Approved Mentor User Guide to Record of Practical Experience and Competence (RPEC)

A. Important Information for Approved Mentors:

1. It is the Mentor’s responsibility to validate the details in the entry, including speaking with Candidates direct supervisor (if necessary) to understand their progress and performance at work, as well as the proficiency levels achieved for each competency statement.

2. At final signoff (at the end of their practical experience), Candidates should:
   a. Satisfy all 9 Generic Competences;
   b. Satisfy 4 of 15 Technical Competences, with 1 element from the “Financial Reporting” category; and
   c. Attain at least an average proficiency level of:
      • “Intermediate” for Generic Competences; and
      • “Level 3” for Technical Competences.

B. Record of Practical Experience and Competence (RPEC)

1. Approved Mentor will receive an email notification if a Candidate has submitted a RPEC record for review. Mentor to click on the link on the email notification to access the Singapore CA Qualification Online Platform: https://scaq.sac.gov.sg/login.

2. After successful login, Mentor will be able to see the latest notifications on the workspace.

3. Mentor may view the individual record of Candidate directly from the workspace by clicking on the ‘Details’ button.

4. Mentor may also view the listing of Candidates that has submitted the RPEC record by clicking on the RPEC Summary from the side-menu bar.
5. RPEC records that have been approved will be indicated by the Record Status ‘Approved’ in green. RPEC records that is pending approval will be indicated by the Record Status ‘Pending Standard Review’ in yellow.

6. Mentor may view the RPEC listing of a specific Candidate by clicking on the Candidate name from the drop-down menu. Mentor can also search the Candidate name using the Search function in the drop-down menu. Mentor will only be able to view the Candidates they are assigned to.
7. Mentor may have a quick view of the RPEC record submitted by clicking on the ‘+’ icon to expand the record. This will give an overview of the particular RPEC record submitted.

8. To review the RPEC record submitted, Mentor is to select ‘Review RPEC Record’ from the list context menu to review and approve the record.

9. Selecting ‘View Detail’ from the list context menu will only allow Mentor to view record only.
10. Mentor will be brought to the Submit RPEC Record page to view the details of the submission from the Candidate. Mentor is to expand each of the menu bar by clicking on the ‘+’ icon to access the information submitted by Candidate.

11. Mentor is to review the Technical Competences and Generic Competences by expanding the individual menu bar.
12. Mentor may leave a comment for the Candidate by typing in the Remarks box and submit the remarks by clicking at the blue flyer icon at the bottom of each competence page. Candidate will be able to view the remarks from the Mentor when they access the competence page.

13. Once Mentor has completed reviewing the RPEC record submitted by Candidate, Mentor may approve the record by clicking on the ‘Mark As Approved’ button at the bottom of the Submit RPEC Record page.
14. Mentor will receive a pop-up message to indicate that the RPEC review is approved.

15. At the RPEC Summary page, the status of the RPEC record submitted by the Candidate has changed from ‘Pending Standard Review’ in yellow to ‘Approved’ in green. The Candidate record can now be viewed only.
16. Mentor may return a RPEC submission back to Candidate for amendment by clicking on the ‘Reject’ button at the bottom of the Submit RPEC Record page.

17. Mentor will receive a pop-up message to indicate that the RPEC review is rejected.

18. At the RPEC Summary page, the status of the RPEC record submitted by the Candidate has changed from ‘Pending Standard Review’ in yellow to ‘Rejected’ in red. The Candidate record can now be viewed only.
19. When a Candidate submits an RPEC record for Final Review, Mentor will be notified by a message on the Submit RPEC Record page ‘Please take note that this Candidate has submitted this record for Final Review’.

20. Mentor can click on the ‘Submit for Final Sign Off’ if Mentor is satisfied that all competences and requirements are met or ‘Reject’ if Mentor needs to send the RPEC back to Candidate for amendment.

21. At the RPEC Summary workspace, Candidate who has submitted RPEC record for Final Review will be shown as ‘Pending Final Review’ in yellow.
22. When Mentor approves the Final Review and clicks on ‘Submit for Final Sign-off’, a pop-up message will appear indicating ‘RPEC Submitted for Final Sign-off Successfully’.

23. At the RPEC Summary page, the candidate whose record approved for Final Sign-off will have the record status changed from ‘Pending Final Review’ to ‘Pending Sign Off’ in yellow.
24. The RPEC record will now be routed in the system to Training Principal for Final Sign Off.

25. Candidate’s Record Status under the RPEC Summary workspace will be changed from ‘Pending Final Sign Off’ in yellow to ‘Completed’ in green once Training Principal approved the Final Sign Off. Candidate has now completed the eRPEC.

C. **For Recognition of Prior Work Experience entries**

1. Candidates applying for Recognition of Prior Work Experience, need to get a Cover Letter from their Previous Employers. The Sample Cover Letter is available at [www.sac.gov.sg/scaq](http://www.sac.gov.sg/scaq). The requirements for recognition of prior work experience are also on our website.

2. Candidates have been advised to enter the current ATO’s information, and their existing mentor and TP information for recognition of prior work experience. Under REMARKS, they will indicate: “This is for recognition of prior work experience at (name of company).”

3. You should review Candidates’ **Prior Work Experience** entries, similar to the steps earlier. Please note that it is your responsibility to use the Cover Letter to help you in your assessment of Candidates’ Competences & Proficiency Levels.

For assistance on the Online Platform, please contact the Administrator at email: scaq@relic.org.sg or call: 6734 9868.