



Hong Kong Institute of  
**Certified Public Accountants**  
香港會計師公會



# **Qualification Programme (QP)**

## **Practical Experience Online System (Development Commitment – QP student)**

### **User Guide**

# Development Commitment (QP student)

## User Guide

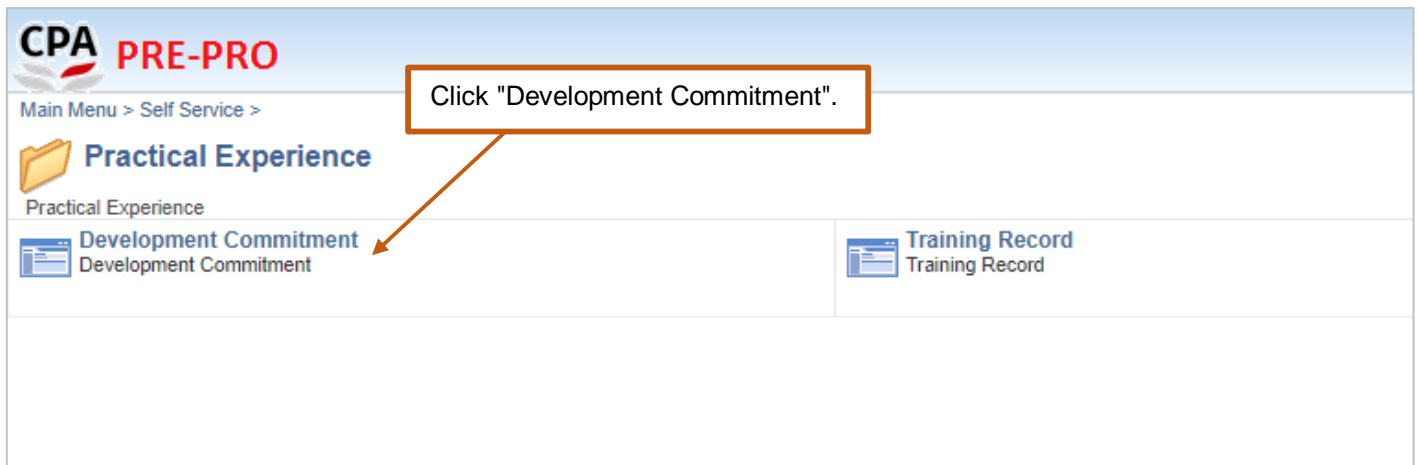
This user guide shows how QP students complete and submit an online Development Commitment (DC) to their AE/ AS.

### Who is required to complete the DC

Since the launch of the revised Practical Experience Framework on 21 December 2022, those candidates who registered as QP students on or after 1 January 2023 are required to complete the DC. For QP students who registered before 31 December 2022, please refer to [Transitional arrangements of revised Practical Experience Framework](#) for details.

### Where to access

To access the online DC, please login to the Landing page.



After login, please follow the steps below to complete the online DC.

### How to fill out the DC

#### Step 1: Create new DC.

*Illustrative example:*



**Step 2: Read through** the DC carefully.


If the information stated in the DC is not correct (e.g. Section 2 – Particulars of QP Student and AE/AS), please contact your AE/ AS accordingly.

*Illustrative example (AE version):*

Section 2 - Particulars of QP Student and AE	
The entity and the individual(s) to whom this Development Commitment relates are:	
<b>Particulars of QP Student</b>	<b>Particulars of AE</b>
Name CHAN Siu Siu	Organization Name PEF Limited
Employing Organization Name PEF Limited	AE No. AE202206
QP Student No. S213200	
Commencement Date of Employment 01/01/2020	
AE/AS Remarks	

**Step 3: Complete Section 3 and Section 6** (if applicable) .

*Illustrative examples:*

Section 3 - Effective of this Development Commitment
This Development Commitment is effective from the commencement date of the Practical Experience Period, subject to the provisions of earlier termination set out in Section 7.
*Effective Date <input type="text" value="01/01/2020"/> 

Input "Effective Date".  
(i.e. the commencement date of supervision under your AE/ AS)

Section 6 - Others (optional)
<i>(Comments within this checkbox will be subject to approval from the Institute in order to ensure compliance with the Practical Experience Codes and Guidelines under the Framework.)</i>
<div style="border: 1px solid gray; height: 80px; width: 100%;"></div>

Provide comments if appropriate.  
Note: Please leave this section blank if there are no comments.

#### Step 4: Declare and submit the online DC.

Illustrative example:

The screenshot shows a form titled "Section 8 - Confirmation by the QP Student". It contains two "Yes" radio buttons for confirmation. Below the form are three buttons: "Save", "Submit", and a printer icon. Three callout boxes provide instructions: (1) points to the radio buttons, (2) points to the printer icon, and (3) points to the "Submit" button.

**(1)** Check the boxes to make declaration.

Click "**Save**" button to save your input.

**(3)** Click "**Submit**" button to submit the DC to your AE/ AS.

**(2)** Click the "**Printer**" icon to export and review a pdf file of your completed DC.

After submission, the DC status will change to "Pending for AE Approval" or "Pending for AS Approval".

Illustrative example – DC pending for approval:

AE Number	Organization Name	Commencement Date of Employment	Effective Date	Due Date for Sign-Off	Status
AE202206	PEF Limited	01/01/2020	01/01/2020	25/09/2022	Pending for AE Approval >

**Note:** When the DC is approved, you will **receive a confirmation email** and the DC status will become **"In Effect"**. Then, you will be eligible to create new Training Records (TR). Please refer to the user guide for online TR to find out how to complete the TR.

Illustrative example – DC approved:

AE Number	Organization Name	Commencement Date of Employment	Effective Date	Due Date for Sign-Off	Status
AE202206	PEF Limited	01/01/2020	01/01/2020	25/09/2022	In Effect >

Meanwhile, you can come back to this page anytime to view and export your DC.

#### Enquiry

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

END