



CPA Student Training Records

The Institute of Certified
Public Accountants in Ireland
17 Harcourt Street, Dublin 2

Tel: +353 1 425 1000
Fax: +353 1 425 1001
www.cpaireland.ie

INDEX

	Page
Introduction	1
The Route to Membership	2
The Structure of the Training Record	3
Note for Employers	3
Note for Students	4
Section A	
Detailed Record of Practical Experience	6 - 15
Section B	
Quarterly Review of Training	16
Section C	
Annual Training Summary and Sign-Off	17 - 18

Training Period: 1 January to 31 December _____
(State year)

(Indicate exact period here, if less than full year)

From: _____ To: _____

Name of Student: _____

Student Number: _____

Employment Sector:

Public Practice

Industry

Please tick sector

Employer's Name:

Employer's Address:

Introduction

Background:

Accountancy is a practical profession, which demands the application of theoretical knowledge and practical skills over a range of business situations and the demonstration of appropriate ethical values and attitudes. To prepare for this, the CPA student is required to undertake formal courses of study in prescribed areas and to undergo practical training.

The Institute's examinations are a means of ensuring that each student has reached proficiency and is competent to apply this learning to practical situations. Supervised practical experience, when it entails performance review, feedback and coaching, constitutes the main element in a student's training, but simulation and practical projects may also be relevant.

Training Requirements:

The student must acquire at least three years' relevant supervised experience in the application of the appropriate theoretical knowledge and skills during his/her training to develop the professional competence necessary to function effectively as a professional accountant after admission to membership. These requirements may be met in public practice, industry, commerce and the public sector or in any combination of these employment sectors. The central requirement is that the CPA student undertakes, under supervision, a broad balance of work, which provides a wide range and depth of practical experience, at progressive levels of responsibility.

All students, whether in public practice, industry or commerce, must maintain a Training Record, which documents their supervised practical experience and other training activities, for inspection by the Institute. They are required to submit a signed-off summary of training each year throughout their training period.

Main Categories of Accounting-Related Work:

All CPA students must pass the same examinations, but the range of activities through which they acquire their training is broad and will vary according to the business environment in which they work. These activities fall within the following six categories:

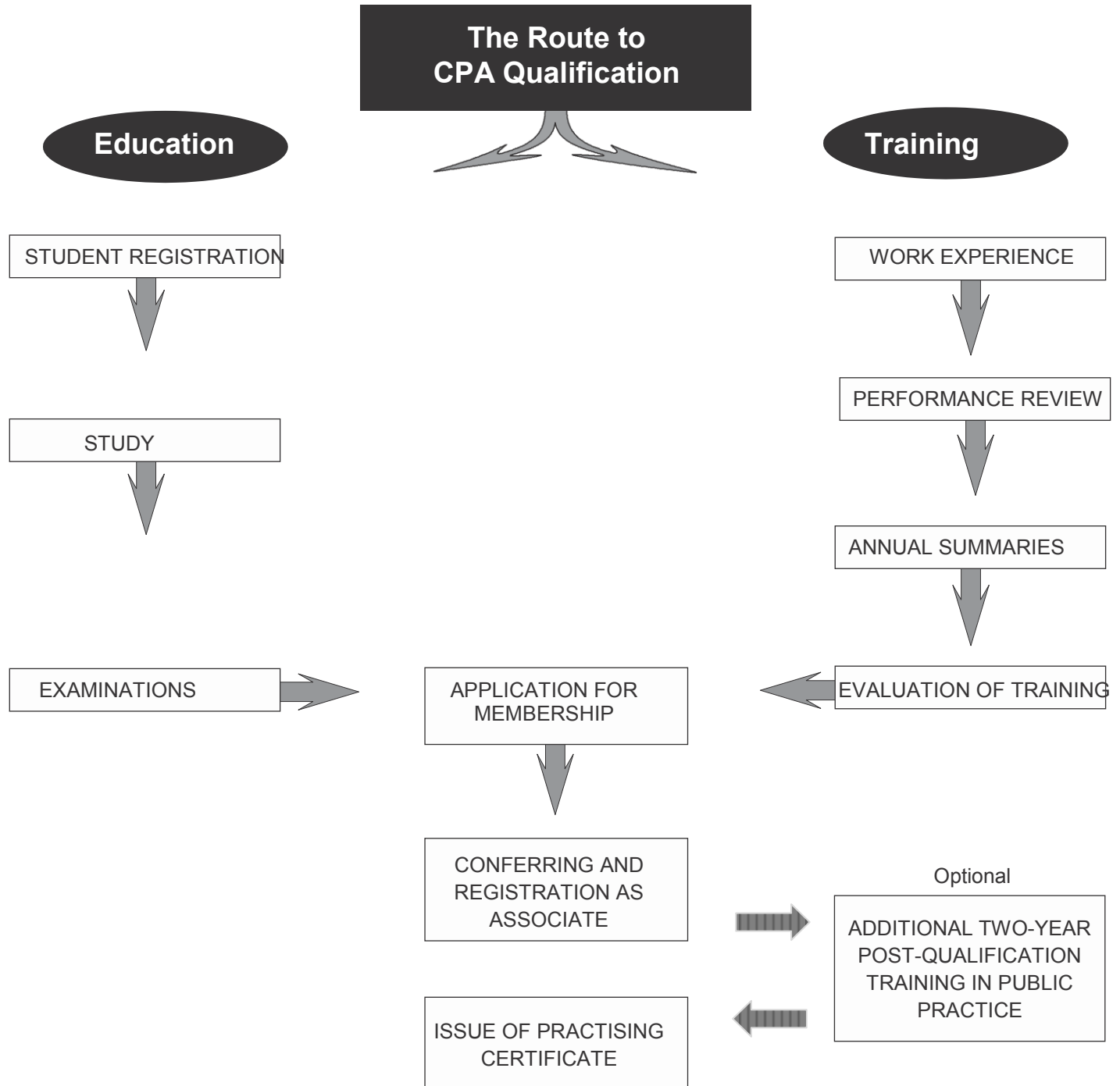
1. Financial Accounting
2. Auditing and Statutory Compliance
3. Corporate Planning, Control and Treasury Management
4. Information / Financial Systems
5. Management Skills
6. Taxation

Although they will all have developed a significant level of competence in each of the above areas through the education process, students are not necessarily expected to have had work experience in each one. Nevertheless, their experience should include a sufficient spread of activities across this range to provide them with the competence to fulfil the role of a professional accountant, once qualified. Students intending to apply for a practising certificate may elect to use up to one year of their pre-qualification experience to support their application. In such cases, their experience during this year should cover the activities essential for public practice. These are marked with an asterisk in this training record. This training must be in public practice under the supervision of a registered auditor. (In addition, such students will be required to undergo two further years relevant post-qualification training in public practice before applying for a practising certificate.)

Communication skills form an essential component of all elements of the professional accountant's day-to-day work. The student is expected throughout his/her period of practical experience to develop good written and verbal communication skills. Where oral presentations have been made to internal or external parties and wherever a substantive written report has been prepared, details should be included under the appropriate category as Other Relevant Experience.

The Route to CPA Membership

Membership of the Institute is attained through a combination of structured education and training, which provide students with the competencies required to function as professional accountants in their chosen field. The process is as follows:



CPAs work either in public practice, offering professional services to the public (for which a practising certificate is required – see page 5), or as accountants employed in industry, services, etc.

Whilst the Institute’s examinations are common to all students, the duration and focus of the training depend on whether a practising certificate will be sought. If so, the areas in which training is required will be those associated with professional practice, if not, they may span a wider range of accountancy-related activities. This training record accommodates both types of training.

The Structure of the Training Record

The training record has three main sections:

- A. The Detailed Record of Practical Experience – which records details of experience gained.
- B. The Quarterly Review Report – which records the quarterly review and sign-off of training.
- C. The Annual Training Summary – which summarises and signs off on training for the year.

Detailed Record of Practical Experience

This record provides a means by which the student's practical supervised experience can be recorded, documented and ultimately evaluated by the Institute on his/her application for membership. It must be completed quarterly and enables the CPA student to identify the areas in which experience has been gained and the level at which the tasks were completed.

The general requirement of the Institute is that this experience should have been acquired across a broad range of accounting-related areas and at an appropriate level of responsibility. Each completed set of such records will be assessed on its overall merit under these criteria. Three distinct levels of responsibility have been identified for the completion of tasks.

Level 1: Collect and Categorise Information

The student is involved in collecting and organising basic business facts into meaningful data in an environment in which the standards have been previously determined and there are established reporting structures. The student is involved in preparing and verifying information and assisting senior staff.

Level 2: Analyse and Interpret

The prepared information is analysed and the relevant details extrapolated. The student brings a knowledge of the relevant objectives, principles and procedures to the task and can form opinions on the information presented.

Level 3: Report and Recommend

A decision-making process is required based on the student's own, or another's, analysis of the situation. There is a continuous process involved which begins at the initial decision-making stage and follows through to constant review of the situation and change as appropriate. This process involves evaluating all the information available, assessing whether the pre-determined objectives have been achieved, examining the ethical considerations and recommending options to make the best use of available resources. The final stage at this level is the presenting of conclusions.

Note for Employers

All CPA students, in addition to passing the examinations, require at least three years' training before admission to membership. In this context, the Institute considers training to include a range of developmental activities within the workplace designed to bring a student to an agreed level of professional competence. It can include workplace-based education and experience activities, such as on-the-job training, project assignments or simulation. Mostly, it consists of supervised work experience, designed to develop students in the application of knowledge, skills and professional values to their work situation. Typically, it should present an escalation in responsibility and complexity as the training period progresses and at least 50% of it should be supervised by a qualified accountant.

This training record has been designed to reflect the above by recording the duration of the experience gained in relation to the activities most commonly associated with accounting-related work and indicating the level of responsibility. It also provides on page 18 for details of other training activities.

The primary responsibility for maintaining their training records rests with students, but they need the support from employers in the following areas:

- Helping to plan and expand their work experience each year in advance.
- Supervising and providing structured feedback on their activities on an ongoing basis.
- Reviewing their progress quarterly and completing the report on page 16 of this record book.
- Signing-off on the Annual Summary of Experience on page 18 of this record book.

Note for Students

General

Your practical experience obtained should, as far as practicable, be planned in advance of each quarter. The Training Record requires you to indicate the range and depth of your practical experience for each quarter. If training schedules are not in use, you should maintain your own work diaries to support the entries in the training record. The training record has the range of tasks most commonly associated with the six main work areas listed on page 1 already pre-printed on it, but space is also provided in the Annual Summary on page 18 for you to insert details of other relevant practical training activities.

Completing the Detailed Record of Practical Experience

At the end of each quarter, you should complete the Training Record by entering the number of weeks devoted to each task during the quarter (working on the basis of 12 weeks per quarter) on the appropriate line and in the column indicating at which of the three levels of responsibility it was performed. Please note that merely ticking the column will not suffice. The number of weeks must be shown.

Students are expected to show progression in the levels at which tasks are performed over the total period of practical experience, but they are not necessarily expected to have functioned at the highest level of responsibility in all areas across all categories.

Be sure to contact the Institute by email at cpa@cpaireland.ie (or by phone at 01 4251000) for advice when completing your Training Record particularly if you have practical experience which falls outside the categories listed and wish to determine its relevance.

Remember that you carry primary responsibility for the maintenance of this record. It should be kept up to date and made available to the Institute on request. Each record covers a calendar year. If you commence or change employment in mid-year, you should complete a separate record for each employer.

Completing the Quarterly Review of Training

This section is used to record the review and feedback provided by your supervisor in relation to the work performed each quarter. In order to contribute to the training of students, practical work experience must be relevant to one of the six main areas listed and supervised by an expert in that area. Ordinarily, this person would be a qualified accountant, but other experts, e.g. in taxation, IT, HR would also be appropriate. This review and sign-off by both supervisor and student should take place quarterly and be recorded in this section.

Completing the Annual Training Summary

The review of the experience gained each year is an essential element of your training. Practical work experience must be supervised by a suitably qualified individual. At least half of it must be supervised by a qualified accountant, who is a member of one of the four CCAB-I bodies. Wherever possible, supervision should be undertaken by a training manager or senior line manager / partner. The annual review should take the form of an interview between you and your supervisor and it should be based on the information provided in the Detailed Record of Experience. If a performance management system is in operation in your organisation, this review should ideally be carried out in conjunction with your annual performance review.

You should complete the Annual Summary within one month of the year-end by transferring the totals from the Detailed Record, detach it and send it to the Institute (Be sure to retain a copy for your own records). The RECEIPT section of this summary will be date-stamped by the Institute and returned to you. The Annual Summary will be retained on your file awaiting the evaluation of your overall training, which takes place on your application for membership. The Institute will review each Annual Summary and it may seek sight of your detailed record either as a random quality control check or to resolve specific queries.

Do you intend to apply for a Practising Certificate?

The training requirements governing the granting of a practising certificate (in accordance with S187 Companies Act 1990) require applicants to have at least 36 months continuous practical experience, obtained under the direct supervision of an approved Registered Auditor. At least 24 months of this must be obtained after admission as a member.

If you intend part of your pre-qualification training (up to a maximum of 12 months) to go towards meeting this requirement, it will need to comply with the above and be in areas of work relevant to Public Practice. These are marked with an asterisk in the Detailed Record of Practical Experience and in the Annual Summary.

TIPS FOR COMPLETING THIS RECORD

At the start of the year:

Start a new book for each calendar year.
Plan your training with your supervisor in advance.

During the year:

Complete the record from your diaries at the end of each quarter.
Review progress each quarter with your supervisor(s) and record this.

At the year-end:

Complete the Annual Summary and seek a review with your supervisor(s).
Sign the Annual Summary and have it signed by your supervisor(s).
Send the signed Annual Summary to the Student Department in the Institute (retaining a copy for your own records).
Retain your full training record safely for inspection by the Institute.

SECTION A. Detailed Record of Practical Experience

Element of Experience (Key areas required for practising certificate marked *)	LEVEL 1 Collect & Categorise Information				LEVEL 2 Analyse & Interpret Information				LEVEL 3 Report & Recommend																											
	Q.1	Q.2	Q.3	Q.4	Q.1	Q.2	Q.3	Q.4	Q.1	Q.2	Q.3	Q.4																								
1. FINANCIAL ACCOUNTING Preparation of periodic and annual accounts of various organisations (including sole traders, partnerships, limited companies and public companies and not-for-profit organisations) to include: 1.1 Preparation of basic accounting records Maintenance of Sales Ledgers Maintenance of Purchase Ledgers Maintenance of Payroll Maintenance of VAT records Other accounting work: (specify) TOTAL <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>Level 1</td><td></td><td>Level 2</td><td></td><td>Level 3</td><td></td></tr></table> <i>(Transferred to Annual Summary on Page 17)</i> 1.2 Preparation of control accounts and trial balance Perform Bank Reconciliations Complete Control Accounts Undertake Credit Control function Process Foreign Currency Transactions Preparation of working papers Preparation of nominal ledgers to trial balance Other accounting work: (specify) TOTAL <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>Level 1</td><td></td><td>Level 2</td><td></td><td>Level 3</td><td></td></tr></table> <i>(Transferred to Annual Summary on Page 17)</i> 1.3 Preparation of unincorporated entity accounts * Preparation of accounts from incomplete records * Preparation and extension of the trial balance from underlying ledger accounts Preparation of final accounts and balance sheets for unincorporated sole traders, partnerships, etc. Preparation of budgeted accounts including cash flow statements TOTAL <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>Level 1</td><td></td><td>Level 2</td><td></td><td>Level 3</td><td></td></tr></table> <i>(Transferred to Annual Summary on Page 17)</i> 1.4 Preparation of Statutory Financial Statements * Prepare statutory financial statements for a limited company Construction of consolidated financial statements * Ensuring compliance with requirements of relevant legislation including Companies Acts 1963 to 2012 * Ensuring compliance with accounting standards TOTAL <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>Level 1</td><td></td><td>Level 2</td><td></td><td>Level 3</td><td></td></tr></table> <i>(Transferred to Annual Summary on Page 17)</i>	Level 1		Level 2		Level 3		Level 1		Level 2		Level 3		Level 1		Level 2		Level 3		Level 1		Level 2		Level 3													
Level 1		Level 2		Level 3																																
Level 1		Level 2		Level 3																																
Level 1		Level 2		Level 3																																
Level 1		Level 2		Level 3																																

SECTION A. Detailed Record of Practical Experience (cont.)

Element of Experience (Key areas required for practising certificate marked *)	LEVEL 1 Collect & Categorise Information				LEVEL 2 Analyse & Interpret Information				LEVEL 3 Report & Recommend									
	Q.1	Q.2	Q.3	Q.4	Q.1	Q.2	Q.3	Q.4	Q.1	Q.2	Q.3	Q.4						
1.5 Preparation of accounts for specialist organisations * Preparation of branch accounts, including internal branch accounts and foreign branch accounts. * Preparation of financial statements for specialist organisations, e.g. banks, insurance companies, hire purchase companies, credit unions, building contractors, solicitors, trusts, pension funds, co-operatives, hospitals, local authorities, public utilities. (specify below) * Ensuring compliance with Stock Exchange requirements for published accounts and for providing information to shareholders TOTAL <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td>Level 1</td> <td></td> <td>Level 2</td> <td></td> <td>Level 3</td> <td></td> </tr> </table> <i>(Transferred to Annual Summary on Page 17)</i>	Level 1		Level 2		Level 3													
Level 1		Level 2		Level 3														

SECTION A. Detailed Record of Practical Experience (cont.)

Element of Experience (Key areas required for practising certificate marked *)	LEVEL 1 Collect & Categorise Information				LEVEL 2 Analyse & Interpret Information				LEVEL 3 Report & Recommend									
	Q.1	Q.2	Q.3	Q.4	Q.1	Q.2	Q.3	Q.4	Q.1	Q.2	Q.3	Q.4						
2. AUDITING & STATUTORY COMPLIANCE:																		
2.1 Audit Planning * Collection and preparation of relevant data for the purpose of audit planning * Planning and allocation of resources to meet audit objectives Design and preparation of audit programmes and working schedules Compilation of material to assist the external audit TOTAL <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>Level 1</td><td></td><td>Level 2</td><td></td><td>Level 3</td><td></td></tr></table> <i>(Transferred to Annual Summary on Page 17)</i>	Level 1		Level 2		Level 3													
Level 1		Level 2		Level 3														
2.2 Audit Testing * Recording and documenting evidence as required by the audit programme Monitoring and maintaining the recording and storage of evidence in line with audit requirements * Verification and evaluation of financial accounting systems * Review of financial statements, including post-balance sheet events * Ensuring completeness and accuracy of audit trail Evaluation of systems of internal control Conducting internal investigations * Evaluating control features of proposed systems TOTAL <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>Level 1</td><td></td><td>Level 2</td><td></td><td>Level 3</td><td></td></tr></table> <i>(Transferred to Annual Summary on Page 17)</i>	Level 1		Level 2		Level 3													
Level 1		Level 2		Level 3														
2.3 Reporting * Advising on internal control procedures * Preparing and presenting reports to management * Preparation of formal audit reports in compliance with relevant accounting standards and guidelines and * Companies Legislation *Risk Management Liaising with external auditors TOTAL <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>Level 1</td><td></td><td>Level 2</td><td></td><td>Level 3</td><td></td></tr></table> <i>(Transferred to Annual Summary on Page 17)</i>	Level 1		Level 2		Level 3													
Level 1		Level 2		Level 3														

SECTION A. Detailed Record of Practical Experience (cont.)

Element of Experience (Key areas required for practising certificate marked *)	LEVEL 1 Collect & Categorise Information				LEVEL 2 Analyse & Interpret Information				LEVEL 3 Report & Recommend									
	Q.1	Q.2	Q.3	Q.4	Q.1	Q.2	Q.3	Q.4	Q.1	Q.2	Q.3	Q.4						
2.4 * Statutory Compliance Preparation and completion of: Statutory Annual Returns Abridged financial statements Formation of a Company Maintenance of Statutory Company Registers Maintenance of Minute Books * Preparation of Returns for the Central Statistics Office TOTAL <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td>Level 1</td> <td></td> <td>Level 2</td> <td></td> <td>Level 3</td> <td></td> </tr> </table> <i>(Transferred to Annual Summary on Page 17)</i>	Level 1		Level 2		Level 3													
Level 1		Level 2		Level 3														
2.5 * Liquidations (Members or Creditors voluntary winding up) * Debtors Reports * Creditors Reports and Meetings * Redundancy Claims * Preparation and Completion of: Liquidators Statement of Account (Form 23) Liquidators Account of his Acts (Form 21) Liquidators Final Statement of Accounts (Form 14) * Receiverships: Preparation and maintenance of receivers accounts. TOTAL <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td>Level 1</td> <td></td> <td>Level 2</td> <td></td> <td>Level 3</td> <td></td> </tr> </table> <i>(Transferred to Annual Summary on Page 17)</i>	Level 1		Level 2		Level 3													
Level 1		Level 2		Level 3														

SECTION A. Detailed Record of Practical Experience (cont.)

Element of Experience (Key areas required for practising certificate marked *)	LEVEL 1 Collect & Categorise Information				LEVEL 2 Analyse & Interpret Information				LEVEL 3 Report & Recommend									
	Q.1	Q.2	Q.3	Q.4	Q.1	Q.2	Q.3	Q.4	Q.1	Q.2	Q.3	Q.4						
3. CORPORATE PLANNING, CONTROL AND TREASURY MANAGEMENT																		
3.1 Standard Costing Systems Marginal costing and break-even analysis Activity Based Costing/Budgeting Job, process, operation and batch costing Service costing																		
TOTAL <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>Level 1</td><td></td><td>Level 2</td><td></td><td>Level 3</td><td></td></tr></table> <i>(Transferred to Annual Summary on Page 17)</i>	Level 1		Level 2		Level 3													
Level 1		Level 2		Level 3														
3.2 Management Reporting Design management reporting function for an organisation Perform Cost/Profit Centre Analysis Consider cost classification, allocation and analysis (labour, material & overheads) Perform valuation of stock and work-in- progress																		
TOTAL <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>Level 1</td><td></td><td>Level 2</td><td></td><td>Level 3</td><td></td></tr></table> <i>(Transferred to Annual Summary on Page 17)</i>	Level 1		Level 2		Level 3													
Level 1		Level 2		Level 3														
3.3 Budgeting and cash flow analysis Undertake cost reduction programmes Analyse pricing policy * Prepare Budgets * Prepare Cash Flow Forecasts Budgetary Control and management																		
TOTAL <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>Level 1</td><td></td><td>Level 2</td><td></td><td>Level 3</td><td></td></tr></table> <i>(Transferred to Annual Summary on Page 17)</i>	Level 1		Level 2		Level 3													
Level 1		Level 2		Level 3														
3.4 Strategic Planning Perform SWOT analysis on an organisation * Perform Forecasting, project profitability of capital expenditure Preparation of strategic plans Present report to client / management on strategic plan and its effectiveness																		
TOTAL <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>Level 1</td><td></td><td>Level 2</td><td></td><td>Level 3</td><td></td></tr></table> <i>(Transferred to Annual Summary on Page 17)</i>	Level 1		Level 2		Level 3													
Level 1		Level 2		Level 3														

SECTION A. Detailed Record of Practical Experience (cont.)

Element of Experience (Key areas required for practising certificate marked *)	LEVEL 1 Collect & Categorise Information				LEVEL 2 Analyse & Interpret Information				LEVEL 3 Report & Recommend									
	Q.1	Q.2	Q.3	Q.4	Q.1	Q.2	Q.3	Q.4	Q.1	Q.2	Q.3	Q.4						
3.5 Treasury * Perform Cash forecasting Participate in managing Credit control and collection policies Monitor and maintain an organisations working capital requirements Inventory control Evaluate adequacy of depreciation and consider obsolescence and disposal of assets Import/export financing Evaluate funding alternatives (Share issue, Borrowing, Grants, etc) Manage Foreign exchange exposures																		
TOTAL <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td>Level 1</td> <td></td> <td>Level 2</td> <td></td> <td>Level 3</td> <td></td> </tr> </table> <i>(Transferred to Annual Summary on Page 17)</i>	Level 1		Level 2		Level 3													
Level 1		Level 2		Level 3														

SECTION A. Detailed Record of Practical Experience (cont.)

Element of Experience (Key areas required for practising certificate marked *)	LEVEL 1 Collect & Categorise Information				LEVEL 2 Analyse & Interpret Information				LEVEL 3 Report & Recommend									
	Q.1	Q.2	Q.3	Q.4	Q.1	Q.2	Q.3	Q.4	Q.1	Q.2	Q.3	Q.4						
4. INFORMATION/FINANCIAL SYSTEMS																		
4.1 Process transactions in business and accounting applications using an information technology system (please specify application system used and proficiency)																		
TOTAL <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>Level 1</td><td></td><td>Level 2</td><td></td><td>Level 3</td><td></td></tr></table> <i>(Transferred to Annual Summary on Page 17)</i>	Level 1		Level 2		Level 3													
Level 1		Level 2		Level 3														
4.2 Undertake systems analysis for an organisation																		
TOTAL <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>Level 1</td><td></td><td>Level 2</td><td></td><td>Level 3</td><td></td></tr></table> <i>(Transferred to Annual Summary on Page 17)</i>	Level 1		Level 2		Level 3													
Level 1		Level 2		Level 3														
4.3 Contribute to design and implementation of a financial accounting system for an organisation																		
TOTAL <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>Level 1</td><td></td><td>Level 2</td><td></td><td>Level 3</td><td></td></tr></table> <i>(Transferred to Annual Summary on Page 17)</i>	Level 1		Level 2		Level 3													
Level 1		Level 2		Level 3														
4.4 Evaluate an organisations financial reporting system requirements																		
TOTAL <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>Level 1</td><td></td><td>Level 2</td><td></td><td>Level 3</td><td></td></tr></table> <i>(Transferred to Annual Summary on Page 17)</i>	Level 1		Level 2		Level 3													
Level 1		Level 2		Level 3														
4.5 Perform specialist information technology project work (please specify)																		
TOTAL <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>Level 1</td><td></td><td>Level 2</td><td></td><td>Level 3</td><td></td></tr></table> <i>(Transferred to Annual Summary on Page 17)</i>	Level 1		Level 2		Level 3													
Level 1		Level 2		Level 3														
4.6 Compilation of procedure manual																		
TOTAL <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>Level 1</td><td></td><td>Level 2</td><td></td><td>Level 3</td><td></td></tr></table> <i>(Transferred to Annual Summary on Page 17)</i>	Level 1		Level 2		Level 3													
Level 1		Level 2		Level 3														
4.7 Programming																		
TOTAL <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>Level 1</td><td></td><td>Level 2</td><td></td><td>Level 3</td><td></td></tr></table> <i>(Transferred to Annual Summary on Page 17)</i>	Level 1		Level 2		Level 3													
Level 1		Level 2		Level 3														
4.8 Maintenance of financial systems																		
TOTAL <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>Level 1</td><td></td><td>Level 2</td><td></td><td>Level 3</td><td></td></tr></table> <i>(Transferred to Annual Summary on Page 17)</i>	Level 1		Level 2		Level 3													
Level 1		Level 2		Level 3														

SECTION A. Detailed Record of Practical Experience (cont.)

Element of Experience (Key areas required for practising certificate marked *)	LEVEL 1 Collect & Categorise Information				LEVEL 2 Analyse & Interpret Information				LEVEL 3 Report & Recommend									
	Q.1	Q.2	Q.3	Q.4	Q.1	Q.2	Q.3	Q.4	Q.1	Q.2	Q.3	Q.4						
5. MANAGEMENT SKILLS <i>(please specify)</i>																		
5.1 Corporate planning:																		
TOTAL <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>Level 1</td><td></td><td>Level 2</td><td></td><td>Level 3</td><td></td></tr></table> <i>(Transferred to Annual Summary on Page 17)</i>	Level 1		Level 2		Level 3													
Level 1		Level 2		Level 3														
5.2 Performance management:																		
TOTAL <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>Level 1</td><td></td><td>Level 2</td><td></td><td>Level 3</td><td></td></tr></table> <i>(Transferred to Annual Summary on Page 17)</i>	Level 1		Level 2		Level 3													
Level 1		Level 2		Level 3														
5.3 HR Management:																		
TOTAL <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>Level 1</td><td></td><td>Level 2</td><td></td><td>Level 3</td><td></td></tr></table> <i>(Transferred to Annual Summary on Page 17)</i>	Level 1		Level 2		Level 3													
Level 1		Level 2		Level 3														
5.4 Project Management:																		
TOTAL <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>Level 1</td><td></td><td>Level 2</td><td></td><td>Level 3</td><td></td></tr></table> <i>(Transferred to Annual Summary on Page 17)</i>	Level 1		Level 2		Level 3													
Level 1		Level 2		Level 3														
5.5 Communication Skills:																		
TOTAL <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>Level 1</td><td></td><td>Level 2</td><td></td><td>Level 3</td><td></td></tr></table> <i>(Transferred to Annual Summary on Page 17)</i>	Level 1		Level 2		Level 3													
Level 1		Level 2		Level 3														

SECTION A. Detailed Record of Practical Experience (cont.)

Element of Experience (Key areas required for practising certificate marked *)	LEVEL 1 Collect & Categorise Information				LEVEL 2 Analyse & Interpret Information				LEVEL 3 Report & Recommend									
	Q.1	Q.2	Q.3	Q.4	Q.1	Q.2	Q.3	Q.4	Q.1	Q.2	Q.3	Q.4						
6. TAXATION																		
6.1 Income Tax * Prepare adjusted profit computations for sole traders / partnerships * Prepare income tax computations for Schedule D, E & F income sources * Calculate Capital Allowances * Understand conditions for, and claim, tax credits and loss relief * Advise on preliminary tax and filing requirements * Complete and submit Income Tax Returns TOTAL <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>Level 1</td><td></td><td>Level 2</td><td></td><td>Level 3</td><td></td></tr></table> <i>(Transferred to Annual Summary on Page 17)</i>	Level 1		Level 2		Level 3													
Level 1		Level 2		Level 3														
6.2 Corporation Tax * Prepare adjusted profit computations for companies * Prepare corporation tax computations for Schedule D, E & F income sources * Calculate Capital Allowances * Understand conditions for, and claim, manufacturing relief, small companies relief and loss relief * Claim Group / Consortia relief * Advise on close company surcharges and investment company tax considerations * Advise on preliminary tax and filing requirements Complete and submit Corporation Tax Returns TOTAL <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>Level 1</td><td></td><td>Level 2</td><td></td><td>Level 3</td><td></td></tr></table> <i>(Transferred to Annual Summary on Page 17)</i>	Level 1		Level 2		Level 3													
Level 1		Level 2		Level 3														
6.3 Capital Gains Tax * Prepare capital gains tax computations for disposals of property, shares and business assets * Prepare company chargeable gains tax computations * Understand conditions for and advise on Retirement relief, Transfer of business relief, Roll-over Relief. * Advise on preliminary tax and filing requirements * Advise on Foreign Disposals TOTAL <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>Level 1</td><td></td><td>Level 2</td><td></td><td>Level 3</td><td></td></tr></table> <i>(Transferred to Annual Summary on Page 17)</i>	Level 1		Level 2		Level 3													
Level 1		Level 2		Level 3														

SECTION A. Detailed Record of Practical Experience (cont.)

Element of Experience (Key areas required for practising certificate marked *)	LEVEL 1 Collect & Categorise Information				LEVEL 2 Analyse & Interpret Information				LEVEL 3 Report & Recommend						
	Q.1	Q.2	Q.3	Q.4	Q.1	Q.2	Q.3	Q.4	Q.1	Q.2	Q.3	Q.4			
6.4 Other Taxes * Perform planning review and computations for Capital Acquisition Tax * Residential Property Tax Computation * Calculation of Stamp Duty and Companies Capital Duty TOTAL <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td>Level 1</td> <td>Level 2</td> <td>Level 3</td> </tr> </table> <i>(Transferred to Annual Summary on Page 17)</i> Other relevant tax experience <i>(please specify)</i>	Level 1	Level 2	Level 3												
Level 1	Level 2	Level 3													

SECTION B. Quarterly Review of Training

Student Name: _____ Student ID No: _____
Registered Private address: _____

Review Comments - Quarter 1:

Signed: _____ Signed: _____ Date: _____
Student Supervisor

Review Comments - Quarter 2:

Signed: _____ Signed: _____ Date: _____
Student Supervisor

Review Comments - Quarter 3:

Signed: _____ Signed: _____ Date: _____
Student Supervisor

Review Comments - Quarter 4:

Signed: _____ Signed: _____ Date: _____
Student Supervisor

SECTION C.**Annual Training Summary and Sign-Off**

(To be submitted to the Institute within one month of each year-end)

Student's Name: _____	Student ID No: _____
Registered Private address: _____	

Employer: _____

Job Description: _____

Year: _____ <i>(Specify months, if less than full year)</i>

EXPERIENCE	Levels	No. of Weeks
1. FINANCIAL ACCOUNTING		
1.1 Preparation of basic accounting records		
1.2 Preparation of control accounts and trial balance		
1.3 Preparation of unincorporated entity accounts		
1.4 Preparation of Statutory Financial Statements		
1.5 Preparation of accounts for specialist organisations		
2. AUDITING & STATUTORY COMPLIANCE		
2.1 Audit Planning		
2.2 Audit Testing		
2.3 Reporting		
2.4 Statutory Compliance		
2.5 Liquidations (Members or Creditors voluntary winding up)		
3. CORPORATE PLANNING, CONTROL AND TREASURY MANAGEMENT		
3.1 Standard Costing Systems		
3.2 Management Reporting		
3.3 Budgeting and cash flow analysis		
3.4 Strategic Planning		
3.5 Treasury		

EXPERIENCE	Levels	No. of Weeks
4. INFORMATION/FINANCIAL SYSTEMS		
4.1 Process transactions		
4.2 Systems analysis		
4.3 Systems design and implementation		
4.4 Evaluate of system requirements		
4.5 Project work		
4.6 Compilation of procedure manual		
4.7 Programming		
4.8 Maintenance of financial systems		
5. MANAGEMENT SKILLS		
5.1 Corporate planning		
5.2 Performance management		
5.3 HR Management		
5.4 Project Management		
5.5 Communication Skills		
6. TAXATION		
6.1 Income Tax		
6.2 Corporation Tax		
6.3 Capital Gains Tax		
6.4 Other Taxes		
6.5 Other relevant tax experience		

SECTION C. Annual Training Summary and Sign-Off (cont.)

Other Training Activities:

(Please give details of any other practical training received during the year, e.g. project work, simulation, etc.)

Sign-Off

We confirm that the above summary is based on the Detailed Record of Practical Experience on pages 6 - 15 and that it has been discussed and critically reviewed by us:

Student

Signed: _____

Date: _____

Supervisor

Signed: _____

Date: _____

Name: _____ *(print)*

Qualification: _____



The Institute of Certified
Public Accountants in Ireland
17 Harcourt Street, Dublin 2

Tel: +353 1 425 1000
Fax: +353 1 425 1001
www.cpaireland.ie