

ACCA PER EXAMPLES

UNDERSTANDING ACCA PER EXAMPLES: A COMPREHENSIVE GUIDE FOR ASPIRING ACCOUNTANTS

ACCA PER EXAMPLES ARE CRUCIAL FOR ANY INDIVIDUAL ASPIRING TO BECOME A CERTIFIED CHARTERED ACCOUNTANT. THE ACCA (ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS) QUALIFICATION IS GLOBALLY RECOGNIZED AND HIGHLY RESPECTED, BUT IT REQUIRES MORE THAN JUST PASSING EXAMS. A SIGNIFICANT COMPONENT OF THE ACCA JOURNEY IS THE PRACTICAL EXPERIENCE REQUIREMENT (PER), WHICH DEMONSTRATES THAT STUDENTS HAVE APPLIED THEIR THEORETICAL KNOWLEDGE IN A REAL-WORLD ACCOUNTING SETTING. NAVIGATING PER CAN SEEM DAUNTING, BUT UNDERSTANDING VARIOUS ACCA PER EXAMPLES CAN ILLUMINATE THE PATH AND HELP CANDIDATES EFFECTIVELY DOCUMENT THEIR ACHIEVEMENTS. THIS ARTICLE DELVES DEEP INTO THE NUANCES OF ACCA PER, OFFERING PRACTICAL INSIGHTS AND ILLUSTRATIVE EXAMPLES TO GUIDE YOU THROUGH THIS ESSENTIAL STAGE OF YOUR PROFESSIONAL DEVELOPMENT. WE WILL EXPLORE THE CORE COMPETENCIES, EFFECTIVE WAYS TO RECORD EXPERIENCE, AND COMMON PITFALLS TO AVOID, ALL WHILE PROVIDING CONCRETE ACCA PER EXAMPLES THAT ALIGN WITH THE ACCA'S STRINGENT REQUIREMENTS.

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INTRODUCTION TO ACCA PER

THE ACCA PRACTICAL EXPERIENCE REQUIREMENT (PER) IS A MANDATORY COMPONENT OF THE ACCA QUALIFICATION, DESIGNED TO ENSURE THAT STUDENTS GAIN THE NECESSARY PRACTICAL SKILLS AND PROFESSIONAL ETHICS ALONGSIDE THEIR ACADEMIC STUDIES. IT BRIDGES THE GAP BETWEEN TEXTBOOK LEARNING AND THE COMPLEXITIES OF THE PROFESSIONAL ACCOUNTING WORLD. THE PER MANDATES THAT CANDIDATES ACCUMULATE A MINIMUM OF 36 MONTHS OF RELEVANT WORK

EXPERIENCE, WITH AT LEAST 18 MONTHS SPENT DEVELOPING SPECIFIC PROFESSIONAL AND ESSENTIAL SKILLS. THIS EXPERIENCE MUST BE SUPERVISED AND VALIDATED BY AN APPROVED ACCA EMPLOYER OR A RELEVANT SUPERVISOR. UNDERSTANDING THE INTRICACIES OF PER, INCLUDING WHAT CONSTITUTES ACCEPTABLE EXPERIENCE AND HOW TO ARTICULATE IT EFFECTIVELY, IS PARAMOUNT FOR SUCCESSFUL QUALIFICATION. THIS SECTION SETS THE STAGE FOR UNDERSTANDING THE BROADER ACCA PER FRAMEWORK.

WHY IS ACCA PER IMPORTANT?

THE SIGNIFICANCE OF THE ACCA PER CANNOT BE OVERSTATED. IT SERVES AS A VITAL VALIDATION OF YOUR COMPETENCE, PROVING THAT YOU CAN TRANSLATE THEORETICAL KNOWLEDGE INTO PRACTICAL APPLICATION WITHIN A PROFESSIONAL ENVIRONMENT. EMPLOYERS HIGHLY VALUE CANDIDATES WHO HAVE SUCCESSFULLY COMPLETED THEIR PER, AS IT SIGNIFIES A LEVEL OF MATURITY, ADAPTABILITY, AND HANDS-ON CAPABILITY. THE PER PROCESS ENCOURAGES CONTINUOUS LEARNING AND PROFESSIONAL DEVELOPMENT, FOSTERING A PROACTIVE APPROACH TO SKILL ENHANCEMENT. IT ALSO INSTILLS A STRONG SENSE OF PROFESSIONAL ETHICS AND RESPONSIBILITY, WHICH ARE FOUNDATIONAL TO THE ACCOUNTING PROFESSION. FURTHERMORE, A WELL-DOCUMENTED PER CAN SIGNIFICANTLY BOOST YOUR CAREER PROSPECTS, OPENING DOORS TO ADVANCED ROLES AND LEADERSHIP POSITIONS WITHIN ACCOUNTING AND FINANCE.

THE NINE COMPETENCIES OF ACCA PER

THE ACCA PER IS STRUCTURED AROUND NINE KEY PROFESSIONAL AND ESSENTIAL COMPETENCIES THAT CANDIDATES ARE EXPECTED TO DEMONSTRATE. THESE COMPETENCIES ARE CATEGORIZED INTO THREE MAIN AREAS: TECHNICAL, PROFESSIONAL SKILLS, AND PERSONAL ATTRIBUTES. SUCCESSFULLY EVIDENCING THESE COMPETENCIES THROUGH PRACTICAL WORK EXPERIENCE IS THE CORE OBJECTIVE OF THE PER PROCESS. EACH COMPETENCY REQUIRES SPECIFIC EXAMPLES OF HOW YOU HAVE APPLIED IT IN YOUR DAILY WORK, SUPPORTED BY EVIDENCE AND SUPERVISOR VALIDATION. UNDERSTANDING THESE NINE COMPETENCIES IS THE FIRST STEP TOWARDS EFFECTIVELY DOCUMENTING YOUR JOURNEY.

TECHNICAL COMPETENCIES

THESE COMPETENCIES FOCUS ON THE CORE ACCOUNTING AND FINANCE SKILLS ACQUIRED THROUGH YOUR PROFESSIONAL ROLES. THEY ARE DIRECTLY RELATED TO THE KNOWLEDGE GAINED FROM ACCA EXAMS AND ARE APPLIED IN DAY-TO-DAY ACCOUNTING TASKS.

- FINANCIAL ACCOUNTING AND REPORTING
- MANAGEMENT ACCOUNTING
- TAXATION
- AUDIT AND ASSURANCE
- FINANCIAL MANAGEMENT
- CORPORATE LAW

PROFESSIONAL SKILLS

THESE COMPETENCIES ARE ABOUT HOW YOU APPROACH YOUR WORK AND INTERACT WITH OTHERS. THEY EMPHASIZE THE SOFT SKILLS THAT ARE ESSENTIAL FOR ANY PROFESSIONAL IN A BUSINESS ENVIRONMENT.

- COMMUNICATION
- LEADERSHIP AND TEAMWORK
- PROBLEM SOLVING AND DECISION MAKING
- COMMERCIAL AWARENESS
- ORGANISATIONAL AND PLANNING SKILLS

PERSONAL ATTRIBUTES

THESE ARE FOUNDATIONAL QUALITIES THAT UNDERPIN ETHICAL AND EFFECTIVE PROFESSIONAL CONDUCT. WHILE OFTEN DEMONSTRATED THROUGH THE APPLICATION OF PROFESSIONAL SKILLS, THEY ARE RECOGNIZED AS DISTINCT AREAS OF DEVELOPMENT.

- INTEGRITY
- OBJECTIVITY
- CONFIDENTIALITY
- PROFESSIONAL BEHAVIOR

ACCA PER EXAMPLES: STRATEGIC BUSINESS LEADER (SBL)

THE STRATEGIC BUSINESS LEADER (SBL) MODULE, WHILE AN EXAM, DIRECTLY TESTS MANY OF THE COMPETENCIES REQUIRED FOR PER. EXAMPLES FROM THIS MODULE OFTEN TRANSLATE WELL INTO PER DOCUMENTATION, ESPECIALLY FOR THE PROFESSIONAL AND PERSONAL ATTRIBUTES. THINK ABOUT PROJECTS WHERE YOU HAD TO ANALYZE COMPLEX BUSINESS SCENARIOS, DEVELOP STRATEGIC RECOMMENDATIONS, OR PRESENT FINDINGS TO STAKEHOLDERS. DOCUMENTING YOUR ROLE IN THESE SITUATIONS, THE CHALLENGES FACED, AND THE OUTCOMES ACHIEVED PROVIDES STRONG ACCA PER EXAMPLES.

DEMONSTRATING LEADERSHIP AND TEAMWORK IN SBL CONTEXT

CONSIDER A SCENARIO FROM AN SBL EXAM WHERE YOU WERE TASKED WITH EVALUATING A COMPANY'S STRATEGIC DIRECTION. IF IN YOUR ACTUAL WORK EXPERIENCE, YOU LED A TEAM TO CONDUCT A SIMILAR ANALYSIS, OR COLLABORATED EFFECTIVELY WITH COLLEAGUES FROM DIFFERENT DEPARTMENTS TO GATHER DATA, THIS IS A PERFECT PER EXAMPLE. FOR INSTANCE, "LED A CROSS-FUNCTIONAL TEAM OF THREE TO ANALYZE THE MARKET ENTRY STRATEGY FOR A NEW PRODUCT, DELEGATING TASKS, RESOLVING CONFLICTS, AND ENSURING TIMELY COMPLETION OF THE REPORT, WHICH WAS SUBSEQUENTLY APPROVED BY SENIOR MANAGEMENT."

APPLYING COMMERCIAL AWARENESS IN SBL SCENARIOS

YOUR SBL PREPARATION INVOLVES UNDERSTANDING VARIOUS BUSINESS ENVIRONMENTS. IF YOU'VE APPLIED THIS UNDERSTANDING IN YOUR WORK, SUCH AS IDENTIFYING A NEW MARKET OPPORTUNITY OR RECOMMENDING COST-SAVING MEASURES BASED ON INDUSTRY TRENDS, THIS TRANSLATES INTO EXCELLENT ACCA PER EXAMPLES. FOR EXAMPLE, "RESEARCHED AND PRESENTED A BUSINESS CASE FOR DIVERSIFYING REVENUE STREAMS BY EXPLORING E-COMMERCE OPPORTUNITIES, PROJECTING A 15% INCREASE IN SALES WITHIN THE FIRST YEAR, WHICH LED TO THE IMPLEMENTATION OF A NEW ONLINE SALES PLATFORM."

ACCA PER EXAMPLES: FINANCIAL REPORTING (FR)

THE FINANCIAL REPORTING (FR) MODULE IS CENTRAL TO THE TECHNICAL COMPETENCIES OF AN ACCA ACCOUNTANT. WHEN DOCUMENTING YOUR PER, THINK ABOUT THE SPECIFIC TASKS YOU PERFORM THAT RELATE TO PREPARING AND ANALYZING FINANCIAL STATEMENTS. ACCA PER EXAMPLES HERE SHOULD FOCUS ON ACCURACY, COMPLIANCE WITH ACCOUNTING STANDARDS, AND THE IMPACT OF YOUR WORK.

ACCURATE FINANCIAL STATEMENT PREPARATION

A COMMON TASK IS PREPARING FINANCIAL STATEMENTS. YOUR PER ENTRY COULD DETAIL THE SPECIFIC STATEMENTS YOU PREPARED, THE ACCOUNTING STANDARDS YOU APPLIED (E.G., IFRS), AND THE CONTROLS YOU IMPLEMENTED TO ENSURE ACCURACY. FOR EXAMPLE, "PREPARED THE FULL SET OF INTERIM FINANCIAL STATEMENTS FOR A SUBSIDIARY COMPANY, ENSURING COMPLIANCE WITH IAS 1 PRESENTATION OF FINANCIAL STATEMENTS AND IDENTIFYING AND CORRECTING A MISSTATEMENT IN REVENUE RECOGNITION, LEADING TO A MORE ACCURATE REPRESENTATION OF FINANCIAL PERFORMANCE."

RECONCILIATION AND VARIANCE ANALYSIS

RECONCILING ACCOUNTS AND ANALYZING VARIANCES ARE CRITICAL. DOCUMENT YOUR PROCESS AND THE OUTCOMES. FOR INSTANCE, "RECONCILED THE ACCOUNTS PAYABLE LEDGER WITH THE GENERAL LEDGER MONTHLY, IDENTIFYING AND RESOLVING DISCREPANCIES WITHIN 48 HOURS, WHICH IMPROVED THE ACCURACY OF FINANCIAL REPORTING AND REDUCED PAYMENT DELAYS BY 10%."

ACCA PER EXAMPLES: AUDIT AND ASSURANCE (AA)

FOR THOSE IN AUDIT ROLES, THE AUDIT AND ASSURANCE (AA) MODULE PROVIDES A RICH SOURCE OF PER EVIDENCE. FOCUS ON YOUR ROLE IN PLANNING, EXECUTING, AND REPORTING ON AUDITS. ACCA PER EXAMPLES SHOULD HIGHLIGHT YOUR UNDERSTANDING OF AUDIT METHODOLOGIES, RISK ASSESSMENT, AND PROFESSIONAL SKEPTICISM.

PLANNING AND RISK ASSESSMENT IN AUDITS

DOCUMENT HOW YOU PARTICIPATED IN AUDIT PLANNING AND RISK ASSESSMENT. FOR EXAMPLE, "ASSISTED IN THE PLANNING PHASE OF A STATUTORY AUDIT FOR A MID-SIZED MANUFACTURING COMPANY, CONTRIBUTING TO THE IDENTIFICATION OF KEY RISKS IN THE INVENTORY VALUATION PROCESS BY PERFORMING PRELIMINARY ANALYTICAL PROCEDURES AND MATERIALITY ASSESSMENTS."

EXECUTING AUDIT PROCEDURES AND GATHERING EVIDENCE

DETAIL THE AUDIT PROCEDURES YOU PERFORMED AND THE EVIDENCE YOU COLLECTED. "PERFORMED SUBSTANTIVE TESTING ON ACCOUNTS RECEIVABLE, INCLUDING SENDING CONFIRMATION REQUESTS AND EXAMINING SUPPORTING DOCUMENTATION FOR A SAMPLE OF 50 INVOICES, IDENTIFYING AND INVESTIGATING A SIGNIFICANT AGED DEBT BALANCE AND RECOMMENDING APPROPRIATE PROVISIONS."

ACCA PER EXAMPLES: TAXATION (TX)

THE TAXATION (TX) MODULE, WHETHER CORPORATE OR PERSONAL, OFFERS NUMEROUS OPPORTUNITIES FOR PER DOCUMENTATION. FOCUS ON YOUR ROLE IN TAX COMPLIANCE, PLANNING, AND ADVISORY SERVICES. ACCA PER EXAMPLES SHOULD DEMONSTRATE YOUR UNDERSTANDING OF TAX LEGISLATION AND ITS PRACTICAL APPLICATION.

TAX COMPLIANCE AND RETURN PREPARATION

DESCRIBE YOUR EXPERIENCE IN PREPARING TAX RETURNS. FOR EXAMPLE, "PREPARED AND SUBMITTED CORPORATE TAX RETURNS FOR FIVE CLIENTS, ENSURING COMPLIANCE WITH RELEVANT TAX LEGISLATION AND DEADLINES, AND ACCURATELY CALCULATED TAX LIABILITIES, RESULTING IN NO PENALTIES OR INTEREST CHARGES FOR ANY OF THE CLIENTS."

TAX ADVISORY AND PLANNING

IF YOU'VE PROVIDED TAX ADVICE, DOCUMENT THOSE INSTANCES. "PROVIDED TAX PLANNING ADVICE TO A SMALL BUSINESS OWNER REGARDING THE MOST TAX-EFFICIENT STRUCTURE FOR THEIR OPERATIONS, INCLUDING RECOMMENDATIONS ON VAT REGISTRATION AND CAPITAL ALLOWANCES, LEADING TO A PROJECTED ANNUAL TAX SAVING OF £5,000."

ACCA PER EXAMPLES: MANAGEMENT ACCOUNTING (MA)

THE MANAGEMENT ACCOUNTING (MA) MODULE FOCUSES ON USING FINANCIAL INFORMATION FOR INTERNAL DECISION-MAKING. ACCA PER EXAMPLES HERE SHOULD REVOLVE AROUND BUDGETING, COST CONTROL, PERFORMANCE ANALYSIS, AND THE PROVISION OF MANAGEMENT INFORMATION.

BUDGETING AND FORECASTING

DOCUMENT YOUR INVOLVEMENT IN THE BUDGETING PROCESS. "PARTICIPATED IN THE ANNUAL BUDGETING PROCESS FOR THE MARKETING DEPARTMENT, ASSISTING IN THE DEVELOPMENT OF THE DEPARTMENTAL BUDGET BY GATHERING DATA ON HISTORICAL EXPENDITURE AND PROJECTED NEEDS, AND PREPARING VARIANCE REPORTS AGAINST THE ACTUAL SPEND."

COST ANALYSIS AND CONTROL

SHOWCASE YOUR ABILITY TO ANALYZE AND CONTROL COSTS. "ANALYZED THE COST VARIANCES FOR A KEY PRODUCT LINE, IDENTIFYING THE PRIMARY DRIVERS OF THE INCREASE IN MATERIAL COSTS AND RECOMMENDING STRATEGIES FOR COST REDUCTION, SUCH AS RENEGOTIATING SUPPLIER CONTRACTS, WHICH CONTRIBUTED TO A 3% REDUCTION IN PRODUCTION COSTS."

ACCA PER EXAMPLES: FINANCIAL MANAGEMENT (FM)

THE FINANCIAL MANAGEMENT (FM) MODULE DEALS WITH INVESTMENT APPRAISAL, FINANCING DECISIONS, AND WORKING CAPITAL MANAGEMENT. ACCA PER EXAMPLES IN THIS AREA SHOULD DEMONSTRATE YOUR UNDERSTANDING OF FINANCIAL ANALYSIS AND ITS APPLICATION TO BUSINESS DECISIONS.

INVESTMENT APPRAISAL AND PROJECT EVALUATION

DESCRIBE YOUR INVOLVEMENT IN EVALUATING POTENTIAL INVESTMENTS. "ASSISTED IN THE FINANCIAL APPRAISAL OF A NEW CAPITAL EXPENDITURE PROJECT, CALCULATING NET PRESENT VALUE (NPV) AND INTERNAL RATE OF RETURN (IRR) FOR A PROPOSED MACHINERY UPGRADE, PROVIDING DATA THAT SUPPORTED THE DECISION TO PROCEED WITH THE INVESTMENT."

WORKING CAPITAL MANAGEMENT

HIGHLIGHT YOUR CONTRIBUTIONS TO MANAGING WORKING CAPITAL. "MONITORED AND MANAGED THE COMPANY'S INVENTORY LEVELS, IMPLEMENTING A JUST-IN-TIME (JIT) INVENTORY SYSTEM THAT REDUCED HOLDING COSTS BY 8% WHILE MAINTAINING OPTIMAL STOCK AVAILABILITY, THEREBY IMPROVING CASH FLOW."

DOCUMENTING YOUR ACCA PER EFFECTIVELY

EFFECTIVE DOCUMENTATION IS KEY TO A SUCCESSFUL PER SUBMISSION. THE ACCA REQUIRES DETAILED AND SPECIFIC ENTRIES THAT CLEARLY ARTICULATE THE COMPETENCIES DEMONSTRATED AND THE IMPACT OF YOUR WORK. USE THE STAR METHOD (SITUATION, TASK, ACTION, RESULT) TO STRUCTURE YOUR ENTRIES. ENSURE EACH ENTRY IS CONCISE, CLEAR, AND DIRECTLY ADDRESSES THE RELEVANT COMPETENCIES. YOUR SUPERVISOR PLAYS A CRITICAL ROLE IN VALIDATING YOUR EXPERIENCE, SO MAINTAIN OPEN COMMUNICATION WITH THEM AND ENSURE THEY UNDERSTAND THE PER REQUIREMENTS.

UTILIZING THE ACCA PER PORTAL

THE ACCA HAS AN ONLINE PER PORTAL WHERE YOU WILL RECORD AND SUBMIT YOUR PROGRESS. FAMILIARIZE YOURSELF WITH THE PORTAL'S FEATURES AND REQUIREMENTS. IT'S DESIGNED TO GUIDE YOU THROUGH THE PROCESS OF LOGGING YOUR EXPERIENCE AND COMPETENCIES. REGULAR UPDATES TO THE PORTAL, RATHER THAN LEAVING IT TO THE LAST MINUTE, WILL MAKE THE PROCESS MORE MANAGEABLE.

PROVIDING CONCRETE EVIDENCE

WHERE POSSIBLE, SUPPORT YOUR ENTRIES WITH TANGIBLE EVIDENCE. THIS COULD INCLUDE PROJECT REPORTS, FINANCIAL STATEMENTS, AUDIT WORKING PAPERS, OR ANY OTHER DOCUMENTATION THAT SUBSTANTIATES YOUR CLAIMS. WHILE YOU WON'T SUBMIT ALL EVIDENCE, HAVING IT READILY AVAILABLE FOR YOUR SUPERVISOR'S REVIEW IS CRUCIAL. THE QUALITY OF YOUR EVIDENCE REFLECTS THE QUALITY OF YOUR EXPERIENCE.

COMMON MISTAKES TO AVOID IN ACCA PER

MANY CANDIDATES MAKE COMMON ERRORS THAT CAN DELAY THEIR QUALIFICATION. ONE OF THE MOST FREQUENT MISTAKES IS PROVIDING VAGUE OR GENERIC ENTRIES THAT DO NOT CLEARLY DEMONSTRATE SPECIFIC COMPETENCIES. ANOTHER PITFALL IS FAILING TO OBTAIN REGULAR SIGN-OFFS FROM A SUPERVISOR, LEADING TO A BACKLOG OF DOCUMENTATION. OVER-CLAIMING COMPETENCIES OR NOT ACCURATELY REFLECTING THE LEVEL OF YOUR INVOLVEMENT ARE ALSO SIGNIFICANT ISSUES. ENSURE YOUR EXAMPLES ARE TAILORED TO THE SPECIFIC COMPETENCIES AND REFLECT YOUR ACTUAL CONTRIBUTION.

INSUFFICIENT DETAIL IN ENTRIES

ENTRIES THAT LACK SUFFICIENT DETAIL ABOUT YOUR ROLE, ACTIONS, AND THE OUTCOMES ACHIEVED ARE OFTEN REJECTED OR REQUIRE FURTHER CLARIFICATION. FOR EXAMPLE, SIMPLY STATING "PREPARED FINANCIAL STATEMENTS" IS NOT ENOUGH. YOU NEED TO SPECIFY WHAT TYPE OF STATEMENTS, FOR WHOM, USING WHAT STANDARDS, AND WHAT YOUR SPECIFIC CONTRIBUTION WAS.

LACK OF SUPERVISOR ENGAGEMENT

FAILING TO REGULARLY ENGAGE WITH YOUR SUPERVISOR ABOUT YOUR PER PROGRESS CAN LEAD TO MISUNDERSTANDINGS AND MISSED OPPORTUNITIES FOR FEEDBACK. YOUR SUPERVISOR'S VALIDATION IS A NON-NEGOTIABLE PART OF THE PROCESS. THEY NEED TO BE ABLE TO ATTEST TO THE ACCURACY AND RELEVANCE OF YOUR DOCUMENTED EXPERIENCE.

TIPS FOR SUCCESS WITH ACCA PER

TO MAXIMIZE YOUR CHANCES OF A SMOOTH AND SUCCESSFUL PER PROCESS, ADOPT A PROACTIVE AND ORGANIZED APPROACH. START DOCUMENTING YOUR EXPERIENCE FROM DAY ONE OF YOUR RELEVANT EMPLOYMENT. KEEP A REGULAR LOG OF YOUR ACHIEVEMENTS AND THE COMPETENCIES YOU ARE DEVELOPING. SEEK FEEDBACK FROM YOUR SUPERVISOR FREQUENTLY AND DISCUSS YOUR PER GOALS WITH THEM. UNDERSTAND THAT PER IS AN ONGOING PROCESS OF PROFESSIONAL DEVELOPMENT, NOT JUST A HURDLE TO CLEAR. CONTINUOUSLY LOOK FOR OPPORTUNITIES TO EXPAND YOUR EXPERIENCE AND TAKE ON NEW RESPONSIBILITIES THAT ALIGN WITH THE ACCA COMPETENCIES.

SEEK MENTORSHIP AND GUIDANCE

IF AVAILABLE WITHIN YOUR ORGANIZATION, SEEK OUT MENTORS OR EXPERIENCED ACCA MEMBERS WHO CAN PROVIDE GUIDANCE ON YOUR PER JOURNEY. THEIR INSIGHTS AND ADVICE CAN BE INVALUABLE IN HELPING YOU NAVIGATE THE REQUIREMENTS AND EFFECTIVELY DOCUMENT YOUR PROGRESS. LEARNING FROM THEIR EXPERIENCES CAN HELP YOU AVOID COMMON MISTAKES AND BUILD A STRONGER PER SUBMISSION.

CONTINUOUS LEARNING AND REFLECTION

THE PER PROCESS IS DESIGNED TO ENCOURAGE CONTINUOUS LEARNING AND REFLECTION ON YOUR PROFESSIONAL DEVELOPMENT. REGULARLY REVIEW THE ACCA PER GUIDELINES AND THE NINE COMPETENCIES. REFLECT ON YOUR DAILY TASKS AND IDENTIFY HOW THEY CONTRIBUTE TO YOUR SKILL DEVELOPMENT. THIS REFLECTIVE PRACTICE WILL NOT ONLY HELP YOU IN DOCUMENTING YOUR PER BUT ALSO IN BECOMING A MORE COMPETENT AND WELL-ROUNDED ACCOUNTANT.

FREQUENTLY ASKED QUESTIONS

WHAT ARE THE KEY BENEFITS OF PURSUING ACCA QUALIFICATION IN TODAY'S JOB MARKET?

ACCA OFFERS GLOBAL RECOGNITION, ENHANCES CAREER PROSPECTS IN ACCOUNTING, FINANCE, AND MANAGEMENT ROLES, AND PROVIDES A STRONG FOUNDATION FOR DEVELOPING STRATEGIC BUSINESS ACUMEN. ITS FLEXIBLE STUDY OPTIONS AND FOCUS ON PRACTICAL APPLICATION MAKE IT HIGHLY VALUED BY EMPLOYERS WORLDWIDE.

HOW DOES THE ACCA QUALIFICATION DIFFER FROM OTHER ACCOUNTING CERTIFICATIONS LIKE CPA OR CMA?

WHILE ALL ARE RESPECTED ACCOUNTING QUALIFICATIONS, ACCA HAS A STRONGER GLOBAL EMPHASIS AND IS OFTEN PREFERRED FOR ROLES IN MULTINATIONAL CORPORATIONS OR FOR THOSE SEEKING INTERNATIONAL CAREER MOBILITY. CPA (CERTIFIED PUBLIC ACCOUNTANT) IS TYPICALLY COUNTRY-SPECIFIC (E.G., US CPA), AND CMA (CERTIFIED MANAGEMENT ACCOUNTANT) FOCUSES MORE ON MANAGEMENT ACCOUNTING AND CORPORATE FINANCE.

WHAT ARE THE RECENT UPDATES OR TRENDS IN THE ACCA SYLLABUS THAT ASPIRING PROFESSIONALS SHOULD BE AWARE OF?

RECENT TRENDS IN ACCA INCLUDE A GREATER EMPHASIS ON DIGITAL TECHNOLOGIES, DATA ANALYTICS, SUSTAINABILITY (ESG REPORTING), AND ETHICAL CONSIDERATIONS WITHIN ACCOUNTING. THE SYLLABUS CONTINUALLY EVOLVES TO REFLECT THESE REAL-WORLD CHANGES, ENSURING GRADUATES ARE JOB-READY FOR THE MODERN BUSINESS ENVIRONMENT.

HOW CAN ACCA GRADUATES LEVERAGE THEIR QUALIFICATION IN EMERGING FIELDS LIKE FINTECH AND ESG?

ACCA EQUIPS GRADUATES WITH THE ANALYTICAL SKILLS AND UNDERSTANDING OF FINANCIAL FRAMEWORKS NECESSARY TO EXCEL IN FINTECH, WHETHER IN ROLES RELATED TO FINANCIAL ANALYSIS, RISK MANAGEMENT, OR BLOCKCHAIN. FOR ESG, THE QUALIFICATION PROVIDES A SOLID GROUNDING IN REPORTING STANDARDS, SUSTAINABILITY ACCOUNTING, AND ETHICAL GOVERNANCE, CRUCIAL FOR SUSTAINABILITY CONSULTING OR CORPORATE RESPONSIBILITY ROLES.

WHAT ARE THE TYPICAL CAREER PATHS FOR SOMEONE WITH AN ACCA QUALIFICATION?

ACCA GRADUATES CAN PURSUE DIVERSE ROLES SUCH AS FINANCIAL ACCOUNTANT, MANAGEMENT ACCOUNTANT, AUDITOR, TAX ADVISOR, FINANCIAL ANALYST, FINANCE MANAGER, CHIEF FINANCIAL OFFICER (CFO), AND ROLES IN BUSINESS CONSULTING, RISK MANAGEMENT, AND CORPORATE FINANCE. THE QUALIFICATION OPENS DOORS ACROSS VARIOUS INDUSTRIES.

IS ACCA STILL RELEVANT FOR INDIVIDUALS LOOKING FOR REMOTE OR HYBRID WORK OPPORTUNITIES?

ABSOLUTELY. THE SKILLS DEVELOPED THROUGH ACCA, SUCH AS FINANCIAL ANALYSIS, STRATEGIC PLANNING, AND DIGITAL PROFICIENCY, ARE HIGHLY TRANSFERABLE TO REMOTE AND HYBRID WORK ENVIRONMENTS. MANY ACCA-QUALIFIED PROFESSIONALS SUCCESSFULLY HOLD POSITIONS IN DISTRIBUTED TEAMS ACROSS THE GLOBE.

WHAT IS THE AVERAGE TIME COMMITMENT AND COST INVOLVED IN COMPLETING THE ACCA QUALIFICATION?

THE TIME TO COMPLETE ACCA VARIES SIGNIFICANTLY BASED ON INDIVIDUAL PACE, PRIOR QUALIFICATIONS, AND STUDY METHOD. IT TYPICALLY TAKES 3-7 YEARS. COSTS INVOLVE EXAM FEES, ANNUAL SUBSCRIPTION FEES, AND STUDY MATERIALS, WHICH CAN RANGE FROM A FEW HUNDRED TO A COUPLE OF THOUSAND POUNDS ANNUALLY, DEPENDING ON YOUR STUDY

APPROACH.

How does ACCA support ethical development and professional skepticism among its members?

ACCA places a strong emphasis on ethics and professional skepticism throughout its syllabus. Modules like 'Professionalism and Ethics' and case studies integrated into other exams challenge students to consider ethical dilemmas, apply ethical reasoning, and develop a critical mindset essential for responsible financial professionals.

What are the prerequisites or entry requirements for starting the ACCA qualification?

Generally, you need to have passed two subjects at A-Level (or equivalent) or have a relevant degree to start. ACCA also offers foundation-level qualifications for those without the standard entry requirements, providing a pathway to the main qualification.

How can ACCA graduates stay competitive in a rapidly evolving technological landscape?

Staying competitive involves embracing the digital transformation. ACCA encourages continuous professional development (CPD) where members can focus on areas like data analytics, AI in finance, cybersecurity, and digital accounting tools. Actively seeking out training and certifications in these areas will keep ACCA professionals at the forefront.

Additional Resources

Here are 9 book titles related to the ACCA qualification, with short descriptions:

1. The ACCA Prequel: Foundations for Success

This introductory book is designed for individuals just beginning their ACCA journey. It breaks down the fundamental accounting principles and financial concepts that underpin the entire qualification. The text focuses on building a solid understanding of bookkeeping, ethical considerations, and the broader business environment, setting a strong foundation for future studies.

2. Navigating the ACCA Skills Module: A Practical Guide

This comprehensive guide walks students through the ACCA Applied Skills level papers. It offers strategic advice on exam technique, provides condensed explanations of key syllabus topics, and includes practical examples to illustrate complex concepts. The book aims to demystify the challenges of the Skills module and equip candidates with the tools to tackle their exams confidently.

3. ACCA Strategic Professional: Mastering the Core Pillars

Focused on the essential papers of the ACCA Strategic Professional level, this book dives deep into advanced financial reporting, strategic business reporting, and advanced taxation. It emphasizes the analytical and judgmental skills required at this advanced stage, offering frameworks and case studies to hone problem-solving abilities. The content is structured to mirror the demands of the real-world professional environment ACCA aims to prepare candidates for.

4. ACCA Electives Unlocked: Deep Dive into Specialization

This title caters to students preparing for the ACCA Strategic Professional optional papers, such as Advanced Financial Management or Business and Technology. It provides in-depth coverage of specific elective areas, offering nuanced explanations and exam-focused approaches to specialized topics. The book aims to help candidates choose and excel in their chosen area of expertise within the ACCA qualification.

5. The ACCA Professional Skills Coach: Beyond Technical Knowledge

THIS BOOK SHIFTS THE FOCUS FROM PURE TECHNICAL LEARNING TO THE ESSENTIAL PROFESSIONAL AND ETHICAL SKILLS REQUIRED BY ACCA MEMBERS. IT EXPLORES TOPICS LIKE LEADERSHIP, COMMUNICATION, AND STAKEHOLDER ENGAGEMENT, CRUCIAL FOR CAREER PROGRESSION. THROUGH SCENARIOS AND SELF-ASSESSMENT TOOLS, IT HELPS CANDIDATES DEVELOP THE SOFT SKILLS THAT COMPLEMENT THEIR ACCOUNTING EXPERTISE.

6. FINANCIAL REPORTING EXCELLENCE: AN ACCA PERSPECTIVE

THIS TITLE OFFERS A RIGOROUS EXPLORATION OF INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS) AS TESTED WITHIN THE ACCA SYLLABUS. IT PROVIDES CLEAR EXPLANATIONS OF COMPLEX ACCOUNTING TREATMENTS, ACCOMPANIED BY NUMEROUS WORKED EXAMPLES AND PAST PAPER QUESTIONS. THE BOOK AIMS TO BUILD CONFIDENCE IN APPLYING IFRS PRINCIPLES AND PRESENTING FINANCIAL INFORMATION ACCURATELY AND ETHICALLY.

7. TAXATION STRATEGIES: THE ACCA APPROACH

DESIGNED FOR ACCA STUDENTS, THIS BOOK DELVES INTO THE INTRICACIES OF TAXATION, COVERING BOTH UK AND INTERNATIONAL TAX PRINCIPLES RELEVANT TO THE QUALIFICATION. IT BREAKS DOWN COMPLEX TAX LEGISLATION INTO DIGESTIBLE CONCEPTS AND PROVIDES PRACTICAL GUIDANCE ON TAX COMPLIANCE AND PLANNING. THE CONTENT IS GEARED TOWARDS DEVELOPING THE SKILLS NEEDED TO ADVISE ON TAX MATTERS EFFECTIVELY.

8. AUDIT AND ASSURANCE FUNDAMENTALS: ACCA EXAM PREP

THIS BOOK SERVES AS A COMPREHENSIVE RESOURCE FOR ACCA STUDENTS STUDYING AUDIT AND ASSURANCE. IT EXPLAINS THE AUDITING PROCESS, ETHICAL RESPONSIBILITIES OF AUDITORS, AND THE APPLICATION OF AUDITING STANDARDS. THE TEXT INCORPORATES REAL-WORLD EXAMPLES AND TYPICAL EXAM SCENARIOS TO ENHANCE UNDERSTANDING AND APPLICATION OF AUDIT TECHNIQUES.

9. ACCA CASE STUDY MASTERY: FROM ANALYSIS TO SOLUTION

THIS TITLE IS DEDICATED TO HELPING STUDENTS EXCEL IN THE ACCA QUALIFICATION'S CASE STUDY EXAMS. IT OUTLINES EFFECTIVE STRATEGIES FOR ANALYZING CASE MATERIAL, IDENTIFYING KEY ISSUES, AND FORMULATING WELL-REASONED SOLUTIONS UNDER EXAM CONDITIONS. THE BOOK PROVIDES PRACTICE CASES AND GUIDANCE ON INTEGRATING TECHNICAL KNOWLEDGE WITH PROFESSIONAL SKILLS TO ACHIEVE SUCCESS.

[Acca Per Examples](#)

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Mastering ACCA PER Examples: A Comprehensive Guide to Performance Evaluation and Reporting

This ebook provides a detailed exploration of Performance Evaluation and Reporting (PER) within the ACCA qualification, offering practical examples, insightful analysis, and crucial tips to excel in this challenging yet rewarding area. It delves into the complexities of PER, highlighting its significance in strategic business decision-making and demonstrating how to effectively apply theoretical knowledge to real-world scenarios.

Ebook Title: Conquering ACCA PER: A Practical Guide to Performance Evaluation and Reporting

Contents:

Introduction: Understanding the importance of PER in the ACCA syllabus and its broader application in business.

Chapter 1: Key Performance Indicators (KPIs): Defining, selecting, and interpreting relevant KPIs for various business contexts.

Chapter 2: Ratio Analysis: Mastering the calculation and interpretation of key financial ratios and their use in performance evaluation.

Chapter 3: Variance Analysis: Understanding different types of variances, conducting thorough variance analysis, and identifying root causes of deviations.

Chapter 4: Budgeting and Forecasting: Creating realistic budgets, using forecasting techniques, and analyzing budget variances.

Chapter 5: Performance Reporting Techniques: Developing effective reports, visualizing data, and communicating findings to stakeholders.

Chapter 6: Case Studies and Practical Examples: Working through realistic ACCA-style scenarios and applying learned concepts.

Chapter 7: Advanced Performance Management Techniques: Exploring more sophisticated techniques like balanced scorecards and activity-based costing.

Conclusion: Recap of key concepts and advice on exam preparation and success strategies.

Introduction: This introductory chapter sets the stage by explaining the role of PER within the ACCA framework and its vital role in modern business. It will emphasize the interconnectedness of PER with other ACCA subjects and highlight the importance of mastering this area for career success.

Chapter 1: Key Performance Indicators (KPIs): This chapter will meticulously define KPIs, illustrating their significance with diverse examples drawn from different industries. It will guide readers through the process of selecting the most appropriate KPIs based on organizational objectives and strategic goals. The emphasis will be on interpreting KPI data and drawing meaningful conclusions.

Chapter 2: Ratio Analysis: This chapter dives into the practical application of various financial ratios – profitability, liquidity, solvency, and efficiency ratios – demonstrating their calculation with numerous examples. It will emphasize the importance of comparing ratios over time and against industry benchmarks to gain insightful perspectives on a company's financial health.

Chapter 3: Variance Analysis: This chapter will dissect different types of variances (e.g., sales price, sales volume, material, labor) providing step-by-step calculations and interpretations. Techniques for investigating the root causes of variances will be explored, including the use of investigative tools and the importance of considering both internal and external factors.

Chapter 4: Budgeting and Forecasting: This chapter will cover the fundamental aspects of budgeting and forecasting, guiding readers through the process of creating realistic budgets based on different forecasting methods. Techniques for analyzing budget variances and taking corrective actions will be presented, alongside examples of different budgeting approaches.

Chapter 5: Performance Reporting Techniques: This chapter focuses on effective communication of performance information to different stakeholders. It will cover various reporting techniques, including the use of dashboards, charts, and graphs to effectively visualize data and highlight key performance trends. The importance of clear, concise, and actionable reporting will be emphasized.

Chapter 6: Case Studies and Practical Examples: This chapter will present several realistic case studies and examples mirroring ACCA exam-style questions. Readers will be guided through the solution process, reinforcing their understanding of the key concepts and showcasing the practical application of the knowledge gained.

Chapter 7: Advanced Performance Management Techniques: This chapter explores more advanced techniques beyond the basics, introducing concepts such as the balanced scorecard, activity-based costing, and key value drivers. It will showcase how these methods can provide a more holistic and strategic view of organizational performance.

Conclusion: This concluding chapter provides a summary of the key takeaways from the ebook, reiterating the crucial aspects of PER and offering valuable advice on exam preparation strategies. It will provide actionable tips for success in the ACCA PER exams and beyond.

Mastering ACCA PER: Practical Examples and Insights

Key Performance Indicators (KPIs) for Effective Performance Evaluation

Choosing the right KPIs is crucial for effective performance evaluation. Recent research highlights the importance of aligning KPIs with strategic objectives. A poorly chosen KPI can lead to misaligned incentives and ultimately, poor performance. [Cite relevant research paper here - e.g., a paper on KPI effectiveness from a reputable academic journal].

For example, a manufacturing company might focus on KPIs like production efficiency (units produced per labor hour), defect rate, and on-time delivery. A service-based company, on the other hand, might prioritize customer satisfaction scores, response time, and resolution rates. The selection process should be data-driven, considering the specific goals and context of the organization.

Practical Tip: When selecting KPIs, ensure they are SMART (Specific, Measurable, Achievable, Relevant, Time-bound). Avoid using too many KPIs, focusing on those that are most critical to the organization's success.

Ratio Analysis: Unveiling Financial Health through Key Ratios

Ratio analysis is a powerful tool for evaluating a company's financial health. By calculating and interpreting various ratios (profitability, liquidity, solvency, and activity), you gain valuable insights into its performance. For instance, the gross profit margin reveals the efficiency of production, while the current ratio assesses short-term liquidity. Recent research indicates a growing trend towards using advanced ratio analysis techniques to predict financial distress [Cite relevant research here].

Practical Tip: Always compare ratios over time and against industry benchmarks. This provides context and helps identify potential areas of concern. For example, a declining profit margin could indicate rising costs or falling prices, while a consistently low current ratio might suggest liquidity problems.

Variance Analysis: Uncovering the Root Causes of Deviations

Variance analysis is essential for understanding deviations between planned and actual results. By investigating the root causes of variances, businesses can improve their planning and operational efficiency. Recent studies emphasize the importance of using variance analysis to identify areas for process improvement and cost reduction [Cite relevant research here].

Practical Tip: Conduct a thorough investigation into significant variances. Don't just identify the variance; determine the underlying reasons. This could involve interviewing staff, reviewing operational data, and analyzing external factors.

Budgeting and Forecasting: Planning for Success

Effective budgeting and forecasting are crucial for organizational success. Accurate forecasting is essential for resource allocation and strategic planning. Recent research has highlighted the increasing use of sophisticated forecasting models incorporating machine learning techniques [Cite relevant research here].

Practical Tip: Use a combination of qualitative and quantitative methods when forecasting. Involve various stakeholders in the budgeting process to ensure buy-in and commitment. Regularly review and adjust budgets as needed.

Performance Reporting Techniques: Communicating Effectively

Performance reporting goes beyond simply presenting numbers. Effective reporting requires clear communication and insightful analysis. Visualizations, such as dashboards and charts, can enhance understanding and facilitate decision-making. Recent research emphasizes the importance of storytelling in performance reporting to engage stakeholders and drive action [Cite relevant research here].

Practical Tip: Tailor reports to the audience. Use clear and concise language, avoiding jargon. Focus on key findings and actionable insights.

Case Studies: Applying PER in Real-World Scenarios

This section will include several detailed case studies demonstrating the application of PER concepts in various business settings. Each case study will walk through the problem, the analysis, and the recommendations, mirroring the structure of ACCA exam questions. These examples provide practical experience in interpreting data and making informed business decisions.

Advanced Performance Management Techniques

This section will explore more advanced topics, including the balanced scorecard, activity-based costing, and key value drivers. These techniques provide a more holistic view of organizational performance beyond traditional financial metrics.

FAQs

1. What is the importance of PER in the ACCA exam? PER is a significant section within the ACCA qualification, testing your ability to analyze, interpret, and report on financial and operational performance. Mastering it is crucial for exam success and future career prospects.
2. What are the key skills assessed in ACCA PER? The ACCA PER exam assesses analytical skills, problem-solving abilities, data interpretation skills, report writing, and communication skills.
3. How can I improve my performance in ACCA PER? Practice regularly with past papers,

understand the marking scheme, develop strong analytical and interpretative skills, and focus on clear and concise communication in your answers.

4. What are some common mistakes students make in ACCA PER? Common mistakes include incorrect calculations, poor data interpretation, weak report writing, and failing to address the specific requirements of the question.
5. What resources are available for ACCA PER preparation? Numerous resources are available, including textbooks, online courses, practice materials, and tuition providers. Find what best suits your learning style and needs.
6. How can I effectively interpret financial ratios? Compare ratios over time, against industry benchmarks, and analyze them in the context of the overall financial statement. Consider qualitative factors as well.
7. How do I choose the most relevant KPIs? Select KPIs that directly align with the organization's strategic goals and are measurable, achievable, and relevant to the specific business context.
8. How can I improve my variance analysis skills? Practice analyzing variances from different perspectives (e.g., price, volume, mix), investigate the root causes, and develop recommendations for improvement.
9. What is the best way to structure my ACCA PER reports? Structure your reports logically, using clear headings, concise language, and appropriate visual aids. Clearly present your findings and recommendations.

Related Articles

1. ACCA Financial Reporting: A Comprehensive Guide: This article provides a thorough understanding of financial reporting principles and standards relevant to ACCA.
2. Strategic Business Planning and its Link to ACCA PER: This article explores how strategic business planning directly influences the selection of KPIs and the interpretation of performance data in PER.
3. Advanced Ratio Analysis Techniques for ACCA Students: This article delves deeper into sophisticated ratio analysis methods, helping students develop advanced analytical skills.
4. Mastering Variance Analysis: A Practical Approach for ACCA: This article provides practical tips and examples for conducting thorough variance analysis.
5. Effective Performance Reporting: Communicating Insights to Stakeholders: This article focuses on effective communication strategies for presenting performance data.
6. Budgeting and Forecasting Techniques for ACCA Students: This article explains various budgeting and forecasting techniques applicable to the ACCA syllabus.

7. Case Studies in Performance Evaluation and Reporting: This article offers more diverse case studies to expand practical application.

8. The Balanced Scorecard: A Holistic Approach to Performance Measurement: This article explains the balanced scorecard methodology and its application in performance management.

9. Activity-Based Costing (ABC) and its Relevance to ACCA PER: This article discusses ABC and its implications for cost management and performance analysis.

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and now supports a BSc (Hons) in Applied Accounting and an MBA. BPP Learning Media is an ACCA Official Publisher. The ACCA F4 UK syllabus seeks to develop knowledge and understanding of the English legal framework that is relevant to the business context in which accountants work. Human Rights law is also important and students must appreciate the fact that further legal advice should be sought where necessary. The syllabus also covers how businesses are affected by the law, including: * The types of business that can be established * How companies are formed, administered, financed and closed down * How businesses trade * How a business deals with its employees * The impact of ethics and corporate governance. This examiner reviewed F4 UK text takes the reader on a journey from complete novice to an accountant who has a good understanding of the legal issues relevant to businesses. It comprehensively covers all the detail required to pass the ACCA's law exam and according to the examiner "makes the task of coming to terms with it almost enjoyable". BPP Learning Media is the publisher of choice for many ACCA students and tuition providers worldwide. Join them and plug into a world of expertise in ACCA exams.

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BPP Learning Media, 2011-12-15 This examiner-reviewed Study Text covers all that you need to know for P5. It features plenty of recent case studies illustrating key syllabus areas and questions to hone your understanding of what you have just read. This paper tests your application of knowledge so these studies and questions are key learning tools. You will also find up-to-date information on the latest management theories and techniques which feature highly in this paper. Then there are plenty of exam tips to guide your study and help you focus on what is essential to know. Now it's up to you.

acca per examples: The Routledge Companion to Accounting Education Richard M.S.

Wilson, 2014-04-29 Many enquiries into the state of accounting education/training, undertaken in several countries over the past 40 years, have warned that it must change if it is to be made more relevant to students, to the accounting profession, and to stakeholders in the wider community. This book's over-riding aim is to provide a comprehensive and authoritative source of reference which defines the domain of accounting education/training, and which provides a critical overview of the state of this domain (including emerging and cutting edge issues) as a foundation for facilitating improved accounting education/training scholarship and research in order to enhance the educational base of accounting practice. The Routledge Companion to Accounting Education highlights the key drivers of change - whether in the field of practice on the one hand (e.g. increased regulation, globalisation, risk, and complexity), or from developments in the academy on the other (e.g. pressures to embed technology within the classroom, or to meet accreditation criteria) on the other. Thirty chapters, written by leading scholars from around the world, are grouped into seven themed sections which focus on different facets of their respective themes - including student, curriculum, pedagogic, and assessment considerations.

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Media, 2014-06-01 The examining team reviewed P3 Study Text covers all the relevant ACCA P3 syllabus topics. It explores the theories behind the key areas of Business Analysis and demonstrates how these theories are put in to practice. Detailed examples throughout the text will help build your understanding and reinforce learning.

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