



Apprenticeship/ internship programme of Authorized Employer (“AE”)/ Authorized Supervisor (“AS”)

Under the revised Practical Experience Framework (“PE Framework”), the practical experience gained by the apprentices/ interns can be recognized when the AE/ AS has submitted the followings and obtained pre-approval by the Institute for the apprenticeship/ internship programmes:

- 1) **A written request by the Member-In-Charge of an AE or AS** to confirm the fulfilment of the following criteria:
 - The nature of work must fall within the Technical and Enabling Competences with appropriate level of proficiency under the Institute’s PE Framework;
 - Relevant training by the AE/ AS must be in place for the interns;
 - Duration of the apprentices/ interns programme should be at least 3 months and the accumulated employment period entitled for practical experience recognition of the apprentices/ interns should be at a maximum of 6 months which could be spread across for more than one calendar year;
 - The apprentices/ interns must satisfy the minimum working days (on pro-rata basis) stipulated by the PE Framework;
 - The AE/ AS must comply with all other requirements in the PE Framework; and
 - The interns must be Year 3 or above in their undergraduate programme.

- 2) **A list of apprentices/ interns** containing the following:
 - Full English name;
 - Period of practical experience to be obtained (e.g. Jan to Mar 2025);
 - No. of years of their undergraduate programme;
 - HKID no. (first 4 digit) (e.g. A123);
 - Counselor ID; and
 - Counselor Name and their full member no.

- 3) **Supporting document** to demonstrate the fulfilment of listed criteria in point 1, including but not limited to:
 - Training curriculum of the programme;
 - Job duties of the apprentices/ interns;
 - Performance review records of the interns (sample); and
 - Any other materials considered relevant.

- 4) **Payment:** A fee of HK\$5,000 will be charged per programme per year and it will be non-refundable.

For enquiries, please contact Practical Experience Team by email to pef@hki CPA.org.hk.