

3.2 Qualification requirements

The MIC/ MIC Deputies, Counselors and AS are the training personnel under the Practical Experience Framework. In general, they must satisfy the following:

- **Qualification** – Be a member of the Institute or a professional accountancy body that is recognized by the Institute. For MIC, they should hold a senior management position in the AE.

The list of recognized accountancy bodies can be found on our website, which will be reviewed and updated whenever necessary.

The MIC/ MIC Deputies and AS must have a minimum of three years of post-qualification experience.

The training personnel should also understand clearly their respective roles and responsibilities through watching the learning videos.

4.2 Practical Experience Codes and Guidelines

The Practical Experience Codes and Guidelines ("Codes and Guidelines") outline the fundamental attributes of an AE/ AS in the provision of quality learning and development opportunities for QP students under their employment. The following table lists out the three codes and their underlying 15 guidelines:

CODE 1: The AE/ AS exhibits professional and ethical practices.	
Guideline 1	The AE/ AS's employing organization meets its regulatory and ethical requirements in its country of residence.
Guideline 2	The AE/ AS or the individuals involved in training have no ethical or professional issues.
CODE 2: The AE/ AS is committed to and identifies the training and development needs of QP students.	
Guideline 3	The AE/ AS identifies and provides adequate resources to train QP students.
Guideline 4	The AE identifies and assigns qualified accountants with suitable experience as Counselors and provides resources to enable them to fulfil their role. The AS should be a qualified accountant with suitable experience and ensure appropriate resources are provided by the AS's employing organization to enable the AS to fulfil his/ her role.
Guideline 5	The MIC, Counselors, AS and QP students understand their roles and responsibilities for training and development.
Guideline 6	The AE/ AS sets the QP students' objectives as part of a performance review.
Guideline 7	The AE/ AS identifies opportunities for QP students to obtain appropriate practical experience.
Guideline 8	The AE/ AS ensures QP students understand how they contribute to the organizational or departmental objectives.
Guideline 9	The AE/ AS agrees Development Commitment with QP students which is relevant to their current roles or their future career aspirations.
CODE 3: The AE/ AS provides development opportunities for QP students and monitors and reviews development activities.	
Guideline 10	The AE/ AS provides appropriate practical experience to QP students.
Guideline 11	The AE/ AS provides training and development opportunities to QP students to achieve their objectives and explains the nature and extent of these opportunities to them.
Guideline 12	The AE/ AS monitors and evaluates the QP students' progress towards fully meeting the practical experience requirements, and identifies and takes appropriate action as a result of reviews with QP students.
Guideline 13	The AE/ AS ensures the QP students' time is documented and can be counted towards the practical experience requirements.
Guideline 14	The AE/ AS reviews the QP students' ethical and professional behaviour throughout the Practical Experience Period.
Guideline 15	The AE/ AS evaluates and monitors QP students to undertake development activities.

The Codes and Guidelines also serve as the guiding principles for the Institute to consider and assess the suitability of authorizing organizations or individuals seeking to register or continue to register as an AE/ AS.