

PRACTICAL EXPERIENCE TRAINING FREQUENTLY ASKED QUESTIONS (FAQS)

1. Why is there a requirement to complete practical training as part of the ICPAU qualification?

Practical training provides valuable work experience by sharpening and adding to the knowledge and skills a trainee has obtained on the Certified Public Accountants course.

2. How do I commence my practical training?

As soon as you secure acceptable training or work placement, identify whether the employer is approved. If the employer is approved, a supervisor will be appointed and a training contract will be completed. Remember, your training can commence during or after completion of your CPA course.

If your employer is not approved, they will need to apply to ICPAU for approval.

3. How do I notify ICPAU if my supervisor changes?

It is the responsibility of the trainee/student to inform ICPAU of any changes to supervisors.

4. Where do I record my practical experience?

The practical training is recorded in the online logbook on the student's portal. The logbook allows you to record your progress and the skills acquired. Your supervisor will be required to confirm your recorded experience after he or she reviews your logbook. The supervisor also accesses the records when he or she logs on the ICPAU portal as a member.

5. What happens at the end of my training contract?

At the end of your training, a record of your PET will be reviewed by ICPAU and recommended for membership of the Institute.

6. If I lose my job, can I carry forward experience acquired in previous job and if so, for how long?

Yes, experience acquired can be carried forward as you continue to seek an alternative employer. Such experience, so long as it is verifiable, can be carried forward for a period of 6 years.

7. I am unable to meet face to face with my supervisor on a regular basis. How do I get him/her to sign-off the logbook?

You may not be able to physically see your supervisor but you can interact with him through email. ICPAU will play a coordinating role between you and the supervisor.



8. Is recognition given for the Master's Degree I have attained?

Yes, a period of relevant graduate (beyond undergraduate e.g., masters) education with a strong element of practical application and research in the accountancy field may earn a trainee one year's credit of practical training. This would need to have been undertaken at an approved teaching institution. A list of approved teaching institutions is available from ICPAU.

9. Does ICPAU offer any training opportunities to its students?

ICPAU does not directly offer any opportunities for practical training. Where employers request ICPAU for trainees, such opportunities will be widely publicised to all students.

Accountancy firms registered with ICPAU have committed to provide trainees (ICPAU students and graduates) with opportunities for practical training. Trainees are encouraged to take up such opportunities.

It is important to note, that undertaking practical training in addition to the acquisition of knowledge through your CPA course will make you highly desirable to any potential employers.

