**KAS/FM/EXM/131**

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**TEMPLATE FOR SUBMISSION OF EVIDENCE ON PRACTICAL EXPERIENCE REQUIREMENT**

**To be completed by CPA Advanced Level finalists who have passed the Business Data Analytics (BDA) Practical Paper**

**GUIDING NOTES**

1. After passing the practical Business Data Analytics paper, one is required to possess at least one (1) year relevant practical experience and attend workshops on ethics in order to be awarded the final CPA certificate.
2. CPA finalists who are unable to obtain relevant work experience will be required to attend work simulation workshops.
3. The details on the nature of experience and workshops are available on the Kasneb website under “**Guidelines on Practical Experience and Workshops”.**
4. Feedback will be provided to applicants individually on the outcome of the practical experience assessment.
5. Information submitted by the applicants will be independently verified. Kasneb reserves the right to require any applicant to present themselves physically as part of this verification process.
6. The form shall be completed and signed off by the applicant. Employer(s) shall be required to verify the information provided in the form. Thereafter, the applicant shall scan the form and **upload it on their students’ portal**. The original (hard copy), stamped form should then be delivered by hand or post to Kasneb in a sealed envelope clearly marked **“Confidential: Submission of Practical Experience Requirement”** and addressed tothe **Secretary/Chief Executive Officer, KASNEB, P.O. Box 41362-00100 Nairobi.** Candidates are advised to attach any additional testimonials including letters of appointment (or confidential employer’s declaration of appointment date, duties and responsibilities), deployment, commendation, recommendation, promotion and any other relevant evidence.
7. Applicants shall ensure that the form is complete and accurate before submission. Incomplete or erroneous forms shall be returned to the applicantat their own cost.
8. The deadline for the submission of the forms for the **December 2024** Cohort is **Friday, 14 February 2025.**
9. The information filled in by the applicant should be typed using Arial Font, size 12 with single spacing.
10. All information received shall be treated with strict confidentiality.
11. Applicants with less than one (1) year experience may opt to await and acquire the one-year experience, or attend the work simulation workshops.
12. Applicants are reminded that submitting false information on practical experience constitutes a serious examination irregularity and offence punishable by law. Action will be taken as per the Gazetted Kasneb Examination Rules and Regulations (Legal Notice No. 152 of 2022).
13. **CANDIDATE’S PERSONAL DETAILS**

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| **Name:** |  |
| **Kasneb registration number:** |  |
| **Citizenship:** |  |
| **ID/Passport No.:** |  |
| **Tel No.:** |  |
| **Email:** |  |
| **Examination sitting when the Business Data Analytics paper was passed** |  |

1. **EMPLOYMENT RECORD:**

**EMPLOYMENT DETAILS OVER THE LAST THREE (3) YEARS (or shorter period where applicable)**

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| --- | --- | --- |
| **Period****(Date, Month, Year)** | **Employer details (Name, physical location, telephone number and e-mail address)** | **Key responsibilities****(at least five)** |
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| **FROM** | **TO** |
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1. **COMPETENCIES/VALUES ACQUIRED**

**Please complete the table below.**

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| **I: Compulsory competencies (both competencies must have been demonstrated)** | **Clearly indicate how you acquired and practically demonstrated each competence at the work place.**  |
| **No.** | **Competency Category** | **Competency Objective** | **Explanation** |
| 1. | Professional ethics and values | Professional judgement and scepticism | The application of a questioning mind.Evaluation of various facts and circumstances to arrive at a reasoned and professional judgement/conclusion. |  |
| Ethical principles | Application of ethical standards and principles to situations where they may be applicable.Apply working knowledge of the core principles of integrity, objectivity and professional behaviour. |  |
| Governance, risk management and internal controls | Explain the link between risks (financial and non-financial) and the related internal control objectives including evaluation of the effectiveness of such controls in day to day work.Demonstrate awareness of the laws and regulations applicable to different entities and those that apply to professional accountants.Demonstrate an understanding of the interaction between ethics, laws and regulations and public interest in the context of financial reporting. |  |
| 2. | Professional Skills | Communication  | Demonstrate clear, concise and effective communication ability when presenting, discussing and reporting in formal and informal situations, both in writing and orally.Any leadership abilities demonstrated in work related engagements to be included here. |  |
| Managerial  | Demonstrate the ability to manage time and resources to achieve assignment objectives.Demonstrate the review of own work and that of others to determine whether it complies with the organization’s quality standards.Improving financial and non-financial departmental and staff performance. |  |
| Information technology (IT)(Digital literacy) | Use of IT solutions such as spreadsheets, word processing, presentations and e-mail, including use of data analytic tools to evaluate and interpret data.Use of ICT to undertake other technical tasks and prepare reports.Use of the internet as a source of information.Assess IT risks and management thereof. |  |
| Business strategy | Evaluation of information from various sources, application of reasoning and detailed analysis to create solutions for business problems.Evaluate different business options/opportunities and recommend specific courses of action based on financial and non-financial evaluation.Demonstrate the anticipation of challenges and plan potential solutions. |  |
| **II: Elective competencies (one must have demonstrated competence in at least one of the areas below)** |
| **No.** | **Competency Category** | **Competency Objective** | **Explanation** | **Clearly indicate how you acquired and practically demonstrated at least one (1) competence at the work place.** |
| 1. | Financial accounting and reporting |

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| Preparation of financial statements |

 | Obtain source information for the preparation of financial recordsApply accounting principles to transactions and other events.Perform financial controls such as reconciliations of bank accounts, subsidiary ledgers to nominal ledger and third party documents and prepare and review journal entries |  |
| Apply International Financial Reporting Standards (IFRSs) or other relevant standardsEvaluate the appropriateness of accounting policies used to prepare financial statements.Prepare financial statements, including consolidated financial statements. |  |
| 2. | Financial Analysis | Analyse and interpret financial statements | Interpret financial statements and related disclosures including application of ratio analysis.Interpret reports that include non-financial data, for example, sustainability reports and integrated reports. |  |
| 3. | Management Accounting | Prepare and analyse management accounts and reports for managerial decision-making | Prepare reports to support management decision making, including reports that focus on planning and budgeting, cost management, quality control, performance measurement, and benchmarking.Apply techniques to support management decision making, including product costing, variance analysis, inventory management, and budgeting and forecasting.Apply appropriate quantitative techniques to analyze cost behaviour and the drivers of costs.Analyze financial and non-financial data to provide relevant information for management decision making.Evaluate the performance of products and business segments. |  |
| 4. | Financial Planning | Prepare and analyse budgets and financial projections | Prepare regular budgets and forecasts including variance analysis and reforecastingAnalyze an organization’s cash flow and working capital requirements.Analyze the current and future financial position of an organization, using techniques including ratio analysis, trend analysis, and cash flow analysis |  |
| 5. | Financial and transaction evaluation | Analyse sources of finance and their impact on organisations, capital budgeting and valuation decisions | Compare the various sources of financing available to an organization, including bank financing, financial instruments, and bond, equity and treasury markets.Analyze the current and future financial position of an organization, using techniques including ratio analysis, trend analysis, and cash flow analysis.Apply capital budgeting techniques in the evaluation of capital investment decisions.Explain income, asset-based, and market valuation approaches used for investment decisions, business planning, and long-term financial management. |  |
| 6. | Taxation- tax laws and regulationsTax – complianceTax strategy | Understanding of and compliance with tax lawsApply tax planning and strategy | Demonstrate understanding of tax laws and regulations. Explain tax compliance and filing requirements. |  |
| Compute taxes payable and prepare the necessary returns and submissions. Prepare direct and indirect tax calculations for individuals and organizations. |  |
| Explain the differences between tax planning, tax avoidance, and tax evasion.Perform forecasts for tax implications of transactions and develop strategies for tax planning and overall strategy |  |
| 7 | Audit and assurance- financial audits | Undertake audit and assurance engagementsAudit and assurance- reporting | Describe the objectives of and stages involved in performing an audit of financial statements.Apply relevant auditing standards (for example, International Standards on Auditing), and applicable laws and regulations to an audit of financial statements.Assess the risks of material misstatement in the financial statements and consider the impact on the audit strategy.Apply quantitative and qualitative methods that are used in audit engagements.Explain the key elements of assurance engagements and applicable standards that are relevant to such engagements. |  |
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| Prepare draft audit reports for audit and assurance engagements.Prepare audit reports to those charged with governance.Deliver key audit findings to management and those charged with governance. |

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| 8. | Public financial management | Apply public financial management concepts, principles and regulations in practice | Ensure compliance with various regulations in public financial managementDemonstrate awareness of the changing local and global public financial management issuesApply problem-solving skills in the practice of public financial managementApply public financial management tools and techniques in evaluating and managing public investments, public debt and enterprise management in complex and dynamic environmentsImplement public procurement regulations in practice. |  |
| 9. | Other accountancy competences [as defined in the Accountants Act, No. 15 of 2008 (Interpretations)] |  |  |  |

**D: CONFIRMATION BY EMPLOYER(S)**

We confirm that the above named person is/was our employee for the period indicated above and that he/she undertook the stated responsibilities and practically demonstrated the competencies as indicated above during his/her engagement with us.

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| --- | --- | --- | --- | --- |
| **Name of employer** | **Name and job title of person confirming above** | **Contacts of person confirming (Tel. and email)** | **Any other comment on the above applicant** | **Signature and official stamp** |
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**E. DECLARATION BY THE APPLICANT:**

 **I …………………………………….…………………………………………… declare that the information provided above is true and accurate to the best of my knowledge.**

 **Signature:……………..…………… Date:………………………………………………**

**REV. 1/2023**