



## CA PROGRAM

### Mentored Practical Experience Policy and Procedure

<b>Document ID</b>	Mentored Practical Experience Policy and Procedure [07-03-01-50-P]		
<b>Document Owner(s)</b>	General Manager, Member Admission and Pathways		
<b>Approved by</b>	Group Executive, Education and Learning	<b>Date Approved</b>	28 September 2021
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#### POLICY STATEMENT

Combining formal accounting education with mentored practical experience produces Chartered Accountants with appropriate professional and technical competencies who are capable of making a positive difference to the profession and to society.

An applicant wishing to be admitted to full Chartered Accountant (CA) membership of Chartered Accountants Australia and New Zealand (**CA ANZ**) must have satisfied both the course study (GradDipCA) and the Mentored Practical Experience program (**MPE**) requirements of CA ANZ's Chartered Accountants Program (**CA Program**).

#### POLICY INTENT

This document outlines the policy principles, standards, requirements and procedures that apply to the MPE component of the CA Program. It serves to ensure consistency and quality in the delivery and support continuous improvement of CA ANZ's MPE program.

#### POLICY

##### 1. SCOPE

###### When is this policy relevant?

- 1.1 The document is relevant to CA ANZ's MPE program which forms the practical experience component of CA ANZ's CA Program.

###### Who is covered by this policy?

- 1.2 This policy applies to intending and current MPE candidates and their employer organisations and MPE mentors and their employer organisations.
- 1.3 This policy applies to CA ANZ, its subsidiaries, affiliates, and controlled entities, including the New Zealand Institute of Chartered Accountants (together, the **CA ANZ Group**), defining management requirements at all levels and in all jurisdictions where the CA ANZ Group operates.
- 1.4 This policy applies to the CA ANZ Group and all CA ANZ Group employees, contractors, agents and officers (**CA ANZ Group Personnel**).
- 1.5 The policy and procedures set out in this document do not replace or modify procedures or any other responsibilities which may arise under CA ANZ's constitutional documents namely, the CA ANZ Supplemental Royal Charter, By-Laws, Regulations and the NZICA Rules.
- 1.6 The policy and procedures set out in this document do not replace or modify procedures or any other responsibilities which may arise under statute or any other law.

## Who to contact if you are unsure whether this policy and procedure applies to you?

- 1.7 An individual who is unsure whether this document applies to them should seek advice from CA ANZ Member Support Team at [www.charteredaccountantsanz.com/contact-us](http://www.charteredaccountantsanz.com/contact-us).

## 2. POLICY

### 2.1 Policy Principles

- (a) The MPE program reflects CA ANZ's commitment to providing candidates with an opportunity to apply and develop their knowledge and skills in a work environment guided by a supportive and experienced mentor.
- (b) The MPE program is designed to help candidates develop essential on-the-job knowledge, and use their skills to solve problems, make decisions, work in teams, build relationships and communicate with others. In doing this, candidates also test and apply their values, ethics and attitudes.
- (c) MPE program candidates and their mentors are given a clear explanation of the expectations and competencies developed through their MPE through the *Candidate Mentored Practical Experience Logbook*.
- (d) MPE program candidates are expected to comply with standards of professional behaviour, reasonable directions from their mentor and host organisation and the CA Program Code of Conduct at all times while participating in their practical experience.
- (e) MPE mentors and MPE mentor employer organisations are expected to ensure MPE program candidates are adequately supervised while participating in their practical experience.
- (f) MPE program candidates are encouraged and guided to use the knowledge and skills developed as part of the MPE program.
- (g) MPE program candidates are also encouraged to make a positive difference to the profession and to society and to expand their network and build accountability and ownership in their development.

### 2.2 MPE requirements for Chartered Accountant membership

Applicants wishing to be admitted to full Chartered Accountant (CA) membership of CA ANZ must have meet the following MPE requirements of the CA Program:

- (a) completed at least three years full-time (or part-time equivalent) and not less than 500 days of approved employment; and
- (b) been certified by their CA ANZ approved MPE mentor(s) as having developed all professional and technical competencies to the levels outlined and evidenced in the *Mentored Practical Experience Logbook*.

### 2.3 Requirements for registering for commencement of MPE

- (a) An approved CA Program candidate may register to commence their MPE and/or apply for recognition of prior work experience as outlined in Section 2.7 of this policy at the time of applying for provisional CA membership and the CA Program or at any time after approval as a provisional CA member.
- (b) To be eligible to commence MPE candidates must be:
  - i. an approved provisional CA member registered as eligible for the CA Program; and
  - ii. in a relevant accounting role with a CA ANZ Approved Training Employer (ATE) or Recognised Training Employer (RTE) as set out at section 2.6; and
  - iii. under the guidance of a CA ANZ approved mentor as set out at section 2.5; and
  - iv. have lodged a completed CA ANZ MPE Agreement Form attaching all required documentation confirming their approved employment and mentor details as set out at sections 2.5 and 2.6.

## 2.4 Requirements for MPE to be counted towards CA Program MPE completion

To be counted towards the three-year MPE requirement of the CA Program pathway for Chartered Accountants membership, MPE employment experience must be:

- (a) with an ATE or RTE for a minimum duration of three months; and
- (b) in a relevant accounting role (see definitions herein); and
- (c) mentored by an approved mentor as set out in section 2.5; and
- (d) CA ANZ must have received the candidate's MPE mentor's final report and confirmed in writing to the candidate that they have met their MPE requirements. This includes the required technical and professional competencies to the levels outlined in the Candidate Mentored Practical Experience Logbook.

## 2.5 Requirements for an approved MPE mentor

- (a) To be an approved MPE mentor the mentor must be:
  - i. a current Chartered Accountant or Fellow who is a full member of CA ANZ; or
  - ii. a current Chartered Accountant who is a full member of a GAA body with which CA ANZ has a reciprocal membership agreement, or
  - iii. a current full member of a non-GAA body with which CA ANZ has a reciprocal membership agreement; and
  - iv. meeting the requirement set out at 2.5(b)
- (b) The required documentation evidencing the mentor meets the requirements at 2.5(a) which must be submitted with the Mentored Practical Experience Agreement (MPE Agreement) as outlined in the *Finding a Mentor – Mentored Practical Experience* document published on CA ANZ's website.
- (c) Where the MPE candidate is being mentored by an individual who is not an employee of the candidate's ATE/RTE employer organisation the candidate's employer is required to indicate their approval of the candidate's external MPE mentor on the *MPE Agreement*.
- (d) The roles and responsibilities that the mentor agrees to accept are formalised in the *MPE Agreement* and *Mentored Practical Experience Guidelines*.

The *MPE Agreement*, *Finding a Mentor – Mentored Practical Experience*, and *Mentored Practical Experience Guidelines* can be accessed from CA ANZ's [Mentored Practical Experience web page](#).

## 2.6 Requirements for an approved employer

- (a) For a candidate to be in approved employment, the candidate's employer organisation must be registered with CA ANZ as an ATE or RTE<sup>1</sup>.
- (b) The roles and responsibilities of the employer are formalised in the *Mentored Practical Experience Guidelines*.

The *ATE Application form* and *Mentored Practical Experience Guidelines* can be accessed from CA ANZ's [Mentored Practical Experience web page](#).

## 2.7 CA Program course study, MPE and approved employment concurrency requirements

- (a) Candidates are permitted to accrue approved MPE prior to, during or post their study of the CA Program subjects as long as they are approved provisional CA members registered as eligible for the CA Program and have registered to commence MPE.
- (b) Candidates are not required to be in approved employment or undertake their MPE component of the CA Program whilst studying their CA Program course subjects.

## 2.8 Completion timeframe

- (a) Candidates have a maximum of an eight (8) continuous years from the date they are approved as a provisional CA member to complete the CA Program, inclusive of the MPE requirement and course requirement, subject to the candidate meeting all other

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<sup>1</sup> An organisation must first be registered as an ATE to be eligible to apply to register as a RTE.

provisional membership obligations, including (but not limited to) the obligations set out under CA ANZ Regulation 5.11 Duration.

- (b) Candidates approved by the Board for re-admission to membership must complete the MPE requirements within eight (8) continuous years from the date of being approved for readmission as a provisional member, subject to the candidate meeting all other provisional membership obligations, including (but not limited to) the obligations set out under CA ANZ Regulation 5.11 Duration.

## **2.9 Recognition of completed research degrees as MPE in approved employment**

- (a) Completion of a Doctorate, Masters by Research, or Bachelor Honours degree named on CA ANZ's published Accredited Tertiary Course list within the past 8 years which includes research in a relevant accounting area as defined herein will be recognised as equivalent to completing one year of MPE in approved employment, provided the candidate has supplied to CA ANZ their academic transcript evidencing this relevant research degree completion as part of their provisional member application process or MPE registration process.
- (b) Recognition eligibility for Doctorate, Masters by Research, or Bachelor Honours degree named on CA ANZ's published Accredited Tertiary Course list completed in excess of 8 years on application which includes research in a relevant accounting area as defined herein will be assessed on a case by case basis on application from the candidate during the provisional member application process or MPE registration process.

## **2.10 Recognition of Prior Work Experience**

- (a) Candidates may apply to be granted MPE credit for up to a maximum of one year's full-time work experience for work they have completed before becoming a provisional CA member and registering to commence the MPE program where they can evidence at the time of registering for the MPE program that they have met the following:
  - i. They have worked in approved employment as defined herein. Credit may be requested for work experience of this type completed with multiple employers and may be requested on a pro-rata basis (e.g. relevant work experience completed with employer 1: 5 months + employer 2: 3 months); or
  - ii. They have worked in a relevant accounting role as defined herein outside of the approved employment criteria for a period of at least three years full-time (or part-time equivalent) and not less than 500 full-time equivalent days over a three-year period. Credit may be requested for work experience of this type completed with multiple employers but must total at least three years full-time (or part-time equivalent)
- (b) Credit for MPE hours will not normally be granted for prior work experience completed more than eight years prior to the candidate's admission as a CA ANZ provisional member and to the CA Program.

## **3. PROCEDURES**

### **3.1 Implementation**

- (a) Candidates are required to indicate their employment status at the time when either they apply for admission as a provisional CA member or any time after admission if not in approved employment at the time of application.
- (b) Candidates in approved employment will be required to provide the name of the ATE/RTE where they are employed and the name and Member ID of their mentor via submission of an *MPE Agreement*.
- (c) If a candidate changes their mentor during their period of MPE they will be required to submit a new MPE Agreement, reflecting the new arrangement. Additionally, unless the candidate is an RTE employee who changed mentors within the same organisation, the candidate will also be required to submit a Mentor's Interim Report.

- (d) If a candidate changes their employer during their period of MPE they will be required to submit a new *MPE Agreement*.
- (e) When a candidate completes their period of MPE, they will be required to submit a Mentor's Final Report.
- (f) If a candidate does not submit their Mentor's Final Report or it is not approved by CA ANZ, the candidate will not have met their MPE requirements. This means they will not be recorded as successfully completing the MPE component of the CA Program.

### **3.2 Confidentiality**

Information provided by candidates to CA ANZ will be stored confidentially and only used by authorised staff in connection with the candidate's MPE participation and completion and to ascertain whether the candidate has met the requirements of the MPE component for CA membership.

CA ANZ will not use the information for any other purpose or share it with any other party unless requested in writing by the candidate to do so for the purpose of third-party review, or where the release of particular information is required by law.

### **3.3 Insurance**

The candidate's authorising ATE/RTE employer organisation's insurance coverage applies to their employees undertaking MPE.

### **3.4 Accessibility of Information**

This document and related resources will be made available to CA Program candidates and staff through the CA ANZ, CA Program website.

### **3.5 Complaints**

To lodge a complaint or appeal a decision related to the MPE program please refer to CA ANZ's Complaints information and online form accessed from the CA ANZ's website '[Make a Complaint](#)' link.

## **4. RESPONSIBLE OFFICERS**

**Group Executives** (or their delegate) are responsible for ensuring that Senior Leadership and Management staff in their division are aware of this document and their responsibilities set out herein.

**The Document Owner(s)** (or their delegate) are responsible for the effective approval, implementation, maintenance, and appropriate communication of this document, including arranging the documents posting to the document register and repository.

**Senior Leadership/Management** (or their delegate) are responsible for ensuring that employees in their remit are aware of this document and their responsibilities defined herein. Senior Leadership/Management also have the responsibility for:

- determining the extent and type of documentation necessary to effectively manage and control practices, processes, and activities in their area of authority; and
- ensuring the responsibilities, authorities and accountabilities of their position are satisfied.

**CA ANZ staff** are responsible for being aware of and complying with this document.

## **5. DEFINITIONS**

For the purposes of this document the following definitions apply.

**Approved employment** means employment which is undertaken with an Approved Training Employer (ATE) or Recognised Training Employer (RTE) for at least 3 months in a relevant accounting role under the guidance of a CA ANZ approved mentor.

**Approved Training Employer (ATE)** means an ATE is an employer organisation that has met the standards for offering relevant work experience that fulfils the practical experience requirements for Chartered Accountants.

**Candidate(s)** mean approved provisional CA members who are registered as eligible for the CA Program. This includes candidates studying offshore or through arrangements with other professional bodies.

**Member** means a member of CA ANZ as defined in CA ANZ’s constitutional documents, namely the CA ANZ Supplemental Royal Charter, By-Laws, Regulations and the NZICA Rules.

**Mentor** means an employee of a CA ANZ ATE or RTE that is a current full Chartered Accountant member or fellow of CA ANZ, a current full Chartered Accountant member of another recognised GAA body which CA ANZ has a reciprocal member agreement with, or a current full member of a non GAA body which CA ANZ has a reciprocal agreement.

**Organisation** (‘the organisation’) means *Chartered Accountants Australia and New Zealand (CA ANZ) ABN 50 084 642 571* having its registered office at 33 Erskine St Sydney NSW 2000.

**Recognised Training Employer (RTE)** For the purpose of this Policy, an RTE is an employer organisation who offers an in-house training program that has been approved by CA ANZ.

**Relevant Accounting Role/Area** means a role or area which provides a depth of experience in at least one technical area as outlined in the MPE competency requirements. These competency requirements are outlined in the *Mentored Practical Experience Guidelines*.

**6. RECORDS**

Records in association with this policy will be kept in accordance with CA ANZ’s *Records Management Procedure and Privacy, Data Management and Retention Policy*.

**7. RELATED DOCUMENTS**

CA ANZ Supplemental Royal Charter, By-Laws, and Regulations (and the NZICA Act 1996 and the NZICA Rules if they apply to the candidate), CA ANZ Data Management and Retention-Policy, CA ANZ Document Control Procedure, CA ANZ Records Management Procedure and Privacy, CA ANZ Privacy Policy, CA Program Candidate Code of Conduct, MPE Guidelines - Candidates and Mentors, MPE - MPE Agreement (form), MPE - Application to be an ATE (form), CA ANZ *My Capability Knowledge Centre* resources (*candidate login required*): Finding a Mentor – MPE, MPE Checklist, MPE Logbook

These documents can be accessed from the following website locations:

- CA ANZ Mentored Practical Experience webpage → [www.charteredaccountantsanz.com/become-a-member/entry-requirements/chartered-accountant/register-for-mentored-practical-experience](http://www.charteredaccountantsanz.com/become-a-member/entry-requirements/chartered-accountant/register-for-mentored-practical-experience)
- CA ANZ CA Program Policy webpage → [www.charteredaccountantsanz.com/become-a-member/ca-program-policies](http://www.charteredaccountantsanz.com/become-a-member/ca-program-policies)
- CA ANZ Member Support webpage → [www.charteredaccountantsanz.com/member-services/member-obligations](http://www.charteredaccountantsanz.com/member-services/member-obligations)
- CA ANZ My Capability Knowledge Centre <https://www.charteredaccountantsanz.com/my-capability> (login required)
- CA ANZ Nova intranet for staff. → [caanz.unily.com](http://caanz.unily.com) → [Workspaces](#) → [Policies](#) (login required)

**8. RELATED LEGISLATION**

This document has been prepared with reference to: International Accounting Education Standards Board (IAESB) Handbook of International Educational Pronouncements 2019, *Copyright © 2021*.

Document History				
Date Approved	Date Commencing	Summary of Changes	Version	Date Next Review
3 March 2015	3 March 2015	Authorised by CA ANZ Education Board.	1.0	October 2024
3 April 2018	1 July 2018	Minor edits to roles and responsibilities to reflect revised CA ANZ organisational	2.0	July 2021

		structure. Authorised by CA ANZ Education Board.		
28 September 2021	28 September 2021	Transition to new template, review and revision to maintain business currency.	3.0	September 2026