



PRACTICAL EXPERIENCE FRAMEWORK REQUIREMENTS

Introduction

The Hong Kong Institute of Certified Public Accountants, incorporated by the Professional Accountants Ordinance on 1 January 1973, is the only statutory licensing body of accountants in Hong Kong responsible for the training, development and regulation of Certified Public Accountants (CPAs).

One of the Institute's major objectives is to prepare students who are professionally competent to serve the community as CPAs. The Institute has prescribed the following admission requirements to ensure that its registered students will possess the appropriate level of knowledge, skills and values to become a qualified CPA:

- Pre-entry education – university graduates
- Professional examinations – Qualification Programme (QP)
- Practical experience acquired under a person authorized to oversee a QP student's training – Authorized Employers/Authorized Supervisors Scheme.

Practical experience

The Institute firmly believes that the quality and competence of its prospective members can only be achieved through structured training. This is achieved through a process of appropriate on-the-job training, relevant practical experience along with a rigorous Qualification Programme. For the practical experience part, the Hong Kong Institute of CPAs introduced the competency-based practical experience requirements which are **mandatory for all Institute's registered students**. The diagram below briefly outlines the practical experience requirements for our students:

Authorized Training Environment

- Supervision conducted by an employer or supervisor who can train a QP student (Authorized Employer / Authorized Supervisor)



Duration

- 3 years – 5 years depending on academic qualifications (i.e. approved degree holder/accountancy diploma holder/holder of other academic qualifications).
- Total working days' requirement – A minimum of 150 working days per annum during the 3 to 5-year period, and a minimum of 600 working days acquired in a period of not less than 3 years.

Coverage

- Technical Competencies
- Generic Competencies

The authorized training strengthens the level of organized supervision to registered students, which is also beneficial for employers and supervisors. The training also involves asking students to assess their own achievements in both technical and generic components (as shown below) necessary for membership in the Institute through completing the training records:

Technical Components*	Generic Components
<ul style="list-style-type: none"> ● Financial accounting and external reporting ● Auditing and internal auditing ● Financial management ● Taxation ● Management accounting ● Information management and technology ● Insolvency 	<ul style="list-style-type: none"> ● Creative thinking, reasoning and analysis ● Communications and interpersonal relationships ● Organization-specific competencies ● Personal and behavioural ● Information technology

* Registered students can achieve any one or combination of technical competencies units.

Authorized Employer/Authorized Supervisor

The Institute accredits employers on a corporate level so that they have a clear understanding of their obligations in ensuring that registered students attain the appropriate type and level of practical experience for membership admission. This approach provides additional quality assurance and control where the Authorized Employer has a detailed training programme in place to assess the competencies of the registered students. Staff members, who are either a member of the Hong Kong Institute of CPAs or an accountancy institute recognized by the Institute, may be nominated by the Authorized Employer to serve as Counselors responsible for overall training and to sign off Training Records of the registered students. With the support of the Counselors to motivate, counsel and advise the registered students under their supervision, the scheme can also provide registered students with more support, guidance and assurance on their ability to qualify as CPAs.

For registered students who are not working for an Authorized Employer, they may alternatively be trained under an Authorized Supervisor who satisfies with the same membership requirement as Counselors of the Authorized Employer and who works in the same organization as the student. The Authorized Supervisor training should cater to the needs of those prospective members working for sole practitioners and those working in commerce and industry where employer authorization may not be appropriate.

The benefits to be enjoyed by the Authorized Employers/Authorized Supervisors, registered students and the Institute from the Scheme are:

Benefits	Authorized Employer / Supervisor	Registered Student	The Institute
• Provide a structured training system	✓	✓	
• More guidance on practical experience acquired	✓	✓	✓
• Strengthen tripartite relationship	✓	✓	✓
• Enhance sense of belonging to employing organization	✓	✓	
• Attract/Retain better quality staff	✓		
• Better quality assurance and control	✓	✓	✓

More...

Full details about the requirements and obligations for registration as an Authorized Employer/Authorized Supervisor, application forms and frequently asked questions are available from: <http://www.hkicpa.org.hk/en/become-a-hkicpa/pef/>.