

## 2.2 Time requirements

### 2.2.1 Required length of relevant practical experience

QP students should complete at least three years of relevant practical experience under the supervision of the Institute's AE/ AS.

Depending on the academic qualification, some students might have to attain the relevant practical experience for a longer period. The below table summarizes these relevant time requirements for your information:

	<b>Minimum length of relevant practical experience</b>	<b>Minimum Working Days during the Practical Experience Period</b>
Approved degree holders or QP students graduated from the Associate Level of the QP	3 years	500 Working Days
Approved accountancy diploma holders	4 years	670 Working Days
Holders of other academic qualifications	5 years	830 Working Days

"Practical experience" means experience whether in Hong Kong or elsewhere acceptable to the Council as an employee of a person practising public accountancy or in the financial or management accountancy department of an organisation in industry, commerce or the public service or in a similar department.

Within the required length of the Practical Experience Period, QP students are allowed a maximum of three employments and only one of the employments can be less than 12 months.

QP students are required to complete a minimum of 500, 670 and 830 Working Days within the three, four and five years of Practical Experience Period, respectively.

### 2.2.2 Working days

The concept of "Working Days" is applicable to the time measurement of Technical Competences. A "Working Day" is defined as eight working hours per day and working hours can be accumulated. Specifically, the following time requirements should be observed:

- QP students are required to gain at least 130 Working Days of practical experience for each year of their training;
- QP students are required to achieve at least 75 Working Days of practical experience in each of the selected technical elements;
- At least 50% of the total Working Days (i.e. 250 days) in the Practical Experience Period should reach proficiency level 3; and
- A maximum of 40 hours of attendance at relevant training courses each year can be counted as Working Days.

### 2.2.3 Practical experience period

"Practical Experience Period" means the period of time through which a QP student attains relevant experience under the supervision of an AE/ AS for HKICPA membership application. The total required Practical Experience Period should cover a minimum of three years.

When a QP student commences practical experience training, the AE/ AS and QP student should enter into a Development Commitment through the Practical Experience Online System. For more details about the Development Commitment, please refer to **Section 5.2.2** of the full Support Manual.

#### Can the practical experience period be suspended or extended?

QP students need not attain the required practical experience with the same employer throughout the Practical Experience Period. In real-life situations, practical experience training may be suspended for various reasons (e.g. full-time study, change of employment).

For example, the recognition of practical experience would be suspended under one of the following circumstances:

- The AE/ AS ceases to be a registered AE/ AS under the Practical Experience Framework;
- The AS is no longer an employee of the AS Employing Organization;
- The QP student ceases to be a registered QP student under the HKICPA QP;
- The QP student is no longer an employee of the AE/ AS Employing Organization; or
- Mutual agreement by both parties.

The Development Commitment should be terminated under any of the above circumstances. QP students are required to report the termination to the Institute immediately. They also have to enter into a new Development Commitment with the new AE/ AS if they want to continue their practical experience training.

The AE/ AS status may be suspended or withdrawn in some specified circumstances (Refer to **Section 4.4** of the full Support Manual).

If a QP student has not completed all practical experience requirements (i.e. time and/ or competence) after three years of training, the Counselor/ AS and the QP student should agree to an extension of training until completion of all practical experience requirements.

### 2.2.4 10-year recency rule

To ensure recency of practical experience, the practical experience of a QP student must be attained within 10 years prior to the date of the QP student applying for HKICPA membership. In other words, practical experience which is not attained within 10 years prior to the date of HKICPA membership application will not be recognized.