



Timeline & Competencies



Relevant
Practical
Experience
(RPE)
Competencies and
Timelines

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Relevant Practical Experience (RPE) core competencies and timelines

A key component of the CA qualification

Relevant Practical Experience (RPE) supports the development of essential on-the-job skills, knowledge, and attributes for a successful, rewarding career as a Chartered Accountant. RPE is therefore a key component of the CA qualification, and a compulsory requirement for students to qualify and be eligible for ICAS membership.

There are 39 core competencies, split into six timelines. All competencies must be completed throughout the training period. Multiple timelines can be worked on at the same time, however, each timeline must be worked through chronologically.

Below is a list of the compulsory RPE competencies and an example of activities that provide suitable experience to support achievement. When documenting achievement of a competency in the logbook, the example provided should reference the specific activity that was undertaken.

Timeline and Competencies

	Ethics and Integrity (Timeline One)	Example
1.	Act with integrity, behaving truthfully and honestly, and take responsibility for your own actions and development.	Straightforward and honest in professional and business relationships. Identifies personal strengths and weaknesses, learns from mistakes, sets goals, and creates a plan for improvement.
2.	Appreciate the impact of your actions on the environment and look for ways to be socially responsible.	Identifies the environmental impact of business decisions. Considers how to make business processes sustainable and reduce any damaging effect on the environment.
3.	Maintain confidentiality in your dealings with others	Respects the confidentiality of information provided and does not disclose any information to third parties without a legal or professional duty.
4.	Act with professional competence and due care, recognising when to ask for help or to report an issue upwards to a more senior member of staff.	Maintains professional knowledge, only undertaking significant tasks only when competent to do so. Identifies when to escalate to a more senior member of staff, thus, ensuring the client receives professional services based on current practices.
5.	Act objectively and recognise threats to objectivity and independence.	Uses an open mind considering the facts without allowing bias or personal feelings to impact decisions. Recognises a potential threat, for example deterred from acting objectively due to pressures from the client or employer.

6.	Demonstrate professional behaviour and handle difficult situations constructively and tactfully.	Establishes facts using questions and active listening. Pre-judgement is avoided and acts professionally, using appropriate and sensitive communications saying the right thing at the right time.
7.	To 'do the right thing' and challenge inappropriate behaviours.	Showing moral courage in challenging inappropriate behaviour or work practices. Doing things for the greater good and ensuring actions are appropriate and demonstrate ethical values.
8.	Appreciate the impact of business decisions on all relevant stakeholders	Identifying ways in which stakeholders can be affected by business aims and objectives including but not limited to financial, operational, social and sustainability matters.

	Communications (Timeline Two)	Example
1.	Follow your employer's cyber security and data control policies.	Understands and correctly actions data control policies. Identifies potential cyber threats or breaches escalating as per company guidelines.
2.	Ask relevant, open questions to understand the requirements of a work assignment.	Uses open ended questions which require a more detailed and descriptive response, avoiding a yes or no answer.
3.	Work effectively with others, respecting different skills, backgrounds and opinions and consider different perspectives.	Has the ability to work effectively on a common task, contributing to the consensus. Considers other people's skill set and maintains cultural etiquette when communicating with people from a different background. Listens actively and takes actions which respect the contributions and needs of others.
4.	Draft an email, letter or report that is clear and well-structured, and which is tailored to the intended audience.	Uses the correct layout and format, the body consists of introduction, content, conclusion, and the subject is tailored to meet the audience needs.
5.	Prepare and present information in a group situation in a clear, structured manner which is tailored to the audience.	Considers key factors in presenting information such as audience, place, and topic have been considered. Information presented is tailored to audience information needs e.g. simple and concentrating on the core message or detailed covering multiple areas. There is minimal hesitation, abbreviations, and words are enunciated clearly. Considers any cultural or language barriers.

6.	To question the views of senior colleagues to allow your position to be heard and understood.	Demonstrates confidence interacting and communicating with senior colleagues. Approaches the conversation in a structured way and is able to verbalise their position in a way that denotes confidence in their own value.
7.	Present your opinions to others clearly and fairly, to reach agreement for everyone involved.	Presents opinions in a straightforward manner using detailed and relevant specifics that focus on the when, what, and how. Considers any cultural and language barriers and respects opinions of others to allow meaningful discussion and resolution.

	Teamwork & Leadership (Timeline Three)	Example
1.	Ask for help and learn from others.	Asks for help politely and professionally using a structured approach. Learns from others by interacting and engaging with them an observing daily practice. Clearly identifies mistakes or what hasn't worked previously, asking questions, and for other people's point of view.
2.	Works constructively with others to achieve team goals, communicating updates on progress throughout.	Listens and acknowledges other team members opinions, concerns feeling and ideas. Acknowledges skills and experience, maintaining open communication and respect.
3.	Build and develop relationships with internal and external contacts.	Communicates in an honest, clear, and accurate manner, developing the ability to understand the needs, interest, and motivation of the individuals. Shows consistency when communicating with contacts, using genuine listening skills. Is actively engaged in communications and discussions.
4.	Identify and suggest improvements to existing working practices.	Identifies areas of improvement within the workplace to produce more efficient or more productive practices.
5.	Organise, supervise, review and delegate tasks to others to meet agreed objectives.	Understands the overall objective, identifying any constraints and boundaries. Takes responsibility and assigns tasks to other team members, clearly articulating the desired outcome.
6.	Offer timely and constructive feedback to motivate, coach and develop other team members.	Provides constructive feedback identifying positives and negatives of team members to help develop and improve. Can provide both positive and negative feedback with detail, explaining how and why.
7.	Demonstrate effective leadership of a team or situation.	Leads by example. Demonstrates good communication, motivating the team while making decisions and calling out successes.

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	Personal Effectiveness (Timeline Four)	Example
1.	Manage time effectively, prioritising workload to meet competing commitments.	Demonstrates strong time management skills, uses a schedule prioritising and tackling the more important tasks first. Uses a batch process for similar tasks and sets reasonable time limits.
2.	To plan work with consideration of available resources and commitments.	Displays project management skills considering factors such as resource availability to ensure commitments are achievable. Ensures available software and hardware resources and matches to tasks.
3.	Respond positively to new circumstances, changing demands and opportunities.	Shows understanding and acceptance of change. Promotes optimism when faced with new demands and circumstances. Focus on turning challenges into opportunities and remains positive.
4.	Show resilience and continues to meet work commitments when facing pressure.	Proactive when handling workload, facing challenges, or solving problems. Remains calm and can complete tasks despite difficulty keeping to deadlines. Exhibits good coping and control methods.
5.	Ask for and reflect on feedback on your performance and respond proactively.	Displays confidence requesting performance feedback. Prepares for feedback by reflecting on what they hope to gain, prepares the questions, and reflects on feedback provided. Acknowledges both positive and negative feedback. Is willing to accept information graciously and with a positive, open mind.

	Problem Solving & Decision Making (Timeline Five)	Example
1.	Identify a problem, ask questions, and gather data from several areas to analyse the issue.	Identifies and clearly defines a problem or mistake effectively. Confirms the relevant facts by asking key questions e.g. how the problem is happening and who is involved in the process / procedures. Provides evidence and uses research to collect information to generate data. Analyses and evaluates alternatives to provide a solution.
2.	Apply a questioning mindset to critically assess all relevant financial and non-financial information.	Approaches a task logically, gathers, interprets, and analyses data, both financial and non-financial. Challenges information to confirm credibility, reliability, accuracy, and relevance.
3.	Identify a problem and suggest a solution to a more senior member of staff.	Identifies a problem, analyses multiple solutions, and defines a solution. Presents the solution to senior member in a confident and structured way. Anticipates questions from senior staff, showcasing fact finding in designing and implementing a solution.

4.	Draw and justify conclusions based on relevant data.	Undertakes appropriate work to gain assurance over relevance of data. Draws conclusions and highlights key findings consistent with the data analysed. Shows competence in making comparisons, assessing the strength of the conclusions.
5.	Evaluate risk and make an informed decision despite uncertainty.	Identifies possible risk factors. Considers different outcomes and the impact/likelihood of risks materialising. Evaluates the pros and cons of risk facing activities, together with risk appetite, in making decisions. Estimates likely impact and the likelihood the risks will materialize.
6.	Develop recommendations to a complex problem and implement an agreed solution.	Analyses complex problems to help design well-informed recommendations and solutions. Defines a solution through planning and preparation. Implements and monitors the solution including post implementation review of success.

	Technical Competence (Timeline Six)	Example
1.	Apply technical knowledge from ICAS assessment studies to practical work situations.	Applies technical skills to efficiently process financial transactions. Uses the practical knowledge gained during study and sitting exams and applies it. <i>Example – TC Financial Accounting Module 17</i> student uses learned understanding of different elements around profit and loss to build client report.
2.	To effectively use accounting / business software in a practical work situation.	Competently uses accounting software to support a client with tracking their business income and expenses. Confidently navigates the tool with ease of use, delivering the required outcome.
3.	Identify a technical issue in a work assignment and use your technical knowledge to resolve it.	Demonstrates technical knowledge developed through internal or external learning, has been applied to a scenario to resolve a technical matter. <i>Example –</i> financial statement errors identified through comparison of monthly bank statement reconciliation and corrected.
4.	Correctly resolve a complex technical issue, whilst demonstrating commercial judgement.	Competently forms a conclusion over the appropriate technical treatment of a complex accounting matter. <i>Example -</i> Estimates, intangibles, disclosures etc where consideration of commercial factors are required.
5.	Continue to develop your technical knowledge and apply this to new situations.	Provides an example of a new or unfamiliar technical queries encountered and how they gained appropriate knowledge to help resolve this.
6.	Continue to develop your technology skills and apply this to new situations.	Utilises relevant technology and tools to analyse data, efficiently and effectively perform assigned tasks as well as support other competencies.



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