

APC Competency Sign Off Record

| Mandatory | | | |
|---|-------|-----------------------------|-----------------------------|
| Competency | Level | Supervisor Signature & Date | Counsellor Signature & Date |
| Ethics, Rules of Conduct and Professionalism | 1 | | |
| | 2 | | |
| | 3 | | |
| Client Care | 1 | | |
| | 2 | | |
| Communication & Negotiation | 1 | | |
| | 2 | | |
| Health & Safety | 1 | | |
| | 2 | | |
| Accounting principles and procedures | 1 | | |
| Business Planning | 1 | | |
| Conflict avoidance, management, and dispute resolution procedures | 1 | | |
| Data management | 1 | | |
| Diversity, inclusion and teamworking | 1 | | |
| Inclusive environments | 1 | | |
| Sustainability | 1 | | |
| Mandatory Competency completion date & Signature | | | |
| Candidate Signature | | | |

| Technical | | | |
|--|-------|-----------------------------|-----------------------------|
| Competency | Level | Supervisor Signature & Date | Counsellor Signature & Date |
| | 1 | | |
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| | 3 | | |
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| Technical Competency completion date & Signature | | | |
| Candidate Signature | | | |