



ACCA

PER quick guide

FOR THE ACADEMIC PATHWAY PILOT

Think Ahead

What is the academic pathway pilot?

You've been invited to participate in the PER academic pathway pilot. The pilot is open to ACCA affiliates who have:

- achieved 36 months' experience in a lecturing role at an Approved Learning Partner or approved Higher Education Institution;
- teaching experience with a substantial amount (50% or more) at the ACCA Applied Skills level or equivalent;
- completed or commenced the ACCA Ethics and Professional Skills Module.

If you don't meet these criteria then please refer to the ACCA website for guidance on how to complete your PER and progress to membership.

What is PER?

To become an ACCA member, you must demonstrate relevant skills and experience within a real work environment. This is what the practical experience requirement (PER) is all about.

You'll need to complete 36 months supervised experience in a relevant role(s) and demonstrate that you have gained a range of skills by achieving nine performance objectives (five Essentials and four Technical – with at least one being an Academic Technical objective).

For this academic pathway pilot you'll use a writable PDF PER record to record your PER and have your experience signed off by a practical experience supervisor.

We understand that PER may seem a little daunting, and you might be wondering how to get started – but don't worry, completing your PER can be achieved in five easy steps.



STEP 1 GAIN RELEVANT EXPERIENCE



STEP 2 FIND A SUPERVISOR

To achieve the PER you'll need to gain work experience in a relevant role – this is a role where you spend time on accounting or finance tasks.

You can use supervised experience you've gained through:

- roles in any organisation or sector
- part time work
- multiple roles – you don't have to achieve 36 months with the same employer
- partially relevant roles where only some of your time is spent on accounting or finance work
- roles you worked in before joining ACCA
- internships and volunteering
- a lecturing role where you are teaching with a substantial amount (50% or more) at the ACCA Applied Skills level or equivalent.

Your experience needs to be supervised to count as PER. You must find a practical experience supervisor to supervise and sign off your performance objectives and the time you've completed in your role. Key points to remember:

- usually your practical experience supervisor will be your line manager
- you can have more than one supervisor
- your supervisor must be a qualified accountant to sign off your performance objectives
- your supervisor does not need to be a qualified accountant to sign off the time you've completed in a role
- if your line manager is not a qualified accountant then you can ask another manager, a consultant, or the organisation's external accountants/auditors to work with your line manager and sign off your objectives.



STEP 3 START RECORDING

You'll need to record details of:

- your employer's name and address
- your role – including job title and start date.
- your supervisor's details
- the exams and/or modules you teach



STEP 4 TARGET PERFORMANCE OBJECTIVES

You must choose which performance objectives you're going to work on. Some key points to remember:

- you need to complete nine performance objectives, all five of the Essentials and four of the Technical objectives –with at least one of the Academic Technical objectives
- make a plan for achieving your performance objectives with your practical experience supervisor
- choose the Technical objectives that link to your everyday work as these will be easier to achieve
- at least one of your Technical performance objectives must be an Academic performance objective. Choose from PO 23 – Mastery of subject(s), PO 24 – Teaching and research or PO 25 – Assessment and learner support
- you can work on more than one objective at a time and you can complete your objectives in any order.

To complete each performance objective you'll need to:

- write a statement and confirm that you've achieved a list of tasks called Elements
- submit your performance objective to your supervisor for sign-off.



STEP 5 SUBMIT YOUR PER RECORD

In total you'll need to complete 36 months of experience and nine performance objectives, to achieve your PER. Once you have done so, and your supervisor(s) has signed this off, you should submit your complete PER record to ACCA.

The academic pathway pilot will end on 30 June 2022. PER records received after this date will not be accepted, so make sure you submit your completed and signed off PER record prior to this date. Completed records should be emailed to customerservicechina@accaglobal.com

Once you've completed your PER you're a step closer to achieving ACCA membership.

Need more help?

Please get in touch with our dedicated PER Academic pathway pilot team at: customerservicechina@accaglobal.com for further guidance and support.



ACCA

110 Queen Street
Glasgow G1 3BX
United Kingdom

+44 (0)141 582 2000
info@accaglobal.com
www.accaglobal.com

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