# PROFESSIONAL SKILLS REVIEW (PSR)

# TO BE COMPLETED (AND REVIEWED) ON AN ON-GOING BASIS

COMPLETION REQUIREMENTS

***STEP 1:***

**The trainee** must complete the cover page for the review, indicating the relevant period of their training contract, as follows:

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| **PERIOD** | **Relevant year of training contract** |
| **PERIOD A** | * First year of a three year training contract; or * First and second years of a four or five year contract. |
| **PERIOD B** | * Second year of a three-year training contract; * Third year of a four-year training contract; or * Third and fourth year of a five-year training contract. |
| **PERIOD C** | * Third year of a three-year training contract or * Fourth year of a four-year training contract; or * Fifth year of a five-year contract. |

***STEP 2:***

**The trainee** must determine in respect of which professional skills they have obtained evidence, and tick these competencies on the cover page.

**Professional conduct competencies:**

The trainee must record evidence in support of their demonstrated understanding of these competencies. Evidence documented must be POSITIVE, SPECIFIC, and preferably VERIFIABLE. The trainee does not need to perform a self-assessment of these competencies as they will form part of a discussion with the trainee concerning professional conduct during the Assessment Needs Analysis meeting.

**Other professional skill competencies:**

The trainee must perform a self-assessment for each of the competencies and indicate the level of competence which they, in their view, were able to demonstrate in respect of the relevant professional skill. Trainees need to document suitable evidence (that is POSITIVE, SPECIFIC, and VERIFIABLE) in support of their assessed level of competence

**General:**

**Please note that it is not necessary to evaluate your competence against every competency every time this document is completed.**

Trainees must complete this document ***on an on-going basis*** with a minimum requirement that the trainee must update the PSR form at least once during every two months with at least one recorded example of **BOTH** professional conduct competencies and other professional skills competencies.

Examples of possible activities that may constitute acceptable evidence are contained in the SAICA Implementation Guide which is available on the SAICA web site.

***STEP 3:***

**Professional conduct competencies:**

The Reviewer needs to consider the acceptability of the evidence presented by the trainee in these competencies in respect of whether the evidence reflects a demonstrated understanding of the competency.

**Other professional skill competencies:**

The Reviewerneeds to consider the evidence presented by the trainee in these competencies, indicating their opinion as to the level of competence demonstrated by the trainee for the selected competencies.

Where the rating indicated by the trainee is different from the rating of the Reviewer, the Reviewer is expected to add feedback comments to explain the difference in opinion and may wish to meet with the trainee to discuss these differences, if deemed necessary. **Please note that it is the rating of the reviewer that is ultimately transferred to the 6 monthly assessment needs analysis**.

**General:**

Competence should be reviewed by the Reviewer timeously after the trainee has completed the form (it is suggested that forms should be reviewed within three weeks from when they are completed by the trainee).

***STEP 4:***

Before signing off on the PSR to complete the process, the trainee should work through the Reviewer ratings and comments (where appropriate) and document any comments of their own against each competency, if they deem it necessary. If uncertain about the Reviewer ratings or comments, the Trainee should discuss this with the Reviewer to clarify their understanding

***RATING CRITERIA:***

1: Not capable of performing

2: Capable with significant / frequent intervention

3: Capable with limited / periodic intervention

4: Capable with no intervention

# PROFESSIONAL SKILLS REVIEW (PSR)

**COVER PAGE**

|  |  |  |  |
| --- | --- | --- | --- |
| Trainee name: |  | | |
| Review period start date: |  | Review period end date: |  |

**To be completed by the trainee:**

**Indicate which of the PROFESSIONAL SKILLS competencies below are covered in this review.**

| **Competencies** | | **Page Ref** | **Tick** |
| --- | --- | --- | --- |
| **PROFESSIONAL CONDUCT** | | | |
| PC(C) | Acts ethically and in accordance with the rules of professional conduct |  |  |
|  |  |  |  |
| **MANAGEMENT AND LEADERSHIP** | | | |
| ML(C) | Demonstrates an ability to manage and lead |  |  |
|  |  |  |  |
| **PROFESSIONAL ATTRIBUTES** | | | |
| PA(C) | Maintains awareness of new developments, exercises initiative and communicates effectively |  |  |
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| **INFORMATION TECHNOLOGY** | | | |
| IT(C) | Uses IT as a means of working more efficiently and effectively |  |  |

**PROFESSIONAL SKILLS REVIEW**

**Professional Conduct**

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| **COMPETENCY: PC(C) - Acts ethically and in accordance with the rules of professional conduct** |

**Value: PC(C)1 - Being straightforward and honest in all business and professional relationships**

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| **To be completed by the trainee** | | | | **To be completed by the reviewer** | | |
| **Date of evidence** | **Assignment description** | **Evidence** | | **Evidence acceptable (positive, specific and preferably verifiable)? (Y/N)** | **Reviewer’s name, signature and date of review** | **Reviewer comment (if necessary)** |
|  |  |  | |  |  |  |
| Trainee comment in respect of Reviewer’s consideration of the evidence (if necessary) | | |  | | | |

**Value: PC(C)2 - Identifies and adequately responds to potential ethical dilemmas**

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| **To be completed by the trainee** | | | | **To be completed by the reviewer** | | |
| **Date of evidence** | **Assignment description** | **Evidence** | | **Evidence acceptable (positive, specific and preferably verifiable)? (Y/N)** | **Reviewer’s name, signature and date of review** | **Reviewer comment (if necessary)** |
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| Trainee comment in respect of Reviewer’s consideration of the evidence (if necessary) | | |  | | | |

**Value: PC(C)3 - Carries out work with due care**

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| **To be completed by the trainee** | | | | **To be completed by the reviewer** | | |
| **Date of evidence** | **Assignment description** | **Evidence** | | **Evidence acceptable (positive, specific and preferably verifiable)? (Y/N)** | **Reviewer’s name, signature and date of review** | **Reviewer comment (if necessary)** |
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| Trainee comment in respect of Reviewer’s consideration of the evidence (if necessary) | | |  | | | |

**Value: PC(C)4 - Not allowing bias, conflict of interest or undue influence of others to override professional or business judgement**

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| **To be completed by the trainee** | | | | **To be completed by the reviewer** | | |
| **Date of evidence** | **Assignment description** | **Evidence** | | **Evidence acceptable (positive, specific and preferably verifiable)? (Y/N)** | **Reviewer’s name, signature and date of reviewe** | **Reviewer comment (if necessary)** |
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| Trainee comment in respect of Reviewer’s consideration of the evidence (if necessary) | | |  | | | |

**Value: PC(C)5 - Respects and protects the confidentiality of information**

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| **To be completed by the trainee** | | | | **To be completed by the reviewer** | | |
| **Date of evidence** | **Assignment description** | **Evidence** | | **Evidence acceptable (positive, specific and preferably verifiable)? (Y/N)** | **Reviewer’s name, signature and date of reviewe** | **Reviewer comment (if necessary)** |
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| Trainee comment in respect of Reviewer’s consideration of the evidence (if necessary) | | |  | | | |

**Value: PC(C)6 - Maintains and enhances the profession’s reputation**

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| **To be completed by the trainee** | | | | **To be completed by the reviewer** | | |
| **Date of evidence** | **Assignment description** | **Evidence** | | **Evidence acceptable (positive, specific and preferably verifiable)? (Y/N)** | **Reviewer’s name, signature and date of reviewe** | **Reviewer comment (if necessary)** |
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| Trainee comment in respect of Reviewer’s consideration of the evidence (if necessary) | | |  | | | |

**Management and Leadership**

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| **COMPETENCY: ML(C) - Demonstrates an ability to manage and lead** |

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| Task: ML(C)1 - Manages and supervises others effectively | | | | | | | | | |
| **To be completed by the trainee** | | | | | **To be completed by the reviewer** | | | | |
| **Date of evidence** | **Assignment description** | **Evidence presented in support of rating** | **Rating by trainee** | **Decision tree path ref** | **Rating by reviewer** | **Decision tree path ref** | **Reviewer’s name, signature & date of review** | **Reviewer’s comments (if necessary)** | **Trainee signature & date** |
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| **Trainee’s comments i.r.o. reviewer ratings for this topic if necessary:** | | |  | | | | | | |

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| Task: ML(C)2 - Plans and manages projects | | | | | | | | | |
| **To be completed by the trainee** | | | | | **To be completed by the reviewer** | | | | |
| **Date of evidence** | **Assignment description** | **Evidence presented in support of rating** | **Rating by trainee** | **Decision tree path ref** | **Rating by reviewer** | **Decision tree path ref** | **Reviewer’s name, signature & date of review** | **Reviewer’s comments (if necessary)** | **Trainee signature & date** |
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| Task: ML(C)3 - Effectively participates in meetings | | | | | | | | | |
| **To be completed by the trainee** | | | | | **To be completed by the reviewer** | | | | |
| **Date of evidence** | **Assignment description** | **Evidence presented in support of rating** | **Rating by trainee** | **Decision tree path ref** | **Rating by reviewer** | **Decision tree path ref** | **Reviewer’s name, signature & date of review** | **Reviewer’s comments (if necessary)** | **Trainee signature & date** |
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| **Trainee’s comments i.r.o. reviewer ratings for this topic if necessary:** | | |  | | | | | | |

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| Task: ML(C)4 - Leads effective meetings | | | | | | | | | |
| **To be completed by the trainee** | | | | | **To be completed by the reviewer** | | | | |
| **Date of evidence** | **Assignment description** | **Evidence presented in support of rating** | **Rating by trainee** | **Decision tree path ref** | **Rating by reviewer** | **Decision tree path ref** | **Reviewer’s name, signature & date of review** | **Reviewer’s comments (if necessary)** | **Trainee signature & date** |
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| **Trainee’s comments i.r.o. reviewer ratings for this topic if necessary:** | | |  | | | | | | |

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| Task: ML(C)5 - Respects deadlines, manages time and organises tasks logically | | | | | | | | | |
| **To be completed by the trainee** | | | | | **To be completed by the reviewer** | | | | |
| **Date of evidence** | **Assignment description** | **Evidence presented in support of rating** | **Rating by trainee** | **Decision tree path ref** | **Rating by reviewer** | **Decision tree path ref** | **Reviewer’s name, signature & date of review** | **Reviewer’s comments (if necessary)** | **Trainee signature & date** |
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| Task: ML(C)6 - Collaborates with colleagues and/or clients from diverse backgrounds and works effectively as a team member | | | | | | | | | |
| **To be completed by the trainee** | | | | | **To be completed by the reviewer** | | | | |
| **Date of evidence** | **Assignment description** | **Evidence presented in support of rating** | **Rating by trainee** | **Decision tree path ref** | **Rating by reviewer** | **Decision tree path ref** | **Reviewer’s name, signature & date of review** | **Reviewer’s comments (if necessary)** | **Trainee signature & date** |
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| Task: ML(C)7 - Resolves conflict or differences and negotiates appropriate solutions | | | | | | | | | |
| **To be completed by the trainee** | | | | | **To be completed by the reviewer** | | | | |
| **Date of evidence** | **Assignment description** | **Evidence presented in support of rating** | **Rating by trainee** | **Decision tree path ref** | **Rating by reviewer** | **Decision tree path ref** | **Reviewer’s name, signature & date of review** | **Reviewer’s comments (if necessary)** | **Trainee signature & date** |
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| **Trainee’s comments i.r.o. reviewer ratings for this topic if necessary:** | | |  | | | | | | |

**Personal Attributes**

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| **COMPETENCY: PA(C) - Maintains awareness of new developments, exercises initiative and communicates effectively** |

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| Task: PA(C)1 - Identifies and evaluates critical factors in the economic, social, legislative, regulatory and political environment that impact on business and the financial decisions of an entity | | | | | | | | | |
| **To be completed by the trainee** | | | | | **To be completed by the reviewer** | | | | |
| **Date of evidence** | **Assignment description** | **Evidence presented in support of rating** | **Rating by trainee** | **Decision tree path ref** | **Rating by reviewer** | **Decision tree path ref** | **Reviewer’s name, signature & date of review** | **Reviewer’s comments (if necessary)** | **Trainee signature & date** |
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| Task: PA(C)2 - Responds and adapts to change | | | | | | | | | |
| **To be completed by the trainee** | | | | | **To be completed by the reviewer** | | | | |
| **Date of evidence** | **Assignment description** | **Evidence presented in support of rating** | **Rating by trainee** | **Decision tree path ref** | **Rating by reviewer** | **Decision tree path ref** | **Reviewer’s name, signature & date of review** | **Reviewer’s comments (if necessary)** | **Trainee signature & date** |
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| Task: PA(C)3 - Identifies problems and recommends appropriate solutions | | | | | | | | | |
| **To be completed by the trainee** | | | | | **To be completed by the reviewer** | | | | |
| **Date of evidence** | **Assignment description** | **Evidence presented in support of rating** | **Rating by trainee** | **Decision tree path ref** | **Rating by reviewer** | **Decision tree path ref** | **Reviewer’s name, signature & date of review** | **Reviewer’s comments (if necessary)** | **Trainee signature & date** |
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| **Trainee’s comments i.r.o. reviewer ratings for this topic if necessary:** | | |  | | | | | | |

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| Task: PA(C)4 - Obtains required information by asking appropriate and probing questions | | | | | | | | | |
| **To be completed by the trainee** | | | | | **To be completed by the reviewer** | | | | |
| **Date of evidence** | **Assignment description** | **Evidence presented in support of rating** | **Rating by trainee** | **Decision tree path ref** | **Rating by reviewer** | **Decision tree path ref** | **Reviewer’s name, signature & date of review** | **Reviewer’s comments (if necessary)** | **Trainee signature & date** |
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| **Trainee’s comments i.r.o. reviewer ratings for this topic if necessary:** | | |  | | | | | | |

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| Task: PA(C)5 - Communicates effectively in written format | | | | | | | | | |
| **To be completed by the trainee** | | | | | **To be completed by the reviewer** | | | | |
| **Date of evidence** | **Assignment description** | **Evidence presented in support of rating** | **Rating by trainee** | **Decision tree path ref** | **Rating by reviewer** | **Decision tree path ref** | **Reviewer’s name, signature & date of review** | **Reviewer’s comments (if necessary)** | **Trainee signature & date** |
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| Task: PA(C)6 - Communicates effectively in verbal format | | | | | | | | | |
| **To be completed by the trainee** | | | | | **To be completed by the reviewer** | | | | |
| **Date of evidence** | **Assignment description** | **Evidence presented in support of rating** | **Rating by trainee** | **Decision tree path ref** | **Rating by reviewer** | **Decision tree path ref** | **Reviewer’s name, signature & date of review** | **Reviewer’s comments (if necessary)** | **Trainee signature & date** |
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| Task: PA(C)7 - Takes responsibility for own development | | | | | | | | | |
| **To be completed by the trainee** | | | | | **To be completed by the reviewer** | | | | |
| **Date of evidence** | **Assignment description** | **Evidence presented in support of rating** | **Rating by trainee** | **Decision tree path ref** | **Rating by reviewer** | **Decision tree path ref** | **Reviewer’s name, signature & date of review** | **Reviewer’s comments (if necessary)** | **Trainee signature & date** |
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| **Trainee’s comments i.r.o. reviewer ratings for this topic if necessary:** | | |  | | | | | | |

**Information Technology**

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| **COMPETENCY: IT(C) - Uses IT as a means of working more efficiently and effectively** |

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| Task: IT(C)1 - Uses IT applications, including spreadsheets, word processing, presentations and e-mail, effectively | | | | | | | | | |
| **To be completed by the trainee** | | | | | **To be completed by the reviewer** | | | | |
| **Date of evidence** | **Assignment description** | **Evidence presented in support of rating** | **Rating by trainee** | **Decision tree path ref** | **Rating by reviewer** | **Decision tree path ref** | **Reviewer’s name, signature & date of review** | **Reviewer’s comments (if necessary)** | **Trainee signature & date** |
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| Task: IT(C)2 - Uses the internet effectively as a source of relevant and reliable information | | | | | | | | | |
| **To be completed by the trainee** | | | | | **To be completed by the reviewer** | | | | |
| **Date of evidence** | **Assignment description** | **Evidence presented in support of rating** | **Rating by trainee** | **Decision tree path ref** | **Rating by reviewer** | **Decision tree path ref** | **Reviewer’s name, signature & date of review** | **Reviewer’s comments (if necessary)** | **Trainee signature & date** |
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| Task: IT(C)3 - Applies procedures and controls to ensure integrity and security of personal IT resources, for example password protection, backup procedures, distribution of confidential information, anti-virus measures, etc | | | | | | | | | |
| **To be completed by the trainee** | | | | | **To be completed by the reviewer** | | | | |
| **Date of evidence** | **Assignment description** | **Evidence presented in support of rating** | **Rating by trainee** | **Decision tree path ref** | **Rating by reviewer** | **Decision tree path ref** | **Reviewer’s name, signature & date of review** | **Reviewer’s comments (if necessary)** | **Trainee signature & date** |
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