

在系统中添加实践经验导师PES

Add new supervisor



第三步 添加实践经验导师PES

Employment

Add new employer

Manage roles

173 Months

Kennen's Home

05/05/2018 - current

- Accountancy Consultant (05/05/2018 -)

12 Months

aaa

29/04/2018 - 02/04/2019

- auditor (29/04/2018 - 02/04/2019)

11 Months

ABC

20/04/2017 - 02/04/2019

- auditor (29/04/2018 - 02/04/2019)

11 Months

- auditor (20/04/2017 -)

25 Months

Accountants Enterprise

20/06/2018 - current

- The Boss (20/06/2018 -)

6 Months

?

Job title

Accountancy Consultant

Start date

05/05/2018

End date

Average hours per week

35

% Relevant role

100

ACCA approved employer?

No

Is this an audit role?

Yes

Is this a lecturing role?

No

Edit this role

Practical experience supervisors

Add selected supervisor

Add new supervisor

Kennen Feng

✓ Approve performance objectives

✓ Approve time

Disabled

填写并保存职位信息后，在您职位信息下方，添加实践经验导师



实践经验导师能如何帮助您?

Practical Experience Supervisor(PES)

PES需要帮您在线确认:

- ✓ 36 months' working experience
累计 36 个月财会相关工作经验
- ✓ 9 Performance objectives
完成 9 个绩效目标



谁能成为您的实践经验导师？

如何定义PES？

A **qualified accountant** of a professional accountancy or audit body recognised by law in this country **who knows your work**.

*If your line manager is not suitably qualified, you need to identify someone qualified to sign-off the objectives, but your line manager can still sign-off your working time.

职场关系	定义	审批工作时间	审批Performance Objectives
IFAC Qualified Line Manager	既是您的上级，也拥有IFAC相关资质	√	√
Non IFAC Qualified Line Manager	仅仅是您同一职场的上级或HR	√	
IFAC Qualified-Internal Supervisor	公司内部其他比您资深的经理同事，也拥有IFAC相关资质	√	√
IFAC Qualified-External Supervisor	公司外部有业务往来的机构里拥有IFAC相关资质的会计师、审计师或咨询师		√

*IFAC: International Federation of Accountants (国际会计师联合会)
主要成员: ACCA, CICPA等等
(拥有这类型专业资格的称为IFAC Qualified, IFAC体系内的成员都可成为您的PES)

更多IFAC相关信息请浏览以下网址:

<https://www.ifac.org/who-we-are/membership>



第三步 编辑PES信息

- Se [redacted] untat (05/09/2020 - 01/01/2023)	27 Months
Bo [redacted]	05/06/2024 - 06/08/2024
- Bis [redacted] (05/06/2024 - 06/08/2024)	2 Months
A [redacted]	14/12/2020 - 14/12/2023
- [redacted] A (14/12/2020 - 14/12/2023)	36 Months
[redacted]	06/09/2022 - current
- Ac [redacted] 08/2023 -)	18 Months
- [redacted] (06/09/2022 -)	30 Months
A [redacted]	01/01/2022 - 27/06/2023
- Ac [redacted] (01/01/2022 - 27/06/2023)	17 Months

First Name *

Last name *

E-mail Address * ?

Relationship * ?

Job Title *

Save and send invite

请用英文字符填写

姓名，常用邮箱，
与PES的关系（请参照
上一页关系叙述），
PES的职位名称

填写后请点击'save and
send invite'，系统会自动
发送一封邀请邮件到
您的PES



第四步 PES收到系统邀请邮件

Dear [REDACTED]

You have been nominated by [REDACTED] as their practical experience supervisor during their employment at [REDACTED] to help them complete their practical experience requirement (PER) – an important component of the ACCA Qualification.

Please use the link below to start the registration process.

<https://experience.accaglobal.com/Public/report.aspx?memberQueryID=22F5C6FD-9335-4COD-AB1A-368D38DD4A72&WPSREFID=98124849-353C-458A-ACC9-F73C0C35938C>

If you've not previously registered or need additional help you can view our step-by-step guides for either [ACCA members](#) or [non-members](#). ACCA has lots of resources to help you understand the PER policy and support your trainees in achieving it, find out more at [accaglobal.com/per](#)

ACCA recognises the contribution that practical experience supervisors make to the development of ACCA trainees and thank you for your commitment and support.

Regards
ACCA

Please note this email is an automated notification which is unable to receive replies. Please contact us directly via [accaglobal.com/contactus](#) where we will be happy to help you with any questions or concerns you may have.

在您填好PES的信息并发送邀请后，您的PES会收到一封邮件（如图），他/她可以点击邮件里的链接开始创建ACCA账户来确认您的工作时间和批阅 Performance objectives


如无收到，请检查广告/垃圾邮箱



第五步 PES建立审批账号

Already registered with ACCA?

If you have a username and password for My ACCA please login.

[My ACCA](#) 

Forgot your username?

Forgot your password?

Not registered with ACCA?

Please enter your details to create a My ACCA account.




First name: *

Last name: *

Email: *

Date of birth (dd/mm/yyyy): *

Create account

in   

Call us
+44 (0)141 582 2000

Contact us
Contact information for your local office

您的PES已是ACCA会员：
点击左边的myACCA链接，
登录到他/她自己原来的会员账号即可绑定账号。

您的PES不是ACCA会员：
按照步骤提示建立一个ACCA账户，用以批阅您的工作经验(Time)与Performance objectives。



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关联PES账号

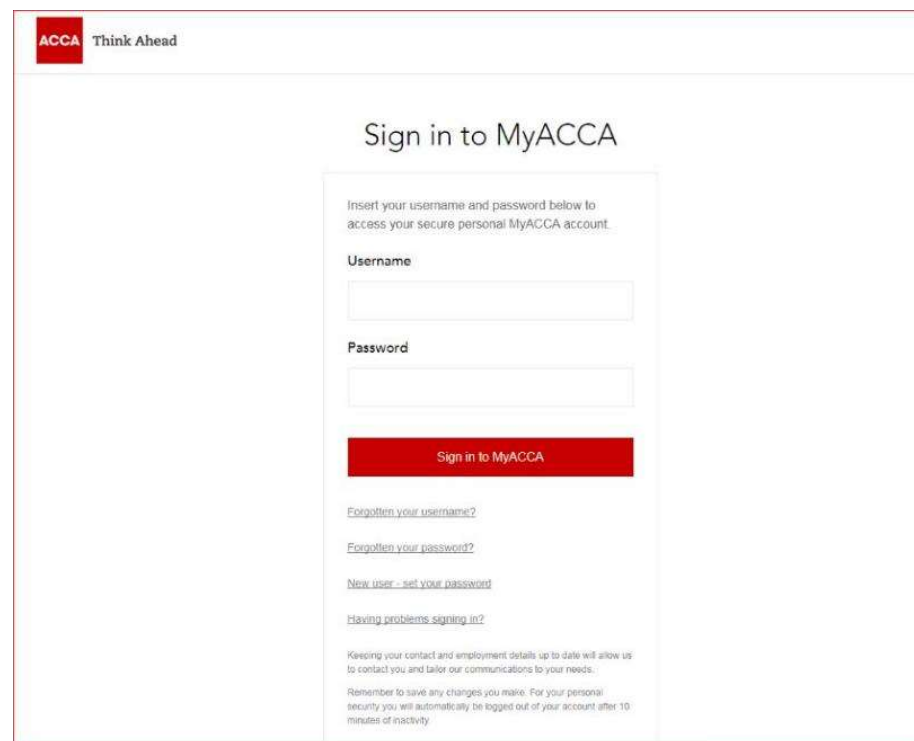
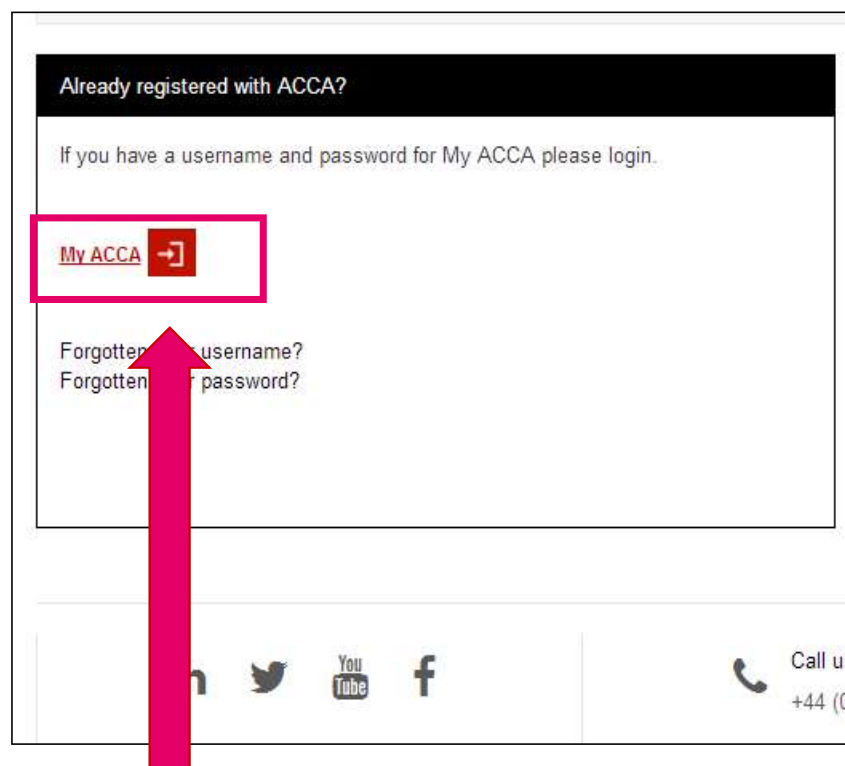
Link the account with PES



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第六步 PES关联审批账号

如果您的PES是ACCA会员



点击左边页面的My ACCA直接进入右边页面，请PES输入7位的ACCA ID和您的账户密码



第六步 PES关联审批账号

如果您的PES是ACCA会员

MYACCA ACCA

HOME LOGOUT

Supervisor

NAVIGATION MENU

- Supervisor home
- Review and sign-off**

MENTOR PERSONAL DETAILS

MR Dad: *****
ACCA n: 3

E-MAIL: [REDACTED] UPDATE

Your e-mail address is:
Please ensure you keep your e-mail address up to date to ensure you receive important ACCA communications

MAILING ADDRESS UPDATE

Please update as there has been problems delivering your mail to this address

TRAINEE PRACTICAL EXPERIENCE REQUIREMENT

The practical experience requirement (PER) is a key component of the ACCA Qualification and is a requirement for gaining ACCA membership. PER provides a framework for achievement where the Practical Experience Supervisor plays an important role in the development and review of ACCA trainees' workplace achievements.

Trainees are able to record their achievement through an online *My Experience* record. *My Experience* provides a valuable record of workplace achievements.

Go to the **experience record** to review and sign-off your trainees' practical experience.

登录后，会进入到这个界面，请确认您的个人信息；

然后点击 'Review and sign-off' 或者 'experience record' 进入审批页面



第六步 PES关联审批账号

如果您的PES是ACCA会员

Supervisor overview

IFAC member body

If you're a member of an accountancy body please add your membership details

Add membership details

请在此上传IFAC相关的资格证书（图片或扫描件）

Link with trainee

Lilly Laronette has asked you to be their practical experience supervisor.

Please confirm or amend your relationship and job title.

Pathway

Relationship

Job Title

Confirm and link

PER

IFAC qualified line manager

Accountant

请确认与学员/准会员的职场关系，可参考前文

进入审批页面后，PES需要在此处添加相关资格证书的图片或扫描件

确认与学员/准会员的职场关系

确认无误后，请点击‘Confirm and link’，此处已完成PES账号的关联



第六步 PES关联审批账号

如果您的PES不是ACCA会员

Not registered with ACCA?

Please enter your details to create a My ACCA account.

First name: *

Last name: *

Email: *

Date of birth (dd/mm/yyyy): *

Create account

Contact us
Contact information for your local office

您须按照步骤提示建立一个ACCA账户
这只是一个PES的账户



ACCA Think Ahead

Message sent
We have sent a message containing your login details to the address you used to register your ACCA Global Account.

My ACCA account created

Please make a note of your new My ACCA username.
ACCA Username: **26006333**

Please access My ACCA, and use the forgotten password facility to generate a secure password and complete the registration process.

[My ACCA](#)

in | | | | Call us
+44 (0)141 582 2000 | Contact us
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您的账户已被创建，并通过邮件获得ACCA ID。请点击MyACCA链接，
按要求设置一个安全密码。



第六步 PES关联审批账号

如果您的PES不是ACCA会员

Sign in to MyACCA

Insert your username and password below to access your secure personal MyACCA account.

Username

Password

[Sign in to MyACCA](#)

[Forgotten your username?](#)

[Forgotten your password?](#)

[New user – set your password](#)

[Having problems signing in?](#)

Set/Reset your password

Enter the username used to register your MyACCA account.

Username

[Forgotten your username?](#)

[Set/Reset your password](#)

[Back to Sign in](#)

选择“New user – set your password”，输入您的ACCA ID，完成密码设置



第六步 PES关联审批账号

如果您的PES不是ACCA会员

Set/Reset your password

Password reset email sent

[Back to Sign In](#)



Choose your new password

Please enter your new password below.

Password ?

Re-type password

Set new password

[Back to Sign In](#)

Choose your new password

Password reset

[Back to Sign In](#)

设置一个新密码，确保密码符合安全标准，然后单击“back to sign in”，请使用您的ACCA ID和密码登录。

第六步 PES关联审批账号

如果您的PES不是ACCA会员

MYACCA ACCA

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Supervisor

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