



CHARTERED ACCOUNTANTS ELEVATION PROGRAMME

A NEW ENTRY ROUTE FOR
EXPERIENCED PROFESSIONALS

RECOGNITION OF PRIOR
WORK EXPERIENCE
APPLICATION FORM

WWW.ELEVATIONPROGRAMME.IE



Chartered
Accountants
Ireland

Introduction

In 2009, the Council of Chartered Accountants in Ireland approved a new entry route for experienced graduates as a basis for admission to membership. The route is called Elevation Programme and is aimed at attracting new students for whom the traditional entry route is not suitable

Students joining the Elevation Programme route, will be required to successfully complete the same length of Recognised Experience for Qualification (REQ) that applies to all students i.e. 3 years for relevant post-graduates, 3 ½ years for graduates and 4 years for graduates of the Institute of Accounting Technicians (IATI).

In line with the Institute's existing policy, students joining the new route will be able to claim recognition of relevant experience completed within 5 years of registration with us. Currently the Institute recognises such experience on a "1 for 2" basis with a maximum reduction in the length of the REQ of 18 months on the basis of 3 years relevant and verified experience.

This form is designed to assist Elevation Programme students joining in 2009, who have acquired relevant accounting experience, at the appropriate level, to apply for a reduction in the length of their period of Recognised Experience for Qualification (REQ) with Chartered Accountants Ireland.

As a prerequisite for membership, all students joining the Institute are required to maintain evidence of their learning to ensure they have acquired the necessary breadth and range of competencies. Such period of professional development is maintained on the on-line Chartered Accountant Diary of Professional Development and it is the Diary format that is used to assess an application for recognition of prior work experience.

Period of Professional Development

Chartered Accountants Ireland's competency-based approach to qualification strengthens the links between the period of professional development (Recognised Experience for Qualification) and the education and assessment process. All students are therefore required to demonstrate the acquisition of the following professional skills and competencies at progressive proficiency levels, prior to the admission to Associate Membership:

- professional values, personal and interpersonal skills;
- the core, broad-based business range of competencies; and
- functional competencies – acquire the mandatory competencies in Financial Accounting together with an in-depth level of competency in any one area to include, Finance, Taxation, Auditing, Organisational & Strategic Business Management and Information Technology

For a more detailed review of the range of competencies, please go to the Chartered Accountant Diary of Professional Development at www.charteredaccountants.ie

Students wishing to apply for credit for prior work experience, should do so within **3 months** of joining Chartered Accountants Ireland using the following format;

1	Appendix 1	Application form
2	Appendix 2	Guidance note on sample entries together with our Levels of Proficiency
3	Appendix 3	Experience Templates (3) to record the range of competencies and skills acquired by you (photocopy these pages as required)

ELEVATION PROGRAMME
Recognition of Prior Work Experience Application Form

Full Name: _____

Address: _____

Telephone: _____

Email: _____

I declare the information provided in this document to be correct

Signature: _____

Date: _____

Please indicate below the accountant who evidenced the experience outlined in this application.

Name: _____

**Member of
Professional
Body
recognised by
IFAC:** _____

Firm (if any): _____

Address: _____

Telephone: _____

Email: _____

I confirm that the information provided in this document is an accurate reflection of relevant experience carried out to the proficiency level indicated by the above person.

Signature: _____

Date: _____

Care in providing full and accurate information will obviate additional correspondence and delays.

Please return completed forms to: Ms Aisling O'Brien, Elevation Programme Executive
Chartered Accountants Ireland
47 – 49 Pearse St,
Dublin 2

RECOGNITION FOR PRIOR WORK EXPERIENCE

Guidance Notes

To assist students applying for credit for prior work experience, the following sample entries should be helpful in completing your application.

Sample Entries:

Dates (from – to)	Work Activity	Competency Reference	Reflection (Understand, Applies, Integrates)	Accountants Verification	Date
01/11/04 – 21/01/05	Accounts Preparation	FA 1	Understands. Familiarisation with paper work and set up of accounts file. The preparation of a trial balance and how a set of final accounts is produced.	<i>John Smith</i> ACA	22 August 05
24/01/05 – 24-03/05	Evaluate the client's Internal controls	AU 3	Understands the methods by which deficiencies in Internal Controls are identified and suggested improvements in the controls	<i>John Smith</i> ACA	22 August 05
28/03/05 – 13/04/05	Share Transfer/Share Issue	FA4/CF5	Integrates – Prepared all documentation for a share transfer and share issue for review by manager. Filed all relevant documentation with the CRO and Revenue	<i>John Smith</i> ACA	22 August 05

Levels of Proficiency

The Institute has identified three levels of proficiency which serves to demonstrate the progression of an Elevation Programme student through their period of Recognised Experience for Qualification(REQ). You should use the levels of proficiency when illustrating your experience in this application.

Set out below is a guidance to the interpretation of each of these levels. In the early stages of REQ, students are likely to perform at the 'understand' graduating to the 'integrates' level as they acquire an in-depth knowledge of the functional competencies.

Level 1: Understands

- students can grasp a clear understanding of the task assigned.
- can carry out tasks that are established processes.
- works under supervision.
- collects, organises and analysis basic information using established criteria.
- communicates verbally, and in writing to an in-house audience

Level 2: Applies

- becomes pro-active in managing routine tasks.
- carries out assignment with a lesser degree of supervision.
- performs as part of a team in planning and executing assignments.
- assumes appropriate additional responsibility.
- communicates verbally to colleagues and prepares, for manager, written communication to external parties such as clients.

Level 3: Integrates

- can identify problems and resolve them.
- demonstrates an in-depth technical knowledge in defined areas.
- demonstrates clear managerial/leadership skills.
- demonstrates the ability to manage an assignment/project to completion.
- generates ideas and is proactive in implementing
- communicates concisely and effectively, verbally and in writing, both in-house and externally to clients and third parties

**RECOGNITION FOR PRIOR WORK EXPERIENCE
 TEMPLATE TO RECORD FUNCTIONAL COMPETENCIES ACQUIRED**

Name: _____ Employment / Organisation(s) where experience was gained: _____

Dates (from – to)	Functional Competencies Work activity	Competency Reference	Reflection (Understand, Applies, Integrates)	Accountant's Signature	Date

Please see www.charteredaccountants.ie for more detailed guidance on our functional competencies and reference codes.

**RECOGNITION FOR PRIOR WORK EXPERIENCE
TEMPLATE TO RECORD FUNCTIONAL COMPETENCIES ACQUIRED**

Name: _____ Employment / Organisation(s) where experience was gained: _____

Dates (from – to)	Work activity	Competency Reference	Reflection (Understand, Applies, Integrates)	Accountant's Signature	Date

Please see www.charteredaccountants.ie for more detailed guidance on our functional competencies and reference codes.

RECOGNITION FOR PRIOR WORK EXPERIENCE Assessment Template

Professional Values, Personal & Interpersonal Skills

The values and skills outlined below relate to the professional demeanour of Elevation Programme students who aspire to become Chartered Accountants.

Professional Values, Personal and Interpersonal Skills	Incident(s)	Reflection demonstrates awareness: sometimes/ frequently/ or always (please state)
Ethics : Demonstrates ethical and professional behaviour		
Manage : Can manage self, and colleagues		
Communications : Acquires strong communication skills		
Strategic : Development of a strategic attitude		
Objective : Is objective and open to change		
Problem solving : Problem resolution		
Limits : Recognition of personal limitations.		
<p>Please see www.charteredaccountants.ie for more detailed guidance on our core Professional Values/Personal & Interpersonal Skills</p>		

**RECOGNITION FOR PRIOR WORK EXPERIENCE
Assessment Template**

Business Environment - Range of Competencies

All students must develop an awareness of the practicalities of the business environment i.e. commercial, funding, strategic, legal and IT realities. The following are the core skills that Elevation Programme students are expected to acquire and develop during their period of Recognised Experience for Qualification (REQ)

Please record and reflect on the incidents / in-house courses etc. in your prior experience where you have acquired any of the following core broad business range of competencies.

Core-Broad Business Range of Competencies	Incident(s)	Reflection
Managing and Controlling Finance		
Strategic Management Awareness		
Project Management		
Customer & Client Focus		
Information Technology		
Legal & Statutory Requirements		
<p>Please see www.charteredaccountants.ie for more detailed guidance on our core Business Environment Range of Competencies</p>		



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E: elevation@charteredaccountants.ie
www.elevationprogramme.ie

Belfast

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Belfast, BT2 8GB
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