

ENABLING COMPETENCY REFLECTIVE QUESTIONS

You must demonstrate your level of proficiency in all five enabling competencies that are expected of a newly certified CPA by answering five, three-part questions designed to describe an experience, its implications for enabling competency development, and how it will impact the future behaviour. Please include your answers for each of the five competency areas in the appropriate sections below. Should you have any questions, please contact cpaapplication@cpawsb.ca.

Question 1: Acting Ethically and Demonstrating Professional Values ^{*Max: 750 words}

- a) CPAs can face complex situations where they may be in conflict with their professional values. These values (as defined in your provincial Code/Rules of Professional Conduct) are integrity, due care, objectivity, independence, professional competence, and confidentiality. Describe a time where you encountered a situation that challenged one of your professional values identifying:
 - which value was in conflict
 - what was at stake for all involved, including yourself
 - what you did
- b) How did you choose this course of action and what alternatives did you consider? What were the pros and cons of each alternative? What information did you need to gather and/or who did you seek guidance from?
- c) What impacts did your course of action have on all involved, including yourself? If confronted with a similar situation in the future, what would make it easier for you to act and what you would do differently?

Question 2: Problem-solving and Adding Value *Max: 750 words

- a) Describe a time when you attempted to improve a process, product or service in the workplace, including the problem you were trying to solve. What challenges did you encounter and what actions did you take to address them? Describe the CPA value that was most applicable to this situation.
- b) How did you choose this course of action and what alternatives did you consider? What were the pros and cons of each alternative? How did you apply existing knowledge in new or different ways? What were the risks and limitations of your chosen course of action and how did you address them?
- c) What did you learn from this experience about solving problems? How can you apply these learnings in the future?

Question 3: Communicating *Max: 750 words

- a) Describe a time when you adapted your oral or written communication to meet the needs of a specific audience. What actions did you take? Describe the CPA value that was most applicable to this situation.
- b) How did you choose this course of action and what alternatives did you consider? What were the pros and cons of each alternative? What would have been the result had you not taken these steps?
- c) What did you learn from this experience about communicating? How can you apply these learnings in the future?

Question 4: Managing Self *Max: 750 words

- a) Describe a time when your performance did not fully meet your expectations. What challenges did you encounter and what actions did you take to address them? Describe the CPA value that was most applicable to this situation.
- b) When you reflect on your course of action, what alternatives could you have considered? What were the pros and cons of each alternative? Who could you have consulted with or sought guidance from?
- c) Having carried out these actions, what would you do differently next time? What skills do you need to develop to help you meet your expectations going forward in your career? How are you planning to gain them?

Question 5: Collaborating and Leading *Max: 750 words

ANSWER ONE OF THE FOLLOWING (5.1 or 5.2):

5.1: Plans and effectively manages teams and projects

- a) Describe a time when you managed a team or project. What did you do to plan and execute the assignment effectively? Describe the CPA value that was most applicable to this situation.
- b) How did you choose this course of action and what alternatives did you consider? What were the pros and cons of each alternative? How did you promote and gain support for your ideas?
- c) What did you learn from this experience about leadership? How can you apply these learnings in the future?

5.2: Collaborates effectively as a team member

- a) Describe a time when, as a member of a team, you worked with others to achieve a particular objective. What challenges did you encounter and how did you overcome them? Describe the CPA value that was most applicable to this situation.
- b) How did you choose this course of action and what alternatives did you consider? What were the pros and cons of each alternative? Who did you consult with or seek guidance from?
- c) What did you learn from this experience about yourself and others? How can you apply these learnings in the future?

Summary Questions *Max: 750 words

In addition to the five reflective questions, you will need to answer two brief summary questions — one that asks you to reflect on your progress to date and another that sets the focus for your future development.

Summary Question A:

Identify key competency areas (enabling and/or technical) you will focus on developing or improving in your future practical experience. What is your action plan for doing so?

Summary Question B: *Max: 750 words

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

* Driscoll, J. (2007). Practising clinical supervision: A reflective approach for healthcare professional (2nd ed.). Edinburgh: Bailliere Tindall Elsevier