

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

**REQUIREMENTS TO BE AN APPROVED TRAINING
ORGANISATION (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 made by the Council to train registered students.

“Registered Student” means a person for membership of the Institute who has been accepted for registration under these Articles and bye-laws of the Institute 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 (ICAEW)
- (ii) Chartered Accountants Australia and New Zealand (CAANZ)
- (iii) Institute of Chartered Accountants of Scotland (ICAS)
- (iv) Institute of Chartered Accountants in Ireland (ICAI)
- (v) Chartered Professional Accountants Canada (CPA Canada)
- (vi) American Institute of Certified Public Accountants (AICPA)
- (vii) Association of Chartered Certified Accountants (ACCA)
- (viii) Hong Kong Institute of Certified Public Accountants (HKICPA)
- (ix) The Japanese Institute of Certified Public Accountants (JICPA)
- (x) South African Institute of Chartered Accountants (SAICA)
- (xi) Institut der Wirtschaftsprüfer in Deutschland e.V. (Institute of Public Auditors in Germany, Incorporated Association) (IDW)

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 4 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

Note: An accounts payable/receivable role is not considered a relevant accounting role.

- 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.