

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 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.

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 within your team however 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."

FEEDBACK GIVEN BY A SUPERVISOR REGARDING PERFORMANCE OBJECTIVE 13 – PLAN AND CONTROL PERFORMANCE

"While confirming that you have undertaken research to solve a problem is a great example, you should give more details about the problem, what the research consisted of and how you were then able to solve the problem."

FEEDBACK GIVEN BY ACCA REGARDING PERFORMANCE OBJECTIVE 3 – STRATEGY AND INNOVATION

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Table of Contents Acca Performance Objective 2 Examples

1. Understanding the eBook Acca Performance Objective 2 Examples
 - The Rise of Digital Reading Acca Performance Objective 2 Examples
 - Advantages of eBooks Over Traditional Books
2. Identifying Acca Performance Objective 2 Examples
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Acca Performance Objective 2 Examples
 - User-Friendly Interface
4. Exploring eBook Recommendations from Acca Performance Objective 2 Examples
 - Personalized Recommendations
 - Acca Performance Objective 2 Examples User Reviews and Ratings
 - Acca Performance Objective 2 Examples and Bestseller Lists
5. Accessing Acca Performance Objective 2 Examples Free and Paid eBooks
 - Acca Performance Objective 2 Examples Public Domain eBooks
 - Acca Performance Objective 2 Examples eBook Subscription Services
 - Acca Performance Objective 2 Examples Budget-Friendly Options
6. Navigating Acca Performance Objective 2 Examples eBook Formats

- ePub, PDF, MOBI, and More
- Acca Performance Objective 2 Examples Compatibility with Devices
- Acca Performance Objective 2 Examples Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Acca Performance Objective 2 Examples
 - Highlighting and Note-Taking Acca Performance Objective 2 Examples
 - Interactive Elements Acca Performance Objective 2 Examples
- 8. Staying Engaged with Acca Performance Objective 2 Examples
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Acca Performance Objective 2 Examples
- 9. Balancing eBooks and Physical Books Acca Performance Objective 2 Examples
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Acca Performance Objective 2 Examples
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Acca Performance Objective 2 Examples
 - Setting Reading Goals Acca Performance Objective 2 Examples
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Acca Performance Objective 2 Examples
 - Fact-Checking eBook Content of Acca Performance Objective 2 Examples
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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