



## Practical Experience Requirement (PER) for SCAAK members

---

Summary

<b>PRACTICAL EXPERIENCE REQUIREMENT (PER) FOR SCAAK CERTIFICATIONS</b>	<b>4</b>
<b>Introduction</b>	<b>4</b>
<b>How to fulfill the requirements?</b>	<b>5</b>
<b>Documentation of practical experience – how to fill the forms</b>	<b>5</b>
<b>Evaluation of practical experience forms</b>	<b>5</b>
<b>PRACTICAL EXPERIENCE REQUIRED FOR THE TITLE “ CERTIFIED ACCOUNTING TECHNICIAN”</b>	<b>6</b>
<b>Who can be your supervisor / mentor</b>	<b>6</b>
<b>WHO CAN CERTIFY YOUR SKILLS AND COMPETENCES?</b>	<b>6</b>
<b>PRACTICAL EXPERIENCE REQUIRED FOR THE TITLE “CERTIFIED ACCOUNTANT”</b>	<b>7</b>
<b>How many competences you need?</b>	<b>7</b>
<b>Who can be your supervisor / mentor</b>	<b>8</b>
<b>WHO CAN CERTIFY YOUR SKILLS AND COMPETENCES?</b>	<b>8</b>
<b>THE SUPERVISOR WHO IS A MEMBER OF A PROFESSIONAL ORGANIZATION OF ACCOUNTING WHO IS MEMBER OF IFAC</b>	<b>8</b>
<b>PRACTICAL EXPERIENCE REQUIRED FOR THE TITLE “CERTIFIED AUDITOR”</b>	<b>9</b>
<b>How many competences you need?</b>	<b>9</b>
<b>Practical experience documentation – how to fill the form</b>	<b>9</b>
<b>Who can be your supervisor / mentor</b>	<b>10</b>
<b>WHO CAN CERTIFY YOUR SKILLS AND COMPETENCES?</b>	<b>10</b>
<b>DESCRIPTION OF SPECIFIC AND OPTIONAL AREAS</b>	<b>11</b>
<b>SPECIFIC AREA 1 – ETHICS AND PROFESSIONAL BEHAVIOR</b>	<b>11</b>
<b>SPECIFIC AREA 2 – BUSINESS MANAGMENT</b>	<b>11</b>
<b>SPECIFIC AREA 3 –PERSONAL DEVELOPMENT</b>	<b>11</b>
<b>SPECIFIC AREA 4 – ACCOUNTING AND FINANCIAL REPORT</b>	<b>12</b>
<b>SPECIFIC AREA 5 - TAXES</b>	<b>12</b>
<b>SPECIFIC AREA 6 – FINANCIAL MANAGMENT (optional)</b>	<b>12</b>

<b>SPECIFIC AREA 7 – MANAGEMENT ACCOUNTING (optional)</b>	<b>13</b>
<b>SPECIFIC AREA 8 – AUDIT AND ASSURANCE</b>	<b>13</b>
<b>The diary of fulfilling the practical experience</b>	<b>17</b>
<b>Sample of filled form PEF1</b>	<b>18</b>

## Practical Experience Requirement (PER) for SCAAK certifications

### Introduction

Practical Experience Requirement (PER) of SCAAK is the key part in certification process for SCAAK members. Besides passing the exams, candidates must fulfill the practical experience for Certified Accountant or Certified Auditor.

Requirements for practical experience are based on International Education Standard 5, Practical Experience Requirement (IES 5) of International Federation of Accountants (IFAC).

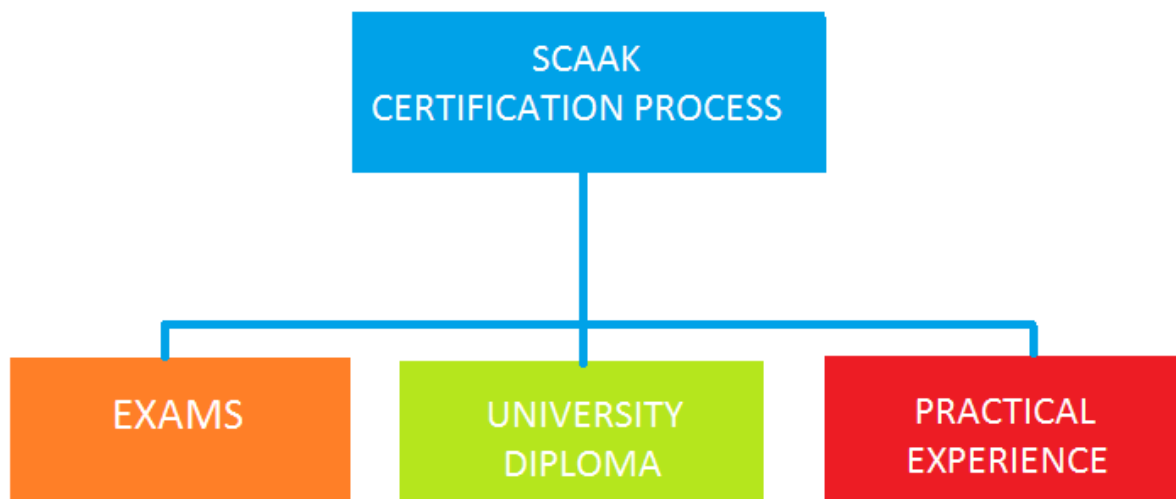
The practical experience is based on competences. Competences are a group of skills, attitudes, behaviours, knowledge and abilities which enables a member of SCAAK to perform the work effectively.

PER provides a framework for the achievement and confirmation of effective and suitable performance in the work place.

By the time students will complete training and examination program, they will certainly meet most of the requirements related to practical experience. In your early stages, you may not be employed as accountant, or you may be unemployed, therefore this guidance must help you in identifying the examples of duties and competences which are, or must be learned from professional accountants and auditors.

While you make progress during the professional education program of SCAAK and begin to achieve success in exams, you will have more opportunities for employment in any organisation which offer practical experience. You become more qualified while you pass the exams, when your potential employer will notice you learning, achieving success and notice that you are determined in advancing your career.

Accounting Technicians, Certified Accountants and Certified Auditor have an important role in each economic sector, therefore you can obtain your experience in any sector. It is important what you learn and how you apply your knowledge and skills.



### How to fulfill the requirements?

Competences represent the objectives that describe the type of job and activity that students and members must perform.

Each person that is required to fulfill the competences designated by SCAAK for different levels, Certified Accountant or Certified Auditor must plan the objectives of job performed with his supervisor/mentor in order to be in compliance with the required competences by SCAAK. Individuals should consider their roles, and if the roles fulfill the required competences. It is student's/member's responsibility to identify the suitable supervisor/mentor.

### Documentation of practical experience – how to fill the forms

SCAAK has designed two types of forms which must be submitted to verify the practical experience. You must submit the filled and signed forms in SCAAK, when you have fulfilled all the requirements for practical experience.

**Practical Experience Form 1 (PEF1)** – in which you must describe the activities/work performed during a given period which show the fulfillment of one or more competences. You may use as much PEF as it is needed to show the fulfilment of competences. This depends on the job position, employer, and years or months spent in any workplace. This means you have to fill at least one of PEF1 to document time at each employer or job.

Description of activities/work performed must be concise but also detailed enough to enable the verification from SCAAK. You **must** avoid the repetition of information or answers from one competence to another. Since the work of each person is unique, SCAAK expects **not** to see doubled responses from students/members and also description of examples provided by SCAAK.

To facilitate your advancement track and activities performed during the year, we have prepared a **dairy** in which you can mark your work and your progress. The dairy must not be submitted in SCAAK.

**Practical Experience Form 2 (PEF2)** – is the summary list of all fulfilled competences arising from PEF1.

Both forms must be signed by your supervisor/mentor before you submit them to SCAAK.

### Evaluation of practical experience forms

SCAAK will evaluate the submitted PEF forms, can contact the employer of candidate or member, and also can require additional documents needed to verify their accuracy.

### Practical experience required for the title “ CERTIFIED ACCOUNTING TECHNICIAN”

You are required to have **at least 12 months experience** in accounting, finance, implementation of internal control, or in audit positions. Experience can be gained before or during your training.

Candidates must submit relevant documents in SCAAK which prove your experience, for example job contract, reference from employer – your job duties and responsibilities, etc.

*Examples of duties which fulfill the requirements concerning the proper experience for **Accounting Technician** are as follows:*

- Registration, collection, classification or accounting transactions in an accounting system;
- Preparation of quantitative information to help management in planning, budgeting, assessment of performance or decision making;
- Maintaining records and accounting or tax documents;
- Tasks relating with assistance given during the work of the certified accountant or certified auditor.
- Duties and other roles which demonstrate the experience in accounting, audit or related fields.

### Who can be your supervisor / mentor

Your supervisor / mentor must be the person who supports your professional development in working place, revise your progress at work and plays an important role on accomplishing your competences.

The supervisor / mentor must support on identification of competences that you must reach and define deadline with you in fulfilling these competences. The supervisor / mentor might also be the person which evaluates the need for your further development.

The supervisor/mentor must verify the filled forms from you and take the responsibility if you fulfilled or not the competences presented from you.

It is student`s/member`s responsibility to identify the suitable supervisor/mentor.

### Who can certify your skills and competences?

- The supervisor who is a member of SCAAK, who is Certified Accountant or Certified Auditor or
- Your employer who confirms that you have demonstrated the skills and competences of an Accounting Technician (owner, director, manager) or
- The supervisor who is a member of a professional accounting organization that is a member of IFAC

**Practical experience required for the title “CERTIFIED ACCOUNTANT”**

You are required to have **at least 36 months within the last 5 years until the moment you apply for the designation**, experience in accounting, finance, internal control implementation, or in auditor position. Experience can be gained before, during or after your training, including the experience gained as Accounting Technician.

Candidates must submit relevant documents in SCAA which proves their experience in:

- Job contract,
- Reference from employer
- Tasks and responsibilities at work (Terms of Reference),
- Other documents which you consider relevant for your job.
- Pension Savings (Statement from Kosovo Pension Savings Trust)

Candidates must also submit filled forms as below:

PEF1 in which must describe summary of work and responsibilities related with relevant competences for Certificated Accountants.

Practical Experience Form 2 (PEF2) is a summary of all competences reached in a specific period of time. PEF2 can be completed on a yearly basis or shorter periods.

**How many competences you need?**

According to the decision made by SCAA Professional Education Committee, you must fulfill at least **7 competences, 6 from competences** in specific key areas below and **1 competence** from optional specific areas.

Key specific area	Key competences from specific areas
1. Ethics and professional behaviour	1
2. Business managing	1
3. Personal development	1
4. Accounting and Financial Report	2
5. Taxes	1

Optional specific areas (at least one)	
6. Optional 1 – Financial Management	1
7. Optional 2 – Managerial Accounting	1

### Who can be your supervisor / mentor

Your supervisor/mentor must be the person who supports your professional development in a working place, revise your progress at work and plays an important role on accomplishing your competences.

The supervisor/mentor must support you on identification of competences that you must reach and set deadlines with you in fulfilling these competences. The supervisor / mentor might also be the person which evaluates the need for your further development.

The supervisor/mentor must verify the filled forms from you and take the responsibility if you have fulfilled or not the competences presented in the forms.

It is student`s/member`s responsibility to identify the suitable supervisor/mentor.

### Who can certify your skills and competences?

- The supervisor who is an active member of SCAAK, who is Certified Accountant or Certified Auditor or
- Approved employer under the SCAAK approved employers list (e.g. Auditing Firms, Banks, Insurance companies and all the organizations which fulfill the required conditions by SCAAK)
- If a) or b) are not fulfilled, practical experience form must be co-signed from manager/supervisor and from an active member of SCAAK who is Certified Accountant or Certified Auditor
- The supervisor who is a member of a professional organization of accounting who is member of IFAC



**Practical experience required for the title “CERTIFIED AUDITOR”**

You are required to have **at least 600 hours within the last 12 months until the moment you apply for the designation**, experience in audit and assurance services. The experience may be gained during or after your training for the examinations. SCAAK recommends that all candidates who want to continue their career as statutory auditor that their experience should be gained under supervision of a statutory auditor. This recommendation is a consequence of legal requirements for practical experience from Kosovo Council for Financial Reporting(Oversight Body), where it is required 3 years of supervised experience in auditing, of which 1 year might be gained during or before the certification process in SCAAK.

Candidates must submit relevant documents in SCAAK which proves their experience:

- Job contract,
- Reference from employer
- Tasks and responsibilities in work(Terms of Reference),
- Pension Savings (Statement from Kosovo Pension Savings Trust)
- Other documents which you consider relevant for your experience.

Candidates must also submit filled forms as below:

PEF1 in which must describe summary of work and responsibilities related with relevant competences for Certificated Accountants.

Practical Experience Form (PEF2) is a summary of all competences reached in a specific period of time. PEF2 can be completed on a yearly basis or shorter periods.

**How many competences you need?**

Candidates for Certified Auditor are expected to demonstrate **3 competences** in Specific Area 8 – Audit and Assurance<sup>1</sup>.

Specific Area	Key competences from specific area
<b>8.</b> Audit and Assurance	3

**Practical experience documentation – how to fill the form**

SCAAK has designed two forms which must be submitted for practical experience verification. You must submit in SCAAK the filled and signed forms when you have fulfilled all the requirements provided in practical experience forms.

**Practical Experience Form 1 (PEF1)** – in which you must describe activities/work finished in the assigned period which proves the accomplishment of one or more competences. You may use as much PEF 1 as it is needed to prove accomplishment of competences. This depends from the job position, employer, years or months spent on the job position.

Description of finished activities/work must be as much concise but also must be enough detailed to enable the verification from SCAAK the accomplishment of a specific area. You **must** avoid repetition of information or answers from one competence to the other. While the work of each person is unique, SCAAK expects to **not** see doubled answer from other students/members and description of examples offered by SCAAK.

---

<sup>1</sup> Candidates for Certified Auditor who have not gained the designation as Certified Accountant from SCAAK, must also document the relevant work experience for Certified Accountant as well.

To facilitate your advancement track and activities finished during the year, we have prepared one **diary** in which you can write your progress and finished work. Diary should not be submitted in SCAAK.

**Practical Experience Form 2 (PEF 2)** – is the summary list of all fulfilled competences that comes from PEF 1.

Both forms must be signed from your supervisor /mentor before submitting in SCAAK.

#### Who can be your supervisor / mentor

Your supervisor / mentor must be the person which supports your professional development in working place, revise your progress at work and plays an important role on accomplishing your competences.

The supervisor / mentor must support on identification of competences that you must reach and define deadline with you in fulfilling these competences. The supervisor / mentor might also be the person who evaluates the need for your further development.

The supervisor / mentor must verify the fulfilled forms from you and take the responsibility if you fulfilled or not competences presented from you.

It is students/members responsibility to identify the suitable supervisor/mentor.

#### Who can certify your skills and competences?

- a. The supervisor who is an active member of SCAAK who is a Statutory Auditor(Licensed).
- b. Approved employer under the plan of approved employers from SCAAK (e.g. Auditing legal company, Banks, Insurance companies and all the organizations which fulfill the required conditions from SCAAK).
- c. General Audit Office for it's employees.
- d. The supervisor who is a member of a professional organization of accounting who is member of IFAC

## Description of specific and optional areas

Specific areas of competences together with examples of duties and roles and also skills and behaviours that these areas contain are presented in the following.

### **SPECIFIC AREA 1 – ETHICS AND PROFESSIONAL BEHAVIOR**

You must have knowledge for Ethics Code of IAF and ethic values. You must act in ethic way and with highest integrity in all of your professional and personal acts.

You must contribute on effective governance of organization offering the support and needed information for making decisions.

#### **Examples for relevant activities for this area are:**

- Maintain knowledge for ethic code and other professional standards
- Provide a description of cases when you faced an ethical dilemma and how did you solve it
- Informing customers for ethical standards that has to do with your professional engagement
- Implementation of policies and procedures of the organization in your responsibility areas
- Compliance with laws, regulations and other requirements

### **SPECIFIC AREA 2 – BUSINESS MANAGEMENT**

From you it is required that in an effective way to manage activities in your responsibilities area and to make sure that those activities are oriented towards accomplishment of organization objectives.

#### **Examples for relevant activities for this area are:**

- Development and implementation of plans and activities on your department
- Outsourcing the work to other team members
- Review work performed by others
- Communication with customers progress of the work and management changes required in time or scope

### **SPECIFIC AREA 3 –PERSONAL DEVELOPMENT**

As a professional, from you it is required to maintain professional knowledge and skills. You should demonstrate that the work is done with the highest quality and in accordance with the objectives.

#### **Examples for relevant activities for this area are:**

- Evaluate actively your performance and review the need for further development
- Identify the areas for further development
- Take part in trainings that are offered from the organization or sections of Continuous Professional Development
- Advance in academic designation

#### **SPECIFIC AREA 4 – ACCOUNTING AND FINANCIAL REPORT**

You should be able to prepare financial statements for use by external users in accordance with the financial reporting framework. These activities include the acquisition of the relevant information needed to prepare financial statements depending on the sector in which you work, such as the private, public or non-profit sector.

**Examples for relevant activities for this area are:**

- Preparing financial statements for general purpose
- Preparing disclosures of financial statements
- Preparing reports of financial analyzes for users
- Preparing the financial statements for management

#### **SPECIFIC AREA 5 - TAXES**

You prepare tax declarations and calculate different types of taxes in accordance with tax legislation. This competence has to do with applicable taxes, taxes of corporate income, individual income, value added tax and taxes on salaries.

**Examples for relevant activities for this area are:**

- Calculation and preparation of tax monthly declarations for VAT
- Calculation and preparation of periodic and annual declaration for taxes of corporate income
- Calculation and preparation of declaration for individual income

#### **SPECIFIC AREA 6 – FINANCIAL MANAGMENT (optional)**

It is expected from you to evaluate the business or investment opportunities through cost-profit evaluations and risk assessment. You also explore the options in disposal for financing from lenders or capital providers.

**Examples for relevant activities for this area are:**

- Carrying out cost-profit analysis
- Evaluating different options to finance the business
- Preparation of analysis of the demand for money
- Evaluation of assets and businesses
- Managing of working capital

### **SPECIFIC AREA 7 – MANAGEMENT ACCOUNTING (optional)**

You prepare financial information for management in the requested format. Prepared information should be checked by you, so they are accurate, complete and useful to management during decision making process.

**Examples for relevant activities for this area are:**

- Preparation of financial management statements
- Preparation of budgets and business planning
- Preparation of cost-benefit analyses
- Preparation of cash flow for the organization and forecast future cash
- Review and changes of prepared budgets

### **SPECIFIC AREA 8 – AUDIT AND ASSURANCE**

You take part in the audit teams to gather audit evidence. You have to understand the nature of the client's organization in the areas where it operates and then plan the audit of the financial statements. You review the results of the audit and draw up the conclusions for the audit report or other assurance report (review financial statements).

**Examples for relevant activities for this area are:**

- Preparation and review of audit programs
- Carrying out and participating in audit planning
- Collection and analysis of information obtained
- Planning and conducting substantive tests (basic)
- Performing analytical procedures on information obtained
- Draft audit reports
- Presentation of reports to management

**PEF 1 Form**

Practical Experience Form 1 - PEF1

Page:

SCAAK member's name

SCAAK identification number

Employer's name (organisation)

Supervisor/mentor's name and last name

Period covered on this form


Description of tasks/activities performed	Competence achieved	Supervisor/mentor's signature

I declare that the data and information presented in this form are accurate and reliable. With full responsibility, I confirm all the competences presented in this form.

Supervisor's signature: \_\_\_\_\_  
 \_\_/\_\_/\_\_\_\_

Date

Member's name and signature \_\_\_\_\_

Date \_\_/\_\_/\_\_\_\_

SCAAK's signatures \_\_\_\_\_  
 \_\_/\_\_/\_\_\_\_

Date

## PEF 2 Form

## COMPETENCES

Supervisor's  
signature      Page  
number  
of PE1      Date

**Specific Area 1 – Ethics and professional behaviour**

K	1	Demonstrate the application of professional ethics, values and judgement			
K	2	Demonstrate skills to resolve ethical dilemmas or to raise issues which require judgement for ethic and values application			
K	3	Give your contribution for effective governance of the organization by raising the awareness for risks.			

**Specific Area 2 – Business management**

K	4	Manages continuously business activities in your area of responsibility			
K	5	Improves the performance of the department you belong			
K	6	Manages the audit engagement, financial statement preparation or another relevant engagement			

**Specific Area 3 – Personal development**

K	7	The accomplished work fulfills the provided objectives			
K	8	Continual skills and knowledge development through trainings, education, learning on the job and similar			
K	9	Use of the relevant information technology for accounting, audit or related services			

**Specific Area 4 – Financial accounting and reporting**

K	10	Prepares financial statements for users in an appropriate format and in accordance with IFRS and other legal requirements			
K	11	Interprets financial transactions and financial statements			
K	12	Prepares financial statements for management purposes			

**Specific Area 5 – Taxation**

K	13	Prepares of reviews tax declarations on personal or corporate income			
K	14	Calculates and prepare tax declarations for VAT			
K	15	Reviews tax preparation, calculation and declaration different from others			

## PEF 2 Form (continue)

## COMPETENCES

Supervisor's  
signature      Page  
number of PE1      Date

**Specific Area 6 - Financial Management**

K	16	Evaluates risk and investment return on actual and new businesses			
K	17	Assesses the financial options and cost-benefit analyzes			
K	18	Manages cash flow and working capital			
K	19	Assesses the value of a business			

**Specific Area 7 – Management Accounting**

K	20	Designs, evaluates and advises on the organization's performance measurement system			
K	21	Calculate the actual costs of products and services			
K	22	Develops financial forecasts and plans			
K	23	Prepares financial information for management purposes			
K	24	Prepares budgets and other financial plans			

**Specific Area 4 – Audit and Assurance**

K	25	Evaluates risks and business issues to determine their impact on the engagement			
K	26	Develops and/or modifies engagement procedures for audit or other assurance services			
K	27	Executes the audit engagement program or plan in accordance with professional standards and collects the audit evidence			
K	28	Develops conclusions and prepares an audit or other assurance service report			



**The diary of fulfilling the practical experience**

Duties and responsibilities	The employer	Period covered (from – to)

**Sample of filled form PEF1**

**PEF Form 1**

Practical Experience Form 1 - PEF1

Page: 1

SCAAK member's name

Filan Fisteku

SCAAK identification number

459322

Employer's name (organisation)

XYZ Audit

Supervisor/mentor's name

Armando Bendiku

Period covered on this form

01 January – 31 December 2015

**SHEMBULL**

Description of tasks/activities performed	Competence achieved	Supervisor/mentor's signature
<p>During the year 2015 I had the junior position for 3 months and then I have continued in senior position in accounting department. During this period I have calculated taxes obligation for VAT and I have prepared taxes statements of VAT for 4 company's clients. Calculating of VAT is done from selling and buying books based on legal requirements in Kosovo. My work is supervised from my manager Armando Bendiku. I also have done calculating and statements for taxes on personal income for 5 company's clients. Taxes statements are submitted to clients and also they are assisted on statements for EDS in TAK.</p>	<p>K-14</p>	<p>Armando Benediku</p>

Student's/member's signature: **Filan Fisteku**

Date:

**01 February 2016**

I declare that the candidate has fulfilled all the competences set out in this form.

Supervisor's signature: \_\_\_\_\_

Member's name and signature: \_\_\_\_\_