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


2. After login into the Singapore CA Qualification Online Platform, proceed to the side-menu bar and click on RPEC Summary.

3. Candidates will be led to create a new record of practical experience at the RPEC Summary page.

4. To create a new record, click ADD RPEC RECORD.
5. Candidate will be brought to the Submit RPEC Record page. Expand on ATO Details to check on the correctness of the information. If the ATO Details are incorrect, you may edit the ATO Details under Candidate Profile. Candidates are allowed to move from one ATO to another only once during their Candidature.

6. Expand the Review Details and input in the dates of review and the days of the review period.
7. Expand the Competence Development and Candidate can choose to do the Technical Competences or Generic Competences. Expand the competences bar for more options on the Generic and Technical competences.

8. Click on the Legend at the bottom of the page for more information on the Proficiency Level for the Competences.

9. Choose the Competence for review and expand the bar to input in the Proficiency Level for the review. Select the Proficiency Level for the review by clicking on the radio button.
10. Log a remark at the bottom of the page if there is information that you may want to share with your Mentor.

11. When you are done for the review, click on Save.
A pop-up will show to indicate your record is saved. If you want to stay in the RPEC Summary page, click on Back to RPEC Summary.

12. After your record saved successfully, you may submit your record for approval by clicking the Submit for Standard Review.
13. Return back to the RPEC Summary workspace by clicking on Back to RPEC Summary. All RPEC records that have been sent for Mentor approval will have the status indicated as Pending Standard Approval in yellow.

   a. All RPEC records that is approved by Mentor will have the status changed to Approved in green.
   b. Candidate will receive email notification on the outcome of the RPEC Standard Review submission.
   c. To add more RPEC entry, click on Add New Entry at the bottom of the page.

14. Click on the ‘+’ symbol to view a summary of proficiency for each record in the RPEC Summary workspace.
15. If you have saved your draft, you can always go back to it by clicking the 3 vertical dots at your workspace.

16. Candidate who has a RPEC review submission status ‘Rejected’ by the Mentor for amendment or status ‘Pending Standard Review’ will not be allowed to submit a new RPEC record. Candidate will need to amend or update the existing RPEC record for approval. Only after RPEC record is at status ‘Approved’, Candidate will be allowed to add a new RPEC record.
17. Candidate who has met the requirements for Final Sign Off:
   a) Completed a minimum of 3 calendar years (with at least 450 working days accumulating the experience);
   b) demonstrated competency in all 9 Generic Competences and 4 out of 15 Technical Competences including 1 element of Financial Reporting;
   c) attained an average proficiency level of at least an ‘intermediate’ for Generic Competences; and
   d) attained an average proficiency level of at least a ‘Level 3’ for Technical Competences.

will have the ‘Submit for Final Review’ button enabled. Candidate to click on ‘Submit for Final Review’.
18. A pop-up will show to indicate your record is saved. If you want to stay in the RPEC Summary page, click on Back to RPEC Summary.

19. Candidate who has submitted RPEC for Final Review will have their record status in the RPEC Summary workspace indicated as ‘Pending Final Review’ in yellow.
20. Candidate will receive an email notification on the status of the Final Sign Off. At the RPEC Summary workspace, candidate’s Record Status will be changed from ‘Pending Final Sign Off’ in yellow to ‘Completed’ in green after Training Principal has completed the Sign Off. Candidate has now completed the RPEC.
For Recognition of Prior Work Experience entries

21. If you are applying for Recognition of Prior Work Experience, you need to get a Cover Letter from your Previous Employer. The Sample Cover Letter is available at www.sac.gov.sg/scaq. The requirements for recognition of prior work experience are also on our website.

22. You should enter the Prior Work Experience for your Mentor’s review, similar to the steps above.

23. However, under ATO details, please enter the current ATO’s information, and your existing mentor and TP information. Your current Mentor will be using the Cover Letter to help them in their assessment of your Competences & Proficiency Levels.

24. In the Remarks, please indicate:
   “This is for recognition of prior work experience at (name of company).”

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