



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



Qualification Programme (QP)

Practical Experience Online System (Development Commitment – QP student)

User Guide

Development Commitment (QP student)

User Guide

This user guide shows how QP students complete and submit an online Development Commitment (“DC”) to their AE/ AS.

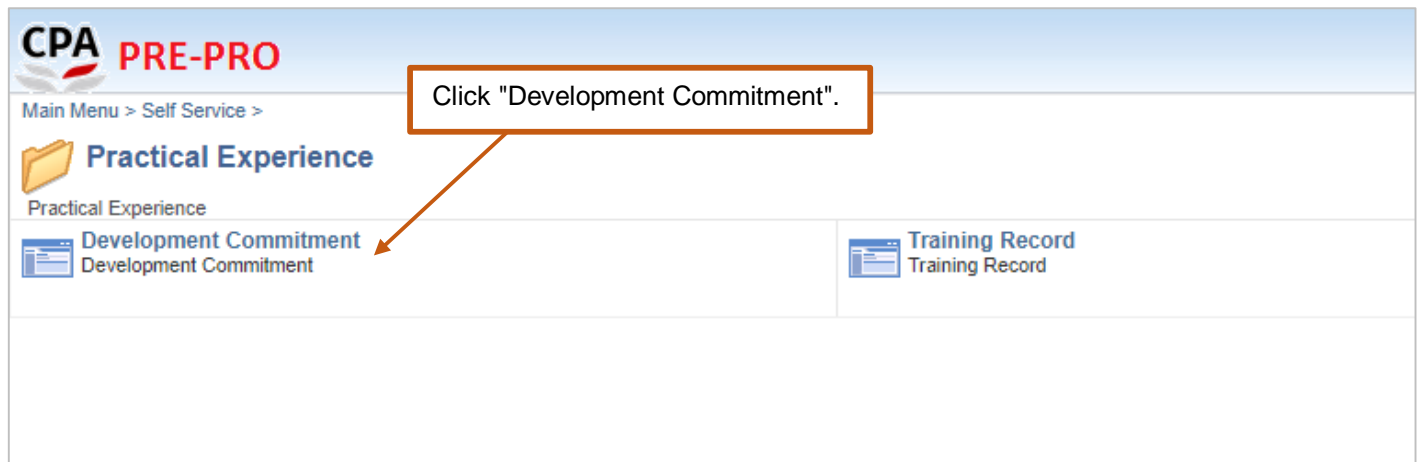
Who is required to complete the DC

For candidates who registered as QP students **before 1 January 2023 but have not started accumulating experience under the legacy Practical Experience Framework**, or candidates who registered as QP students **after 1 January 2023**, they are required to follow requirement under the revised Practical Experience Framework to record the practical experience through the Practical Experience Online System (online system).

Under the revised Practical Experience Framework, QP students should initiate to create Development Commitment through the online system for the AE/ AS to review and sign. The Development Commitment should be signed online by both the AE/ AS and the QP student **within three months** upon commencement of the Practical Experience Period.

Where to access

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



After login, please follow the steps below to complete the online DC.

How to fill out the DC

Step 1: Create new DC.

Illustrative example:



The screenshot shows the 'Development Commitment' interface. At the top, there is a header with the title 'Development Commitment' and navigation icons. Below the header, there is a section titled 'Development Commitment' with a 'Reminder Note' and an 'Authorized Employer' section. A table lists existing commitments with columns for 'AE Number', 'Organization Name', 'Commencement Date of Employment', 'Effective Date', 'Due Date for Sign-Off', and 'Status'. A 'Create New DC' button is located at the bottom right of the table. A callout box with an arrow points to the button, containing the text 'Click "Create New DC" button.'

AE Number	Organization Name	Commencement Date of Employment	Effective Date	Due Date for Sign-Off	Status
AE202206	PEF Limited	01/01/2020			

Step 2: Read through the DC carefully.

If the information stated in the DC is not correct (e.g. Section 2 – Particulars of QP Student and AE/AS), please contact your AE/ AS accordingly.

Illustrative example (AE version):



The screenshot shows the 'Section 2 - Particulars of QP Student and AE' section of the Development Commitment form. It includes a heading, a description of the entity, and two columns for 'Particulars of QP Student' and 'Particulars of AE'. The 'Particulars of QP Student' column contains fields for Name, Employing Organization Name, QP Student No., and Commencement Date of Employment. The 'Particulars of AE' column contains fields for Organization Name and AE No. There is also a field for 'AE/AS Remarks'.

Section 2 - Particulars of QP Student and AE

The entity and the individual(s) to whom this Development Commitment relates are:


Particulars of QP Student	Particulars of AE
Name CHAN Siu Siu	Organization Name PEF Limited
Employing Organization Name PEF Limited	AE No. AE202206
QP Student No. S213200	
Commencement Date of Employment 01/01/2020	
AE/AS Remarks	

Step 3: Complete **Section 3** and **Section 6** (if applicable) .

Illustrative examples:

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 

Input "Effective Date".
(i.e. the commencement date of supervision under your 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.)

Provide comments if appropriate.
Note: Please leave this section blank if there are no comments.

Step 4: Declare and submit the online DC.

Illustrative example:

Section 8 - Confirmation by the QP Student

Please check the following boxes before confirmation:

- Yes I confirm my agreement with the content of this Development Commitment; and
- Yes I understand and acknowledge that this Development Commitment is not a Contract of Employment between the AE and the QP student.



(1) Check the boxes to make declaration.

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

(3) Click "**Submit**" button to submit the DC to your AE/ AS.

(2) Click the "**Printer**" icon to export and review a pdf file of your completed DC.

After submission, the DC status will change to "Pending for AE Approval" or "Pending for AS Approval".

Illustrative example – DC pending for approval:

AE Number	Organization Name	Commencement Date of Employment	Effective Date	Due Date for Sign-Off	Status
AE202206	PEF Limited	01/01/2020	01/01/2020	25/09/2022	Pending for AE Approval >

Note: When the DC is approved, you will **receive a confirmation email** and the DC status will become **"In Effect"**. Then, you will be eligible to create new Training Records (TR). Please refer to the user guide for online TR to find out how to complete the TR.

Illustrative example – DC approved:

AE Number	Organization Name	Commencement Date of Employment	Effective Date	Due Date for Sign-Off	Status
AE202206	PEF Limited	01/01/2020	01/01/2020	25/09/2022	In Effect >

Meanwhile, you can come back to this page anytime to view and export your DC.

Enquiry

Please send email to pef-enquiry@hki CPA.org.hk.

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