

How to complete a performance objective

On the profile screen click *View objectives*

ACCA Think Ahead

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Employment

Employer: Accountancy Ltd
Role: Trainee accountant

8 Months

Current status: Employed in a relevant role [Save]

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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 objective name to open the record

Performance objectives

0 Completed

Essentials 5 required

- 1: Professionalism and ethics
- 2: Stakeholder relationship management
- 3: Strategy and innovation
- 4: Governance risk and control
- 5: Leadership and management

Technical 4 required

Corporate reporting

- 6: Record and process transactions and events
- 7: Prepare external financial reports
- 8: Analyse and interpret financial reports

Performance objectives

You need the right skills and abilities to be a qualified accountant. Our practical experience requirement (PER) is an essential part of the ACCA qualification. Completing the performance objectives will help reinforce your learning from exams.

There are two types of performance objective: Essentials and Technical. You must complete all five essentials. There are 15 technical performance objectives, we need you to demonstrate your experience in four of these.

How do I complete my performance objectives?

All the performance objectives are made up of individual elements. For each performance objective, you have to do the following:

- write a short statement describing your experience
- get your supervisor to confirm that you have completed all of the elements
- have the performance objective signed off by your supervisor.

You only need to cover the description of the performance objective in your statement. You don't need to summarise all the activities you carried out to achieve the individual elements. We'll need details of one or two tasks that you've been involved with for each performance objective statement. The tasks should relate closely to the objective's description.

Your statement should be:


- clear and concise
- provide evidence and examples to help illustrate your experience.
- avoid repetition or reference to other statements.

Some advice from our experts: *"It's a really good idea to complete your PER as you go along - and get individual elements signed off as soon as you complete them!"*

More information about each objectives can be found by clicking on the performance objectives on this page.

Click *Start objective*

Performance objectives



0 Completed

Essentials 5 required

- 1: Professionalism and ethics
- 2: Stakeholder relationship management
- 3: Strategy and innovation
- 4: Governance risk and control
- 5: Leadership and management

Technical 4 required

Corporate reporting

- 6: Record and process transactions and events
- 7: Prepare external financial reports
- 8: Analyse and interpret financial reports

Financial management

- 9: Evaluate investment and financing decisions
- 10: Manage and control working capital
- 11: Identify and manage financial risk

1: Professionalism and ethics

Start objective

←

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Description	Examples of activities	Linked exams										
<p>The fundamental principles of ethical behaviour mean you should always act in the wider public interest. You need to take into account all relevant information and use professional judgement, your personal values and scepticism to evaluate data and make decisions. You should identify right from wrong and escalate anything of concern. You also need to make sure that your skills, knowledge and behaviour are up-to-date and allow you to be effective in your role.</p> <h3 style="margin: 10px 0;">Elements</h3> <p>Here are the elements you need to achieve for this performance objective</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 5%; text-align: center;">a</td> <td>Act diligently and honestly, following codes of conduct, taking into account – and keeping up-to-date with – legislation.</td> </tr> <tr> <td style="text-align: center;">b</td> <td>Act with integrity, objectivity, professional competence and due care and confidentiality. You should raise concerns about non-compliance.</td> </tr> <tr> <td style="text-align: center;">c</td> <td>Develop a commitment to your personal and professional knowledge and development. You should become a life-long learner and continuous improver, seeking feedback and reflect on your contribution and skills.</td> </tr> <tr> <td style="text-align: center;">d</td> <td>Identify, extract, process and evaluate information to make reliable, well-reasoned conclusions.</td> </tr> <tr> <td style="text-align: center;">e</td> <td>Check, critically analyse and assess financial and other data with professional scepticism. You should question opinion and facts through corroboration and robust testing.</td> </tr> </tbody> </table>			a	Act diligently and honestly, following codes of conduct, taking into account – and keeping up-to-date with – legislation.	b	Act with integrity, objectivity, professional competence and due care and confidentiality. You should raise concerns about non-compliance.	c	Develop a commitment to your personal and professional knowledge and development. You should become a life-long learner and continuous improver, seeking feedback and reflect on your contribution and skills.	d	Identify, extract, process and evaluate information to make reliable, well-reasoned conclusions.	e	Check, critically analyse and assess financial and other data with professional scepticism. You should question opinion and facts through corroboration and robust testing.
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Write your statement and *Save statement*



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Claim objective will now be enabled

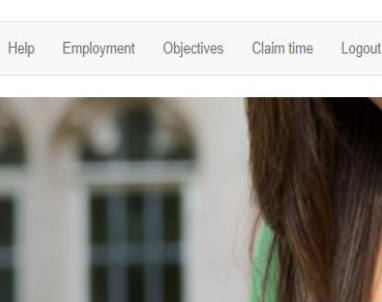
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Think Ahead

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PER Lilly Laronette



Performance objectives



0 Completed

Essentials 5 required

1: Professionalism and ethics	Started
2: Stakeholder relationship management	
3: Strategy and innovation	
4: Governance risk and control	
5: Leadership and management	

1: Professionalism and ethics

Claim objective

Description

Examples of activities

Linked exams

The fundamental principles of ethical behaviour mean you should always act in the wider public interest. You need to take into account all relevant information and use professional judgement, your personal values and scepticism to evaluate data and make decisions. You should identify right from wrong and escalate anything of concern. You also need to make sure that your skills, knowledge and behaviour are up-to-date and allow you to be effective in your role.

Elements

Here are the elements you need to achieve for this performance objective

- Act diligently and honestly, following codes of conduct, taking into

