

## Enabling Competencies Factsheet

By the end of the term of practical experience, CPA students/candidates are required to develop a level of proficiency expected of a newly certified CPA for all five enabling competencies:

- Professional and Ethical Behaviour
- Problem-solving and Decision-Making
- Communication
- Self-Management
- Teamwork and Leadership

Any response must be well written, thorough, objective, and insightful and should address all the points in the rubric for a level 2 proficiency by the end of your required practical experience duration. Remember that this is an opportunity to showcase your experience and provide the best possible example for each enabling competency question.

**What?**

**What did you do?**

Describe a specific situation from your past experience.

**So What?**

**What did you learn?**

What skills did you learn from this experience and how did it impact your organization?

**Now What?**

**What would you do differently next time?**


How will you apply what you've learned to new experiences in the future? How will this experience affect your future behavior?

**A level 2 response must include ALL of the following:**

1. Identify the CPA value impacted.
2. Have you provided all information to clearly outline the issue/scenario?
3. Provide more than one alternative solution.
4. Analyze each alternative. List the pros and cons and give reasons for your decision making.
5. Ensure the conclusion is consistent with the analysis.
6. Identify what else you can do to further improve your enabling competency development.

**Resource:**

[The CPA Way](#)




Students/candidates should refer to the guidance document in PERT (white question mark  beside Enabling Competencies ) for the CPA Way concept that should be followed when crafting the responses.

## ENABLING COMPETENCIES

Enabling competencies reflect the key elements that comprise the personal attributes of a CPA.

There are five competency areas containing three-part questions. Choose the enabling competencies that most reflect your professional development obtained during this reporting period.

Provide tangible examples and clear explanations to demonstrate how you've developed proficiency in each of the enabling competencies.

ENABLING COMPETENCY	ANSWERED	SELF-ASSESSED PROFICIENCY
Question 1: Professional and Ethical Behaviour		Not assessed
Question 2: Problem-Solving and Decision-Making		Level 1
Question 3: Communication		Level 1
Question 4: Self-Management		Level 1
Question 5: Teamwork and Leadership		Not assessed

**Helpful hints for demonstrating level 2 proficiency** (based on feedback provided to candidates in the past):

### **Professional & Ethical Behaviour**

This competency is about dealing with ethical dilemmas in a professional setting or identifying a professional conflict (with the client, team member, manager, or partner) and explaining the nature of the conflict. Describe what professional values were in conflict with each other and how your integrity was tested. The conflict should warrant an ethical dilemma and should involve deliberation on your part and possibly consultation with others. Please avoid describing scheduling conflicts or personal stress management.

### **Problem Solving and Decision Making**

Identify a unique problem or an opportunity for a process improvement and explain how your particular efforts resulted in a feasible solution or increased efficiency. Focus on instances where some deeper thought and analysis were required. Include as many details as possible to help the reader appreciate the scope and importance of the problem or decision. Please avoid detailing routine work as this question is intended for situations beyond what is normally required as part of your role.

### **Communication**

In order to communicate effectively, a CPA must consider the financial literacy of their audience and tailor their written and oral language appropriately. Application of technical competencies requires a thorough understanding of the users of the financial information so the work of a CPA involves listening, interviewing and discussing. Make sure to describe in detail the steps taken to obtain the information, clarify your understanding and finally convey your message.

### **Self-Management**

By nature of the CPA program, candidates are constantly required to perform slightly more advanced work than their capabilities or monitor and improve their performance. Reflect on a time when the work was particularly challenging and you demonstrated the ability to rise to the occasion, or you received feedback that helped you learn a valuable lesson about maintaining a consistent level of performance. You should be able to identify which CPA value/s is/are relevant to your example.

### **Teamwork and Leadership**

Teamwork is essential to the learning and development of a CPA. By the end of your required practical experience duration there should be numerous examples you can draw from as a team member or project manager. Use this as an opportunity to reflect on challenges your team handled and how your individual efforts contributed to the team's success; or describe the various project management skills you learned (adaptability, delegation, organization, communication, etc.).

### **Summary Questions**

In addition to the five reflective questions, CPA students/candidates will be provided with two brief summary questions — one that asks CPA students/candidates to reflect on progress over the reporting period and another that sets the focus for the next reporting period. These brief summary questions also guide the discussions of CPA students/candidates with their mentors.

#### **Summary Question A (MANDATORY)**

Identify key competency areas (enabling and/or technical) you will focus on developing or improving between now and your next meeting with your mentor. What is your action plan for doing so?

#### **Summary Question B (OPTIONAL)**

Looking back at your experience captured in this report, in which competency areas (enabling or technical) do you feel most confident in your abilities and why?