

CA Prequalification Education

New Experience Opportunities for CA Qualification



The CA profession has set its strategic course on continuing to build and enhance the value of the CA designation to our members and to the public. Four pillars of strength provide the foundation of that strategic course: public trust, education, member relations and the CA brand. In terms of qualification, one of the most important strategic changes is expanding the range of training environments for new CAs beyond public practice and into corporate and public sector settings, as part of the bigger goal of securing the future supply of CAs. The Institute of Chartered Accountants of Manitoba joins most other Canadian provincial institutes in expanding CA training opportunities.¹ The focus of the new criteria is expanding training opportunities for employers and CA students, while maintaining our profession's high qualification standards.

Under the new criteria:

- CA firms will be able to seek approval to create training positions in taxation, business advisory services and other areas, in addition to audit and assurance.
- Approved corporations and government departments will be recognized as CA Training Offices under strict criteria.

Training for the right to practice public accounting will continue to be offered only by CA firms (including the Auditor General of Canada and the Auditor General of Manitoba); current mandatory assurance, audit and tax requirements remain unchanged.

All current academic standards, prerequisites for admission to the profession and professional education program requirements remain unchanged. All CA students will continue to write the same Uniform Evaluation (UFE).

¹ Implementation will proceed in Quebec and Bermuda following the required legislative changes, which are now in process.



For more information, please contact:

Lara Greguric, CA
Associate Director,
CA Training Office Liaison

Direct: 604.488.2645
Toll Free: 1.866.420.2350
greguric@casb.com

Harp Bagri, CA
Manager,
CA Training Office Liaison

Direct: 604.488.2648
Toll Free: 1.866.420.2350
bagri@casb.com



Maintaining Rigorous Professional Standards

The new experience criteria incorporate rigorous professional standards that will ensure that we maintain the standards of excellence for which the CA designation is known. The key changes are outlined below.

Recognition Standards for CA Training Offices

To be considered for approval as a CA Training Office, an organization must demonstrate its ability to meet six fundamental requirements:

1. **Senior Management Commitment** to the CA profession and to the CA students employed, as well as recognition of the unique value of the CA Training Program to the organization;
2. **An Ethical Environment** that fosters the values, independence, objectivity and “collegiality” appropriate to the CA profession, including adherence to the CA profession’s Rules of Professional Conduct;
3. **A Structured CA Training Program**, developed exclusively for CA students, that, over a three-year period (including post-graduate level professional education programs), provides the CA student with a range of progressively responsible assignments that include the appropriate range of CA competencies;
4. **Effective Supervision** to enable CA students to develop their competencies, produce work of high quality, and gain exposure to the pervasive qualities and skills of the CA profession;
5. **Education and Training Support** for the CA School of Business professional education program, and commitment to provide CA students with the required supplemental training and time off for study and preparation for the UFE; and
6. **Reporting to the Profession and Tracking of Competency Development**, including the commitment to report to the Institute of Chartered Accountants of Manitoba all required information and reports on the CA Training Program and CA students.

Competency Development Requirements

CA Training Offices are required to provide experience that will enable their CA candidates to develop and demonstrate three kinds of competencies:

- **The “Specific Competencies”** of the CA profession:
 - Performance Measurement and Reporting;
 - Assurance;
 - Taxation;
 - Governance, Strategy and Risk Management;
 - Management Decision-Making; and
 - Finance.

- **Pervasive qualities and skills of the CA profession**, comprising Ethical Behaviour and Professionalism, Personal Attributes and Professional Skills; and
- **Specific workplace skills**, comprising professional skills which are developed and assessed primarily within the context of the workplace.

All these competencies are defined in the *CA Practical Experience Requirements 2007*.

Requirements for Duration, Breadth and Depth of Qualifying Practical Experience

Qualifying practical experience is defined in terms of duration (i.e. the minimum term of practical experience) and the breadth and depth of competency development during that term. CA Training Offices which train CA students seeking the right to practice public accounting must also provide the minimum number of required Chargeable Hours for public accounting.

Duration: The minimum term of practical experience sufficient to allow CA students to develop and demonstrate the competency requirements of an entry-level CA continues to be three years, including time off for mandatory professional education programs. CA students seeking the right to practice public accounting will also continue to require **2,500 Chargeable Hours of practical experience, including 1,250 in Assurance Services, 625 on Audit Engagements and 100 in Taxation Services.**

Depth: To ensure they develop the level of proficiency expected of an entry-level CA, all CA students typically spend at least one third of their time developing the competencies of either Assurance or Performance Measurement and Reporting. All CA students will be expected to have the opportunity to demonstrate all of the competencies in one of these two areas to meet the profession’s depth requirements. During the balance of their term of employment, they must develop the necessary competencies in at least two of the five other Specific Competency areas.

Breadth: All CA students will typically develop a wide range of CA competencies during their period of practical experience, including: competencies in at least three of the six areas of Specific Competency, one of which must be either Assurance or Performance Measurement and Reporting; all the Pervasive Qualities and Skills; and most of the Specific Workplace Competencies, as determined by their employer.

Supervision Standards

All CA students must be appropriately supervised on all assignments. The standards require all CA Training Offices to provide three distinct supervisory roles within their CA Training Program, though an individual CA may be responsible for more than one role:

- **The Training Principal**, who is responsible to the Institute of Chartered Accountants of Manitoba for the CA Training Office's CA Training Program;
- **The Counselling Member**, who is directly responsible for ensuring that the CA student receives the high quality, relevant practical experience required to develop the necessary CA competencies; Counselling Members liaise with the Training Principal concerning the CA Training Office's CA Training Program, and the progress of the individual CA students for whom they are responsible.
- **The Line Manager**, who is responsible for direct supervision of the CA student on each assignment.

Training Principals and Counselling Members must be CAs in good standing with a Provincial Institute of Chartered Accountants. Line Managers will, wherever possible and practicable, be CAs.

Responsibilities of the CA Student

Under the new criteria, all CA students are required to track the development of their qualifying practical experience using a tool that will be provided by the profession. **The Record of Qualifying Experience** will replace the current voluntary CA Log. It will be an easy-to-use tool that will allow CA students to:

- Identify the CA competencies they are acquiring and demonstrating; and
- Assess their progress in achieving the required level of proficiency in the required competencies.

CA students are required to keep the Record up-to-date, to review it with their Counselling Member as part of the review of their progress to date, and to use it with their Counselling Member to plan future assignments to ensure continued development of the CA competencies.

The Record will be available for use by students by 2009.

Reporting Requirements for CA Training Offices

CA Training Offices, through their Counselling Members and Training Principals, are required to complete a Practical Experience Report to the profession for each CA student in their CA Training Program. This report must include:

- The CA student's term of employment;
- Confirmation that the practical experience gained by the CA student meets the requirements of the CA Training Office's CA Training Program as approved by the Institute of Chartered Accountants of Manitoba;
- Confirmation of the conduct of the required progress reviews, including reviews of the CA student's **Record of Qualifying Experience**; and
- Confirmation that the CA student has demonstrated the required breadth and depth in specific areas of competency as defined by the profession in **CA Practical Experience Requirements**.

CA Training Offices providing experience to obtain the right to practice public accounting are also required to submit details of hours of practical experience in total, and hours of practical experience gained in Assurance Services, Audit Engagements and Taxation Services.

Transition Rules

Effective September 1, 2007, all CA firms recognized by the Institute of Chartered Accountants of Manitoba as Approved Training Offices (ATOs), including the Office of the Auditor General of Canada and the Auditor General of Manitoba, will automatically be approved as CA Training Offices for the purpose of training in public practice under the new criteria. All experience which qualifies under the current requirements will continue to qualify under the new requirements.

CA Training Offices currently approved to provide audit, assurance and taxation hours, as defined under current standards and regulations, will have to meet the additional requirements set out in *Practical Experience Requirements 2007* for all hires whose employment commences after August 31, 2009.



Ensuring the Competency of the Entry-level CA

CA qualification is an integrated process of education, evaluation and practical experience. Practical experience, which for many CA students is concurrent with their professional education programs, grounds their formalized learning in the “real world” of today’s CA, contributing additional hands-on professional competencies, and enriching and consolidating the development process. For this reason, CA Training Offices, where CA students gain their practical experience, play a critical role in the development of every CA student.

	The CA Profession	The CA Training Office	The CA Student
Professional Education Program	<p>Determines admission requirements for entry into Professional Education Programs (including a university degree and prerequisite courses)</p> <p>Delivers graduate-level professional education programs</p>	<p>Supports CA students in all required mandatory professional education</p> <p>Allows for attendance at any mandatory concurrent education programs</p>	<p>Meets education admission requirements</p> <p>Meets professional education requirements</p>
Evaluation	<p>Maintains the <i>UFE Candidates’ Competency Map</i> (upon which the UFE is based)</p> <p>Sets and administers the UFE</p>	<p>Supports CA students with time off to prepare for and write the UFE</p>	<p>Prepares for and passes the UFE</p>
Practical Experience	<p>Sets practical experience requirements</p> <p>Approves CA Training Offices</p> <p>Reviews CA Training Offices on an ongoing basis</p>	<p>Offers a profession-approved CA Training Program, developed exclusively for CA students, that meets all CA Training Office requirements</p> <p>Recognizes the unique value of the CA Training Program to the organization</p>	<p>Develops competencies expected of an entry-level CA</p> <p>Maintains an up-to-date <i>Record of Qualifying Experience</i></p>
Admission to Membership	<p>Determines eligibility for membership based on:</p> <ul style="list-style-type: none"> • Academic achievement • Completion of the professional education program • Success on the UFE • Completion of experience requirements 	<p>Provides signoff on:</p> <ul style="list-style-type: none"> • Term of practical experience • Record of Qualifying Experience • Good character of the CA student 	<p>Applies for membership in the Institute of Chartered Accountants of Manitoba after fulfilling all requirements</p>

