

# How to add a supervisor

On the profile screen click *View employment*

**ACCA Think Ahead**

Home Help Employment Objectives Claim time Logout PER Lilly Laronette

**Employment**  
Employer: Accountancy Ltd  
Role: Trainee accountant  
8 Months

Current status: Employed in a relevant role Save ⓘ

**View employment**

**Performance objectives**  
0 Completed

**View objectives**

You've not started working on any performance objectives yet.  
Click view objectives to find out more about the performance objectives and start recording your progress. The performance objectives you're working on will then appear here on your dashboard.

Click the role name to open the role record

**Employment**  
8 Months

**Add new employer**

Accountancy Ltd 01/01/2017 - current

- Trainee accountant (01/01/2017 - ) 8 Months

**Your employment**  
To achieve your PER you must complete 36 months in a relevant role.  
You can record your current employment details using the add employer button. And you can also create additional employer records for previous employment.

**Adding a role**  
Once an employer record is created you can add a role. You can add as many roles as you need to for each employer by using the add new role button within the employer's record.  
You can edit your records at any time by selecting the employer or role from the list on this page.

**Your practical experience supervisor**  
Your practical experience supervisor helps you achieve your PER by reviewing and signing off your performance objectives. They will also confirm the relevant time you are claiming towards your 36 months' experience.  
Your supervisor is linked to your role. So once you've added a role to your employer record you'll be able to add your supervisor's information to that role and send them an invitation to register.  
You won't be able to submit anything to your supervisor for sign-off until they've registered, so make sure you send them an invitation as soon as you can.

Click *Add new supervisor*

**Employment**

8 Months

Add new employer

Accountancy Ltd 01/01/2017 - current

✎ - Trainee accountant (01/01/2017 -) 8 Months

Job title	Trainee accountant
Start date	01/01/2017
End date	
Average hours per week	35
% Relevant role	100
ACCA approved employer?	No
Is this an audit role?	No
Is this a lecturing role?	No

Edit this role Delete this role

**Practical experience supervisors**

Add new supervisor

Add your supervisor's information and *Save and send invite*. Your supervisor will receive a registration email

**Employment**

8 Months

Add new employer

Accountancy Ltd 01/01/2017 - current

✎ - Trainee accountant (01/01/2017 -) 8 Months

## Add new supervisor

Please complete all the fields below to send an invitation to your supervisor so they can register and sign-off your experience. However, before adding their details you must ensure you have their permission to do so.

**What does IFAC qualified mean?**

IFAC is the International federation of accountants. To be IFAC qualified your practical experience supervisor must be a member of one of the accountancy bodies recognised by IFAC. You can access a list of recognised bodies on the [IFAC website](#). Alternatively your supervisor may be a qualified accountant if they are recognised by law in your country- if this is the case select the most suitable IFAC qualified status in the relationship field below.

**Can a friend or family member be my supervisor?**

You should avoid having a friend or relative as your supervisor to prevent any potential conflicts of interest. So you must advise us if your supervisor is a friend or family member when you apply for membership.

First Name \*  
Malcolm

Last name \*  
Tucker

Email Address \* ?  
malcolm.tucker@invalid.com


Relationship \* ?  
IFAC qualified line manager

Job Title \*  
Accountant

Save and send invite

Your supervisor information will be displayed below your role information

## Employment



8 Months

Add new employer

Accountancy Ltd 01/01/2017 - current


✎ - Trainee accountant (01/01/2017 - ) 8 Months

Job title	Trainee accountant
Start date	01/01/2017
End date	
Average hours per week	35
% Relevant role	100
ACCA approved employer?	No
Is this an audit role?	No
Is this a lecturing role?	No

Edit this role

### Practical experience supervisors

Add new supervisor

	Malcolm Tucker	Disable access
	✓ Approve performance objectives	
	✓ Approve time	