New Zealand Institute of Chartered Accountants. Contact details are:

Registry Services Helpdesk

Tel: 64 04-474 7840

Fax: 64 04-473 6303

Email: registry@nzica.com

Website: www.nzica.com

Please send your completed certificate to:
Registry Services Helpdesk

New Zealand Institute of Chartered Accountants

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