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记录绩效目标

Record your performance objective
(PO)

- 1.进入记录页面
- 2.点击PO开始记录
- 3.按element内容撰写PO的总结
- 4.提交PO给PES审批



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绩效目标PO

performance objective (PO)

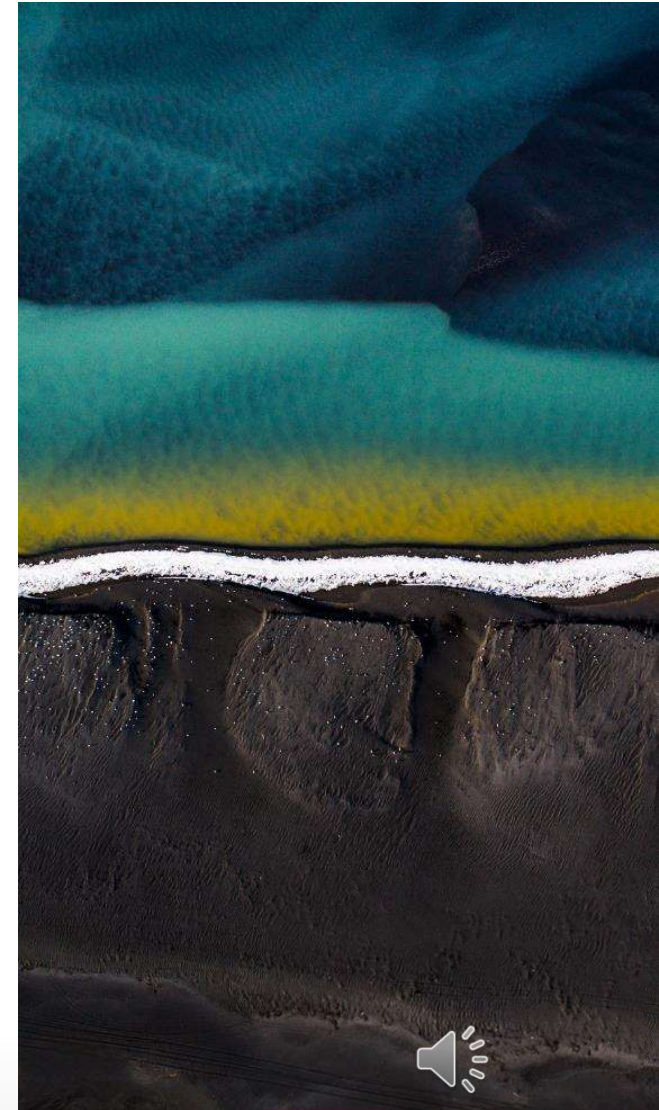
作为PER的一部分，您将完成绩效目标，以表明您能将通过考试教学大纲习得的知识、技能和行为运用于真实生活和工作活动。您将通过在日常工作中的实践来达成各目标要素，最终，通过文字描述把从中所获得的经验和所开展的工作的实例表述出来，而这将是实践经验导师进行判断的依据。

您必须完成全部**九项**绩效目标，包括：**所有五项核心能力目标（必选）**以及**七个技术领域17项技术能力表现目标（17选4）**。

每一项PO都由description, element（用以描述所要求的相关技能与经验）和statement组成。您可以在statement中简单总结您的工作，以及从中得到的反思，由此您的上级就能够判断您是否已经达到标准了。

写statement的时候，要注意以下几点：

1. 简洁明了
2. 避免术语或缩写（可以使用注解）
3. 使用证据和例子去阐述论点
4. 避免信息重复或引用其他statements



第一步 进入记录页面

点击 'View objectives'
进入页面

Employment

Employer: [REDACTED]
Role: [REDACTED]

22 Months

View employment

Performance objectives

0 Completed

View objectives

Essentials 5 required

1: Ethics and professionalism	Started
2: Stakeholder relationship management	Started
3: Strategy and innovation	Started
4: Governance, risk and control	Started



第二步 点击其中一条PO开始记录

The image shows a two-step process in the ACCA Performance Objectives interface. On the left, the 'Performance objectives' page lists five 'Essentials' and four 'Technical' objectives. The 'Stakeholder relationship management' objective is highlighted with a red box. A red arrow points to the right, where the details for this objective are shown. In the details view, the 'Start objective' button is highlighted with a red box, and a red label '点击“开始”' (Click 'Start') points to it. Below the button, there are tabs for 'Description', 'Examples of activities', and 'Linked exams'. The 'Description' tab is active, showing a detailed description of the objective and its elements.

Performance objectives

Essentials 5 required 3 Completed

- 1: Professionalism and ethics **Transferred**
- 2: Stakeholder relationship management
- 3: Strategy and innovation **Transferred**
- 4: Governance risk and control **Transferred**
- 5: Leadership and management

Technical 4 required

Corporate reporting

- 6: Record and process transactions and events
- 7: Prepare external financial reports
- 8: Analyse and interpret financial reports

Financial management

- 9: Evaluate investment and financing decisions
- 10: Manage and control working capital

Performance objectives

Essentials 5 required 3 Completed

- 1: Professionalism and ethics **Transferred**
- 2: Stakeholder relationship management
- 3: Strategy and innovation **Transferred**
- 4: Governance risk and control **Transferred**
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Technical 4 required

Corporate reporting

- 6: Record and process transactions and events
- 7: Prepare external financial reports
- 8: Analyse and interpret financial reports

Financial management

- 9: Evaluate investment and financing decisions
- 10: Manage and control working capital
- 11: Identify and manage financial risk

2: Stakeholder relationship management

Start objective 点击“开始”

Description Examples of activities Linked exams


You manage stakeholder expectations and needs, developing and maintaining productive business relationships. You listen to and engage stakeholders effectively and communicate the right information to them when they need it.

Elements

Here are the elements you need to achieve for this performance objective

- a Display sensitivity, empathy and cultural awareness in all your communications. This allows you to establish trust and credibility with a range of stakeholders and gain their confidence.
- b Use a range of mediums and make appropriate use of IT to communicate clearly, concisely and persuasively in formal and informal situations.
- c Gain commitment from stakeholders by consulting and influencing them to solve problems, meet objectives and maximise mutually beneficial opportunities.

第三步 按element内容撰写这项PO的总结

<h1>Performance objectives</h1>	
	
8 Completed	
<h2>Essentials 5 required</h2>	
1: Ethics and professionalism	Under review
2: Stakeholder relationship management	Started
3: Strategy and innovation	Under review
4: Governance, risk and control	AE exemption
5: Leadership and management	Under review
<h2>Technical 4 required</h2>	
<h3>Corporate and business reporting</h3>	
6: Record and process transactions and events	AE exemption
7: Prepare external financial reports	AE exemption
8: Analyse and interpret financial reports	Completed
<h2>Financial management</h2>	
9: Evaluate investment and financing decisions	Started
10: Manage and control working capital	Under review
11: Identify and manage financial risk	Started
<h2>Management accounting</h2>	
12: Evaluate management accounting systems	Under review

[illegible]

强烈建议 4 个可选的 PO 选自己目前工作的领域来写,并且一定要结合自己在公司的职位以及日常工作中与该职务有着密切联系的工作事项进行阐述,切记不能写套话空话之类的,如果实在是不能往要求的 5 个 elements 上来靠的话,也希望大家能尽量的去靠着写。

尽量去举与自己工作领域相关的例子来写，比如阐述完职业道德定义之后，首先就可以举自己在工作中碰到的某件事情是不能做的例子，因为是违反了 ACCA 的某一项职业道德，然后自己做为 ACCA 的准会员是有责任和义务在自己的职责权限范围内提醒他人这样做是违反了职业道德的，举例说明特别是举自己在实际工作中碰到的事项是最具说服力的，因为 ACCA 特别关注大家在平时的工作中碰到的问题以及解决这些问题的能力，而不是纯粹为了通过考试而考试的。

因为我是写的比较认真，所以每个 PO 平均下来大概用了半个小时完成。

把鼠标移到问号的图标处，会显示要求的详细说明。

在这里填入200-500字的总结，然后保存。(注意：少于200字和多于500字都无法提交)


请结合自身职位与日常工作项目进行阐述



第四步 提交PO给PES审批

如果您已经完成了所选PO里面的Statement，您可以直接点Claim objective提交这一项PO。

Performance objectives



0 Completed

Essentials 5 required

1: Professionalism and ethics	Under review
2: Stakeholder relationship management	Completed
3: Strategy and innovation	Under review
4: Governance risk and control	Under review
5: Leadership and management	Under review

Technical 4 required

Corporate reporting

6: Record and process transactions and events
7: Prepare external financial reports

1: Professionalism and ethics

Claim objective

Waiting for approval ?

Description	Examples of activities	Linked exams						
<p>The fundamental principles of ethical behaviour mean you should always act in the wider public interest. You need to take into account all relevant information and use professional judgement, your personal values and scepticism to evaluate data and make decisions. You should identify right from wrong and escalate anything of concern. You also need to make sure that your skills, knowledge and behaviour are up-to-date and allow you to be effective in your role.</p> <h4>Elements</h4> <p>Here are the elements you need to achieve for this performance objective</p> <table><tr><td>a</td><td>Act diligently and honestly, following codes of conduct, taking into account – and keeping up-to-date with – legislation.</td><td>Approved</td></tr><tr><td>b</td><td>Act with integrity, objectivity, professional competence and due care and confidentiality. You should raise concerns about non-compliance.</td><td>Approved</td></tr></table>			a	Act diligently and honestly, following codes of conduct, taking into account – and keeping up-to-date with – legislation.	Approved	b	Act with integrity, objectivity, professional competence and due care and confidentiality. You should raise concerns about non-compliance.	Approved
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b	Act with integrity, objectivity, professional competence and due care and confidentiality. You should raise concerns about non-compliance.	Approved						

第四步 提交PO给PES审批

You can add a new supervisor to a role in the employment section and send them an invitation to register.

If you've already invited a supervisor but they've not yet registered then you can send them a reminder from the employment page. Once your supervisor has registered you'll be able to submit your elements or objectives to them.

6. Record and process transactions and events Remove

6.a Implement or operate systems to record and process accounting data using emerging technology where appropriate or feasible.

6.b Gather information for end-of-period accounting entries – and prepare estimates for adjustments to inter-company accounts.

6.c Verify, input and process routine financial accounting data within the accounting system using emerging technology where appropriate or feasible.

6.d Prepare and review reconciliations and other accounting controls.

6.e Make sure you're using accounting standards and policies when you're processing transactions and events.

Please select a supervisor to send your items to and confirm the role where you gained this experience. You can add an optional comment.

Practical experience supervisor

Select employer - role

Comments:

testing submission

☐ Terms and conditions apply, see more here.

选择对应的PES

Terms and conditions需要阅读后勾选，
然后按submit

