



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



# **Qualification Programme (QP)**

## **Practical Experience Online System (Development Commitment – AE & AS)**

### **User Guide**

# Development Commitment (AE & AS)

## User Guide

This user guide shows how AE and AS can validate and approve the online Development Commitment (DC) submitted by their QP students.

### What is your responsibilities

Member-In-Charge (MIC)/ Member-In-Charge Deputy (MIC Deputy)/ AS is responsible to approve the DC with QP student.

### How to know QP students submit the online DC for your approval

At the beginning of each month, AS, MIC and MIC Deputy will receive a monthly email notification. The email indicates whether there are any pending DCs that need AE/ AS approval. The monthly email will also copy to the Scheme Coordinator.

#### Email sample (AE version):

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

Dear Miss CHEUNG, Susan,

AE Number: AE202206  
AE Organization Name: PEF Limited

Our system shows the following items pending for your action. Please click this [link](#) to take any necessary action(s):

<b>I. Documents submitted by QP students</b>	
a. Development Commitment	Pending for your approval: 2
b. Training Records	Pending for your final sign-off: 1
<b>II. Information Update submitted by Scheme Co-ordinator</b>	
	Pending for your approval: 1
<b>III. Annual Monitoring requested by HKICPA</b> (Only the MIC has access to the Annual Monitoring form)	
	Pending for your completion: 0
<b>IV. Outgoing QP student(s)</b>	
Nil	
<b>V. Outgoing Counselor(s)</b>	
Nil	

Should you have any questions regarding the above, please contact the Practical Experience Team by email to [pef@hkicpa.org.hk](mailto:pef@hkicpa.org.hk).

Yours sincerely,

Practical Experience Team  
Education and Training  
Hong Kong Institute of Certified Public Accountants

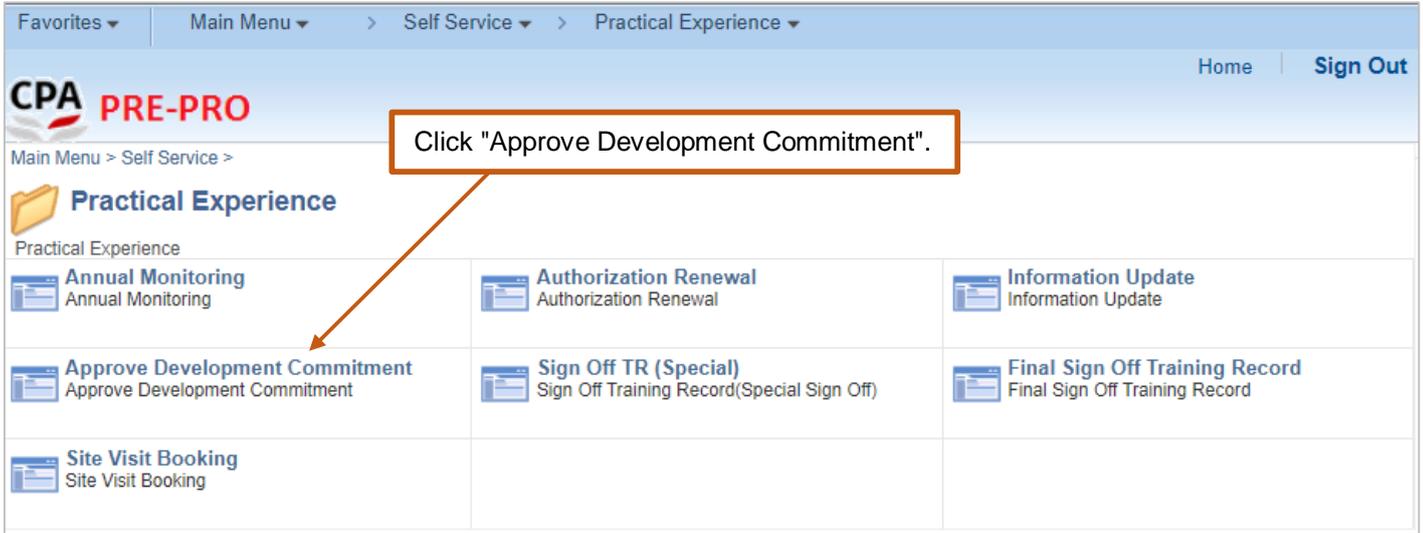
CPA: The Success Ingredient

**(2)** Click "link" to find the pending DC.

**(1)** Check any pending DC.

## Where to access

To access the online DC, please login to the Landing page.



After login, please follow the steps below to validate and approve the online DC.

## How to approve

**Step 1:** Review the DC submitted by QP students.

**Approve Development Commitment**

Role Selection

Type	AE/AS No.	Organization / Employing Organization	AS Name
AE	AE202206	PEF Limited	N/A

Select

**Pending For Approval**

Authorized Employer

<input type="checkbox"/>	Student No.	Student Name	Organization Name	Commencement Date of Employment	DC Effective Date	Due Date for Sign-Off	Comments	AE/AS Remarks	Status
<input type="checkbox"/>	S213200	CHAN Siu Siu	PEF Limited	01/01/2020	01/01/2020	25/09/2022	N		Pending for AE Approval >

Approve Print

**Approval Status**

No Approval History

You can check the boxes for "batch approval". Please refer to **Appendix A** on how to use "batch approval" function and export a full list.

**Note:** "Y" or "N" shows whether the QP student provides any comments. Click "Y" to preview the comments before approval.

Illustrative example: extract sections of DC

< Approve Development Commitment
Development Commitment
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**Development Commitment between Qualification Programme ("QP") Student and Authorized Employer ("AE")**

**Section 3 - Effective of this Development Commitment**

This Development Commitment is effective from the commencement date of the Practical Experience Period, subject to the provisions of earlier termination set out in Section 7.

\*Effective Date

**(1) Review "Effective Date" input by QP student.**  
i.e. the QP student's commencement date of supervision under the AE/ AS.

**Section 6 - Others (optional)**

(Comments within this checkbox will be subject to approval from the Institute in order to ensure compliance with the Practical Experience Codes and Guidelines under the Framework.)

**(2) Review/ input comments.**  
Note: Comments under this section will be subject to the Institute's approval.

**Section 9 - Confirmation by the AE**

Please check the following boxes on behalf of the AE before confirmation:

No We confirm our agreement with the content of this Development Commitment; and

No We understand and acknowledge that this Development Commitment is not a Contract of Employment between the QP student and the AE.

**(3) Check the boxes to make declaration.**

**Step 2: Approve/ push back the DC**

*Extract of DC (expanded view):*

**Section 9 - Confirmation by the AE**

Please check the following boxes on behalf of the AE before confirmation:

Yes We confirm our agreement with the content of this Development Commitment; and

Yes We understand and acknowledge that this Development Commitment is not a Contract of Employment between the QP student and the AE.

**Approve the DC**  
Click "Approve and Submit" button to approve the DC.

**Push Back**  
Click "Push Back" button for QP student to revise DC.

Click "**Save**" button to save your input.

Click "**Printer**" icon to export a pdf file of the DC.

**Note:**

1. When the DC is approved, the relevant QP student will receive a confirmation email and the DC status will become **"In Effect"**. Then, the QP student will be eligible to create new Training Records.
2. When you push back the DC, the QP student will receive an email notification email and the DC status will change to **"Push Back"**.
3. You can go to the Approval Status to view and export the approved DC by clicking the "Printer" icon under each DC record.

Illustrative example – DC approved:

Approval Status								
▼ Approval History								
Student No.	Student Name	Organization Name	Commencement Date of Employment	DC Effective Date	Due Date for Sign-Off	Comments	AE/AS Remarks	Status
S213200	CHAN Siu Siu	PEF Limited	01/01/2020	01/01/2020	25/09/2022	N		In Effect >

Click the record to view the details and export the DC.

**Enquiry**

Please send email to [pef-enquiry@hkipa.org.hk](mailto:pef-enquiry@hkipa.org.hk) .

**END**

## Appendix A – Instruction for DC batch approval and full list export feature

Appendix A

(1) Check the box(es) to select the DC submission that you would like to approve.

Select all records

Select particular record(s)

**Note:**

This column indicates any comments added by the QP student/ AE/ AS:  
**Y** = with comments. Please click "Y" to preview the comments.  
**N** = no comments

### Pending For Approval

Authorized Employer

<input type="checkbox"/>	Student No.	Student Name	Organization Name	Commencement Date of Employment	DC Effective Date	Due Date for Sign-Off	Comments	AE/AS Remarks	Status
<input type="checkbox"/>	S216	WU	PEF Limited	01/01/2020	01/01/2020	31/03/2020	Y		Pending for AE Approval >
<input type="checkbox"/>	S216	LAM	PEF Limited	01/01/2020	01/01/2020	31/03/2020	N		Pending for AE Approval >
<input type="checkbox"/>	S216	CHAN	PEF Limited	01/01/2020	01/01/2020	31/03/2020	N		Pending for AE Approval >

Approve

Print

**Summary list of pending DC**

Before approval, AE/AS can click "Print" button to export the full list of pending DC as shown in the above grid table for validation.

(2) Click "Approve" button to approve the selected DC.

(3) Check the boxes to make declaration.

(4) Click "Approve and Submit" button.

### Confirmation

Please check the following boxes on behalf of the AE before confirmation:

No We confirm our agreement with the content of this Development Commitment; and

No We understand and acknowledge that this Development Commitment is not a Contract of Employment between the QP student and the AE.

Approve and Submit

Cancel