

PRACTISING CERTIFICATES

Who requires a practising certificate?

Any ACCA member performing work under ACCA's definition of public practice or who is a partner/director of a firm which undertakes public practice is required to hold an ACCA practising certificate.

Types of practising certificate

As an Approved Employer (practising certificate development status), the firm can provide training towards two types of certificate (depending on status level):

- an ACCA practising certificate, which authorises the individual to perform any activity constituting public practice apart from audits or other appointments reserved in law to registered auditors
- an ACCA practising certificate and audit qualification, which authorises the individual to undertake public practice, to hold themselves out as auditors and to carry out work that is reserved to registered auditors.

Obtaining a practising certificate

- members are required to complete three years' practical training with an ACCA Approved Employer (with the correct level of approval), under the supervision of an appropriately qualified principal. At least two of the three years' practical training must be post-membership.
- ACCA members who wish to obtain an ACCA practising certificate and audit qualification are required to demonstrate that at least 30% of their post-membership practical experience is gained in audit, including at least 20% in company audit. ACCA members who are unable to obtain the required audit experience may train towards an ACCA practising certificate.
- Where ACCA members are training towards an ACCA practising certificate or an ACCA practising certificate and audit qualification, as an Approved Employer the firm is required to review and verify their PCTRs on a six-monthly basis.

CPD RECORDS

ACCA Realise

Participation in *ACCA Realise* is a requirement for all ACCA members, including those who work part-time or are semi-retired, practising certificate holders and those with insolvency licences. The requirement excludes those who are on ACCA's retired register. All members participating in the scheme are required to submit an annual CPD declaration; this is due by 1 January the following year and can either be submitted online through *myACCA* or as part of the subscription process.

ACCA members are required to demonstrate that they have achieved 40 units of CPD, of which 21 must be verifiable. To ensure compliance with ACCA's CPD requirements members should ensure that they maintain a summary of CPD activity undertaken which includes any non-verifiable CPD as well. Members working for an Approved Employer are not required to keep such a summary.

Part-time or semi-retired members, ie those working 770 hours or less a year, are able to set their own level of verifiable CPD relevant to their role and responsibilities. The 19 non-verifiable units requirement still applies.

RESOURCES

ACCA Realise

Further information about *ACCA Realise* can be found at:

www.accaglobal.com/members/cpd

To assist ACCA members in recording their CPD there are number of evidence tools that can be downloaded from ACCA's website:

www.accaglobal.com/members/cpd/requirements/evidence/tools

Your business relationship manager

For general enquiries please contact *ACCA Connect*.

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