

THE MALAYSIAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
(INSTITUT AKAUNTAN AWAM BERTAULIAH MALAYSIA)

**PROCEDURE FOR APPLICATION AS
APPROVED TRAINING ORGANISATION UNDER STREAM II**

A. INDIVIDUAL COMPANY BASIS

An organisation interested to provide training to CPA student under Stream II must make a formal application to the Institute to be an Approved Training Organisation (ATO).

The application should be accompanied by the following information:

- A brief history of the organisation with a description of its main business activities, list of subsidiaries and associated companies;
- A description of the organisation structure together with an organisation chart indicating the various departments and their inter-relationship and functions. Special emphasis is to be given to indicate where the intended Stream II students and their training supervisors will be assigned in the organisation;
- A detailed description of the training programme available to the students such as the nature and period of training, and the type of work exposure. It should incorporate a schedule indicating the various departments of the organisation to which the students will be attached and the period of attachment so as to ensure that the students gain maximum work exposure. A training log book should be maintained to monitor the progress of the students;
- The name, qualifications and present position held by the intended training supervisor(s);
- If applicable, the name and qualifications of any intended Stream II students and their employment contracts with the organisation;
- The name and position of the person making the application on behalf of the organisation if such person is not an intended training supervisor.

B. GROUP BASIS

A holding company and its subsidiaries are required to submit only one application to be an approved training organisation as a group.

The applicant must, however, provide a list of the relevant subsidiaries and their organisation structure as well as other relevant information similar to those to be included with the application as an approved training organisation (ATO) on an individual basis. Only those subsidiaries which meet the criteria to be an ATO under Stream II will be approved for training CPA students.

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THE MALAYSIAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
(INSTITUT AKAUNTAN AWAM BERTAULIAH MALAYSIA)

**REGULATIONS ON APPROVED TRAINING
ORGANISATIONS (ATO) UNDER STREAM II**

**1. Definitions – Extract from the Articles of
Association and Bye-Laws of the Institute**

“Approved Practical Experience” means practical training and experience approved by the Council and obtained at an approved training organisation.

“Approved Training Organisation” means a firm, body or undertaking which is for the time being approved in accordance with the regulations to train registered students.

“Registered Student” means a candidate for membership of the Institute who has fulfilled all the requirements provided for by these Articles and the bye-laws of the Institute in respect of fitness for students registration and has upon application been accepted for registration as a registered student of the Institute.

2. ELIGIBILITY TO BE AN ATO

2.1 An organisation in commerce, industry or the public sector that wishes to become an Approved Training Organisation (ATO) under Stream II must comply with the following requirements.

2.2 The organisation must have at least one member of MICPA or of one of the following approved professional bodies in its employ:

- (i) Institute of Chartered Accountants in England & Wales
- (ii) Institute of Chartered Accountants in Australia
- (iii) Institute of Chartered Accountants of Scotland
- (iv) Institute of Chartered Accountants in Ireland
- (v) The New Zealand Institute of Chartered Accountants
- (vi) Canadian Institute of Chartered Accountants
- (vii) Association of Chartered Certified Accountants
- (viii) American Institute of Certified Public Accountants

2.3 The employee with the qualification described in paragraph 2.2 above and who has obtained at least three years of post qualification experience shall be eligible to act as Training Supervisor for registered students of the Institute. The Training Supervisor may nominate a qualified member from one of the accountancy bodies listed in paragraph 2.2 above who has sufficient experience and standing in the organisation to advise and counsel registered students of the Institute on both personal and professional development and to conduct regular reviews of the students' progress.

2.4 The organisation must be able to provide the variety of work experience for the registered students employed by the organisation as set out in paragraph 3 below, and must be able to commit adequate resources to supervising, training and counseling the students.

3. THE TRAINING SUPERVISOR

- 3.1 The responsibilities of a Training Supervisor fall into the following four main areas:
- (a) **Planning and implementing** the Institute's education and training programme;
 - (b) **Monitoring** the effectiveness of the practical training and examination study programmes in meeting the Institute's requirements, and of the arrangements for the registered students' personal and professional development.
 - (c) **Co-ordinating** the effort and resources needed to support the programme, including the arrangements for supervision, monitoring and counseling;
 - (d) **Training administration** including providing the certificates of training and suitability in connection with the registered students' applications for membership.
- 3.2 A ratio of 4 registered students per Training Supervisor is recommended but much will depend on the Training Supervisor's other commitments.
- 3.3 It is desirable for the Training Supervisor to be based at the same office or location as that of the registered students for whom he is responsible.
- 3.4 The Training Supervisor must personally conduct regular reviews of the registered students' progress.
- 3.5 Background details of prospective Training Supervisors who are not members of the Institute should be provided when their appointment is being contemplated.
- 3.6 Details of any changes in the Training Supervisor and transfer of the registered students to another ATO must be submitted promptly to the Institute.

4. PRACTICAL EXPERIENCE

- 4.1 Registered students must be given such opportunities to gain the required approved work experience for MICPA membership.
- 4.2 Registered students must obtain not less than three years of practical experience in one of the following technical categories:

• Financial Accounting	• Financial Management
• Auditing	• Insolvency
• General Practice	• Treasury
• Management Accounting	• Information Systems Consultancy
• Taxation	• Comparable Sub-divisions of Accounting

- 4.3 Work experience of registered students must be recorded in a log book, which is to be reviewed and certified by the Training Supervisor at least once in every six months.

5. SUPPORT

- 5.1 The organisation must be able to provide registered students with appropriate examination leave in their preparation for the Institute's examination.
- 5.2 The study programme and work arrangements should allow registered students to prepare for the Institute's examinations with a reasonable chance of success.

- 5.3 Registered students have access to resources such as a technical library, the internet, professional journals etc.

6. APPLICATION

- 6.1 An organisation which has met the requirements set out above may submit a formal application to the Institute for authorisation as an ATO under Stream II when it wishes to recruit students who intend to pursue the MICPA qualification.
- 6.2 The application must be accompanied by the following information relating to the organisation:
- (a) A brief history of the organisation with a description of its main business activities, list of subsidiaries and associated companies.
 - (b) A description of the organisation structure together with an organisation chart indicating the various departments and their inter relationship and functions. Special emphasis is to be given to indicate where the intended Stream II students and their training supervisors will be assigned in the organisation.
 - (c) A detailed description of the training programme available to the students such as the nature and period of training, and the type of work exposure. It should incorporate a schedule indicating the various departments of the organisation to which the students will be attached and the period of attachment so as to ensure that the students gain maximum work exposure. A training log book should be maintained to monitor the progress of the students.
 - (d) The name, qualifications and present positions held by the intended training supervisor(s).
 - (e) If applicable, the name and qualifications of any intended Stream II students and their employment contracts with the organisation.
 - (f) The name and position of the person making the application on behalf of the organisation if such person is not an intended training supervisor.

7. ATO GROUP

- 7.1 A group of companies may apply for two or more organisations in the group to be authorised collectively as an ATO Group.
- 7.2 The group must decide in advance which organisations are to form the ATO Group. A registered student may undertake his approved practical experience in any organisation(s) within the group subject to the provisions of bye-law 74 of the Institute's bye-laws.
- 7.3 The following requirements must be met by the Group :
- (a) Each of the organisations constituting the ATO Group must be an ATO.
 - (b) Each organisation in the ATO Group must have at least one member of MICPA or of one of the approved professional bodies listed in paragraph 2.2 in its employ to act as Training Supervisor. The person must have sufficient seniority in the ATO to be responsible for implementing the Institute's education and training system, and monitoring the effectiveness of the practical training programme in meeting the Institute's requirements.