

The ACCA logo consists of a solid red square with the letters "ACCA" in white, uppercase, sans-serif font centered within it.

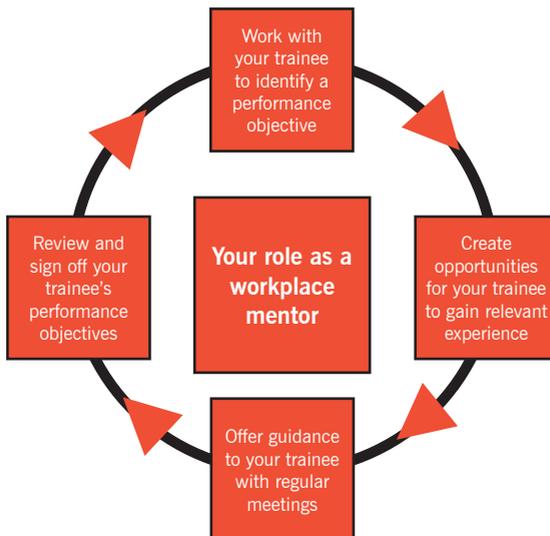
ACCA

# Become a workplace mentor

FOR AN ACCA TRAINEE

**ACCA's practical experience requirement (PER) is a vital part of the ACCA Qualification; it enables trainees to apply the knowledge and techniques they learn while studying for their exams and develop the skills, attitudes and behaviours to be a qualified accountant.**

**Your role as a workplace mentor is central to a trainee completing their PER and achieving ACCA membership.**



### Qualified for the job

You should be someone who the trainee works closely with and are familiar with the quality of their work – you could be their line manager or supervisor. As a workplace mentor you should be a qualified accountant – if not ACCA qualified, then a member of a professional accountancy or audit body recognised by law in the country in which the trainee works. If you are not a qualified accountant you can still be a workplace mentor, but the trainee will also need a ‘training supervisor’, who is qualified, and can act as a counter signatory.

### Benefits to you

Not only will you gain personal satisfaction in seeing the results of your involvement through the improved skills and performance of your trainee, but by becoming a workplace mentor you are sending out a clear message to employees that you are committed to their support and development. Supporting trainees in this way can also lead to better recruitment, retention and development of staff for your organisation. In addition if you are an ACCA member any new skills you gain in order to undertake your mentoring role may count towards your continuing professional development (CPD).

### Finding the time

Being a workplace mentor doesn’t take as much time as you think, and the role could fit into your current appraisal process. You could mentor one or more trainees through all their performance objectives – setting aside some time when your trainees can update you with their progress. Or, you could be a workplace mentor for just one performance objective – using the specific sector you work in to help a trainee. If you are a qualified accountant with very little time to spare, another option is to be a ‘training supervisor’, which means acting as a counter signatory to a workplace mentor who is not qualified. You choose the amount of time you are able to give.

### Using the system

You will have access to the online recording tool, *My Experience*. *My Experience* is a secure, easy to use tool which allows you to review your trainee’s achievements and record the outcome – giving you everything you need to support your trainee.

## PER at a glance

To achieve ACCA membership a trainee has to complete 14 exams, the Professional Ethics module and PER which includes:

- completing three-years' employment in an accounting or finance-related role(s)
- achieving 13 predefined performance objectives to the satisfaction of a workplace mentor
- recording and reporting their PER progress using the online tool, *My Experience*.

## Further Information

ACCA supports workplace mentors in a number of ways. You can learn about these by subscribing to the workplace mentor ezine, which is full of practical and interesting articles to help you guide, inform and encourage your trainees.

Alternatively, please visit [www.accaglobal.com](http://www.accaglobal.com) to find out more about PER.

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