

How to write your performance objective statements

Your performance objective statement is a brief, precise, demonstrative, no-nonsense description of what you've achieved the objective. As a guide, someone who doesn't know your work should be able to understand and interpret the work you have accomplished.

When writing your statement, focus on the key performance description rather than other elements as your supervisor will likely ignore other information – although you may want to include examples of tasks you've carried out to reinforce some of the elements in your statement.

Your statement should be between 200 and 500 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.

THREE TOP TIPS

- Finally** Explain what you did. Give one or two examples of tasks that you've personally worked on.
- Secondly** Describe the skills you (yourself) used to achieve the objective.
- Thirdly** Reflect on what you learned – what went well – or what you could do differently.

There are four simple steps to follow:

STEP 1: THE PLATE

- Reflect on the work you've done that relates to the objective.
- Identify examples of tasks or processes 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 thoughts with your supervisor.

STEP 2: THE PLATE

- Keep it concise – but make sure that your supervisor and ACCA are fully informed about 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 your achieved the corresponding objective description.
- Be specific about the tasks you've personally completed – rather than talk about what you'd do in a particular situation – provide one or two small examples.
- Repeat along the same example for multiple objectives.
- Tip – you don't need to provide examples to cover all five elements.

"When I have given my manager the report, I will be using language that is specific to the tasks I have been asked to do, rather than general language. For example, when I have to demonstrate my skills in financial accounting, I will give specific examples about how I have used general accounting skills to calculate the value of a particular asset. For example, 'I have calculated the value of the asset by using the cost of acquisition and the annual depreciation.'

"I will also demonstrate that you have undertaken an assignment by writing a general description of your skills and how you have used them to complete the task. For example, 'I have used my skills in financial accounting to calculate the value of a fixed asset.'

Acca Per Performance Objective 14 Sample Answers

R Bogdan

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