



Hong Kong Institute of
Certified Public Accountants
香港會計師公會



Hong Kong's
CPA Qualification
香港會計師專業資格

Become a QP Workshop Facilitator and play a role in grooming budding accountants!

The Hong Kong Institute of Certified Public Accountants (the 'Institute') is now inviting members to be appointed as Workshop Facilitators for its Qualification Programme ('QP'). Come and join us as we need your assistance in grooming our prospective members to become forward thinking accountants! You can be a part of this exciting programme by becoming one of our valued Workshop Facilitators and lead prospective members to:

- Develop generic skills within the business environment;
- Develop professional judgment;
- Integrate knowledge gained from various areas of expertise; and
- Develop leadership and management skills in applying knowledge, identifying problems and problem solving.

You will be given the training and guidance required to enable you to lead the QP workshops successfully. Over 500 members of the Institute have successfully gone through the training and many of them are now serving as Workshop Facilitators. Share the views of our existing Workshop Facilitators overleaf, which will help you appreciate why you should come to join as a Workshop Facilitator.



The QP is the most appropriate, effective and interesting way for me to help put my skills and knowledge to good use. There were other options, but QP gives me the opportunity to meet new students and share my experiences in an interactive way,” said Mr. Edmond Ng, member of the Institute and Master Workshop Facilitator/Trainer.

Mr. Jason Wong, a facilitator of Module B (Financial Management) and Module A (Financial Reporting), who has always enjoyed sharing his experience and skills with those around him had this remark: “To facilitate well, I have to update and revise my technical knowledge on certain issues. In addition, the profession is constantly developing, so I have had to learn new ideas and techniques. In fact, I have been able to apply some of this new knowledge and tools to my job.



In addition you will also be able to meet and network with fellow professionals and keep your technical skills and knowledge up-to-date. Get paid for meeting your verifiable CPD requirements. To see more details regarding the role of a Workshop Facilitator or the QP, please visit our homepage: www.hkicpa.org.hk.

If you are interested in becoming a QP Workshop Facilitator, please complete the Application Form attached and send it along with your resume to **Mr. Jonathan Ng, Director of Student Education & Training, Hong Kong Institute of Certified Public Accountants, 27th Floor, Wu Chung House, 213 Queen’s Road East, Wanchai, Hong Kong**. Please mark “Confidential” and “Ref.: WF” on the envelope. We will then invite you to attend the next rounds of Information Sessions for prospective Workshop Facilitators.

Qualification Programme: Workshop Facilitators for Module Workshops

What is QP?

QP is the Institute’s qualifying programme which prospective members must complete to meet the requirements for accounting knowledge and practices for membership admission. To meet the tests for accounting knowledge, QP candidates must complete four modules and a final examination. The four modules are: Module A (Financial Reporting), Module B (Financial Management), Module C (Auditing and Information Management) and Module D (Taxation). Each module comprises about 120 hours of self-study using materials provided by the Institute. Candidates also complete four workshops each lasting three to three-and-a-half hours. They then sit for an open-book examination at the end of each module. The final examination is taken after the candidates’ successful completion of the four modules.

Role of Workshop Facilitators

Workshop Facilitators are required to facilitate four workshops for a QP Module. These workshops are normally scheduled outside normal office hours or on weekends, and spread over a period of up to 10 weeks. During the workshops, two facilitators will lead discussions with approximately 20 candidates on prepared questions, developing solutions to group exercise. Apart from facilitating, Workshop Facilitators will also be required to assess the candidates’ performance.

Requirements for Workshop Facilitators

A candidate should possess the following qualifications:

- (a) Not less than two years' membership with the Institute;
- (b) Holding or recently held a responsible position in a professional, business, government or academic organisation;
- (c) Having a working knowledge and have demonstrated technical competence in the module subject matter. However, candidates do not have to be specialists in the topics to qualify for the positions; and
- (d) Good command of spoken English.

Guidelines for Selection of Workshop Facilitators

- (a) Established professional competence;
- (b) Personal maturity and judgment;
- (c) Good communication and interpersonal skills;
- (d) Preferably some experience in leading training programmes for professionals or facilitating small groups;
- (e) Clean disciplinary record in particular uphold confidentiality; and
- (f) Compliance with our existing policy for the appointment of Workshop Facilitators who work for course providers.

General Requirements

- (a) Attend and successfully complete two training sessions comprising a 3-hour Part I training and a full-day 8-hour Part II training;
- (b) Availability to conduct four 3 - 3.5 hours workshops at a given schedule e.g. four weekday evenings or four half days on Saturday or Sunday over a period of up to 10 weeks; and
- (c) Attend briefing sessions.

Assessment

Workshop Facilitators will be formally assessed by workshop candidates and representatives appointed by the Institute's Examinations Board according to set criteria, and will be given feedback on their performance in conducting workshops. Workshop Facilitators may be re-appointed if they meet or exceed the necessary standards in:

- (a) Technical competence;
- (b) Ability to explain material clearly and concisely;
- (c) Ability to facilitate discussion to ensure relevance and participation; and
- (d) Overall ability.

Estimated Amount of Time Required per Module

- | | |
|------------------------------------|-----------------|
| (a) Training/briefing | 2 hours |
| (b) 2 x 3.5-hour workshops | 7 hours |
| (c) 2 x 3-hour workshops | 6 hours |
| (d) Preparation & students support | <u>45 hours</u> |
| | <u>60 hours</u> |

Remuneration

An honorarium of HK\$10,000 will be paid to each Workshop Facilitator for facilitating four workshops and attending meetings as required per module.

Continuing Professional Development (CPD)

Time spent as a facilitator of QP module workshops (including preparatory work) can be considered as verifiable CPD hours. The CPD hours to be counted are based on the number of hours actually spent on preparatory work and as a facilitator.

However, being a facilitator for more than one workshop group of the same module session will not be repeatedly recognized as a CPD activity, unless it entails substantial research and updating of the already prepared materials.

For Enquiries

Please contact Mr. Bob Cheng, Manager, on 2287 7081.

Hong Kong Institute of Certified Public Accountants Workshop Facilitators of the Qualification Programme Application Form

Surname (*Mr./Mrs./Ms.): _____ Given-name: _____
 Hong Kong Institute of CPAs Membership No.: _____ Practising Certificate No.: _____
 Office Tel.: _____ Office Fax: _____
 Home Tel.: _____ Home Fax: _____
 Mobile/Pagers : _____ Home E-mail: _____
 Company: _____
 Position: _____ Office E-mail: _____
 Correspondence Address : _____
 Home Address : _____

- Have you previously applied for the position of Workshop Facilitators? No Yes
- Have you ever registered as a registered student of the QP? No Yes
- Have you ever been reprimanded, warned about conduct and discipline related matters or publicly sanctioned by any professional or regulatory body? No Yes
- Have you ever been investigated on allegations of misconduct or malpractice in connection with professional or business activities which resulted in a formal complaint being made against you, whether or not the complaint was proved or an order was made against you? No Yes

Year(s) of Working Experience	Finance/Financial Management	Yrs	Audit	Yrs
	Financial Reporting	Yrs	Tax	Yrs
Others, please specify:				

Year(s) of Lecturing/Tutoring/Training Experience (if any): _____
 Subject(s) Taught (if applicable): _____
 Professional Qualifications other than Hong Kong Institute of CPAs, please specify (if any): _____

Highest Educational Qualifications: _____

Preference for Modules (Please use 1 to 4 to indicate preference, with 1 being the highest preference and 4 being the lowest. If you do not wish to facilitate a particular module, please put a "X" in the space provided below):

- Module A (Financial Reporting) Module C (Auditing and Information Management)
 Module B (Financial Management) Module D (Taxation)

 Applicant's Signature Date

Personal Data (Privacy) Ordinance – All information provided in this Form will be used by the Institute for purpose relating to the administration of the Professional Accountants Ordinance and Professional Accountants By-laws including the processing function of this application. The provision of personal data by means of this Form is voluntary. Data collected may be accessible to officers, committees or persons when processing the application and related matters. In addition, the Institute may use the collected data for statistical research and analysis, and for keeping members informed of its services.

Please send this form together with your resume to:
Mr. Jonathan Ng, Director of Student Education & Training,
Hong Kong Institute of Certified Public Accountants, 27th Floor, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong.

* Please circle where appropriate