

HKICPA Authorised Supervisors Scheme

CRITERIA

1. Role of Authorised Supervisors

- 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 Supervisors ("ASs") and by increased support to supervisors by the HKICPA. This important feature is to make even closer the relationship between registered students, their employers (through the ASs) and the HKICPA.
- 1.3 With effect from 1 January 2005, registered students who are not working for an Authorised Employer ("AE") should apply to be trained under an "Authorised Supervisor" in his/her employing organisation. This should provide a more flexible approach and should cater to the needs of those registered students working for sole practitioners and those working in commerce and industry where employer authorisation may not be appropriate. Registered students are encouraged to adopt the AEs/ASs scheme on a voluntary basis as early as possible.

2. Requirements for an Authorised Supervisor

A prospective AS should possess the following qualifications/attributes:

- 2.1 Have at least three years' membership in HKICPA or a recognised accountancy institute undertaking accounting-related activities.
- 2.2 Have adequate standing and seniority in the employing organisation.
- 2.3 Have a strong commitment to staff development, providing appropriate work experience and maintain up-to-date professional knowledge of both technical developments and current issues in the profession.
- 2.4 Have his/her application supported by the employing organisation.

3. Attributes for selecting Authorised Supervisors

- 3.1 Established professional competence;
- 3.2 Personal maturity and judgement;
- 3.3 Good communication and interpersonal skills;
- 3.4 Preferably experience in supervising registered students; and
- 3.5 Be willing to abide by the HKICPA guidelines for ASs.

4. Assistance to Authorised Supervisor

HKICPA will provide the following assistance to ASs:

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

5. Responsibilities

An AS 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) 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, in accordance with the HKICPA Competency Standards for Practical Experience.

[Please note that the AS 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. ASs 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 Be subject to an HKICPA review once every three years for re-registration as an AS.
- 5.6 Inform HKICPA should s/he leave the employing organisation. In such event, an AS is expected to make arrangement for the registered student(s) affected to be supervised by another AS.

6. Register of Authorised Supervisors

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

REGISTRATION PROCEDURES

7. How do I register?

- 7.1 Complete the Application 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 three years with effect from the date of approval.
- 8.4 Unsuccessful applicants will be given advice as to how they can be registered.