



## How to write your performance objective statements

Your performance objective statement is how you demonstrate to your practical experience supervisor and to ACCA that you've achieved the objective. As a guide, someone who doesn't know your work should be able to understand and recognise the work you have completed.

When writing your statement, focus on the overarching description rather than the elements as your supervisor will sign these off separately – although you may want to include examples of tasks you carried out to achieve some of the elements in your statement.

Your statement should be between 200 and 300 words.

Remember that your statements relate to the ACCA practical experience requirement and the examples of work you provide should be within an accounting or finance context.

### OUR TOP TIPS

**Firstly** – Explain what you did. Give one or two examples of tasks that you've personally worked on.

**Secondly** – Describe the skills you gained which helped you achieve the objective.

**And lastly** – Reflect on what you learned, what went well, or what you would do differently.

There are four simple steps to follow:

### ■ STEP 1: PREPARE

- Reflect on the work you've done that relates to the objective
- Identify examples of tasks or projects you've undertaken that demonstrate your competence in this area
- Reflect on what you learned – what went well – or what you'd do differently

Tip – you may wish to discuss your progress with your supervisor

### ■ STEP 2: WRITE

- Keep it concise – but not so brief that your supervisor and ACCA can't appreciate what you've done
- Don't use jargon or abbreviations, unless these are explained
- Include details of one or two tasks you've done that demonstrate you've achieved the overarching objective description
- Be specific about tasks you've personally completed – rather than talk about what you'd do in a particular situation – provide one or two real examples
- Avoid using the same example for multiple objectives

Tip – you don't need to provide examples to cover all five elements

"You have given an example about making improvements which your team has done as this objective is related to management accounting, can you give another example that would highlight your skills in this area? Think about your experience in budgeting and how your work in this area contributed to business objectives."

ANSWER: There is a business situation in management accounting, e.g. – from your company, manufacturing.

"It's like mentioning that you have undertaken research to solve a problem. In a good example, you should give more details about the problem, what the research consisted of and how you went about solving the problem."

ANSWER: There is some research undertaken during a – practice and experience

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**Puja Mehta**



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