

ACCA



WORKING **with ACCA**

**THE APPROVED EMPLOYER PROGRAMME
PRACTISING CERTIFICATE DEVELOPMENT**

About ACCA

ACCA is the global body for professional accountants with 428,000 trainees and 162,000 qualified members in 170 countries.

Over 40,000 ACCA members work in accounting and professional services firms. They help their organisations grow by delivering high quality professional services, sharing their knowledge and using their experience.

What is the ACCA Approved Employer Programme?

The Approved Employer programme provides an overall framework within which ACCA can help to support your organisation's trainees and members. The programme recognises employers' high standards of staff training and development through its trainee development and professional development streams.

However, the ACCA Approved Employer – practising certificate development stream is the only stream that provides authorisation for organisations to train their ACCA members towards practising certificate status.

ACCA's Global Practising Regulations require any ACCA member who is a principal in an accountancy firm to hold an ACCA practising certificate. This is the case even if the member holds a local licence for the region in which he or she practises.

WHO CAN APPLY?

The ACCA Approved Employer – practising certificate development programme is relevant to any organisation that provides services to the public that ACCA defines as public practice.

MEANING OF PUBLIC PRACTICE

ACCA's definition of public practice work extends beyond audit and other regulated work, to incorporate all types of work generally associated with an accountancy practice, but excluding bookkeeping services. For example, public practice work will include:

- Producing accounts that a third party relies on
- Preparing personal or corporate tax returns (even where the client submits them directly to the tax authorities)
- Preparing a report or certificate concerning a person's financial affairs that will be seen by a third party (including, for example, confirmation to a potential lender of a person's income).

In undertaking such work, a member will need to hold an ACCA practising certificate.

A full definition of public practice can be found in our rulebook.

About approval

ACCA Approved Employer – practising certificate development status means more than an international standard of recognition for your employee training: it gives authorisation for your organisation to train ACCA members and trainees towards practising certificate status.

This approval recognises employers who provide learning opportunities for trainees and members training towards the ACCA practising certificate or the ACCA practising certificate and audit qualification.

Under the terms of our Global Practising Regulations, it is mandatory for ACCA members to hold an appropriate practising certificate in order to carry out public practice work or to be partners or directors of a firm which undertakes public practice.

There are two types of practising certificate:

- ACCA practising certificate
- ACCA practising certificate and audit qualification.

Holders of an ACCA practising certificate may undertake general practice work only. Holders of an ACCA practising certificate and audit qualification may undertake both general practice work and work specifically reserved for registered auditors.

Benefits of approval

EXCLUSIVE BRANDING

To help your organisation demonstrate its compliance, an ACCA Approved Employer logo will be provided which can be used, for example, on business letterheads and job advertisements.



Practising Certificate Development

DISCOUNTS FROM ACCA Careers.com

ACCA Approved Employers get a 25% discount on job listings when hiring ACCA candidates through our official recruitment website. ACCA Careers.com offers unique reach through our marketing and connections to our large, international and ambitious audience of finance professionals.

In addition, for key roles Approved Employers will receive the Approved Employer logo alongside their recruitment advertising, distinguishing the company among the ACCA audience as a supportive organisation, providing skills, training and CPD, helping you to attract the most ambitious talent.

DISCOUNTS ON ACCA'S ONLINE CERTIFICATES

Accessing quality specialist finance learning and assessment enables you to increase the skill of your workforce. ACCA Approved Employers receive discounts on our online specialist finance certificates in topics including International Financial Reporting and International Auditing.

ACCOUNTING LINK

Especially for employers of finance professionals, this regular e-zine is designed to bring you timely news and information about ACCA and developments within the profession.

Essential information

COST

The Approved Employer programme is free to join and can help you to bring talented people into your organisation.

STREAMS OF APPROVAL

There are two different streams of practising certificate development approval which you can choose to pursue. It simply depends on what is most appropriate for your organisation. The streams are as follows:

- ACCA practising certificate
To obtain a globally portable practising certificate, members must meet ACCA's practical training requirements and complete a Practising Certificate Training Record. ACCA members who hold a licence to practise issued by a recognised local body or authority may apply but the certificate awarded will be valid only in the country where the local licence allows the member to practise.
- ACCA practising certificate and audit
A combined practising certificate and audit qualification is only available to ACCA members who, in addition to providing general accountancy services, wish to undertake audit work in the UK (including the Channel Islands and Isle of Man), Republic of Ireland, Cyprus and Zimbabwe where ACCA has specific legislative responsibilities to regulate members providing audit services.

SCOPE

The scope of approval identifies the extent of cover to employees of your organisation. This will be single office, eg approval is relevant to one office in a single geographic location.

Becoming approved

Becoming an ACCA Approved Employer involves the following simple processes:

PREPARE

Before starting the application process please gather numbers for the following within your organisation:

- employees
- directors/partners
- ACCA trainees
- ACCA members.

The Approved Employer assessment matrix is part of the application form. Any employer applying to become an ACCA Approved Employer must meet a number of best practice statements relating to the support they provide ACCA trainees and members in the workplace and be able to provide supporting documentation to verify meeting the appropriate standard.

As part of the application process and depending on the stream of approval applied for, employers will be expected to provide contact details of ACCA members and/or ACCA trainees as well as a qualified accountant employed by the organisation with whom the application information can be independently verified.

APPLY ONLINE

The application should only take 15–20 minutes. Simply visit www.accaglobal.com/employers, select 'Become an Approved Employer' from the Products and Services section, click on 'How to apply' then select 'Become an Approved Employer'.

The clear online instructions will guide you through the application process and once completed, ACCA will contact you to confirm the result of your application.

Your organisation's ACCA Approved Employer status will be confirmed by email.

VERIFY

Once approval has been awarded, ACCA will undertake a monitoring process to confirm your organisation meets the standard.

RENEWAL

This takes place every three years and enables ACCA to confirm that the details we hold for your organisation are up to date.

MONITORING

This takes place at least once every six years to ensure Approved Employers are meeting our rigorous standards. This will usually be undertaken at your office by a member of ACCA staff or, at ACCA's discretion, remotely. Evidence is requested as part of the monitoring process.

