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记录工作经验

Record your experience

- 1.记录工作经验
- 2.添加实践经验导师
- 3.关联导师账户
- 4.发送工作经验给导师

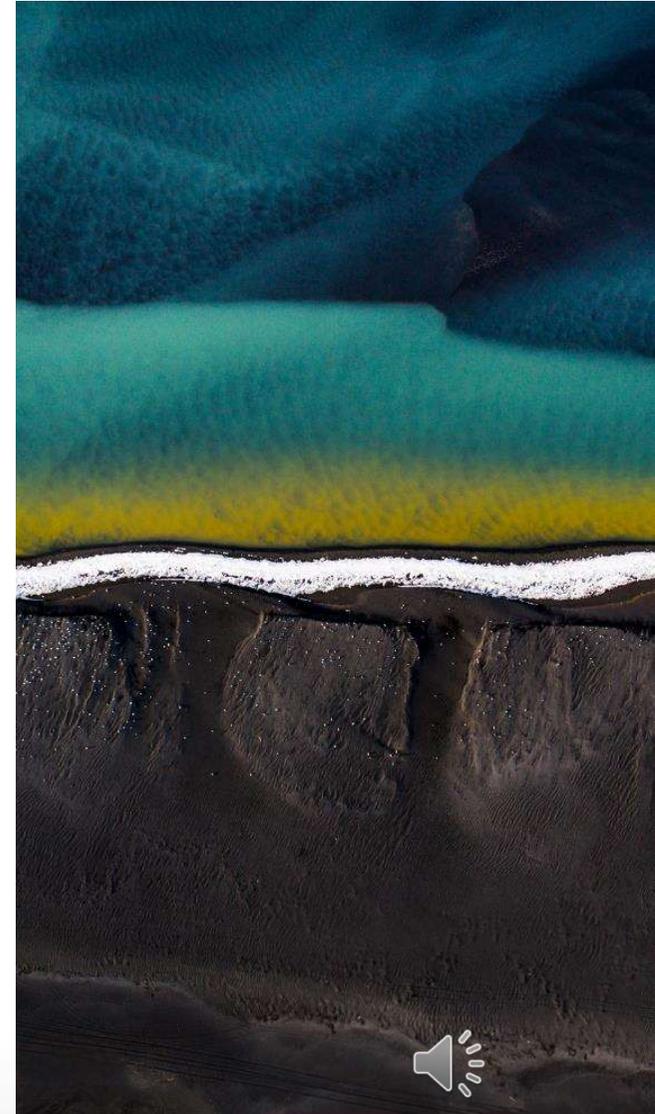


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实践工作经验要求

Record your experience

1. 工作内容与财会领域相关：大部分时间用于会计、财务、审计和认证有关的活动和任务上，或者税务、破产和鉴证等其他相关技术领域的活动和任务上。
2. 工作方式：可以是兼职工作、实习工作甚至是部分职责涉及会计和财务方面工作的岗位。
3. 时间：36个月。36个月的实践无须一次性或在同一个岗位/一份工作完成。许多类型的工作都可计为PER。甚至包括您在成为ACCA准会员以前所做的工作。



第一步 登录myACCA， 点击‘Launch MyExperience’ Route1

MP STUDENT

Dashboard

My qualification

Fees & transactions

Documents & downloads

My details >

MY QUALIFICATION

Keeping track of your qualification

Practical experience

Your Training log - L4 progress

- MONTHS IN RELEVANT ROLE
229 months recorded, 5 signed off
- PERFORMANCE OBJECTIVES
0 objectives completed, 12 to go

Launch MyExperience

[Training log essential guide](#)

[Performance objectives guide](#)

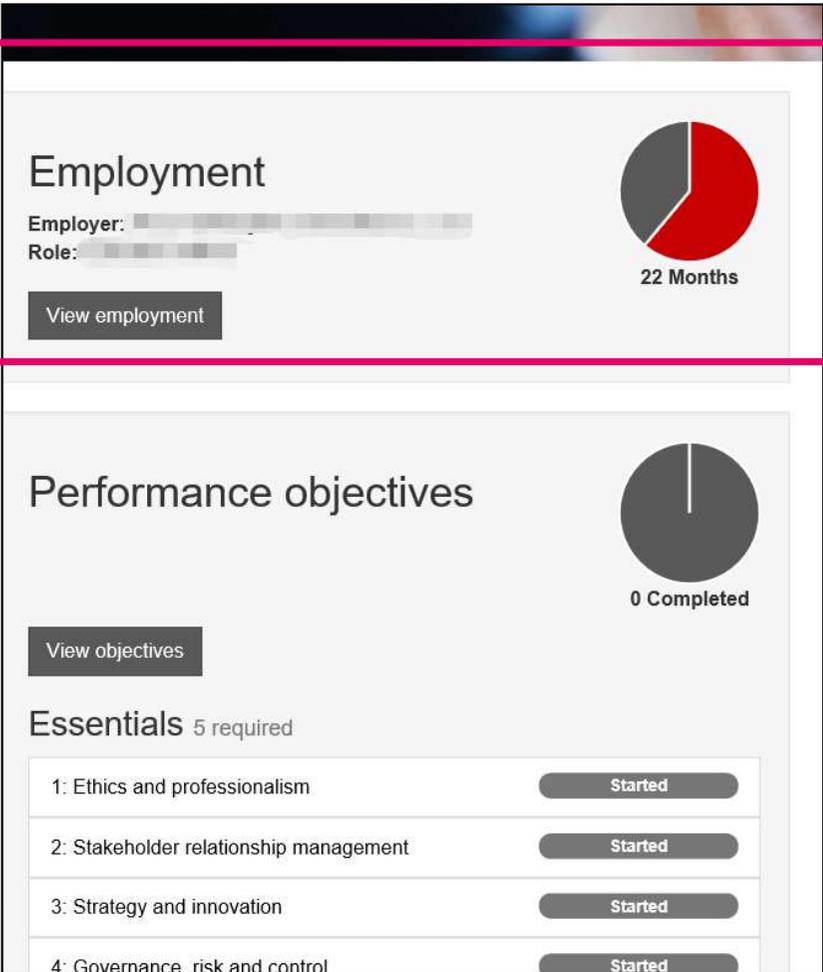
第一步 登录myACCA， 点击‘Record your practical experience’ Route2

The screenshot shows the myACCA dashboard for an MP Student. The left sidebar contains navigation options: Dashboard (highlighted with a red box), My qualification, Fees & transactions (with a notification icon), Documents & downloads, and My details. The main content area is titled 'Your overview' and displays the following information:

- MY QUALIFICATION:** ACCA Accounting Technician Apprenticeship. A 'View progress' link is available.
- ACCOUNT BALANCE:** £137 in debit. A 'View transactions' link is available.
- ACCA KEY DATES:**
 - Annual subscription due: 1 January 2025
 - September exams: 2-6 September 2024
 - December exams: 2-6 December 2024
- COMMON ACTIONS:**
 - Book an exam
 - View your certificates
 - Print a transcript
 - Record your practical experience (highlighted with a red box)

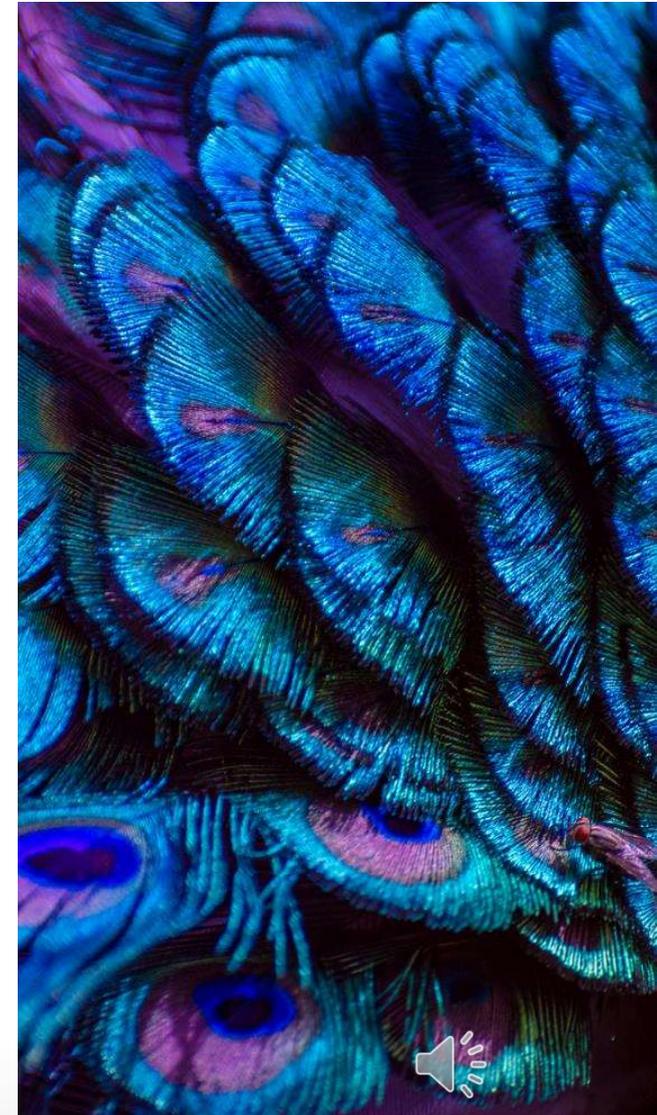
第二步 进入记录页面

点击 'View employment'
进入页面



The screenshot displays a user dashboard with three main sections:

- Employment:** Shows a pie chart with a red segment representing 22 months. Below the chart, the text "Employer:" and "Role:" is followed by blurred information. A "View employment" button is located at the bottom of this section.
- Performance objectives:** Features a pie chart that is almost entirely grey, indicating 0 completed objectives. A "View objectives" button is positioned below the chart.
- Essentials:** Lists five required items, with the first four visible: "1: Ethics and professionalism", "2: Stakeholder relationship management", "3: Strategy and innovation", and "4: Governance, risk and control". Each item has a "Started" button to its right.



第二步 添加雇主信息

温馨提示：这里显示的是您已经录入的时间，而不是已经被PES确认好的时间

Employment

7 Months

Add new employer Manage roles

NASA	01/01/2013 - 30/04/2013	
- Spaceman (01/01/2013 - 30/04/2013) -		3 Months
ACCA	01/01/2012 - 01/05/2012	
- TM (01/01/2012 - 01/05/2012) -		4 Months
company two	18/10/2010 - current	
- Admissions Manager (18/10/2010 -) -		0 Months
company one	31/08/2010 - 31/08/2010	
- 1 (31/08/2010 - 31/08/2010) -		0 Months



Employment

7 Months

Add new employer Manage roles

NASA	01/01/2013 - 30/04/2013	
- Spaceman (01/01/2013 - 30/04/2013) -		3 Months
ACCA	01/01/2012 - 01/05/2012	
- TM (01/01/2012 - 01/05/2012) -		4 Months
company two	18/10/2010 - current	
- Admissions Manager (18/10/2010 -) -		0 Months
company one	31/08/2010 - 31/08/2010	
- 1 (31/08/2010 - 31/08/2010) -		0 Months

Employer details

Please complete the fields below and save and finish

For example

Employer name *
ACCA

Address line 1 *
No.1, Tianhe Road

Address line 2

Town / City *
Guangzhou

County / State
Guangdong

Country *
China

Zip code / Post code
510620

Save and finish

所有信息请用英文字符填写

带 * 号都为必填项

点击 'Save and finish' 进入下一步

注意：实践经验导师是直接绑定在每一份工作经验里，所以要先添加和编辑好雇主信息和职位信息，系统方能出现PES的部分供编辑。



第二步 添加和编辑职位信息

Employment 7 Months

Add new employer Manage roles

ACCA	-
NASA	01/01/2013 - 30/04/2013 - 3 Months
ACCA	01/01/2012 - 01/05/2012 - 4 Months
company two	18/10/2010 - current - 0 Months
company one	31/08/2010 - 31/08/2010 - 0 Months

Employer name: ACCA
Address line 1: No.1 Tianhe Road
Address line 2:
Town / City: Guangzhou
County / State: Guangdong
Country: China, Peoples Rep of
Zip code / Post code: 510000

Edit this employer Delete this employ **Add new role**

点击对应雇主栏进入，点击 'Add new role' 添加职位信息和工作时间

Role details

Complete the fields below and *save and finish*.

Remember to confirm the number of hours you work each week and the percentage of your time that's spent on relevant activities. You can only claim a maximum of 35 hours for a full time role.

Job title *

Start date * 08/03/2016

End date DD/MM/YYYY

Average hours per week * 35

% Relevant role * 100

ACCA approved employer? * No

Is this an audit role? * No

Save and finish

请如实填写职位信息

包括职位名称，工作开始日期，工作结束日期，每周平均工作小时，相关工作的时间占比，是否为认可雇主，是否涉及审计

注意：

1. End date须填写具体的日期，系统才能计算出总共的工作时间
2. 如有疑问，可点击旁边的问号，为填空内容的解释