

Approved Employers are assessed against the evidenced targets and best practice statements in this assessment matrix.

Visit www.accaglobal.com for detailed descriptions and evidence requirements for each target.

APPROVED EMPLOYER ASSESSMENT MATRIX

The employer ensures that Practical Experience Supervisors The employer provides ACCA ACCA trainees working in the are appropriately qualified to sign trainees with opportunities organisation are aware of ACCA's Practical Experience Requirement off Performance Objectives, and to complete a range of they review practical experience activities that fulfil ACCA's with ACCA trainees at least once performance objectives GOLD every 12 months Development Trainees are provided with The employer reviews trainees' Trainees and their Practical Gold study support exam progress at least once Experience Supervisors are every 12 months aware of the importance of ethics and professionalism in the workplace Platinum Approved Employers must be able to meet all of the criteria for Gold approval PLUS the following additional criteria: ACCA trainees working for the The employer supports their ACCA trainees to complete the ACCA employer are provided with Qualification by being aware of the ACCA resources available to support financial support to achieve trainees and actively encouraging their employees to use these resources ACCA membership AND Encouraging trainees to complete ACCA's Ethics and Professional Skills Development Module before attempting any exams at Strategic Professional The employer will pay the one-off admission fee when a trainee applies for ACCA membership The employer provides ACCA trainees with access to personal computers/internet in the workplace and time to access ACCA resources and/or the membership subscription fee ACCA members working with the ACCA members are supported The employer provides detailed employer are aware of ACCA's to identify and complete relevant information on the range of CPD requirements development activities aligned to opportunities for ACCA members their role and career ambitions to develop against their role and career ambitions Professional Development Line managers discuss the ACCA members working with relevance and application of CPD the employer are aware of activities with ACCA members at the importance of ethics and least once every 12 months professionalism in the workplace Kev Evidenced target – documentary evidence to be supplied with application Best practice statement – no documentary evidence required Practising certificate development – evidence checked post-approval

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PLAN DO Individuals' intentions towards Individuals are provided with Individuals training towards an training for an ACCA audit support to enable them to meet ACCA audit qualification and/or qualification and/or ACCA their objectives ACCA practising certificate have practising certificate are discussed their objectives re-assessed at and objectives are set as part of least once every six months as an appraisal process, if required part of a review Practising Individuals, principals and Individuals are provided with Individuals are required to ensure Certificate authorised supervisors are sufficient/appropriate work their practical experience is aware of the requirements for experience pre and post reviewed by their principal or Development an ACCA audit qualification and/ membership in order to meet authorised supervisor at least the ACCA audit qualification and/ or ACCA practising certificate once every six months or ACCA practising certificate requirements Principals and authorised Evidenced target – documentary evidence to be supplied with application supervisors are qualified accountants and eligible to act in this position Best practice statement – no documentary evidence required Practising certificate development – evidence checked post-approval

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