Sample CA Diary Entries for Trainees

This document provides trainees with a best-practice approach to recording work experience entries on the CA Diary.
## Contents

- Introduction .......................................................................................................................... 3
- Approach, periodicity and structure ...................................................................................... 3
  - Approach and periodicity .................................................................................................... 3
  - Structure of diary entries .................................................................................................. 3
- Do’s and Don’ts .................................................................................................................... 4
  - Do’s: .................................................................................................................................. 4
  - Don’ts: ............................................................................................................................... 5
- Sample entries (acceptable standard) .................................................................................... 5
  - Year 1 ................................................................................................................................. 5
  - Year 2 ................................................................................................................................. 8
  - Year 3 .................................................................................................................................. 10
- Sample entries (unacceptable standard) ............................................................................... 13
  - Further examples – unacceptable entries ......................................................................... 14
- Appendix 1: Competency Quick Guide .................................................................................. 16
Introduction

This document provides information and guidance to trainees on how to approach the recording of relevant work experience – that is; experience which can be directly linked to the Competency framework - on the CA Diary. The document is applicable to trainees who are in a Training Contract and trainees who are enrolled through the Flexible Route. This document will also inform trainees and mentors on the basic style and structure of the CA Diary content that is expected and is suitable for consideration of mentor approval (locking).

This document is not meant to restrict the style of the trainee but give guidelines on the structure of a CA Diary entry and consideration to the content that is required when recording experience. In addition, the guidance includes some ‘Do’s’ and ‘Don’ts’, sample entries that are deemed to be of an acceptable standard; and sample entries that are deemed to be of an unacceptable standard.

Trainees should read the document entitled ‘Professional Development Requirements (CA Diary)’ and the ‘CA Diary Guide – Trainees’ before commencing any activity on the CA Diary. Resources such as these can be accessed on the charteredaccountants.ie website (see Current Students > CA Diary Resources).

Approach, periodicity and structure

Approach and periodicity

Trainees are expected to record work experience on a regular basis. This means that trainees should endeavor to record a diary entry every month and the entry should typically detail one month’s gained experience. It is recognised that it is not always possible or practical to input an entry exclusively for one month periods. For example, trainees may be on periods of annual/study leave, which necessitate a diary entry being recorded for a longer period. In these instances, the diary entry should include detail of work experience gained - either before the leave period or after a return to work – and include the number of days that the trainee was ‘out of the office’ on leave.

It is important to note that diary entries should not include a description of what activities were undertaken during study leave or contain competencies related to the area of study. Trainees should detail the experience gained whilst in work (including the number of days’ relevant experience) and account for the number of days that they were unavailable to gain experience.

In some instances, trainees who work in audit jobs may find that it is more practical to record an entry which covers the entire job – for example seven weeks – rather than recording multiple entries for the same job. In all cases, trainees should avoid recording a diary entry for work experience which exceeds two months.

Structure of diary entries

CA Diary entries should be recorded in a systematic, structured way. The system is a competency-based model of self-report and reflection. To complete this correctly, you need to explicitly state what you did and what you learnt during the
period that is the subject of the entry. You should also remember that your mentor is required to review your experience and approve it, so the entry has to provide sufficient information to allow this process to flow. Never assume that your mentor will read between the lines when you claim to have acquired a competency. Provide adequate text to support the competencies being recorded – this is not a work activity log/timesheet, so you need to provide more than a brief description of what you did. The description/narrative should reflect the competencies you are claiming to have acquired.

To assist with the construction of diary entries, it is recommended that the following structure is used:

1. Set the scene – briefly describe the activity, e.g. ‘Preparation of a set of accounts for a retail outlet’
2. Describe the activities and tasks that you undertook during the work period in a clear, explicit and succinct way and make clear your level of involvement/responsibility
3. Describe how, as a result of undertaking those tasks and activities, you developed your skills, knowledge and competence in specific areas. If appropriate, you could also note any identified areas for future development
4. Link the competency short name, e.g. PV1 (see the Competency Quick Guide at Appendix 1) into the relevant part of your description/narrative

Depending on your job role, it may be that you have engaged in several different activities/work streams within the duration of a diary entry period. In these instances, it is not necessary to input a diary entry for each piece of work. Simply input a short heading within the body of your entry narrative and follow steps 1-4 above in each instance. Do remember that a competency element can only be claimed once within each diary entry. Also, when setting out your approach to recording your experience, remember that CA Diary entries must run consecutively not concurrently.

Do’s and Don’ts

**Do’s:**

- do state clearly what you have learnt. Use clear statements such as “I learnt…. ”, “I now understand…” or “I increased my knowledge in…”

- do state the size (e.g. small, medium) and sector of the client (e.g. charity, retail, manufacturing) for whom you are completing work.

- do state the role that you held in the assignment team to show the level of responsibility you had.

- do refer to ethical dilemmas you encountered and the types of issues which arose and how you resolved them. You should of course be careful not to reveal confidential details about your client or any other party.

- do ensure that you record all relevant competencies – technical and non-technical – within your diary entries. Why not scan the Competency Quick Guide (Appendix 1) at the beginning and check off the competencies that you believe you have attained?

- do ensure that you have accounted for any/all ‘out of office’ leave periods within the period of the diary entry – the system automatically excludes Saturdays and Sundays so these don’t need to be detailed. If you have worked overtime during the period covered in the diary entry, include this in the ‘Overtime’ field.

- do ensure that you accurately record the correct number of days in the ‘Days of relevant experience within timeframe’ field, as this will add to your accrued days’ experience (when the entry is locked) and is part of the eligibility requirements for admission to membership.
• do ensure that, if you are gaining experience in audit, you accurately record the number of days in the appropriate ‘Regulated experience in a practice environment’ fields. Whilst there is no eligibility requirement for admission to membership to have audit experience recorded, this will impact on trainees who wish to meet the Educational Requirements for the Audit Qualification

• do provide clear information on the competencies claimed in the text of the entry, and embed (in brackets) the competencies reference e.g. (FA1)

• do record the diary entry at the appropriate learning level. As a guideline, diary entries are typically recorded at the level of ‘Understand’ in year one, ‘Apply’ level at year two and ‘Integrate’ in year three and beyond. These are guidelines, not requirements. It is important that you select the appropriate learning level, based on your competence and developmental stage. You will have to have met the competency requirements at the ‘Integrate’ level as part of the admission to membership requirements

• do strive to be clear, explicit and succinct when recording your narrative and do not submit entries with spelling and grammatical mistakes.

• do keep a backup of your entries, e.g. in Microsoft Word. Once you are happy with your narrative, you can then copy/paste the entire text into the Description field.

Don’ts:

• do not give any information (name, address, general location, exact turnover, specialised industry) that would enable the client to be identified

• do not mention your colleagues or mentor by name

• do not write long lists of tasks for standard assignments such as audit

• do not claim audit days in the ‘Regulated experience in a practice environment’ fields for time not spent on statutory external audits, including periods of training. For clarity – the ‘Other audit’ category relates to ‘other audit work, similar to statutory audit’

• do not use jargon, abbreviations or acronyms. (Remember that some abbreviations may be used by your firm only, and will not be understood by an outside reader)

• do not cut and paste chunks of text from one entry to another. Some trainees, for example those working in industry, may find that some of their tasks are repetitive in nature, occurring weekly/monthly etc. It is therefore expected that, at times, similar activities will appear in diary entries. Do remember though, that, whilst the tasks may be repetitive in nature, different challenges may present themselves in the execution of the tasks. For example, changes to legislation, new software or communication challenges. These should be reflected accurately, using the appropriate competency elements

Sample entries (acceptable standard)

The following are sample entries deemed to be of an acceptable standard. Comments have been added, which highlight some of the key learning points from the approach to recording the experience.

Year 1

These entries reflect the beginning of the training process. Trainees are engaged in basic assignments and competencies are gained at the Understand level. If you have prior work experience and have already developed beyond a basic
understanding level for some of the competencies (e.g. Communication), it is appropriate to capture this experience at the Apply level.

---

**Sample Entry For a trainee working in a tax department.**

Level: Understands

From Date: 1-11-2014 to Date: 30-11-2014

I worked on a team with audit colleagues, reviewing the tax figures in the financial statements of a range of companies (TX1). The companies’ turnovers ranged from €1 million to €50 million including tax charge for the year and tax creditor. I learnt how to analyse the financial statements and corresponding audit files to identify items that have an impact on the tax figures. (FA3). I drafted email for my manager to be distributed to clients and communicated with other audit colleagues in my team. (TX4, PV3)

Competencies: FA3, TX1, TX4, and PV3

**Comment**

The first example clearly identifies the trainee working in tax, being informed by other functional competencies and developing communication skills. This entry provides an explanation of the tasks completed and, by stating the turnover and industry, it is possible for a reader to gain further understanding of the experience being gained by the trainee. There is evidence in the narrative for each of the competencies claimed. The trainee is working under supervision.

---

**Sample Entry for a trainee working on an audit team**

Level: Understands

From Date: 20-11-2014 to Date: 30-11-2014

I worked as an audit assistant on the audit of a Motor Dealership with an annual turnover in the range of €10-15 million. On this job I gained the ability to clarify the details of the different companies within a group (AU1). This was important as I was dealing with the same sections (banks and creditors) of 3 companies. I was comfortable about seeking guidance from my seniors when I did not understand issues correctly in relation to bank reconciliations of one of the companies (AU11, PV3, PV7).

Competencies: AU1, AU3, AU11, PV3, and PV7

**Comment**

Entry shows that the trainee is learning on the job and, although on an audit, is making the connection with Financial Reporting. The narrative is consistent with the competencies being claimed. It demonstrates evidence of how learning was achieved. The trainee collects, organises and analyses basic information using established criteria and works under supervision.

---

**Sample Entry – Training Course**

Level: Understands

From Date: 20-11-2015 to Date: 01-12-2015
On the commencement of our training contract at X, each new trainee was given a two week induction and training course. I obtained an overall insight into Preparation of Financial Accounts (FA1, FA2, FA3) and the relevant procedures that are to be implemented while conducting an Audit (AU1, AU2, AU3, AU6, AU7). We also obtained the knowledge of the Institute’s Code of Ethics and the firm’s overall objective and goals (PV1). Each new trainee also received a capability matrix in order for us to have a vision of how our careers at X will be developed, in order to become true professionals (PV2, PV3).

Competencies: AU1, AU2, AU3, AU6, AU7, AU9, FA1, FA2, FA3, CB4, CB6, PV1, PV2, PV3

Comment

In this entry, the trainee gives an explanation of the learning achieved through the in-house induction course. They highlight ethics, preparation of financial statements and the staff appraisal procedures of the firm. Again the narrative is consistent with the competencies visited. The wide ranging nature of the course is reflected in the large number of competencies claimed. As in all courses, the competencies should be claimed at the “understand” level only. No audit days should be claimed for the time spent on audit courses. Another approach would have been to extend this entry to a one month period and include all non-training activities, under a separate heading.

Sample Entry – Audit

Level: Understands

From Date: 02-11-2014 to Date: 30-11-2014

I attended two clients’ stock takes. Due to the New Year’s period, many of our clients’ stock takes needed to be attended. I learned the relevant procedures relating to stock cut off points, obsolete and slow moving stock, appropriate procedures related to off-site stock, and ensuring that the actual stock reconciled with the stock on the stock list (AU9). I learned the importance of identifying stock whose value might be impaired and of writing up my conclusions (AU5, AU11). In relation to cut off I also obtained the last four goods inwards dockets and the first four dockets after the year end to ensure that appropriate entries were made. While I was at the client’s premises, I also carried out compliance tests to ensure that adequate control systems existed in relation to stock (AU3).

Competencies: AU3 AU5 AU9 AU11

Comment

The narrative explains what was learnt and the understanding gained by the trainee carrying out two stock takes. It is clear how the time period was spent, what they did and learnt. The trainee is carrying tasks that are an established process under supervision.

Sample Entry – Accounting and IT Skills

From Date: 04-01-2015 to Date: 15-01-2015

Level: Understands

This was a not-for-profit organisation whose membership database needed to be sorted and filtered in order for it to reconcile its income received with its accounting records (FA1). This was a difficult task but I learned a lot about data manipulation and reconciliation in completing it successfully (PV6). Here I learned an adequate
knowledge of how the Microsoft office computer tool, Excel, works. This enabled me to develop my IT skills for future work (CB5).

Competencies: FA1 CB5 PV6

Comment

The trainee explains the task that was carried out, providing evidence for the competencies attained. Whilst the entry is brief the information is sufficient to see what was learnt. Whilst this entry is considered acceptable, the duration could have been extended and additional work activities captured within the same entry.

Sample Entry – Audit

From Date: 03-06-2016 to Date: 30-06-2016

Level: Understand

I was audit assistant on an on-site Audit for an Insurance broker for the first time. I undertook testing in accordance with the Central Bank requirements for the first time as the company is industry regulated by the Central Bank. I learned about the different types of testing the necessitated by the Central Bank rules and I documented and concluded on my audit tests. I also Prepared Fixed Assets register, Wages Summaries, Wages testing, audited and adjusted the PAYE/PRSI Control a/c and conducted an analytical review of the P+L account.

Competencies: AU1 AU3 AU11 FA3

Comment

The trainee explains the job in hand and the different types of testing that was required in the particular industry indicated. It shows what the Trainee learnt and what the tasks were. The trainee has a clear grasp of the task assigned and has carried out tasks that are established processes.

Year 2

In second year the trainees are gaining more experience and are engaged in more complex assignments. With the gradual acquisition of competencies, trainees are generally moving towards a level of Apply, with the exception of training courses, which should always be recorded at the Understand level.

Sample Entry - Audit

From Date:01-05-2016 to Date: 30-06-2016

Level: Apply

I was on study leave for the month of May.

On my return from leave, I was given the opportunity to work, for the first time, as audit assistant on an audit of a large engineering group of companies with a turnover in the range of €20 million. I had to audit bank and cash for all six companies which included foreign currency bank accounts and related foreign exchange currency transactions. I applied the knowledge I gained from training to a real situation. Skills that I developed were:

Communication - I communicated well with the clients and other members of the audit team (AU11).
**Applied knowledge and documentation skills** - I recomputed bank reconciliations and foreign exchange transactions and tested the client’s internal controls for bank and cash. I learnt how to analyse trends arising with the prior year and documented my findings in an audit file. I was able to identify if accumulated errors would constitute a misstatement (AU3 AU5 AU9).

**Due care and integrity** - I carried out this audit with due care and integrity and managed to complete work on time (PV1 PV2).

**Efficiency** - I completed my work on time to a good standard (PV2).

Competencies: AU3 AU5 AU9 AU11 PV1 PV2

**Comment**

*This entry covers a two month period, including a study leave period. The entry includes subtitles to structure the narrative. This works well and shows how knowledge of audits is now being used by the trainee. The trainee demonstrates an awareness of applying acquired knowledge. The entry is clear and concise about what has been learnt.*

---

**Sample Entry – Accounts preparation**

From Date: 03-03-2016 to Date: 31-03-2016

Level: Apply

On my return from a period of sick leave, I prepared accounts and compiled the accounts file for a small commercial business. I prepared the file under close supervision from a senior staff member. I posted all the bank transactions onto the software package and allocated them to their appropriate nominal codes. I posted purchases and sales onto on to the software package from client invoices and the VAT was entered into the VAT nominal. By doing this I gained a good understanding on how VAT impacts on a business and how the VAT figure for the year is calculated through the VAT Inputs and Outputs of a company (FA1, FA6).

I prepared bank reconciliations and posted creditors on to the software package. I completed stock summaries and updated the fixed asset register for depreciation/ Additions and Disposals. Prepared Wages and PAYE Control a/c’s. I prepared lease control accounts for the first time and I learned how to separately calculate Capital and Interest payments and bring the opening balances and new lease additions forward (FA2 FA3).

I worked for the first time on a Director’s current account and I prepared a visa analysis to show what the director was using his credit card for so the tax department can assess if any expenses need to be ‘Added back’. (TX1) I prepared lead schedules for the various sections of the assignment file. From this job I found I developed a greater understanding of double entry and posting information on software package (FA3 CB5).

Competencies: FA1 FA2 FA3 FA6 CB5 TX1

**Comment**

*This entry includes a period where the trainee was off sick. The trainee provides a level of information on the client which enables greater understanding of how they apply knowledge acquired from previous experience and what they did during the course of this job. They also stated that they developed their knowledge of double entry*
further. The trainee has carried out their tasks with lesser supervision and has assumed additional levels of responsibility.

Sample Entry - Audit
From Date: 06-04-2017 to Date: 02-05-2017
Level: Apply

This was an audit in the manufacturing industry for 2 weeks and followed a spell of annual leave. During this time I not only got the experience of an audit but I also got the experience of auditing two grant claims. I helped test a capital grant by tracing and confirming amounts to invoices. I also completed a revenue grant by performing invoice testing on the client’s computer, which then resulted in my drawing up the grant certificate (AU4).

Tasks
During the audit I completed the following audit sections Bank & Cash, Fixed assets, Payroll and Prepayments. I also assisted with accounts payable by testing cut-off and assisted with stock by testing backlog stock and forecast stock. I also completed a number of areas within Accounts Receivable which included substantive analysis and testing the scrap debtor. I also helped with consolidation procedures by checking that the various reports received from the client agreed to the consolidated TB and then ensuring that it was correctly translated from the relevant currencies to STG€ and then to US$.

Summary of Learning
I gained a lot of experience on this job. As a result I now feel confident in testing prepayments, testing grant claims and carrying out a stock take and recording my work in these areas (AU9). During this audit I got to meet and work with a number of colleagues I had never previously worked with. I feel I documented my work well and generally tried to improve upon last year’s testing, for example, I created a detailed spreadsheet of the depreciation calculation which will enable the person next year testing it to understand how it is calculated. (AU9, AU11) The client’s industry and processes are complex and I developed my understanding of these (CB4). Overall I enjoyed this job and got to work with a number of new colleagues.

Competencies: AU4 AU9 AU11 CB4

Comment
Again there is an adequate amount of information provided to show what the trainee was working on and evidences the competencies that they claim for this entry. They show how they tried to improve the existing system and build in work methods to improve the job next year giving the client a better service. The trainee is pro-active in managing route tasks and parts part of a team.

Year 3

In this year the trainees are gaining further experience. The responsibility levels and the complexity of assignments continues to increase. The competencies should usually be achieved at the Integrate level, with the exception of training courses, which should always be recorded at the Understand level.

Sample Entry - Audit
From Date: 12-02-2017 to Date:  23-03-2017
Level: Integrate

I was senior on the audit of a medium sized retailer and I led a team of three. This was my first time leading a team of this size and I learned a lot about the process of delegating and reviewing (PV2). I prepared the audit plan with the audit partner and held the opening meeting with the client. In preparing the plan and carrying out the audit fieldwork I developed an understanding of the business and the industry (AU2).

I encountered a number of challenging issues in the course of the audit, including assessing the going concern situation. I reviewed the director’s business plan for the next two years, as part of the assessment of going concern. The directors were initially unwilling to make the necessary disclosures in the financial statements regarding going concern, and I learned a lot about addressing such an issue. (AU5,PV1).

I drafted an agenda for the closing meeting with the client, which was also attended by the partner and I contributed effectively at the meeting. I demonstrated team leadership skills in my management of the team. The job went over budget, because of the issues that arose, but I kept the partner informed and assisted in calculating the revised fee for the audit. I drafted the audit report and the Letter to Those Charged with Governance. (AU10, AU11)

Competencies: AU2 AU5 AU10 AU11 CB4 PV1 PV2

Comment
This entry is for approximately a six week period and details one specific audit job. Care would need to be taken by the trainee to ensure that all leave periods, including bank/public holidays, are recorded as these days cannot be claimed as work experience days. This sample entry claims a number of Audit competencies at the level of Integrate. In view of the sensitive issues involved, the trainee has recorded only the most basic information about the client. The trainee supplies information on the nature of the task and how, using knowledge, skills and abilities, s/he managed the job. There is evidence in the narrative to balance each of the competencies attained. The trainee also communicated to their senior when the job was running over budget and showed managerial skills in supervising their team. The trainee identifies problems and resolves them.

Sample Entry – Financial Accounting
From Date: 20-04-2017 to Date:  25-05-2017
Level: Integrate

I worked as senior on this client, which was an audit exempt restaurant with an annual turnover in the range of €2 million. I prepared the annual financial statements. I planned the job and prepared the time budget. I led a team of two, and I assigned and reviewed all work by the junior (PV2). I prepared the financial statements from the client’s trial balance and carried out some testing of detail. I calculated the tax charge and, based on my experience of a similar client, I made some suggestions to the partner in relation to potential tax savings which
could be made (FA6, TX5). I ensured that the job was completed within budget by keeping my work and the junior’s work focused at all times. I had previously worked on a restaurant but I gained more knowledge of the business on this job, especially my understanding of the factors which make a restaurant profitable (CB1). I suggested improvements to the stock control system that we communicated to the client in the closing meeting (PV3).

Competencies: FA6 TX5 CB1 PV2 PV3

Comment
This is a clear and concise entry for competencies gained at the Integrate level. The trainee is clearly gaining an understanding of the industry, its environment, and controls that should be applied. The trainee explains the nature of the task and indicates where they delegated and supervised a junior. The trainee demonstrates an awareness of the need to balance job completion and timeliness. The trainee identifies problems and resolves them and demonstrates the ability to manage an assignment.

Sample Entry – Internal Audit

From Date: 20-08-2017 to Date: 25-09-2017

Level: Integrate

I spent four weeks as senior on an outsourced internal audit assignment on a large not-for-profit client. I reported directly to the assignment manager. I planned the assignment which required me to update the risk assessment matrix which was agreed with the audit committee. I carried out tests on internal controls over key risk areas including charitable income and expenditure on charitable purposes. I discussed my findings with the staff and management and recorded their responses. I drafted a report on my findings and recommendations. The report was reviewed by the manager and partner. I made the adjustments recommended and we presented our report to the audit committee of the charity. I developed my understanding of the risks in a charity and the importance of effective robust controls. (AU2 AU3 CB1) I learned a lot about report writing and I now understand how important it is to discuss my findings with management, because my initial work did not fully reflect all aspects of the internal controls (AU11).

Competencies Visited: AU2 AU3 AU11 CB1

Comment
This is an effective entry, as the trainee gives a brief account of the nature of the assignment and then explains what s/he learned. This trainee may have omitted to record some key competencies, e.g. PV3 (Communication).

In cases where assignments are not strictly audit, but involve using a structured methodology to give assurance to a third party, the trainee will develop audit competencies in carrying out the assignment. In these cases, audit competencies can be claimed but audit days should not be claimed.
Sample entries (unacceptable standard)

The following entries do not meet the required standard for trainee’s evidencing experience for Admission to Membership. Entries such as these should not be submitted to mentors for review and a mentor should not accept similar entries or lock them.

These are examples of entries that need further detail and reflection by trainees. The entries do not meet the requirements of the CA Diary. Comments are provided to highlight the problems encountered. The overall comment for these entries is they contain no reflection on learning. The entries are lists of completed tasks. There is no explanation to warrant the claiming of some of the competencies as the trainee is assuming that the reader knows the exact nature of the tasks. Overall the style is elementary and lacks detail. There is no reference to the type of client they worked for, the turnover range or background detail on the sector.

---

**NOT ACCEPTABLE AS AN ENTRY**

From Date: 20-02-2017 to Date: 25-02-2017

Level: Understand

I entered all purchase invoices and credit notes into our software package on the computer. Then I entered all cheques, direct debit and lodgment information. Then I did bank reconciliation.

Competencies: FA1 CB5 PV1 PV2

**Comment.**

This entry is very short and does not give sufficient detail of the type of client or assignment.

The competencies are not identified in the narrative text.

---

**NOT ACCEPTABLE AS AN ENTRY**

From Date: 20-02-2017 to Date: 25-02-2017

Level: Integrate

I did Jan/Feb Vat3 Return for a client. It was done on a Microsoft excel spreadsheet.

Entered cheque book information onto sage software on computer. Prepare the VSY report.

Competencies: FA1 TX1 TX2 PV1 PV2 CB5

**Comment.**

As with the previous entry, this is very short entry and does not give sufficient detail of the type of client or assignment. The trainee refers to the VSY report without explaining what this is. There is insufficient justification for the competencies claimed, and these are not identified (in brackets) in the text. It is unlikely that the trainee was gaining competencies at the integrate level.

---

**NOT ACCEPTABLE AS AN ENTRY**

From Date: 04-01-2016 to Date: 25-11-2016

Level: Integrate
During this period, I was assigned to a multinational Food and Beverage Company, working on the year end group reporting audit. This was a high pressure audit in terms of the amount of work to be completed in a tight time frame and so I learned the value of good time management and the importance of taking a pro-active approach. As a senior, I led testing of detail tasks such for various sections including the larger sections: marketing expenses and cost of sales. I also directed the junior on journal entry testing for a few entities. I understood the importance of this test, which is mandatory as part of our considerations of fraud. From this, I got an insight into how to select samples for this test. Another aspect to auditing which I supervised was a detailed review of the minutes of board meetings held but during the period and after the period. One of the reasons we perform this step is to ensure that there are no unrecorded liabilities or changes to the business which we are unaware of. I worked with another senior to prepare some of the submissions for group reporting which helped me to learn the difference in the deliverables from a group reporting audit and a statutory audit. I worked closely with the client when performing test of details on their revenue. I got an understanding of this section, how different revenues were treated by the client, and also built a relationship with the client.

Competencies: AU1, AU11, AU2, AU3, AU5, AU6, AU7, AU8, AU9, CB1, FA1, FA2, FA6, IT / IS 1, IT / IS 2, IT / IS 3, PV1, PV2, PV3, PV7

Comment. This trainee has recorded an entry which covers a period of approximately ten months. This is well outside of the recommended periodicity for a diary entry (one month) and does not allow the trainee to show progression through various tasks and assigned duties. The trainee is also only able to avail of each competency element once; when – in practice – the experience should permit repeated acquisition of competencies over a number of entries. In this example, the trainee has omitted to link the competency names into the description/narrative. This aspect, on its own, would not render the entry unacceptable, but is considered best practice to include the competency short name in the description.

Further examples – unacceptable entries

<table>
<thead>
<tr>
<th>NOT ACCEPTABLE AS AN ENTRY</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Date: 20-02-2017 to Date: 25-02-2017</td>
</tr>
<tr>
<td>Level: Apply</td>
</tr>
<tr>
<td>- Weekly wage for client</td>
</tr>
<tr>
<td>- Senior communication.</td>
</tr>
<tr>
<td>- Sole trader accounts for tax return</td>
</tr>
<tr>
<td>- Vat for clients</td>
</tr>
<tr>
<td>- Audit file for clients’ accounts</td>
</tr>
<tr>
<td>Competencies: FA1 FA2 FA6 TX1 TX2 AU1 AU2 PV1 PV3 PV2 PV7 CB1 CB4 CB5 CB6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NOT ACCEPTABLE AS AN ENTRY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chartered Accountants Ireland Training Support Unit, February 2018_V1.0 Page 14</td>
</tr>
</tbody>
</table>
From Date: 20-01-2018 to Date: 25-01-2008

Level: Apply

Becoming more competent in my approach to auditing

Competencies: FA1 FA2 FA3 FA4 FA5 FA6 AU1 AU2 AU3 AU4 AU5 AU6 AU7 AU8AU9 AU10 AU11 CB1 CB2 CB3 CB4 CB5 CB6 CF1 CF2 CF3 CF4 CF5 IT/IS1 IS/IT2 IT/IS3 IT/IS4 IT/IS5 IT/IS6

**Overall Comment:**

*The entries above are lists of tasks that do not explain the competencies being claimed. The narrative does not provide any evidence of reflection by the trainee on the learning process. The competency should be embedded (in brackets) in narrative. In some cases, the use of incomplete sentences makes it unclear what work was actually carried out.*
Appendix 1: Competency Quick Guide

This table presents a legend of competencies, core and optional. Refer to the Guide to Professional Development Requirements on CA Diary for full descriptions and details.

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>Key Words</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competency area: <strong>Financial Reporting</strong></td>
<td></td>
</tr>
<tr>
<td>Mandatory</td>
<td>FA1</td>
</tr>
<tr>
<td>Mandatory</td>
<td>FA2</td>
</tr>
<tr>
<td>Mandatory</td>
<td>FA3</td>
</tr>
<tr>
<td>Mandatory</td>
<td>FA4</td>
</tr>
<tr>
<td>F45</td>
<td>Identify</td>
</tr>
<tr>
<td>Competency area: <strong>Business Environment</strong></td>
<td></td>
</tr>
<tr>
<td>Mandatory</td>
<td>CB1</td>
</tr>
<tr>
<td>Mandatory</td>
<td>CB2</td>
</tr>
<tr>
<td>Mandatory</td>
<td>CB3</td>
</tr>
<tr>
<td>Mandatory</td>
<td>CB4</td>
</tr>
<tr>
<td>Mandatory</td>
<td>CB5</td>
</tr>
<tr>
<td>Mandatory</td>
<td>CB6</td>
</tr>
<tr>
<td>Competency area: <strong>Professional Values</strong></td>
<td></td>
</tr>
<tr>
<td>Mandatory</td>
<td>PV1</td>
</tr>
<tr>
<td>Mandatory</td>
<td>PV2</td>
</tr>
<tr>
<td>Mandatory</td>
<td>PV3</td>
</tr>
<tr>
<td>Mandatory</td>
<td>PV4</td>
</tr>
<tr>
<td>Mandatory</td>
<td>PV5</td>
</tr>
<tr>
<td>Mandatory</td>
<td>PV6</td>
</tr>
<tr>
<td>Mandatory</td>
<td>PV7</td>
</tr>
<tr>
<td>Competency area: <strong>Auditing</strong></td>
<td></td>
</tr>
<tr>
<td>AU1</td>
<td>Legal Framework</td>
</tr>
<tr>
<td>AU2</td>
<td>Audit Planning</td>
</tr>
<tr>
<td>AU3</td>
<td>Internal Control</td>
</tr>
<tr>
<td>AU4</td>
<td>Audit vs Assurance</td>
</tr>
<tr>
<td>AU5</td>
<td>Financial Mis-statement</td>
</tr>
<tr>
<td>AU6</td>
<td>Audit Report</td>
</tr>
<tr>
<td>AU7</td>
<td>Ethical Guidelines</td>
</tr>
<tr>
<td>AU8</td>
<td>Statutory Requirements</td>
</tr>
<tr>
<td>AU9</td>
<td>Compilation of an Audit File</td>
</tr>
<tr>
<td>AU10</td>
<td>Team Leadership</td>
</tr>
<tr>
<td>AU11</td>
<td>Communication</td>
</tr>
<tr>
<td>Competency area: <strong>Taxation</strong></td>
<td></td>
</tr>
<tr>
<td>TX1</td>
<td>Types of Taxation</td>
</tr>
<tr>
<td>TX2</td>
<td>Management of Client Compliance</td>
</tr>
<tr>
<td>TX3</td>
<td>Research and Interpretation</td>
</tr>
<tr>
<td>TX4</td>
<td>Communication</td>
</tr>
<tr>
<td>TX5</td>
<td>Interaction of Tax, Accounting, Legal issues</td>
</tr>
<tr>
<td>Competency area: <strong>Finance</strong></td>
<td></td>
</tr>
<tr>
<td>CF1</td>
<td>Research and Interpretation</td>
</tr>
<tr>
<td>CF2</td>
<td>Communication and Presentation</td>
</tr>
<tr>
<td>CF3</td>
<td>Assignment Management</td>
</tr>
<tr>
<td>CF4</td>
<td>Financial Skills</td>
</tr>
<tr>
<td>CF5</td>
<td>Interaction with other disciplines</td>
</tr>
<tr>
<td>Competency area: <strong>Information Technology/Systems</strong></td>
<td></td>
</tr>
<tr>
<td>IT/IS1</td>
<td>The Business environment</td>
</tr>
<tr>
<td>IT/IS2</td>
<td>The audit process</td>
</tr>
<tr>
<td>IT/IS3</td>
<td>Governance</td>
</tr>
<tr>
<td>IT/IS4</td>
<td>Hardware, Software and Personnel</td>
</tr>
<tr>
<td>IT/IS5</td>
<td>Future Trends</td>
</tr>
<tr>
<td>IT/IS6</td>
<td>Communication</td>
</tr>
</tbody>
</table>