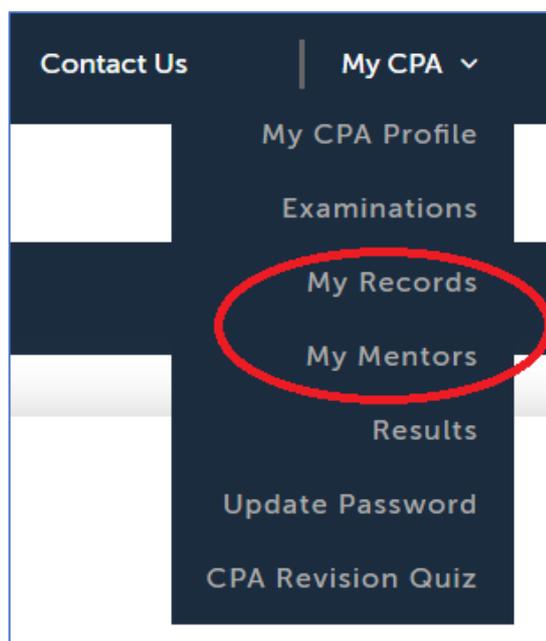# User Guide for Competence and Behavioural Records

Introduction

The CPA Ireland online Training Records System is used to input:

- Training Records

- **Competence Records (part of application to membership only)**

- **Behavioural Attributes (part of application to membership only)**

Your mentor will also have access to the system so they can review the records you enter and approve/reject them.

To access the system log in to your MyCPA account, you will see the option to access your **Records** on the dropdown menu.


Before entering your Competence Record and Behavioural Record you must ensure you have a mentor nominated to approve those records. You can check this under the **Mentors** option. Your nominated mentor will then be reviewed and approved or rejected by CPA. You will receive an email confirming this. Once your mentor is approved, they will be able to see your Competency Record.

If you have not already nominated a mentor when inputting your Training Records, please see a walkthrough here.

Please note: You cannot enter a Competence Record in an area you do not have sufficient training in. When you have all three years training complete and submitted to CPA, you will receive a confirmation email upon review which will advise you of your two competence areas.

Adding Competence Records

To add a Competence Record, access the below screen under **My Records** on the dropdown menu.
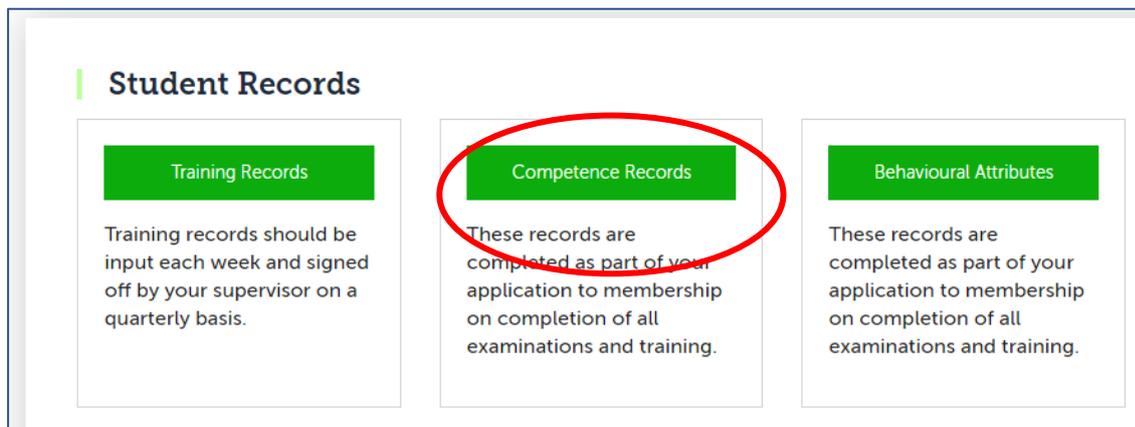
Enter your Competence Record selecting the appropriate Competence Field, and In-depth Competence Area. **We strongly advise you to type out your record in a separate Word Document and copy and paste it into the Enter Description box once you have the final version ready.**

You are required to submit 4 Competence Records – 2 for each area of in-depth competence.

Please note: Each Competency Record must be at least 500 words – you will not be able to save the record if it is less than 500 words. Please provide as much **detail** as possible to demonstrate your in-depth competence.

Each tab will allow you to see your records at different stages. "**Not Approved**" are records not yet approved by your mentor, or CPA. "**Approved**" are records approved by your mentor. "**CPA**

reviewed" are records accepted or rejected by CPA. "**Competence Summary**" allows you to see the status of all your records on one page.

Viewing and Amending Competence Records

If required, you can amend or delete any record before your mentor approves it. To do this click into the "**Not Approved Tab**". Please note, after your mentor has approved the records no further amendments will be possible.

Once you edit a record, and then wish to input a new record, you must click on **Records Home** on the top left-hand corner of the above screenshot. From here, you can click back into the **Competence Record** section to refresh the section to allow you an input a new record and take you out of the edit mode. If this is not done, the system will keep you in edit mode and only allow you to further edit the record you previously amended.

Adding Behavioural Attributes

To access your Behavioural Attributes, you will need to go back to the **Records** page. This section works the same as the above explained Competence Records section.

Within this section, you will see the three main areas in a drop-down menu which we require applicants to demonstrate how, and where, you have displayed these attributes. When a Behaviour Area is selected, the box below will fill in with an example of what we expect to see in that area. Further explanation of each area can be found in this document.

Please note: Each Behavioural Attribute Record must be at least 200 words – you will not be able to save the record if it is less than 200 words. Please provide as much **detail** as possible when describing your behavioural attributes.

Similarly to the Competence Record, we advise applicants to type out the Behavioural Attribute Record in a word document, and copy and paste the final draft into your MyCPA profile.