



## Conversion Tool for the Revised Practical Experience Framework User Guide

The revised Practical Experience Framework ("PEF") with effect from 1 January 2023 sets out the competences and other practical experience requirements for registration as a HKICPA member. One of the changes to the framework includes categorizing Technical and Enabling<sup>1</sup> Competences into 18 technical and seven enabling elements respectively in order to recognize and embrace the wide variety of work environments that are suitable for QP students.

A comparison of the key practical experience requirements and a mapping of competences between the old and revised frameworks are set out in [Appendix A](#) and [Appendix B](#) respectively.

### Transitional arrangements for QP students

Candidates who registered as QP students and started accumulating practical experience before 1 January 2023 (named as "transitioning students"), they can continue to attain the required practical experience under the old PEF until the end of the three-year transitional period (i.e. up to 31 December 2025).

The requirements for transitioning students are summarized in the table below:

Requirements	Within transitional period (on or before 31 December 2025)	After transitional period (on or after 1 January 2026)
(a) Practical experience requirements	Students may follow the old Practical Experience Framework.	Students must follow the revised Practical Experience Framework.
(b) Conversion Report	Not required *	Required for submission
(c) 10-year Recency Rule	This rule does not apply.	Students must fulfil this rule.

\* Conversion Report is required to be submitted to the HKICPA if the practical experiences acquired by the transitioning students are partially recognized under the old Practical Experience Framework and are partially recognized under the revised Practical Experience Framework.

Please refer to QP Student Handbook and [PEF Support Manual](#) for details.

### **Enquiry**

Please send email to [pef-enquiry@hkiipa.org.hk](mailto:pef-enquiry@hkiipa.org.hk).

<sup>1</sup> Enabling Competences are formerly known as Generic Competences.



## Conversion Tool

The Institute has developed a **Conversion Tool template** to convert the achieved practical experience under the old to the revised PEF. At the time of application for the HKICPA membership on or after 1 January 2026, transitioning students are required to submit the signed-off Training Records and a completed Conversion Report.

This document is intended to illustrate how to use this **Conversion Tool template** and should be read in conjunction with the videos on how to fill in a Conversion Tool template. The template contains the following four excel sheets:

Excel sheet	Description	Information to be completed by transitioning students
Summary report	Summary of practical experience requirements achieved	Fill in personal particulars and practical experience duration
Competence & Declaration	Summary of competences acquired and declaration	Sign the declaration
Old PEF (For student's input)	Details of competences acquired under the old PEF	Fill in the details of competences acquired according to the signed-off Prospective Member's Record of Practical Experience (i.e. Training Records). See <a href="#">Appendix B</a> for details on mapping of competences.
Revised PEF – After conversion	Details of competences acquired after conversion to the revised PEF	Nil

## How to use the Conversion Tool template

Please download **Conversion Tool template** and follow the steps below.

**Step 1:** Complete the "Summary report" sheet.

**Step 1(a):** Fill in your personal particulars.

*Illustrative example:*

1	<b>HONG KONG INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS</b>		
2			
3	<b>Conversion Tool for Converting Practical Experience</b>		
4	<b>from the Old Framework to the Revised Framework for Membership Admission</b>		
5			
6	<b>TRAINING RECORDS DETAILS</b>		
7	Student Name:	CHAN Tai Man, Robert	
8	Student No.:	Sxxx123	
9	Academic qualification:	Approved degree holders or HKIAAT graduates who have passed the QP	
10	Minimum time requirements (i.e. Total Working Days) for Practical Experience Period:	500.00	
	Practical Experience Duration:	-	

(1) Input your name and student no.

(2) Select your academic qualification.

**Note:** Once selected, you will see your minimum time requirements.

**Step 1(b):** Fill in the practical experience period based upon the signed-off Training Records.

*Illustrative example:*

Extract from Training Records - Part A

<b>Part A</b>		<b>Practical experience component achieved</b>		<b>Training Year</b>					
<b>Employer(s)*</b>				<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Total</b>
				<b>No. of working days acquired (Notes 2 &amp; 3)</b>					
1	Asia Properties Group	Basic	Principal	160	130				290
	1/12/2015 to 30/9/2018				120	250			370
				<small>Period: (dd/mm/yyyy)</small>					

  

<b>Name of Authorized Supervisor/Counselor: # (Full Name in BLOCK LETTER)</b>	Wong Wai Tung, Denise	<b>Signature:</b>	Denise
<b>Title:</b>	Financial Controller	<b>Initial (as the same that signing in the Training Record)</b>	D. Wong
<b>Date:</b>	30/9/2018	<b>HKICPA member</b> <input checked="" type="checkbox"/>	<b>Membership No.:</b> Awt123
		<b>Period of Supervision: (mm/yyyy to mm/yyyy)</b>	1/12/2015 to present

# Please delete as appropriate.

Conversion Tool > Summary report

23	<b>AUTHORIZED EMPLOYERS ("AE") AND AUTHORIZED SUPERVISORS ("AS")</b>			
24	<b>AE/AS Name</b>	<b>Practical Experience Start Date (dd/mm/yyyy)</b>	<b>Practical Experience End Date (dd/mm/yyyy)</b>	<b>Practical Experience Duration</b>
25				
26	<i>(Fill it out in a chronological order)</i>			
27	1 Asia Properties Group	1/12/2015	30/9/2018	2 years 10 months 0 days
28	2			-
29	3			-
30	4			-
31	5			-
32	6			-
33				

Input the following information:  
 > AE/AS Name  
 > Practical Experience Start Date  
 > Practical Experience End Date

**Step 2:** Complete the "Old PEF (For student's input)" sheet.

**Step 2(a):** Provide the breakdown of your attained Technical Competences.

*Illustrative example:*

Extract from Training Records - Part B: Technical Competences

Competency required	Minimum level attained (Note 3.8)	Training Year				
		Year 1	Year 2	Year 3	Year 4	Year 5
Please ✓ if achieved						
<b>Financial accounting and external reporting</b>						
Unit 1 Able to apply accounting standards Examples • Maintain awareness of all accounting standards and pronouncements • Identify standards and pronouncements relevant to the individual task • Apply relevant standards and pronouncements appropriately to the task	Independent	✓				
Unit 2 Able to prepare annual reports or financial statements Examples • Determine the external reporting policies of the organization • Evaluate information systems required to provide required input data for reliability, timeliness and completeness • Select appropriate data and prepare reports in required format • Arrange dissemination of reports in accordance with requirements and policies	Supervised	✓	✓			
Unit 3 Able to evaluate accounting and information systems Examples • Review and analyze specifications of information systems • Review operation of information system and evaluate reliability of outputs • Understand source and methods of acquiring necessary inputs • Maintain ability to operate information system effectively and to evaluate specific outputs required	Independent	✓	✓			

  

Competency required	Minimum level attained (Note 3.8)	Training Year				
		Year 1	Year 2	Year 3	Year 4	Year 5
Please ✓ if achieved						
<b>Financial accounting and external reporting</b> (Continued)						
Unit 4 Able to explain result variances Examples • Understand basis for preparation of projected results • Verify actual results and compare with projected results to identify variances • Analyze individual factors responsible for each significant variances, including non-financial influences and reconcile both sets of results • Report and explain findings in a form appropriate to the organization concerned	Independent		✓			
Other competencies achieved (please specify):						

  

No. of sheets	2 of 10				
Training Year	Year 1	Year 2	Year 3	Year 4	Year 5
No. of working days attained for this Component:	160	130			
Counselor/Authorized Supervisor's Initial:	D. Wong 8/9/2026	D. Wong 8/8/2027			

**Note:** This example shows 160 and 130 working days attained for "Financial accounting and external reporting (Basic)" in Years 1 and 2 respectively.

Conversion Tool > Old PEF (For student's input)

(i) Basic Practical Experience Components		No. of Working Days acquired					Total Working Days	Map to competence of the revised PEF (Please select from the drop down menu)
		Year 1	Year 2	Year 3	(if applicable) Year 4 Year 5			
<b>FA Fundamentals of accounting</b>								
Unit 1	Able to identify and apply relevant accounting standards and pronouncements to a given task or situation relating to the preparation, presentation and reporting of information, both past and projected						0	Please select
Unit 2	Able to prepare or analyze the annual reports of a company or other substantial organizations, including determination of accounting policies, appropriate selection and verification of input data, presentation and compliance within required time frames						0	FAR2
Unit 3	Able to evaluate accounting and information systems						0	FAR1
Unit 4	Ability to analyze and explain variances between budgeted and actual financial results, including appropriate use of non-financial indicators						0	FAR3
OTH	Other competencies achieved (Please specify):						0	Please select
<b>FAR Financial accounting and external reporting</b>								
Unit 1	Able to apply accounting standards	60					60	Please select
Unit 2	Able to prepare annual reports or financial statements	50	50				100	Please select
Unit 3	Able to evaluate accounting and information systems	50	50				100	FAR1
Unit 4	Able to explain result variances		30				30	FAR3
OTH	Other competencies achieved (Please specify):						0	Please select

**(1) Identify** which practical experience component you need to input.

**(2) Allocate** the no. of working days attained for the identified component to different units based upon your work nature and capability in each training year.

**(3) Select** competence of the revised PEF (if required).

**Step 2(b): Indicate your achievement of Generic Competences.**

*Illustrative example:*

**Extract from Training Records - Part B: Generic Competence**

	Please ✓ if achieved		Please ✓ if achieved
<b>Creative thinking, reasoning and analysis</b>		<b>Organization-specific competencies</b>	
<p><b>Able to provide creative thinking and to deal with unstructured and unfamiliar problems and situations</b></p> <p><b>Evidenced by:</b></p> <ul style="list-style-type: none"> <li>• Able to identify, and research relevant issues, and to critically assess and analyze relevant information.</li> <li>• Able to embrace lifelong learning and undertake appropriate continuing professional development activities to keep competencies up-to-date.</li> <li>• Able to apply an awareness of the legal, regulatory and economic environment of business and other organizations (including the law relating to business transactions, business entities and taxation) in practice.</li> <li>• Able to apply the basic understanding to other business functions in relation to operating in the accounting function.</li> <li>• Able to apply relevant academic skills (e.g. analysis techniques, usage of figures and data) to the business context.</li> <li>• Able to operate with an understanding of the social, economic, regulatory and political environment relating to business organizations in China.</li> <li>• Able to operate with an understanding of the regulatory environment of accounting in China.</li> <li>• Able to integrate the results of enquiries, research and analysis, making appropriate ethical and value judgements and allowing for the organizational and cultural context, to arrive at valid and effective conclusions.</li> <li>• Able to apply appropriate modeling and quantitative analysis techniques to assist in forecasting or otherwise providing a logical basis for identifying and selecting among feasible solutions or courses of action.</li> <li>• Able to structure and prioritize key issues and apply logical reasoning to solve problems.</li> </ul>		<p><b>Able to apply effectively a clear understanding of the objectives and standards of the organization in which employed</b></p> <p><b>Evidenced by:</b></p> <ul style="list-style-type: none"> <li>• Able to use effectively both the formal and the informal channels of communication within the organization, with due regard for policies, cultural and ethical considerations.</li> <li>• Able to document work to the appropriate standard.</li> <li>• Able to establish, maintain and promote positive relationships with personnel at all relevant levels of the organization.</li> <li>• Able to represent effectively the interests of the organization in dealings with external parties, including customers or clients, suppliers, regulatory authorities competitors, shareholders and other stakeholders.</li> <li>• Able to facilitate and adapt constructively to change, whether in the external environment of the organization, the internal structure and activities of the organization or the personal role and responsibilities of the candidate.</li> <li>• Able to plan, resource and control projects to deliver key outcomes.</li> <li>• Able to lead others to accomplish the common goal in teamwork through providing direction and guidance as appropriate.</li> <li>• Able to provide additional support and resources, as appropriate, to team members to finish tasks.</li> </ul>	
<p><b>Communications and interpersonal relationships</b></p> <p><b>Able to communicate effectively in written or other visual form and to interact effectively with individuals or groups of diverse cultural and intellectual backgrounds and status</b></p> <p><b>Evidenced by:</b></p> <ul style="list-style-type: none"> <li>• Able to communicate complex information and ideas both in writing and orally in a clear and concise style, appropriate to the other participant(s) in meetings, small groups or personal conversation.</li> <li>• Able to communicate competently in both written and spoken English, Chinese and Putonghua in a manner appropriate for the business setting to present, discuss, report and defend views.</li> <li>• Able to present arguments and thoughts in a structured, logical and systematic way to defend own view or to justify the outcome or solution proposed.</li> <li>• Able to explain concepts, issues and problems in layman terms to others who do not possess technical accounting knowledge.</li> <li>• Able to participate constructively and proactively as a member of a team and, where appropriate, to provide effective leadership to groups or individuals in both work and training situations.</li> <li>• Able to undertake effective negotiation to achieve mutually acceptable solutions to situations involving differing interests.</li> <li>• Able to listen attentively and effectively to others</li> <li>• Able to listen and exercise authority understanding the importance of team dynamics</li> <li>• Able to judge when to involve others for problem solving, and what help would be needed</li> <li>• Able to facilitate others adapting to changes</li> </ul>		<p><b>Personal and behavioural</b></p> <p><b>Able to consistently demonstrate personal integrity, professional values, ethical conduct and motivation to meet professional standards of conduct and dedication in all work assignments and responsibilities</b></p> <p><b>Evidenced by:</b></p> <ul style="list-style-type: none"> <li>• Able to practise effective time management, including sound judgment in allocating priorities and organising activities.</li> <li>• Able to effectively organize activities by setting goals, objectives and implement actions to complete task on time and meet expectation.</li> <li>• Able to have an understanding of organizational behaviour and human resource management.</li> <li>• Able to demonstrate appropriate ethical behaviour in a variety of business situations.</li> <li>• Able to demonstrate a commitment to continuous learning and improvement.</li> <li>• Able to judge when and how to solve problems independently.</li> <li>• Able to proactively and confidently highlight potential problems and possible solutions to senior level as appropriate.</li> <li>• Able to cope with stressful work demand effectively and maintain work-life balance.</li> <li>• Able to maintain composure and show persistence to work through challenges.</li> </ul>	
		<b>Information technology</b>	
		<p><b>Able to use information technology effectively within an organization by rapidly developing a comprehensive working knowledge of the existing systems</b></p> <p><b>Example</b></p> <ul style="list-style-type: none"> <li>• Able to use personal computers and workstations effectively over a range of commonly required applications, including word processing, spreadsheets, databases, presentation software, communications and also the Internet for e-mail and information search and retrieval</li> <li>• Able to have an understanding of the employer's IT security and control policies</li> </ul>	

**Note:** This example shows that all generic competences have been achieved.

**Conversion Tool > Old PEF (For student's input)**

OLD PEF GRID - GENERIC COMPETENCES								Up to competence of the revised PEF (Please select from the drop down menu)
	Year 1	Year 2	Year 3	Year 4	Year 5	Status		
101	<b>Creative thinking reasoning and analysis</b>							
102	Able to provide creative thinking and to deal with unstructured and unfamiliar problems and situations							
	Please select	Please select	Achieved	Please select	Please select	Achieved	A18B1	
104	<b>Communications and interpersonal relationships</b>							
105	Able to communicate effectively in written or other visual form and to interact effectively with individuals or groups of diverse cultural and intellectual backgrounds and status							
	Achieved	Achieved	Achieved	Please select	Please select	Achieved	B2	
107	<b>Organization-specific competencies</b>							
108	Able to apply effectively a clear understanding of the objectives and standards of the organization in which employed							
	Please select	Achieved	Achieved	Please select	Please select	Achieved	B4	

**(1) Identify which generic competence(s) attained.**

**(2) Select "Achieved" if appropriate.**

**Step 3: View** the conversion results from the "Revised PEF" and "Summary report" sheets.

*Illustrative example:*

Conversion Tool > Revised PEF – After conversion

**(1) Check** whether to satisfy the minimum working day requirements for each technical element.

1 Conversion Details of Competences to the Revised Practical Experience Framework						
3 I) TECHNICAL COMPETENCES		No. of Working Days of technical competences at		Total no. of Working Days acquired under revised PEF	75 working days requirements met?	Remaining minimum no. of Working Days to be acquired under revised PEF
		Proficiency level 2	Proficiency level 3			
4 FAR Financial Accounting and Reporting						
5 FAR1	Accounting for transactions	160	0	160	Yes	0
6 FAR2	Preparing financial reports	100	0	100	Yes	0
7 FAR3	Analysing financial reports	30	0	30	No	45
9 AA Audit and Assurance						
10 AA1	Planning an Audit engagement	0	0	0	No	
11 AA2	Performing an audit engagement	0	0	0	No	
12 AA3	Audit review and reporting	0	0	0	No	
14 T Taxation						
15 T1	Tax computations	0	0	0	No	
16 T2	Tax compliance	0	0	0	No	
17 T3	Tax planning	0	0	0	No	

38 Year of Practical Experience Period	(If applicable)				
	Year 1	Year 2	Year 3	Year 4	Year 5
39 Number of Working Days already acquired	180	130	0	0	0
40 Minimum number of Working Days required per year	130	130	130	130	130
41 Remaining minimum number of Working Days to be acquired	0	0	130	130	130
42 Total					
43 Total number of Working Days of technical competence at proficiency level 3	0				
44 Minimum number of Working Days of technical competence at proficiency level 3	250				
45 Remaining minimum number of Working Days of technical competence at proficiency level 3 to be acquired	250				
46 II) ENABLING COMPETENCE					
47 A PROFESSIONAL VALUES, ETHICS AND ATTITUDES			Status		
48 A1	Professional Scepticism and Professional Judgement	Not achieved			
49 A2	Ethical Principles	Not achieved			
50 A3	Commitment to the Public Interest	Not achieved			
51 B PROFESSIONAL SKILLS					
52 B1	Intellectual	Not achieved			
53 B2	Interpersonal and Communication	Not achieved			
54 B3	Personal	Not achieved			
55 B4	Organizational	Not achieved			

**(3) Identify** any shortfall of working days of technical competences.

**(2) Check** whether you have met all Enabling Competences requirements.

Conversion Tool > Summary report

3 Conversion Tool for Converting Practical Experience		
4 from the Old Framework to the Revised Framework for Membership Admission		
5		
6 TRAINING RECORDS DETAILS		
7	Student Name:	CHAN Tai Man, Robert
8	Student No.:	Sxxx123
9	Academic qualification:	Approved degree holders or HKIAAT graduates who have passed the QP
10	Minimum time requirements (i.e. Total Working Days) for Practical Experience Period:	500.00
11	Practical Experience Duration:	2 years 10 months 0 days
12	Total number of Working Days acquired:	660
13	Total number of Working Days recognized:	630
14	Total number of employment(s):	1
15	Total number of employment(s) less than 12 months:	0
16	Achieved minimum time requirements for Practical Experience Period:	Yes
17	Achieved minimum 130 Working Days per year requirements:	Yes
18	Achieved minimum 250 Working Days of technical competences at proficiency level 3 requirements:	Yes
19	Achieved at least 75 Working Days in one of the Financial Accounting and Reporting elements requirements:	Yes
20	Achieved at least 75 Working Days in 4 or more technical elements requirements:	Yes
21		
22		
23 AUTHORIZED EMPLOYERS ("AE") AND AUTHORIZED SUPERVISORS ("AS")		
< Summary report Competence & Declaration Old PEF (Fo		

**Note:** In this example, Robert has not met the three-year requirement. He needs to further acquire practical experience under AE/ AS.

**(4) Identify** which practical experience requirement has not been satisfied.

**Note:** If you cannot fully satisfy the practical experience requirements, please attain practical experience under the revised PEF to make up for the shortfall.



**Step 4:** View the summary of competences under the "Competence & Declaration" sheet.

*Illustrative example:*

Conversion Tool > Competence & Declaration

SUMMARY OF TECHNICAL COMPETENCES UNDER THE REVISED PEF	
Technical Elements	No. of Working Days
<b>FAR: FINANCIAL ACCOUNTING AND REPORTING</b>	
FAR1: Accounting for Transactions	260
FAR2: Preparing Financial Reports	150
FAR3: Analysing Financial Reports	30
<b>T: TAXATION</b>	
T1: Tax Computations	0
T2: Tax Compliance	120
T3: Tax Planning	0
<b>IBR: INFORMATION TECHNOLOGY, BUSINESS STRATEGY AND MANAGEMENT, AND INSOLVENCY AND RECONSTRUCTION</b>	
IBR1: Information Technology	100
IBR2: Business Strategy and Management	0
IBR3: Insolvency and Reconstruction	0
Total number of Working Days acquired: 660	
*Total number of Working Days recognized: 630	

**Note:** The no. of Working Days in FAR3 is less than 75 days and therefore will not be recognized under the revised PEF.

**View and examine** the no. of Working Days recognized under the revised PEF.

**Step 5:** Print the completed **Conversion Tool template** and sign the "Declaration" part under the "Competence & Declaration" sheet before submission to the Institute.

Conversion Tool > Competence & Declaration

53	<b>DECLARATION</b>	
54		
55	1. I confirm to submit the Conversion Tool and the Training Records of Practical Experience for Membership Admission and understand that any non-compliance of the practical experience requirement may result in rejection of the membership application.	
56		
57		
58	2. I confirm that the content of the Conversion Tool and the Training Records of Practical Experience for Membership Admission are a fair representation of the work undertaken in above indicated period and agree upon the targets and actions planned in order to attain the required practical experience for membership admission.	
59		
60		
61		
62		
63		
64	Signature of QP student:	Date:
65		
66		
67		
68		
69		
70		
71		
72		
73		
74		

**Sign** the "Declaration" part.  
**Note:** Electronic signature is not accepted.