

Practical Experience Document

Purpose of the Practical Training Document:

- Serves as an official record on the start and end dates of practical training with an employer
- Confirm and record any changes in training and employment status
- Confirm a new or change in the principal/training supervisor
- Confirm the training dates from a past employment when changing principal/ training supervisor and/or employer

This document should be submitted to MICPA when:

- New students or Provisional Members start their practical training with their first employer
- There is a change in employers (ie ATEs) for both current students and provisional members
- There is a change in Principal and/or Training Supervisors for both current students and provisional members

This document should be completed by the MICPA student and signed by the Principal and/or Training Supervisor. Each signatories acknowledge they have read and understood the requirements relevant to them. It is important to note that where the current mentor arrangement is new, the back-dating of any practical experience period completed with an Approved Training Employer (ATE) is conditional and on a case-to-case basis.

PERSONAL DETAILS

(to be completed by current students or provisional members only)

Student Number / Provisional Member No	
Student Registration / Provisional Membership Admission Date	
Title (Mr/Ms/En/Cik/Pn)	
Full Name (as per IC)	
Email address	
Mobile Number	
Name of Organisation (ATE)	
ATE Address	
Position Title	
Postcode and State	
Date:	Signature:

EMPLOYMENT DETAILS/DURATION*(to be completed by the ATE and signed by the principal/training supervisor)*

Execution Date/Agreed Start Date	
Expected completion/end of practical experience	
Length/Duration of service	
APPROVED BY:	
Name of Principal/Training Supervisor	
Date:	Signature:

DETAILS OF PRINCIPAL/TRAINING SUPERVISOR

Criteria for Principal/Training Supervisor

- 1) For Approved Accounting Firms - A member in good standing of either MICPA, CA ANZ, or GAA member body in practice in Malaysia OR,
- 2) For organisations on commerce and industry - A member in good standing of MICPA, CA ANZ, ACCA or GAA member body
- 3) At least 3 years of post-membership work experience

Title (Mr/Ms/En/Cik/Pn)	
Full Name (as per IC)	
Position	
Professional Body	
Membership Number	
Email address	
Date:	Signature

DETAILS OF HUMAN RESOURCE / ADMIN

Title (Mr/Ms/En/Cik/Pn)	
Full Name (as per IC)	
Position	
Email address	
Mobile Number	
Date:	Signature

Privacy Statement

At The Malaysian Institute of Certified Public Accountants (“MICPA”), we are committed to protecting your privacy in accordance with the Personal Data Protection Act 2010 of Malaysia (“PDPA”).

This Notice explains:

- the type of personal data we collect and how we collect it
- how we use your personal data
- the parties that we disclose the personal data to; and
- the choices we offer, including how to access and update your personal data.

Your information will also be used and disclosed as set out in [MICPA's Privacy Policy](http://www.micpa.com.my), available at www.micpa.com.my.

The Institute's by-law 72

Every Stream I or II student shall throughout his/her period of approved practical experience serve in an approved training employer (ATE). Subject to such terms and conditions as may be prescribed in regulations made from time to time by the Council, the following periods shall count as part of a registered student's term of service:

- leave of absence from the business of his ATE for periods not exceeding twelve months in all for the purpose of studying for the examinations of the Institute;
- training for periods in one or more other ATE as from time to time may be acceptable to his own ATE; and
- training for periods not exceeding six months in all in such other organisations as the Council may approve;

provided the aggregate of the periods stated above do not exceed one half of the period of approved practical experience.