

Practical Experience Training Records Summary of Practical Experience for Membership Admission (Sample)

Please note that QP students can generate the Practical Experience Training Records Summary of Practical Experience for Membership Admission ("Summary Report") from the Practical Experience Online System. The Summary Report will provide you with a brief summary of the practical experience acquired by QP students and highlights those practical experience requirements which may not be completely achieved.

TRAINING RECORD DETAILS

Student Name:	WONG KA MAN
Student No.:	S124528
Practical Experience duration:	3 year(s) 0 month(s) 0 day(s)
Total number of Working Days acquired:	520
Total number of Working Days recognized:	330
Total number of employment(s):	1
Total number of employment(s) less than 12 months:	0
Achieved minimum of 130 Working Days per year requirements:	YES
Achieved minimum of 250 Working Days of technical competences at proficiency level 3 requirements:	YES
Achieved at least of 75 Working Days in one of the Financial Accounting and Reporting elements requirements:	YES
Achieved at least 75 Working Days in 4 or more technical elements requirements:	NO

AUTHORIZED EMPLOYERS ("AE") AND AUTHORIZED SUPERVISORS ("AS")

AE/ AS No.	AE/ AS Name	Practical Experience Start Date	Practical Experience End Date	Practical Experience Duration	No. of Working Days	Final Sign-off Date
AE202201	PEF Holdings Limited	01/01/2023	31/12/2025	3 year(s) 0 month(s) 0 day (s)	520	
Total number of Working Days acquired:					520	

COUNSELORS/ AS AND TRAINING RECORDS

Training Start Date	Training End Date	AE/ AS No.	Name of Counselor/ AS	Interim Review Date	Annual Sign-off Date
01/01/2023	31/12/2023	AE202201	LO Paul	30/06/2023	11/01/2024
01/01/2024	31/12/2024	AE202201	LO Paul	30/06/2024	11/01/2025
01/01/2025	31/12/2025	AE202201	LO Paul	30/06/2025	11/01/2026

TECHNICAL COMPETENCES

Technical Elements		No. of working days
FAR	FINANCING ACCOUNTING AND REPORTING	
FAR1	Accounting for Transactions	150
FAR2	Preparing Financial Reports	70
FAR3	Analysing Financial Reports	0
AA	AUDIT AND ASSURANCE	
AA1	Planning an Audit Engagement	0
AA2	Performing an Audit Engagement	0
AA3	Audit Review and Reporting	100
T	TAXATION	
T1	Tax Computations	0
T2	Tax Compliance	0
T3	Tax Planning	80
MF	MANAGEMENT ACCOUNTING, FINANCE AND FINANCIAL MANAGEMENT	
MF1	Cost Management and Evaluation	0
MF2	Cash Management, Planning and Budgetary Control, and Treasury	60
MF3	Appraising Investments	60
GRI	GOVERNANCE, RISK MANAGEMENT AND INTERNAL CONTROL	
GRI1	Identifying and Managing Risk	0
GRI2	Designing Internal Controls	0
GRI3	Monitoring Performance and Accountability	0
IBR	INFORMATION TECHNOLOGY, BUSINESS STRATEGY AND MANAGEMENT, AND INSOLVENCY AND RECONSTRUCTION	
IBR1	Information Technology	0
IBR2	Business Strategy and Management	0
IBR3	Insolvency and Reconstruction	0
Total number of Working Days acquired:		520
* Total number of Working Days recognized:		330

* Only time spent on a technical element exceeding 75 days is recognized; and total number of Working Days recognized should not be less than 500.

ENABLING COMPETENCES

Enabling Elements		Status
A	PROFESSIONAL VALUES, ETHICS AND ATTITUDES	
A1	Professional Scepticism and Professional Judgement	Achieved
A2	Ethical Principles	Achieved
A3	Commitment to the Public Interest	Achieved
B	PROFESSIONAL SKILLS	
B1	Intellectual	Achieved
B2	Interpersonal and Communication	Achieved
B3	Personal	Achieved
B4	Organizational	Achieved

REFLECTIVE STATEMENT

Period	Status
01/01/2023 - 31/12/2023	Completed
01/01/2024 - 31/12/2024	Completed
01/01/2025 - 31/12/2025	Completed

DECLARATION

1. I confirm to submit the Training Records **Summary** 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.
2. I confirm that the content of the Training Records **Summary** 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.

Signature of
QP student: _____

Date: _____

Total achieved working days is less than 500 days

Un-fulfilment of required proficiency level in technical element(s)

Less than 75 working days in the selected technical elements(s)

Less than 4 Technical Competences obtained

Notes for the key requirements for recognized practical experience

The requirements set out the depth and breadth of professional knowledge and skills expected to be developed by QP students during the practical experience period.

1. 4 out of 18 Technical elements are required. At least one compulsory element must come from Financial Accounting and Reporting. All Enabling Competences are compulsory.
2. A minimum of three years is required, during which the total period of relevant practical experience is not less than 500 Working Days.
3. At least 50% of the total Working Days or minimum 250 Working Days of the relevant Technical Competences should reach at proficiency level 3.
4. At least 75 Working Days of practical experience in each of the selected Technical elements is achieved.
5. At least 130 Working Days of practical experience in each year is achieved.
A maximum of 40 hours of attendance at relevant training courses each year can be counted as Working Days.
6. A maximum of three employments is allowed. One employment can be less than 12 months during the practical experience period.
7. Practical experience is attained within 10 years prior to the submission date of HKICPA membership application to the Institute.
8. For details, please refer to the Practical Experience Framework Support Manual.

Notes for obtaining a practising certificate

For full details of the practising certificate issuance requirements, please refer to the websites of HKICPA and Accounting and Financial Reporting Council.