

# How to complete a performance objective

On the profile screen click *View objectives*

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 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.





