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

A. Important Information for Training Principal:

1. At final signoff (at the end of 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. Training Principal (TP) will receive an email notification if a Candidate has submitted a RPEC record for Final Sign Off. TP 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, TP will be able to see the latest notifications on the workspace.

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

4. TP may also view the list of Candidates that has submitted the RPEC record for Sign Off by clicking on the RPEC Summary from the side-menu bar.
5. RPEC records that is pending sign off will be indicated by the Record Status ‘Pending Sign Off’ in yellow.

6. TP may view the RPEC record of a specific candidate by clicking on the Candidate name from the drop-down menu. TP can also search the Candidate name using the Search function in the drop-down menu.

7. TP 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, TP is to select ‘Review RPEC Record’ to review and sign off the record.
9. Selecting ‘View Details’ from the list context menu will only allow TP to view records only.

10. TP will be brought to the Submit RPEC Record page to view the details of the submission from the Candidate. TP can expand each of the menu bar by clicking on the ‘+’ icon to access the information submitted by Candidate.
11. Once TP has completed reviewing the RPEC record submitted by Candidate, TP may approve the record by clicking on the ‘Mark As Approved’ button at the bottom of the Submit RPEC Record page.
12. TP will receive a pop-up message to indicate that the RPEC review is completed.

13. At the RPEC Summary page, the status of the RPEC record has changed from ‘Pending Sign Off’ in yellow to ‘Completed’ in green. The Candidate record will now be viewed only.
C. Sign-Off Multiple RPEC Records

1. At the RPEC Summary workspace, TP can select the type of RPEC Status from the drop-down menu for viewing.

   To do a Sign Off (for single or multiple RPEC records), TP needs to select ‘Pending Sign Off’ from the drop-down menu. All the RPEC records with the status ‘Pending Sign Off’ will now be filtered for viewing on the workspace. TP to select the records that are to be signed off by clicking on the selection box beside the Serial No. (S No.) column in the workspace. This can be done for signing off single or multiple records.
2. Click on the 3 vertical dots indicated by arrow in the screenshot below beside the Record Status header.

3. A ‘Mark as Approved’ icon will appear and click on the icon to Sign Off.

4. TP will receive a pop-up message to indicate that the RPEC review is completed. The RPEC status of the Signed Off records will now be ‘Completed’.
5. Please note that a pop-up message will appear when a RPEC status is not ‘Pending Sign Off’ and the ‘Mark as Approved’ is clicked.

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