
Modifications to CA Practical Experience Requirements for 2010

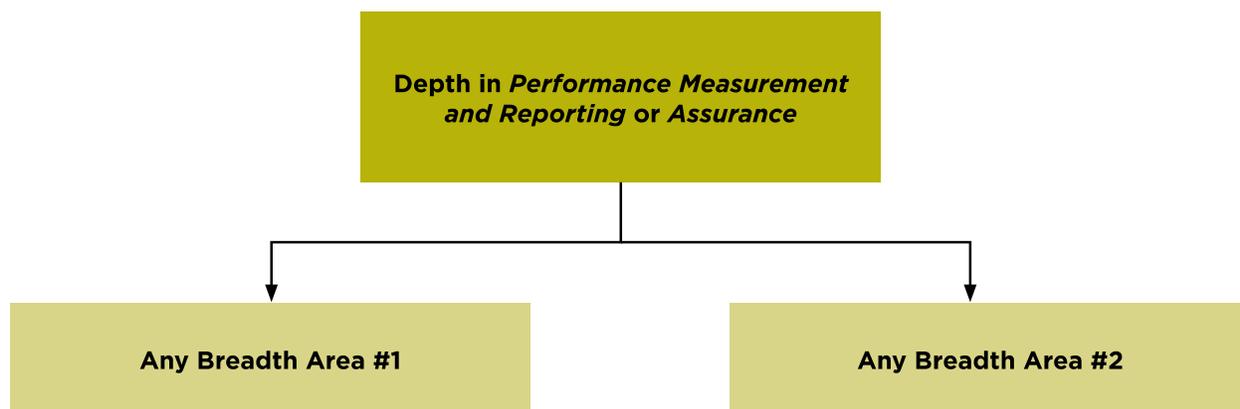
Based on input from our key stakeholders and our own ongoing assessment for continuous improvement, we are implementing the following modifications to the profession's practical experience requirements effective September 1, 2010:

- **Modifications to depth and breadth requirements** which will allow greater flexibility for both employers and students while maintaining the standards and rigor currently required from all CA Training Offices. *These changes need not affect existing programs or CA students.*
- **Clarified descriptions of the specific competencies** to reflect more accurately the competencies expected of an entry-level CA. These changes require updates to the Record of CA Qualifying Experience (RQE). *We encourage all CA students completing the RQE before September 1, 2010 to transition to the new version, though there is no requirement to do so.*

Modifications to depth and breadth

There are six CA competency areas: Assurance; Performance Measurement and Reporting; Taxation; Governance, Strategy and Risk Management; Management Decision-Making; and Finance. The general requirement that all CA students develop one depth and two breadth areas remains unchanged.

Currently, all CA Training Office positions require students to develop depth in either *Assurance* or *Performance Measurement and Reporting*, and breadth in any two of the remaining five areas.



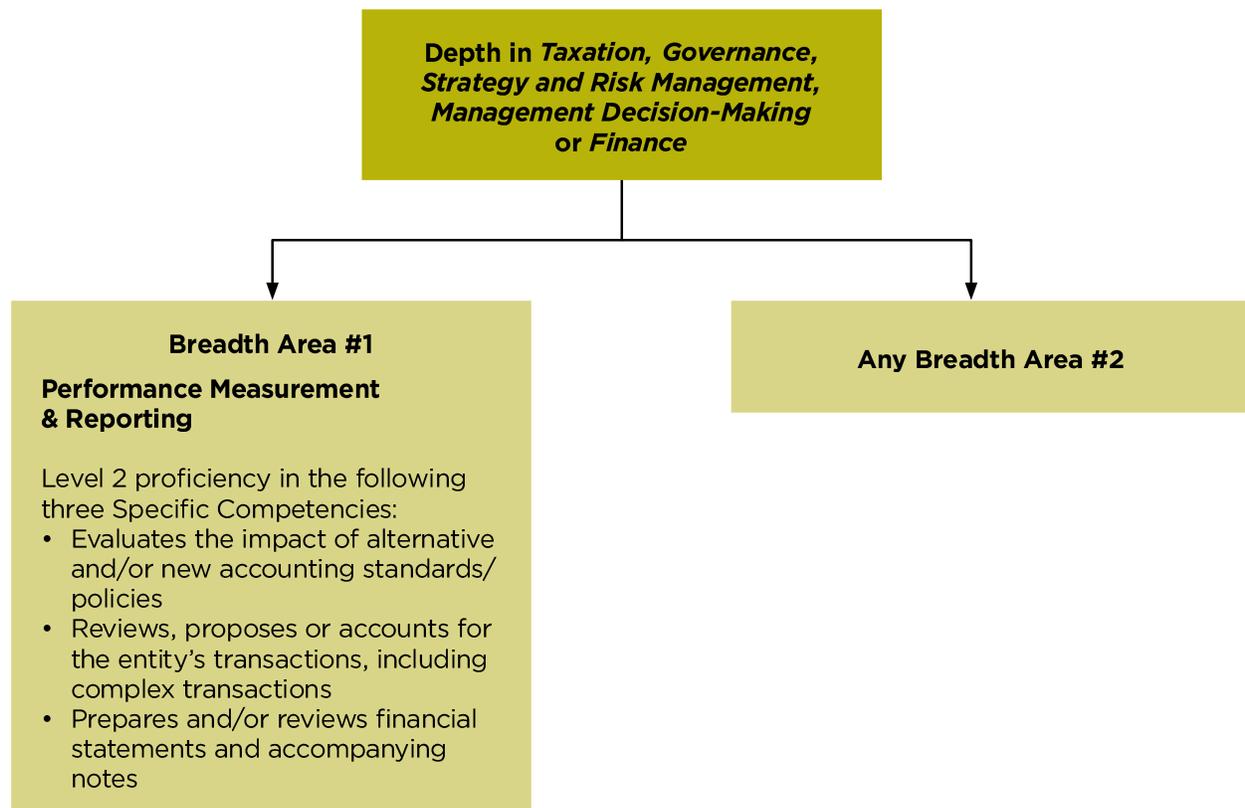
CA students will continue to be able to qualify based on these requirements.

Effective September 1, 2010, CA Training Offices will also be able to develop training positions that enable students to achieve depth in any one of the six competency areas.

For positions offering depth in *Assurance* or *Performance Measurement and Reporting*, breadth requirements are unchanged.

For positions offering depth in *Taxation, Governance, Strategy and Risk Management, Management Decision-Making* or *Finance*, breadth requirements are:

- Performance Measurement and Reporting, with breadth defined as a Level 2 proficiency in the three specific competencies identified below (achieving these three competencies at Level 2 satisfies the requirement for one breadth area); and
- Any one additional breadth area.



The specific proficiency requirements for an area of depth and breadth, other than the three competencies listed above in Performance Measurement and Reporting, remain unchanged. Please refer to *CA Practical Experience Requirements 2010* for details.

Clarified descriptions of the specific competencies

Consultations with CA Training Offices have also led us to clarify the descriptions of the specific competencies in each competency area in *Appendix 1* of the *CA Practical Experience Requirements 2010*. The new descriptions better capture the expectations of an entry-level CA.

See Appendix for details, including a concordance of 2009 and 2010 descriptions.

These changes have been incorporated into a revised RQE incorporating the updated wording of the specific competencies. **All CA students who begin employment on or after September 1, 2010 are required to use this updated version.** Because the changes are minor, we strongly encourage all CA students to use the new version, though there is no requirement to do so.

Learn more

Our support material has been revised to reflect these modifications. Here are the revised documents:

- 2010 edition of CA Practical Experience Requirements
- Record of CA Qualifying Experience (both the 2009 and the 2010 versions will be downloadable)
- Support material for Training Principals, Counselling Members and CA Students;
- Updated answers to FAQs.

If you have any questions or require additional information on these modifications, or are interested in adding to or changing your current CA Training Program, please contact your CA Training Office Liaison.

Appendix: Specific Competencies, Effective September 2010

The chart below compares the clarified descriptions of the specific competencies in **PER 2010** with those in **PER 2009**. Clarified competencies appear in the shaded boxes.

PREVIOUS SPECIFIC COMPETENCIES as Detailed in Appendix 1 of the PER 2009	NEW SPECIFIC COMPETENCIES as Detailed in Appendix 1 of the PER 2010
Performance Measurement and Reporting	
<p><i>* Positions offering an area of depth other than Performance Measurement and Reporting or Assurance must offer Performance Measurement and Reporting as one of the two areas of breadth. CA students must gain sufficient direct working experience in three specific competencies identified with an asterisk, and demonstrate the ability to work at a Level 2 proficiency in these competencies by the end of their term of practical experience</i></p>	
Analyzes financial reporting needs and establishes the necessary systems (internal, external financial and non-financial)	Identifies financial reporting information required by various stakeholders including regulatory requirements.
Develops (or evaluates) reporting processes to support the financial reporting infrastructure	Develops (or evaluates) financial reporting processes to support the financial reporting infrastructure
Develops reliable information	Performs procedures to ensure the accuracy and reliability of financial information
Develops/evaluates accounting policies	Evaluates the impact of alternative and/or new accounting standards/policies*
Accounts for the entity's transactions, including non-routine transactions	Reviews, proposes or accounts for the entity's transactions, including complex transactions*
Prepares or reviews financial statements and accompanying notes	Prepares and/or reviews financial statements and accompanying notes*
Explains financial statement results and balances to stakeholders	Analyzes and explains financial statement results and balances to stakeholders
Maintains awareness of emerging financial reporting topics	<i>[DELETED: Included in the definition of an area of depth*]</i>
Assurance	
Analyzes, evaluates and advises on assurance needs (external or internal)	Analyzes, evaluates and advises on assurance needs (external or internal)
Considers issues related to accepting an assignment	Considers issues related to accepting an assignment

Evaluates the implications of key risks for the assignment	Evaluates the implications of key risks for the assignment
Evaluates internal control (IT or other)	Evaluates internal control (IT or other)
Designs a work plan and assurance procedures	Designs a work plan and assurance procedures
Executes and evaluates the results of the work plan (IT or other)	Executes and evaluates the results of the work plan (IT or other)
Draws conclusions and drafts a report	Draws conclusions, documents findings, contributes to a summary report and participates in presentation to stakeholders
Participates in a meeting with stakeholders	<i>[Consolidated with the above competency]</i>
Taxation	
Prepares or reviews the entity's taxation provisions and related financial reporting	Prepares or reviews the entity's taxation provisions and related financial reporting
Identifies and advises on compliance and filing requirements	Identifies and advises on compliance and filing requirements
Prepares and files personal or corporate tax returns	Prepares and files personal or corporate tax returns
Identifies personal or corporate tax planning opportunities	Identifies personal or corporate tax planning opportunities
Prepares information to file personal tax returns, respond to assessments, file objections or appeals	Prepares information and analysis to support filing of personal tax returns, responding to assessments or filing objections or appeals
Prepares information to file corporate tax returns, respond to assessments, file objections or appeals	Prepares information and analysis to support filing of corporate tax returns, responding to assessments or filing objections or appeals
Governance, Strategy and Risk Management	
Evaluates leadership processes of the Board or other governing body	Analyzes the entity's governance structure and related policies, processes and codes
Identifies and evaluates the audit committee's role in governance	Prepares information and analysis to ensure entity remains compliant with regulatory and compliance requirements.

Understands the entity's strategic plan and planning processes and the mission, vision and strategies set out.	Understands the entity's strategic plan and planning processes and the mission, vision and strategies set out.
Identifies and evaluates opportunities and risks within an entity	Identifies and evaluates opportunities and risks within an entity
Identifies the factors that impact the entity's financial strategies	Identifies the factors that impact the entity's financial strategies
Evaluates the entity's performance measurement strategy	<i>[DELETED]</i>
Helps evaluate an entity's plans for risk management	<i>[Consolidated with the competency noted below]</i>
Helps develop or manage courses of action to manage risks	Helps develop or manage courses of action to manage risks, including information systems risk
Helps ensure the timely but safe access to information	<i>[Consolidated with the above competency]</i>
Management Decision-Making	
Participates in the identification of the key information needs of an entity	Participates in identifying or evaluating key information needs of stakeholders within an entity
Participates in the identification of the entity's key performance indicators	Participates in identifying or evaluating an entity's key performance indicators
Identifies and/or evaluates acquisition or sourcing decision factors (IT or other)	<i>[DELETED]</i>
Monitors and evaluates product pricing and costing options	Prepares, evaluates, or manages information within an entity for decision making e.g. acquisition vs. sourcing decisions, pricing and costing decisions, make-or-buy decisions, transfer pricing options
Evaluates make-or-buy decision factors	<i>[Consolidated with the above competency]</i>
Evaluates transfer pricing options	
Analyses variances within costing systems/budget	Analyses and interprets variances against budget or other established targets

Prepares an entity's budget	Prepares or reviews budget information
Prepares a cash flow projection	Prepares or reviews cash flow projections
Improves the information gathering infrastructure	Identifies, develops or evaluates business processes to support management information needs, decisions and control frameworks
Finance	
Establishes or evaluates financial objectives	Develops (or evaluates) the entity's financial objectives or strategy
Analyzes the entity's financial situation	Performs financial analysis, interprets the results and draws conclusions on the entity's financial situation
Monitors cash flow	Monitors cash flow
Analyzes the entity's working capital	Analyzes the entity's working capital
Identifies and evaluates sources of funds, including financial instruments	Identifies and performs analysis or evaluation of the entity's financing alternatives which could include the use of financial instruments
Develops or analyzes business plans or financial proposals	Develops, constructs or analyzes financial models, business plans or financial proposals
Analyzes the purchase, expansion, or sale of a business	Analyzes the purchase, expansion, or sale of a business