



Competency Development Tool



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The online competency development tool (CDT), brought to you by the Institute, aims to help you in planning your career by identifying the competencies you need to reach the top of your chosen career stream and, most importantly, link you to relevant resources to assist you in your professional development.

Imported from New Zealand, adapted to Hong Kong

Developed by the New Zealand Institute of Chartered Accountants and known as MINT in New Zealand, CDT is licensed for the Institute's use in Hong Kong and funded by the HKSAR Government's Commerce and Economic Development Bureau. In order to ensure that the product meets the needs of our members who work in Hong Kong and the mainland, we collected views from our members in focus group interviews to adapt the tool in two areas: first, the overall framework and second, the competencies relevant to select career streams where most of our members work. The competencies for the other career streams are still very relevant for Hong Kong.

Five features have you covered

1. **Career aspiration** – Clarify your career direction by prioritizing what's important to you in a career and finding out what your profile means for the range of different career paths open to you.
2. **Competency assessment** – Clarify the competencies you need by comparing your current competencies with those required to reach the top of your chosen career stream(s) out of 18 possibilities.
3. **Professional development** – Locate a range of professional development resources, i.e. courses and reading materials etc., that help develop your identified competencies.
4. **Development plan** – Keep track of the competencies you want to develop and the available development resources.
5. **Job satisfaction** – Help evaluate your job satisfaction and find spark for your work.



CDT's 18 career streams

CDT's competency assessment tool can tell you what competencies are required to progress in your current career stream (or one you would like to move to). It can then help you to find out your competency level and the level you need to reach the top.

The 18 career streams are:

1. **audit and assurance***
2. **executive management***
3. **external reporting***
4. **performance management***
5. **risk management***
6. academic
7. accounting services
8. business consulting
9. business ownership
10. corporate finance
11. governance
12. information technology
13. insolvency
14. investment and capital markets
15. operations management
16. tax – corporate
17. tax – public practice
18. trustee services

* These five career streams have been adapted for the Hong Kong and mainland markets as they represent the work focus of about 70 percent of the Institute's membership.

Benefits of using CDT

- Clarify career direction
- Develop competencies for existing role(s)
- Obtain information about some professional development resources such as courses and literature
- Increase job satisfaction
- Gain two CPD hours for completing the competency assessment

For more information, visit the CDT's webpage under CPD & Specialization at the Institute's website.

What professionals say about CDT



“ Both new and more senior members will benefit from using CDT ”

Elizabeth Law
Managing Director
Law & Partners CPA Ltd.



“ CDT is useful for developing members' competencies ”

Guy Look
Chief Financial Officer & Executive Director,
Sa Sa International Holdings Ltd.



“ Members will find this a useful tool for planning their careers ”

PM Kam
Group Financial Controller
Jardine Matheson Holdings Ltd.



“ CDT helps members to develop their careers ”

George Hongchoy
Executive Director & Chief Financial Officer,
The Link Management Ltd.



“ CDT will help members to learn new skills ”

Nancy Tse
Director (Finance)
Hospital Authority

Disclaimers

The Competency Development Tool and the related materials are intended to provide general information and guidance for the purposes of professional development and should not be relied upon as a substitute for professional advice. Participants use the CDT at their own risk. Where appropriate, they should seek independent professional advice. By this statement, the Hong Kong Institute of Certified Public Accountants and those individuals who appear in the CDT videos expressly exclude themselves from any contractual, tortious or other forms of liability, including liability for negligence, to any person for any loss or damage sustained or for any consequence which may be thought to arise either directly or indirectly from reliance on the use of the CDT or information contained in it. The views expressed in the CDT videos are the views of the interviewees and do not necessarily reflect the views of the Institute.

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Funding Organization



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THE GOVERNMENT OF THE HONG KONG
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Competency Development Tool (CDT) Free Briefing Session

The online competency development tool (CDT), brought to you by the Institute, aims to help you in planning your career by identifying the competencies you need to reach the top of your chosen career stream and, most importantly, link you to relevant resources to assist you in your professional development.

Members can receive a subscription to CDT valid until 31 December 2010 for the normal price of \$190 to enjoy all the benefits of this versatile online tool. Please visit the CDT webpage under CPD & Specialization at the Institute's website for more details.

Get to know more about CDT in person. You are welcome to attend the one hour free briefing session on CDT on 10 June 2010.

About the briefing session

- What is CDT?
- How the five key features work
- Benefits of using CDT
- Live demonstration

Program Code	Date	Time	Language	CPD credit
S100610F	Thursday, 10 June 2010	12:30 – 1:30p.m.	English	1
Venue	Hong Kong Institute of CPAs Training Centre, 27/F., Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong			

Please fill in this registration form and send it back to the Institute:

Full name of member _____ Membership Number _____
 (Please print in BLOCK)

Company Name _____ Telephone _____

Programme enrolled S100610F

Important: All communications regarding these briefing sessions will be sent to the email address you have provided to the Institute. Applicants without an email address will not be accepted. If you wish to update your personal information, you may do it via "Personal Profile" in the Members' Area of the Institute's website.

Please also note:

1. Each member can only enrol in one of the briefing sessions.
2. Enrolment is accepted on a first-come-first-served basis. The Institute's decision shall be final.
3. Successful applicants will be confirmed by email at least 3 working days before the event. Unsuccessful applicants will also be notified around the same time. If you have not heard from the Institute regarding your registration two days before the event and if you have other enquiries related to the programme, please make enquiry at 2287 7386 or 2287 7253.
4. If you are unable to attend the enrolled programme, please notify the Institute in writing as soon as possible so that places can be re-allocated to others.
5. All scheduled events will be cancelled and postponed to a date to be announced in the event of typhoon signal no. 8 or above or if a black rainstorm warning is hoisted. For details of bad weather arrangement for CPD programmes, please refer to the Institute's homepage.
6. The Institute reserves the right to change the venue or date of the event due to unforeseen circumstances.
7. All personal data collected from the enrolment process, and administration of the CPD programmes will only be used for the purpose of the administration of the course on which members are enrolled.
8. For more information about CDT, visit Institute's web site. By submitting the enrolment, applicants have read and agreed the disclaimer stated in the promotional flyer and on the web site.