



Path to effective counseling: A practical guide on appointing Counselors of Authorized Employer

This guidance is intended to assist the Member-In-Charge ("MIC") in selecting and appointing suitable candidates to serve as Counselors of the Authorized Employers ("AE").

Who can be Counselor?

Counselors must be a member of the Institute or a professional accountancy body that is recognized by the Institute.

What are the role and responsibilities of Counselors?

Counselors play a vital role in guiding QP students to develop their professional competences, modeling and facilitating the development of the profession's core values, ethical principles and attitudes.

Counselors are responsible for:

- Developing QP students and discussing training issues with them;
- Performing interim and annual review meetings with QP students and signing the Training Records through the Practical Experience Online System on an annual basis; and
- Discussing the following areas during the review meetings with QP students:
 - Time spent on practical experience;
 - Progress in achieving competences required for HKICPA membership;
 - Reflective Statements;

- Professional development;
- Ethical issues and training;
- Career development; and
- Any other issues affecting the QP students' ability to satisfy the requirements of becoming a professional accountant (e.g. examination progress).

Counselors are expected to:

- Be in good standing.
- Be willing to share their knowledge and experience with QP students.
- Demonstrate good communication and counseling skills.
- Provide insightful guidance and constructive feedback on issues raised.
- Be a good listener, and offer open and honest feedback.
- Be supportive and encouraging.
- Be respectful, responsive and committed to QP student development.
- Serve as a role model of an accounting professional with high standard of integrity and professionalism.

These skills and attributes, combined with professional knowledge, are essential for counselors to effectively support the professional development of QP students.



Benefits for Counselors

Counselors can further enhance their coaching skills and help QP students fulfill the Institute's practical experience requirements for membership admission purpose that would benefit their employing organisations and the accounting profession as a whole.

HKICPA members who have registered as a Counselor will be entitled to five verifiable CPD hours per annum for supervising a QP student. At most 20 verifiable CPD hours per year can be claimed under such role.

Procedures for appointing Counselors

Under the AE scheme, the MIC or MIC Deputy is responsible for assigning a Counselor to each QP student and ensuring that the Counselor possesses the necessary qualifications, experience and attributes.

Counselors do not need to be the QP students' direct supervisors, but must have access to their line managers and work undertaken by QP students to ensure their compliance with the practical experience requirements. When assigning QP students to a Counselor, it is important for the MIC or MIC Deputy to take into account the Counselor's suitability for the role. For example, the Counselor's level of experience should be considered as part of this assessment. Furthermore, each Counselor can at most supervise eight QP students at any one time in order to ensure quality control follow-up on their personal and professional development.

The MIC or MIC Deputy should submit any Counselor information update to the AE records through the Practical Experience Online System within one month. It is important to keep the information in records up-to-date, as late submission without reasonable causes could potentially delay the date of commencement of the QP students' practical experience or date of appointment of the new nominated Counselors.

Resources for Counselors

- [Learning video: What does the Counselor need to do during the training process](#)
- [Training Records User Guide for Counselor – Annual Sign-Off](#)
- [Support Manual of the revised Practical Experience Framework](#)
- [Practical Experience Competence grid](#)
- [Useful download/ links](#)
- [Frequently asked questions](#)

Enquiries

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