

SAMPLE LETTER FOR EMPLOYING ORGANIZATION(S) REGARDING PRACTICAL EXPERIENCE UNDER THE GRANDFATHER SCHEME

The QP graduate who wishes to apply for the Grandfather Scheme is required to submit an original confirmation letter from his/ her employing organization(s) to certify the details of practical experience (e.g. scope of work, duration, job title) and to confirm the provision of a suitable work environment which met the requirements of the Hong Kong Institute of Certified Public Accountants' Practical Experience Framework during his/ her practical experience period.

The confirmation letter, printed on company letterhead and affixed with the official company chop, must be signed by either a representative of the employing organization or the Head of Human Resources. The signing party should not be a subordinate of the applicant's reporting line.

[Date]

Education & Training Department – Practical Experience Team
Hong Kong Institute of Certified Public Accountants
27th Floor, Wu Chung House,
213 Queen's Road East,
Wanchai, Hong Kong.

Dear Sirs,

Practical Experience of [QP student's Name, QP student number]

We are writing to confirm [QP student's Name]'s practical experience gained in [the Chinese Mainland/ Hong Kong] at [Organization name]. This letter reflects [his/ her] competences and the skills acquired in the role as [QP student's Position], as well as the training and supervision provided by us. Please find the following details regarding the practical experience of [QP student's Name]:

Practical experience competences gained by the QP student

[QP student's Name] was employed by [Organization name] as a [Job Title] from [Start Date] to [End Date]. During the period, [he/ she] was involved in [briefly describe the scope of work including but not limited to key responsibilities, projects or specific tasks performed].

[QP student's Name] demonstrated a satisfactory level of technical and enabling competences as required under the Practical Experience Framework ("PE Framework"). A signed Summary of Practical Experience, showing the time and competences achieved, is attached.

Training and supervision provided by the organization

We provide quality training and development opportunities to [QP student's name] during [his/ her] employment with our company. These include:

- (i) We provide appropriate practical experience to QP students;
- (ii) We provide resources for quality staff development and training;
- (iii) We adopt a professional approach to accounting;
- (iv) We have internal procedures to provide regular monitoring and supervision of QP students.

Thank you for your attention.

For and on behalf of [Name of the employing organization]

[Signature]

[Affixed with the official company chop]

[Name and Position of the Employing organization's Representative/ Head of Human Resources]