



## **Hong Kong Institute of Certified Public Accountants Authorized Employer/ Authorized Supervisor Self-assessment on Compliance with Practical Experience Codes and Guidelines for Transition to the Revised Practical Experience Framework**

### Introduction:

Enhancing the quality assurance of the Authorized Employer ("AE")/ Authorized Supervisor ("AS") system is one of the key purposes for implementing the revised Practical Experience Framework (the "PE Framework"). In this regard, the Institute introduces a strengthened and elaborated Practical Experience Codes and Guidelines (the "Codes and Guidelines").

To ensure the AE/ AS providing QP students a work environment with quality learning and development opportunities, the Codes and Guidelines are elaborated based upon the fundamental attributes expected of them. These attributes are crystallized into three Codes supported by 15 Guidelines as shown in the following self-assessment form.

The Codes and Guidelines are the basis of this self-assessment by applicants prior to seeking authorization or re-authorization as an AE/ AS. Applicants must consider their commitment to comply with all the requirements. This self-assessment exercise provides an early indication as to whether the existing or prospective AE/ AS can fulfil the criteria for authorization. The Codes and Guidelines serve as the guiding principles for the Institute to assess the suitability of authorizing organizations or individuals seeking to register as an AE/ AS, and define the scope of the authorization or re-authorization process for applicants.

Prior to the implementation of the revised PE Framework, existing AE/ AS are required to complete this self-assessment and declare their compliance with the requirements of the Codes and Guidelines in order to retain the status up to the time of re-authorization. They should consider any evidence that is effective to demonstrate their compliance in all material aspects.

Please note that the purpose of this self-assessment is to facilitate the Institute's assessment on AE/ AS transition during the grandfathering process. The Institute may request the submission of supporting evidence before determining the authorization status. Any non-compliance areas identified in the self-assessment will need to be rectified within one year upon issuance of the self-assessment in order to retain the AE/ AS status. Failure to submit a completed self-assessment form may result in deregistration of the AE/ AS status at the launch of the revised PE Framework.

Please read the following notes carefully before completing the self-assessment form.

1. Please refer to the guidance notes when completing the form.
2. The form must be signed by the Member-In-Charge/ AS.
3. Please read the Institute's privacy policy and personal information statement on its website at: <https://www.hkicpa.org.hk/en/Tools/Privacy-policy>.
4. For further information on the revised PE Framework, please visit the Institute's website at: <https://www.hkicpa.org.hk/en/Become-a-Hong-Kong-CPA/Current-QP/Practical-Experience-Framework/Position-Paper-on-Changes-to-Practical-Experience-Framework>
5. Should you have any enquiries, please contact the Education and Training Department - Practical Experience Team of the Institute via email at [pef@hkicpa.org.hk](mailto:pef@hkicpa.org.hk) or on (852) 2287 7500.



Hong Kong Institute of Certified Public Accountants  
Authorized Employer/ Authorized Supervisor  
Self-assessment Form



**CODES AND GUIDELINES**

**Do you/ Does your organization comply with the Guideline?**  
(please circle as appropriate)

**CODE 1: The AE/ AS exhibits professional and ethical practices.**

<b>Guideline 1</b>	The AE/ AS's employing organization meets its regulatory and ethical requirements in its country of residence.	Yes / No
<b>Guideline 2</b>	The AE/ AS or the individuals involved in training have no ethical or professional issues.	Yes / No

**CODE 2: The AE/ AS is committed to and identifies the training and development needs of QP students.**

<b>Guideline 3</b>	The AE/ AS identifies and provides adequate resources to train QP students.	Yes / No
<b>Guideline 4</b>	The AE identifies and assigns qualified accountants with suitable experience as Counselors and provides resources to enable them to fulfil their role. The AS should be a qualified accountant with suitable experience and ensure appropriate resources are provided by the AS's employing organization to enable the AS to fulfil his/ her role.	Yes / No
<b>Guideline 5</b>	The Member-In-Charge, Counselors, AS, and QP students understand their roles and responsibilities for training and development.	Yes / No
<b>Guideline 6</b>	The AE/ AS sets the QP students' objectives as part of a performance review.	Yes / No
<b>Guideline 7</b>	The AE/ AS identifies opportunities for QP students to obtain appropriate practical experience.	Yes / No
<b>Guideline 8</b>	The AE/ AS ensures QP students understand how they contribute to the organizational or departmental objectives.	Yes / No
<b>Guideline 9</b> <small>(note)</small>	The AE/ AS agrees Development Commitment with QP students which is relevant to their current roles or their future career aspirations.	Yes / No

**CODE 3: The AE/ AS provides development opportunities for QP students and monitors and reviews development activities.**

<b>Guideline 10</b>	The AE/ AS provides appropriate practical experience to QP students.	Yes / No
<b>Guideline 11</b>	The AE/ AS provides training and development opportunities to QP students to achieve their objectives and explains the nature and extent of these opportunities to them.	Yes / No
<b>Guideline 12</b>	The AE/ AS monitors and evaluates the QP students' progress towards fully meeting the practical experience requirements, and identifies and takes appropriate action as a result of reviews with QP students.	Yes / No
<b>Guideline 13</b>	The AE/ AS ensures the QP students' time is documented and can be counted towards the practical experience requirements.	Yes / No
<b>Guideline 14</b>	The AE/ AS reviews the QP students' ethical and professional behaviour throughout the Practical Experience Period.	Yes / No
<b>Guideline 15</b>	The AE/ AS evaluates and monitors QP students to undertake development activities.	Yes / No

(note) Development Commitment is a new requirement under the revised PE Framework. Please refer to the guidance notes to consider the possible items under the existing PE Framework which aligns with the principle of this guideline under the revised PE Framework.



**If any response to the above is "No", please complete the table below. The Institute may contact you for further information.**  
(please use separate sheet, if necessary)

<b>Code &amp; Guideline no.</b>	<b>Details of non-compliance</b>	<b>Rectification plan &amp; target completion date</b>

**If you wish to make any further comments, please specify below.**

#### **Declaration**

- (1) We/ I declare that, to the best of our/ my knowledge and belief, the information provided above is true and correct.
- (2) We/ I understand that the Institute may request the submission of supporting evidence before determining the authorization status. Any non-compliance areas identified in the self-assessment will need to be rectified within one year upon issuance of the self-assessment in order to retain the AE/ AS status. Failure to submit a completed self-assessment form may result in deregistration of the AE/ AS status at the launch of the revised PE Framework.
- (3) We/ I agree to provide, clarify and verify information necessary for the conduct of the grandfathering process by the Institute.
- (4) We/ I read the guidance notes and the Institute's privacy policy and personal information statement.
- (5) We/ I waive all claims against the Institute for any loss or damage we/ I may suffer arising from the grandfathering process of AE/ AS status.

\_\_\_\_\_  
Signature  
(To be signed by Member-In-Charge/ AS)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of signatory

\_\_\_\_\_  
Name of AE/ AS's employing organization

\_\_\_\_\_  
Job position of signatory

\_\_\_\_\_  
AE/ AS's no.

\_\_\_\_\_  
HKICPA membership no.

\_\_\_\_\_  
Name of professional accountancy institute and membership no.  
(To be completed by non-HKICPA member only)