

# TTR 1 Record

**STUDENT DETAILS**

Name: \_\_\_\_\_

Registration number: \_\_\_\_\_

**TO BE COMPLETED BY THE STUDENT**

**DATA PROTECTION**

I am aware that all information disclosed by me and any relevant related correspondence and documentation may be retained by ACCA for the purposes of establishing my practical work experience, and used in any subsequent application for membership. In signing below I accept that ACCA may pass details of this TTR form to my employer, who may be based in a country that does not have laws to protect this information.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## STUDENT'S SUMMARY EMPLOYMENT RECORD

Organisation name, address and telephone number	Job title Brief summary of duties and responsibilities	Dates to/from	Supervisor(s) name, professional qualification and job title	Supervisor(s) specimen signature and initials

Optional Units: Select a MINIMUM OF SEVEN UNITS where you can demonstrate that your work experience meets the competence requirements

Name: \_\_\_\_\_

Unit 1 Recording income and receipts		Optional Unit
Elements required: Any 1 from 2	Summary of work done (completed by the student)	Supervisor's comments
1.1 Process documents relating to goods and services supplied		
1.2 Process receipts		
<b>Supervisor's sign off</b> I confirm that the work done and work outputs meet the competence(s) requirements.		Signed _____ Dated _____

Unit 2 Making and recording payments		Optional Unit
Elements required: Any 1 from 2	Summary of work done (completed by the student)	Supervisor's comments
2.1 Process documents relating to goods and services received		
2.2 Process payments		
<b>Supervisor's sign off</b> I confirm that the work done and work outputs meet the competence(s) requirements.		Signed _____ Dated _____

Name: \_\_\_\_\_

**Unit 3 Preparing ledger balances and an initial trial balance**

**Optional Unit**

Elements required: Any 2 from 3	Summary of work done (completed by the student)	Supervisor's comments
3.1 Balance bank transactions		
3.2 Prepare ledger balances and control accounts		
3.3 Draft an initial trial balance		
<b>Supervisor's sign off</b> I confirm that the work done and work outputs meet the competence(s) requirements.		Signed _____ Dated _____

**Unit 4 Supplying information for management control**

**Optional Unit**

Elements required: Any 1 from 2	Summary of work done (completed by the student)	Supervisor's comments
4.1 Code and extract information		
4.2 Provide comparisons on costs and income		
<b>Supervisor's sign off</b> I confirm that the work done and work outputs meet the competence(s) requirements.		Signed _____ Dated _____

Name: \_\_\_\_\_

<b>Unit 5 Maintaining financial records and preparing accounts</b>		<b>Optional Unit</b>
<b>Elements required: Any 1 from 3</b>	<b>Summary of work done (completed by the student)</b>	<b>Supervisor's comments</b>
5.1 Maintaining records relating to capital acquisition and disposal		
5.2 Collecting and collating information for the preparation of final accounts		
5.3 Preparing the final accounts of sole traders and partnerships		
<b>Supervisor's sign off</b> I confirm that the work done and work outputs meet the competence(s) requirements.		Signed _____ Dated _____

<b>Unit 6 Recording and evaluating costs and revenues</b>		<b>Optional Unit</b>
<b>Elements required: Any 2 from 3</b>	<b>Summary of work done (completed by the student)</b>	<b>Supervisor's comments</b>
6.1 Record and analyse information relating to direct costs and revenues		
6.2 Record and analyse information relating to the allocation, apportionment and absorption of overhead costs		
6.3 Prepare and evaluate estimates of costs and revenues		
<b>Supervisor's sign off</b> I confirm that the work done and work outputs meet the competence(s) requirements.		Signed _____ Dated _____

Name:

Unit 7 Preparing reports and returns		Optional Unit
<b>Elements required: Any 2 from 3</b>	<b>Summary of work done (completed by the student)</b>	<b>Supervisor's comments</b>
7.1 Prepare and present periodic performance reports		
7.2 Prepare reports and returns for outside agencies		
7.3 Prepare sales tax/VAT returns		
<b>Supervisor's sign off</b> I confirm that the work done and work outputs meet the competence(s) requirements.		Signed _____ Dated _____

Unit 8 Contributing to the management of performance and the enhancement of value		Optional Unit
<b>Elements required: Any 1 from 2</b>	<b>Summary of work done (completed by the student)</b>	
8.1 Collect, analyse and disseminate information about costs		
8.2 Monitor performance and make recommendations to enhance value		
<b>Supervisor's sign off</b> I confirm that the work done and work outputs meet the competence(s) requirements.		Signed _____ Dated _____

Name:

**Unit 9 Contributing to the planning and control of resources**

**Optional Unit**

**Elements required: Any 1 from 3**

**Summary of work done (completed by the student)**

**Supervisor's comments**

9.1 Prepare forecasts of income and expenditure

9.2 Prepare draft budget proposals

9.3 Monitor the performance of responsibility centres against budgets

**Supervisor's sign off**

I confirm that the work done and work outputs meet the competence(s) requirements.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

**Unit 10 Managing systems and people in the accounting environment**

**Optional Unit**

**Elements required: Any 1 from 2**

**Summary of work done (completed by the student)**

**Supervisor's comments**

10.1 Manage people within the accounting environment

10.2 Identify opportunities for improving the effectiveness of an accounting system

**Supervisor's sign off**

I confirm that the work done and work outputs meet the competence(s) requirements.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

Name: \_\_\_\_\_

**Unit 11 Drafting financial statements (accounting practice, industry and commerce)**

**Optional Unit**

Elements required: Any 1 from 2	Summary of work done (completed by the student)	Supervisor's comments
11.1 Draft limited company financial statements		
11.2 Interpret limited company financial statements		
<b>Supervisor's sign off</b> I confirm that the work done and work outputs meet the competence(s) requirements.		Signed _____ Dated _____

**Unit 12 Drafting financial statements (central government)**

**Optional Unit**

Elements required: Any 1 from 2	Summary of work done (completed by the student)	Supervisor's comments
12.1 Draft central government financial statements		
12.2 Interpret central government financial statements		
<b>Supervisor's sign off</b> I confirm that the work done and work outputs meet the competence(s) requirements.		Signed _____ Dated _____

Name: \_\_\_\_\_

**Unit 13 Drafting financial statements (local government)**

**Optional Unit**

Elements required: Any 1 from 2	Summary of work done (completed by the student)	Supervisor's comments
13.1 Draft local authority financial statements		
13.2 Interpret financial statements of local authorities		

**Supervisor's sign off**

I confirm that the work done and work outputs meet the competence(s) requirements.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

**Unit 14 Drafting financial statements (health sector)**

**Optional Unit**

Elements required: Any 1 from 2	Summary of work done (completed by the student)	Supervisor's comments
14.1 Draft health sector accounting statements and returns		
14.2 Interpret financial statements of the health sector		

**Supervisor's sign off**

I confirm that the work done and work outputs meet the competence(s) requirements.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

Name: \_\_\_\_\_

Unit 15 Operating a cash management and credit control system		Optional Unit
<b>Elements required: Any 2 from 4</b>	<b>Summary of work done (completed by the student)</b>	<b>Supervisor's comments</b>
15.1 Monitor and control cash receipts and payments		
15.2 Manage cash balances		
15.3 Grant credit		
15.4 Monitor and control the collection of debts		
<b>Supervisor's sign off</b> I confirm that the work done and work outputs meet the competence(s) requirements.		Signed _____ Dated _____

**NOTE: There is no Unit 16**

Unit 17 Implementing audit procedures		Optional Unit
<b>Elements required: Any 2 from 3</b>	<b>Summary of work done (completed by the student)</b>	<b>Supervisor's comments</b>
17.1 Contribute to the planning of an audit assignment		
17.2 Contribute to the conduct of an audit assignment		
17.3 Prepare related draft reports		
<b>Supervisor's sign off</b> I confirm that the work done and work outputs meet the competence(s) requirements.		Signed _____ Dated _____

Name: \_\_\_\_\_

<b>Unit 18 Preparing business taxation computations</b>		<b>Optional Unit</b>
<b>Elements required: Any 2 from 4</b>	<b>Summary of work done (completed by the student)</b>	<b>Supervisor's comments</b>
18.1 Prepare capital allowances computations		
18.2 Compute assessable business income		
18.3 Prepare capital gains computations		
18.4 Prepare corporation tax computations		
<b>Supervisor's sign off</b> I confirm that the work done and work outputs meet the competence(s) requirements.		Signed _____ Dated _____

<b>Unit 19 Preparing personal taxation computations</b>		<b>Optional Unit</b>
<b>Elements required: Any 2 from 4</b>	<b>Summary of work done (completed by the student)</b>	<b>Supervisor's comments</b>
19.1 Calculate income from employment		
19.2 Calculate property and investment income		
19.3 Prepare income tax computations		
19.4 Prepare capital gains tax computations		
<b>Supervisor's sign off</b> I confirm that the work done and work outputs meet the competence(s) requirements.		Signed _____ Dated _____

**NOTE: There is no Unit 20**

**Mandatory Units: You need to demonstrate that your work experience meets the competence requirements for ALL**

**THREE MANDATORY UNITS**

Name: \_\_\_\_\_

Unit 21 Working with computers		Mandatory Unit
<b>Elements required: All</b>	<b>Summary of work done (completed by the student)</b>	
21.1 Use computer systems and software		
21.2 Maintain security of data		
<b>Supervisor's sign off</b> I confirm that the work done and work outputs meet the competence(s) requirements.		Signed _____ Dated _____

Unit 22 Contribute to the maintenance of a healthy, safe and productive working environment		Mandatory Unit
<b>Elements required: All</b>	<b>Summary of work done (completed by the student)</b>	
22.1 Monitor and maintain a safe, healthy and secure working environment		
22.2 Monitor and maintain an effective and efficient working environment		
<b>Supervisor's sign off</b> I confirm that the work done and work outputs meet the competence(s) requirements.		Signed _____ Dated _____

Name:

**Unit 23 Achieving personal effectiveness**

**Mandatory Unit**

**Elements required: All**

**Summary of work done (completed by the student)**

**Supervisor's comments**

23.1 Plan and organise your own work

23.2 Maintain good working relationships

23.3 Improve your own performance

**Supervisor's sign off**

I confirm that the work done and work outputs meet the competence(s) requirements.

Signed \_\_\_\_\_

Dated \_\_\_\_\_