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

Notes for Authorized Employer

(Please read these Notes carefully before completing the form and refer to the Support Manual of the revised PE Framework for details.)

1. Authorized Employer

1.1 The Authorized Employer (AE) is an organization which has demonstrated willingness and ability to comply with the principle of the Practical Experience Codes and Guidelines. It should offer QP students a work environment with quality learning and development opportunities.

1.2 The AE registration is subject to the annual monitoring and renewal exercises as requested by the Institute.

1.3 The AE should ensure complete and accurate information under the AE records. The AE is required to submit an information update through the Practical Experience Online System **within one month** when there are any updates on the AE records. Late information update submission without reasonable causes might delay the date of commencement of the QP students' practical experience or date of appointment of the new nominated Training Personnel (i.e. Member-In-Charge, Member-In-Charge Deputies and Counselors).

1.4 The AE should understand that the Institute has the right to terminate the registration of AE (or nomination of Counselors) if the Institute's Qualification and Examinations Board is of the view that it is unfit for AE (or Counselors) to continue the registration.

1.5 The AE can mention its status as "An Authorized Employer of the Hong Kong Institute of CPAs" for the purpose of recruiting budding accountants (e.g. recruitment advertisements and materials) to join your employing organization. The AE should obtain pre-approval from the Institute for any reference made to and/or the use of the Institute's name in any promotional materials.

2. Member-In-Charge

2.1 The Member-In-Charge (MIC) is a person appointed by the AE to assume the overall responsibility for supervising the training of QP students and to confirm to the Institute that the QP students have attained the required competences. The MIC can also register as a Counselor to train QP students.

2.2 The MIC must be a member of the Institute or a recognized professional accountancy body (see Note 6), hold a senior management position in AE and possess a minimum of 3 years of post-qualification experience.

Practising members of the Chinese Institute of Certified Public Accountants with at least 4 years of membership are eligible to become a MIC under the AE Scheme.

For any non-practising members of the Chinese Institute of Certified Public Accountants who wish to become a MIC, please inquire us for further details.

For MIC who is a non-HKIPCA member is required to provide a copy of identification document (e.g. HKID/ passport) and membership certificate/ license for application purpose.

2.3 The MIC should watch the Institute's training videos for understanding the roles and responsibilities.

2.4 The MIC should notify the Institute in writing of the details if the AE or training personnel (e.g. MIC, MIC Deputy and Counselor) is subject to any disciplinary sanctions, ongoing investigations[1], or conditional requirements imposed by the accountancy or regulatory bodies, any significant quality control issues pertaining to training, or any significant internal regulatory records that may affect the consideration of the suitability of their roles of training personnel.

Any disciplinary sanctions, ongoing investigations[1], conditional requirements imposed, or other above-mentioned issues will not automatically result in rejection of the registration concerned. The Institute may, however, request submission of additional information and/ or supporting documents for assessment by the Institute's Qualification and Examinations Board before approving the registration.

3. Member-In-Charge Deputy

3.1 The Member-In-Charge Deputy (MIC Deputy) is a person appointed by the MIC to perform some of the MIC's responsibilities. As agreed by the MIC, the MIC Deputy can assist in agreeing the Development Commitment with QP students, confirming the completion of practical experience requirements as documented on their Training Records, and approving/ assigning Counselors to them. The MIC Deputy can also register as a Counselor to train QP students.

3.2 The MIC Deputy must be a member of the Institute or a recognized professional accountancy body (see Note 6) and possess a minimum of 3 years of post-qualification experience.

Practising members of the Chinese Institute of Certified Public Accountants with at least 4 years of membership are eligible to become a MIC Deputy under the AE Scheme.

For any non-practising members of the Chinese Institute of Certified Public Accountants who wish to become a MIC Deputy, please inquire us for further details.

3.3 The MIC Deputy should watch the Institute's training videos for understanding the roles and responsibilities.

4. Scheme Coordinator

4.1 The Scheme Coordinator (SC) is a person appointed by the AE for coordinating and administering matters related to the AE scheme. The SC can also serve as a communication channel between the AE and the Institute.

4.2 The SC is not subject to any professional qualification and experience requirements if he/ she will only take up a coordination and communication role. The SC can also register as a Counselor if he/ she can satisfy the relevant qualification requirements.

[1] Please be mindful of any restrictions or prohibitions regarding the secrecy or disclosure of that information by the relevant accountancy or regulatory bodies.

5. Counselor

5.1 The Counselor is a person assigned by the MIC under the AE scheme and is delegated with the responsibilities to review and verify the QP students' Training Records. The Counselor should perform interim and annual review meetings with QP students as well as sign off the Training Records at least on an annual basis.

5.2 The Counselor must be a member of the Institute or a recognized professional accountancy body (see Note 6).

5.3 The Counselor should watch the Institute's training videos for understanding the roles and responsibilities.

5.4 Each Counselor can supervise at most 8 QP students at any point of time.

5.5 The Counselor does not have to be the immediate supervisor of the QP student but he/ she is required to be available and able to motivate, counsel and advise the QP students under his/ her supervision to meet the Institute's practical experience requirements for membership admission purpose.

5.6 HKICPA members who have registered as a Counselor will be entitled to 5 CPD hours per annum for supervising each QP student. At most 20 CPD hours per year can be claimed under such role.

5.7 The AE should understand that an individual can only apply for either the role a Counselor or an AE or the role of an AS within the same employing organization.

6. Recognized Professional Accountancy Body

6.1 A list of professional accountancy bodies currently accepted by the Council of the Institute is as below.

Association of Chartered Certified Accountants (ACCA)
Chartered Accountants Australia and New Zealand (CA ANZ)
Chartered Accountants Ireland (CAI)
Chartered Institute of Management Accountants (CIMA)
Chartered Professional Accountants Canada (CPA Canada)
Chinese Institute of Certified Public Accountants (CICPA)
CPA Australia (CPAA)
Institute of Chartered Accountants in England and Wales (ICAEW)
Institute of Chartered Accountants of Scotland (ICAS)
Institute of Chartered Accountants of Zimbabwe (ICAZ)
South African Institute of Chartered Accountants (SAICA)

7. Quality Training Environment

The AE should undertake to provide QP students with a quality training environment including but not limited to the following areas:

7.1 To understand the roles and responsibilities of AE and agree to abide by the Practical Experience Codes and Guidelines and other requirements as prescribed by the Institute for obtaining and retaining the registration as an AE.

7.2 To ensure that members of the Institute or a recognized professional accountancy body, who have the necessary qualifications and experience, will assume the roles of MIC, MIC Deputies and Counselors.

7.3 To undertake due procedures to ascertain from the AE or Counselors whether they have been subject to disciplinary sanctions, significant internal regulatory records, or significant quality control issues pertaining to training.

7.4 To ensure that Development Commitment will be entered into between the MIC (or its deputies) and QP students so that QP students can obtain appropriate breadth and depth of practical experience and develop the technical and enabling competences as prescribed in the Institute's Practical Experience Framework.

7.5 To render assistance to help QP students prepare for the Institute's Qualification Programme.

7.6 To ensure that suitable arrangements are made to monitor and supervise the QP student's progress (including on-the-job training, counseling and performance review) and the review will take place at least twice a year.

7.7 To ensure that the Practical Experience Training Records (including the Reflective Statement) of QP students are duly reviewed and signed off at least on an annual basis.

7.8 To ensure that each QP student has prepared and maintained appropriate evidence to support the information made in the Practical Experience Training Records to facilitate the sign-off.

7.9 To ensure that the final Practical Experience Training Records of QP students will be endorsed by the MIC (or its deputies) at the completion of the practical experience period.

7.10 To ensure that each Counselor could supervise at most 8 QP students under the AE scheme at any point of time.

8. Enquiries

For enquiries, please contact the Education and Training Department – Practical Experience Team of the Institute via email at: pef-enquiry@hkicpa.org.hk or on (852) 2287 7228.