



Hong Kong Institute of  
Certified Public Accountants  
香港會計師公會



## Become a new QP Workshop Facilitator and unlock the potentials of future-ready accountants!

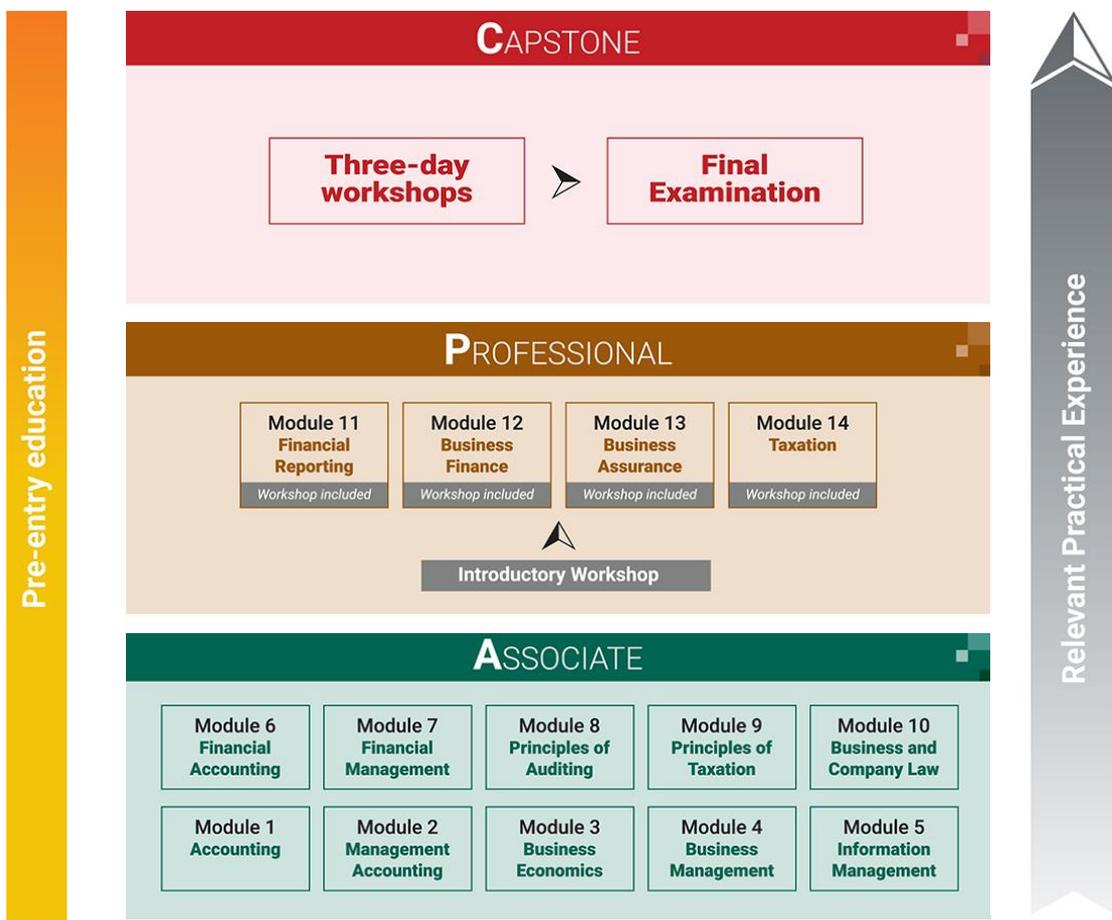
The Hong Kong Institute of Certified Public Accountants (the "Institute") is now inviting you to be appointed as Workshop Facilitators for its new Qualification Programme (the "new QP"). Come and join us as we need your assistance in grooming our prospective members to become forward thinking accountants! You can be a part of this exciting programme by becoming one of our valued Workshop Facilitators and leading prospective members to:

- develop enabling skills within the business environment;
- develop professional judgment;
- integrate knowledge gained from various areas of expertise; and
- develop leadership and management skills in applying knowledge, identifying problems and solving problem.

### What is the new QP?

The new QP provides world-class and comprehensive training to ensure that upon completion, the newly qualified CPAs will be equipped with the necessary technical knowledge, professional skills, values and ethics, and relevant practical experience to meet the needs of employers in today's work environment.

The new QP will comprise three progressive levels with 14 modules and a Capstone, i.e. Associate Level (10 modules), Professional Level (four modules) and Capstone. It offers alternative pathways and greater flexibility for students with different educational backgrounds, including sub-degree holders and non-accounting majors, to become CPAs. This could attract more students from other disciplines to join the accountancy profession which is important in developing a sustainable talent pool of accounting professionals.



### Workshop Structure of the new QP

There will be five full-day workshops at Professional Level, one at the Introduction to the Professional Level and one for each Professional Module. In addition, there will be another three-day workshops in the Capstone Level.

The aim of the Introductory Workshop is to ensure all students equipping a basic understanding of the core enabling competences. Students are required to meet the performance indicators of the workshop. Completion of the Introductory Workshop is a pre-requisite to start the Professional Modules.

The Professional Workshops aim at further developing students' core enabling competences in the technical context of the four Professional Modules. The workshops will include simulations, case studies and performance tasks. Students are required to demonstrate their achievement of the prescribed learning outcomes and meet the performance indicators of the workshops.

The three full-day Capstone workshops will be case-based interactive learning and will require students to think laterally to identify complex problems and develop multifaceted solutions. There will also be added emphasis on the practice of ethics to enhance the higher-order skill training of the students. The Capstone Workshop will include simulations, case studies and assessment tasks. Students are required to demonstrate their achievement of the prescribed learning outcomes and meet the assessment criteria of the workshops.

## Role of Workshop Facilitator

Each workshop consists of eight-hour facilitation and one-hour meal break and is to be led by two Workshop Facilitators running a class size of around 24 students. The two Workshop Facilitators will lead active learning activities including case studies with workplace simulation, plenary discussions and team presentations to achieve the prescribed technical and enabling competence requirements. Apart from facilitating, Workshop Facilitators will also be required to assess the students' performance.

## Requirements

Applicants should possess the following qualifications:

- (a) Having a minimum of four years' membership with the Institute;
- (b) Holding or recently held a responsible position in a professional, business, government or academic organisation;
- (c) Having a working knowledge and have demonstrated technical competence in the module subject matter; and
- (d) Good command of spoken English.

## Quality Assurance

Workshop Facilitators will be formally assessed by workshop candidates and representatives appointed by the Institute's Qualification and Examinations Board according to set criteria. Workshop Facilitators may be re-appointed if they meet or exceed the necessary standards in:

- (a) Technical competence and/or core enable competences;
- (b) Ability to explain material clearly and concisely;
- (c) Ability to facilitate discussion to ensure relevance and participation; and
- (d) Overall ability.

## Training and Activity Hours for Applicants

The estimated activity hours for each type of workshop is as follows:

### Introductory Workshop:

(a) Briefing (2 hours) and one-day training sessions (8 hours)	10 hours
(b) Sit-in observation before actual facilitation	4 hours
(c) One-day workshop for Introductory Workshop	8 hours
(d) Preparation & students' performance assessment	16 hours
<b>Total:</b>	<b><u>38 hours</u></b>

### Professional Workshop:

(a) Briefing (2 hours) and two-day training sessions (16 hours)	18 hours
(b) Sit-in observation before actual facilitation	4 hours
(c) One-day workshop for each Professional module	8 hours
(d) Preparation & students' performance assessment	16 hours
<b>Total:</b>	<b><u>46 hours</u></b>

### Capstone Workshop:

(a) Briefing (2 hours) and two-day training sessions (16 hours)	18 hours
(b) Sit-in observation before actual facilitation	12 hours
(c) Three-day workshops	24 hours
(d) Preparation & students' performance assessment	48 hours
<b>Total:</b>	<b><u>102 hours</u></b>

*Notes:*

- *Completion of the Introductory and Professional Workshop trainings is a prerequisite to the Capstone Workshop training.*
- *Applicants must attend and successfully complete all required trainings and activities. Most workshops will be held on Saturday or Sunday over a period of up to ten weeks.*

**Remuneration**

Introductory and Professional Module Workshop:

An honorarium of HK\$5,000 will be paid for satisfactory completion of each workshop facilitated.

Capstone Workshop:

An honorarium of HK\$5,500 will be paid for satisfactory completion of each workshop facilitated. A separate marker fee at HK\$4,000 per day will be paid for those who mark the Capstone Workshop written assignments under marking school arrangement.

**Continuing Professional Development (“CPD”)**

Time spent as a Workshop Facilitator of the new QP workshops (including preparatory work) can be considered as verifiable CPD hours. The CPD hours to be counted are based on the number of hours actually spent on preparatory work and as a Workshop Facilitator.

Unless if substantial research and updating of materials are required, the number of CPD hours is capped at 8 hours for Introductory and Professional workshops respectively, and 24 hours for Capstone workshop per exam session, regardless of the number of workshops delivered by the Workshop Facilitator during the same exam session.

**Application and Enquiries**

If you are interested in becoming a new QP Workshop Facilitator, please complete the Application Form and send it along with your resume to [monaCKtam@hki CPA.org.hk](mailto:monaCKtam@hki CPA.org.hk).  
For enquiries, please email [workshopadmin@hki CPA.org.hk](mailto:workshopadmin@hki CPA.org.hk).

**Hong Kong Institute of Certified Public Accountants**  
**Workshop Facilitators of the New Qualification Programme**  
**Application Form**

**(A) Personal Information:**

Surname (\*Mr./Mrs./Ms.): \_\_\_\_\_ Given-name: \_\_\_\_\_

*\*Please circle where appropriate*

Hong Kong Institute of CPAs Membership No: \_\_\_\_\_ Practising Certificate No (if applicable): \_\_\_\_\_

Mobile number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Company: \_\_\_\_\_

Position: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

**(B) Declaration:**

1. Have you previously applied for the position of Workshop Facilitator?  No  Yes
2. Have you ever registered as a student of the QP?  No  Yes
3. Have you ever been reprimanded, warned about conduct and discipline related matters or publicly sanctioned by any professional or regulatory body?  No  Yes
4. Have you ever been investigated on allegations of misconduct or malpractice in connection with professional or business activities which resulted in a formal complaint being made against you, whether or not the complaint was proved or an order was made against you?  No  Yes
5. Have you ever been convicted of a criminal offence?  No  Yes

**(C) Experience and Qualification:**

Year(s) of Working Experience	Financial Reporting	Yrs	Auditing/ Assurance	Yrs
	Corporate Finance/Financial Management	Yrs	Hong Kong Taxation	Yrs
Others, please specify: _____				

Year(s) of lecturing/tutoring/training experience (if any): \_\_\_\_\_

Subject(s) taught (if applicable): \_\_\_\_\_

Professional qualifications other than Hong Kong Institute of CPAs, please specify (if any): \_\_\_\_\_

Highest education qualifications: \_\_\_\_\_

**(D) Areas of Expertise:** (tick one or more where appropriate)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Accounting Standards | <input type="checkbox"/> Treasury             | <input type="checkbox"/> Hong Kong Taxation              |
| <input type="checkbox"/> Financial Reporting  | <input type="checkbox"/> Auditing/Assurance   | <input type="checkbox"/> China Taxation                  |
| <input type="checkbox"/> Financial Analysis   | <input type="checkbox"/> Corporate Governance | <input type="checkbox"/> Others, please specify (if any) |

**(E) Indication of Interest:** (tick one or more where appropriate)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Introductory Workshop | <input type="checkbox"/> Module 11 Workshop | <input type="checkbox"/> Module 12 Workshop |
| <input type="checkbox"/> Module 13 Workshop    | <input type="checkbox"/> Module 14 Workshop |   |

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Note:**

According to the Personal Data (Privacy) Ordinance, all information provided in this Form will be used by the Institute for purpose relating to the administration of the Professional Accountants Ordinance and Professional Accountants By-laws including the processing function of this application. The provision of personal data by means of this Form is voluntary. Data collected may be accessible to officers, committees or persons when processing the application and related matters. In addition, the Institute may use the collected data for statistical research and analysis, and for keeping members informed of its services.