

# Grandparented CA Training Offices

## – Information Sheet

In spring 2008, the profession decided to phase in new practical experience requirements. For students hired into newly created positions in newly approved corporate and government organizations, and positions outside audit and assurance in CA Firms, the new requirements came into effect September 1, 2007. *CA firms like yours were grandparented as a CA Training Office (CATO) based on prior approval as an Approved Training Office. For you, the new requirements come into effect for all students beginning employment in audit and assurance on or after September 1, 2009.* Students hired before September 1, 2009 may complete their practical experience under our former requirements.

### How the new requirements will affect you

The new requirements are based on the best practices of CA firms like yours, which have long provided excellent training to CA Students. Thus you will find they require minimal change to your existing processes for training your CA Students, the work you assign to them, or your processes for reporting to the profession.

The most significant changes are:

- **The introduction of a formalized supervision structure:** The new requirements identify the three distinct supervisory roles required to develop a CA Student:
  - Training Principal, who is responsible to the profession for your firm’s CA Training Program and for signing off on the student’s completion of the program;
  - Counselling Member, who is responsible for mentoring the CA Student and meeting with him/her at least twice per year to discuss the development of CA competencies; and
  - Line Manager, who is responsible for direct supervision of the CA Student on particular assignments.

The same CA can fill more than one role; indeed, in some CA Training Offices, the same CA may fill all three roles.

*Your firm must designate a Training Principal for your office/firm, and provide his/her name to your provincial Institute/Ordre. You must also ensure that each CA Student is assigned an appropriate Counselling Member.*

- **Regular meetings between the Counselling Member and CA Student:** Counselling Members are required to meet with their CA Student(s) at least twice per year to discuss their development of CA competencies.

*Your firm must plan for these required meetings, and keep appropriate records that they have taken place.*

- **Record of CA Qualifying Experience (“RQE”):** All CA Students will be required to document their development of CA competencies using the Record of CA Qualifying Experience. CA Students are expected to maintain their RQE throughout their period of practical experience and to have it available for review by their Provincial Institute/Ordre/Region for a minimum of one year after qualification.

*It is the CA Student’s responsibility to complete the RQE and to make sure it is available to the profession for review.*

- **Reporting to the Profession:** The Training Principal must complete and sign the new “Practical Experience Report” for each CA Student at the end of each CA Student’s practical experience term or when the CA Student leaves the CA firm’s employ. Note that reporting requirements related to the practice of public accounting **HAVE NOT CHANGED**.

*Your firm must ensure the Training Principals are aware of and adhere to the reporting requirements, which are largely similar to current requirements.*

Attached to this letter is a checklist to help you make sure you have addressed the required changes.

## Understanding how your CA Students meet the profession’s depth and breadth requirements

During their term of practical experience CA students are expected to develop CA competencies to required levels of depth and breadth. The students themselves are aware of these requirements and are required to track them in their Records of CA Qualifying Experience. As a grandparented CATO, the progressively responsible assignments you provide to your CA students allows them sufficient opportunity to develop the required competencies. You can confirm this by referring to the career path analyses on our website at [www.CATOadvantage.ca](http://www.CATOadvantage.ca). Here we have “mapped” two typical CA firm career paths to demonstrate how they meet the profession’s breadth and depth requirements.

## New recruiting opportunities

The new practical experience requirements also offer you new opportunities to obtain approval to recruit students into areas of your practice other than audit and assurance, for example, directly into taxation or business advisory services. Students qualifying as CAs through these non assurance routes would not be required to meet the mandatory hour requirements to practice public accounting, but would develop their CA competencies in other areas.

More information on how you can take advantage of these new opportunities is available on our website at [www.CATOadvantage.ca](http://www.CATOadvantage.ca).

## Information Package for Grandparented CA Training Offices

A comprehensive information package was mailed to each grandparented CA Training Office in August 2009. The content of this package included the following documents:

- **CA Practical Experience Requirements 2009** contains all the requirements that CA Training Offices and CA Students must meet beginning on September 1, 2009. A sample “Practical Experience Report” is provided as an appendix in this document.
- **Guide to CA Practical Experience Requirements** should be read in conjunction with the CA Practical Experience Requirements 2009. It discusses the key requirements in greater depth, highlights significant changes from current requirements, and explains the responsibilities of the employer, the CA Student and the profession. Note that the Guide anticipates questions you are likely to have; it will be maintained and updated in an FAQ format on our CATOadvantage website ([www.CATOadvantage.ca](http://www.CATOadvantage.ca))
- **Training Principal’s Guide to CA Practical Experience Requirements** focuses on the significant aspects of the practical experience requirements from the perspective of the Training Principal.
- **Counselling Member’s Guide to CA Practical Experience Requirements** focuses on the significant aspects of the practical experience requirements from the perspective of the Counselling Member.
- **CA Student’s Guide to CA Practical Experience Requirements** focuses on the significant aspects of the practical experience requirements from the perspective of the CA Student. It includes both the RQE and instructions for completing the RQE.

You can download electronic versions of these documents, as well as access other tools and information on the CA Practical Experience Requirements, from our website at [www.CATOadvantage.ca](http://www.CATOadvantage.ca).

## For more information

If you have any questions or concerns please contact your CATO Liaison representative.

She/he will be pleased to address any issues you may have about the new requirements and how they affect your firm. She/he will also be able to help your firm explore the possibilities of creating new training positions outside audit and assurance, for example in taxation or business advisory services.

## CA Practical Experience Requirements

### Checklist for Grandparented CA Training Office

|    | Action Required   | Action Taken |
|----|---|--------------|
| 1. | Appoint a Training Principal for the office/firm according to section 4.2 of the <i>CA Practical Experience Requirements 2009</i> .   |              |
| 2. | Inform the Institute of the name(s) of the office/firm's Training Principal(s).   |              |
| 3. | Assign a Counselling Member to each CA Student employed on or after September 1, 2009. (Section 4.3 of the <i>CA Practical Experience Requirements 2009</i> .)  |              |
| 4. | Establish the policy for Counselling Members to meet with CA Students to discuss competency based performance at least twice each year according to section 4.3 of the <i>CA Practical Experience Requirements 2009</i> . The CA Student's RQE will be used as a basis for this discussion. |              |
| 5. | Ensure the Training Principal completes the "Practical Experience Report" at the end of each CA Student's practical experience term or when the CA Student leaves the CA firms employ according to section 5.2 of the <i>CA Practical Experience Requirements 2009</i> .                    |              |

Note: The checklist above contains only those items that are **NEW** for CA firms training CA Students under the traditional assurance career path. A summary of all the requirements that CA firms are required to maintain to train CA Students on an ongoing basis can be found on our website at <http://www.catoadvantage.ca/firms/Resources.htm>.