

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 students or provisional members:

- Start their practical training with their first employer
- Change or move employments (ie ATEs), including moving overseas
- Change reporting structure (ie Principal and/or Training Supervisors)

This document should be completed by the MICPA student and signed by the Principal and/or Training Supervisor. Each signatory should 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 reviewed 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 Firm/Organisation (ATE)	
Position Title	
ATE Address	
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 to act as Principals or Training Supervisors**

Principals

- A member of either MICPA, CA ANZ, ACCA or GAA member body in practice in an Approved Accounting Firm in Malaysia, with at least 3 years of post-qualification experience
- Holds a practicing certificate with MIA or with the relevant professional accounting body
- Be able to engage the student in work, opportunities and experience necessary for the purpose of enabling the student to acquire the art, knowledge and skill of a Certified Public Accountant in practice as a public accountant.

Training Supervisors

- A member of either MICPA, ACCA or GAA member body in a commercial, government agency, and/or academic organisation in Malaysia (ie other than accounting firms), with at least 3 years' post-qualification experience
- Be able to monitor and supervise the students' work experience and effectiveness of the practical training in meeting MICPA's requirements to enable the student to acquire the art, knowledge and skill of a Certified Public Accountant in Malaysia.

For ATEs based overseas, the criteria for the signatory should follow the criteria of the training supervisor above

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

Please provide details of your HR and/or admin personnel whom MICPA can liaise with on operational issues pertaining to your training in the company.

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

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.

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](#), available at www.micpa.com.my.