

HKICPA Authorised Employers Scheme

CRITERIA

1. Role of Authorised Employers

- 1.1 The quality and contribution of practical experience can be substantially influenced by the nature and standard of supervision received by the registered student. This relates both to the acquisition and development of generic competencies and professional attitudes and to more specific technical competencies.
- 1.2 Particular recognition is being given to the vital role of supervision by introducing Authorised Employers ("AEs") and by increased support to employers and supervisors by the HKICPA. This important feature is to make even closer the relationship between registered students, their employers and the HKICPA.
- 1.3 The scheme will involve the Institute accrediting or authorising employers on a corporate level so that they have a clear understanding of their obligations in ensuring that registered students attain the appropriate type and level of practical experience for membership admission. This approach provides additional quality assurance and control where the AE will have a detailed training framework in place to assess the registered students' competencies.
- 1.4 The HKICPA fully recognises the resource implications for employers in training registered students and monitoring their progress and every effort will be made to ensure that the system of accrediting an AE will not be unduly onerous to all concerned.
- 1.5 With effect from 1 January 2005, registered students are required to work under an AE or alternatively under an "Authorised Supervisor" in his/her employing organisation. Registered students are encouraged to adopt the AEs/ASs scheme on a voluntary basis as early as possible.

2. Requirements for an Authorised Employer

A prospective AE should possess the following attributes:

- 2.1 Have a strong commitment to provide appropriate work experience for HKICPA membership admission.
- 2.2 Have a Member-in-Charge who must be a HKICPA member working at the senior management level of the organisation.
- 2.3 Have a Scheme Co-ordinator ("SC") responsible for the whole programme who will serve as the liaison or contact person with HKICPA.
- 2.4 Have appropriate professional, organisational and information technology resources to provide quality staff development, including training.
- 2.5 Be committed to staff development and keeping all staff up-to-date.
- 2.6 Display a professional approach to accounting with supportive senior management attitude towards modern systems, compliance with best practice and continuous improvement.
- 2.7 Have member(s) of the HKICPA or a recognised professional accountancy institute in the organisation to assume the role of Counselor(s).
- 2.8 Conduct a reasonable mix of accounting work so the candidate can obtain appropriate breadth and depth of practical experience, in accordance with the HKICPA.

- 2.9 Have internal procedures for monitoring and supervision, including on-the-job training, counselling and development of both technical and generic competencies.
- 2.10 Able to motivate the registered students to prepare effectively to meet the professional body's requirements for membership.

3. General Requirements

- 3.1 It is not necessary for Counselor(s) or the Scheme Co-ordinator responsible for the whole programme of an AEs to be registered as an AS. However, these staff members are expected to observe the requirements prescribed for an AS.
- 3.2 The AEs and its Counselor(s) must be willing to abide by the HKICPA guidelines for AEs.

4. Assistance to Authorised Employers

HKICPA will provide the following assistance to AEs:

- 4.1 Guidelines on the role and responsibilities of an AE and its supervisors.
- 4.2 Advice on the competency standards to be achieved and membership application procedures and/or documentation.

5. Responsibilities

An AE, through its Counselor(s), is required to:

- 5.1 Be available and able to motivate, counsel and advise the registered student or group of registered students (preferably no more than eight trainees per Counselor) within his/her organisation to prepare effectively to meet the HKICPA's requirements for membership.
- 5.2 Conduct a reasonable mix of accounting work so the registered student(s) can obtain appropriate breadth and depth of practical experience and develop both technical and generic competencies.

[Please note that the Counselor does not have to be the direct supervisor of the registered student(s).]

- 5.3 Render assistance, as appropriate, to help the registered student(s) under supervision to prepare for the HKICPA Qualification Programme.
- 5.4 Have established a documented work experience programme for all registered students. AEs are encouraged to monitor progress in terms of demonstrated competencies, conduct an interview and sign off relevant parts of the Training Records, at least on an annual basis.
- 5.5 Complete an annual update/declaration at the beginning of every year to confirm that no substantial change in their training framework has taken place, and to update HKICPA any relevant changes.
- 5.6 Undergo an HKICPA review once every five years for re-registration as an AE.
- 5.7 Make arrangement for the registered student(s) to be supervised by another Counselor, in case of the Counselor's resignation, reassignment, reallocation, etc.

6. Register of Authorised Employers

- 6.1 A list of AEs will be posted on the HKICPA homepage.

REGISTRATION PROCEDURES

7. How do I register?

- 7.1 Complete the Registration Form to train Prospective Certified Public Accountant, which can be obtained from the Institute's office or homepage.
- 7.2 The completed form should be sent to:
- Hong Kong Institute of Certified Public Accountants
4th Floor, Tower Two, Lippo Centre,
89 Queensway, Hong Kong
- 7.3 No application/annual registration fee is required.

8. What's next?

- 8.1 Once the application is received, it will be vetted by the secretariat of HKICPA against the prescribed criteria.
- 8.2 Suitable applicants will then be approved for registration by the Registration & Practising Committee and Council.
- 8.3 Registration certificate will follow within four weeks after approval, indicating the period of validity. The registration will be for five years with effect from the date of approval.
- 8.4 Unsuccessful applicants will be given advice as to how they can be registered.