



# ACCREDITED TRAINING ORGANISATION (ATO) APPLICATION

Please ensure that you have read "The ATO Guide to Practical Experience" before completing this form.

**PLEASE COMPLETE ALL PARTS OF THIS APPLICATION**

**1. CONTACT INFORMATION**

Organisation name .....

Main address .....

Country .....

Postal code .....

Contact number .....

Website address .....

**TRAINING PRINCIPAL DETAILS**

*The Training Principal will be SAC's main point of contact for all matters concerning accreditation.*

Title .....

First name .....

Surname .....

Job title .....

Telephone number (including country code) .....

Fax number (including country code) .....

Email .....

Professional qualification (including date conferred) .....

Position in organisation .....

**SECONDARY DETAILS**

*The secondary contact is the contact SAC will use if the Training Principal is not available to discuss the accreditation.*

Title .....

First name .....

Surname .....

Job title .....

Telephone number (including country code) .....

Fax number (including country code) .....

Email .....

Professional qualification .....

**APPROVED MENTOR(S) DETAILS**

*Approved Mentors will work with the Candidates to identify competences to be achieved and provide guidance through review meetings once every 6 months. Organisations may nominate more than 1 Approved Mentor. (Please refer to the Approved Mentor Guide to Practical Experience on [www.singaporeqp.com](http://www.singaporeqp.com) for more details.)*

Please indicate the number of Approved Mentors in your organisation: .....

Approved Mentor 1:

Title.....  
First name .....  
Surname.....  
Job title.....  
Telephone number.....  
Mobile number (Optional).....  
Email.....  
Professional qualification (including date conferred).....

Approved Mentor 2:

Title.....  
First name .....  
Surname.....  
Job title.....  
Telephone number.....  
Mobile number (Optional).....  
Email.....  
Professional qualification (including date conferred).....

Approved Mentor 3:

Title.....  
First name .....  
Surname.....  
Job title.....  
Telephone number.....  
Mobile number (Optional).....  
Email.....  
Professional qualification (including date conferred).....

\* Please attach required details of Approved Mentors in a separate document should the organisation have more than 3 Approved Mentors.

## 2. ATO PRACTICAL EXPERIENCE PRINCIPLES AND GUIDELINES

Organisations applying to be accredited are assessed against a number of best practice learning and development Principles (P) and Guidelines (G). Please indicate the best practice statements your organisation can meet.

PRINCIPLES AND GUIDELINES	YES/NO
<b>PRINCIPLE 1. The ATO exhibits professional and ethical practices in its dealings and is committed to the training and development of Singapore QP Candidates</b>	
G.1. The organisation is financially sound and meets its regulatory requirements in its country of residence.	
G.2. There are no on-going ethical or professional issues within the applicant organisation or with individuals involved in training.	
G.3. The ATO identifies and provides adequate resources to train Singapore QP Candidates.	
G.4. The ATO identifies and allocates qualified accountants with suitable experience as Approved Mentors and provides resources to enable them to fulfil their role.	
G.5. The Training Principal, Candidates and Approved Mentors understand their roles and responsibilities for studying and training for the Singapore QP.	
G.6. Candidates are provided with full support as outlined in the Training Agreement to undertake Professional Programme modules.	
<b>PRINCIPLE 2. The ATO identifies the training and development needs of Candidates.</b>	
G.7. Candidates' objectives are set as part of a performance review.	
G.8. Opportunities to obtain appropriate Practical Experience are identified.	
G.9. Organisational or departmental objectives are identified.	
G.10. Candidates understand how they can contribute to the organisational or departmental objectives.	
G.11. Candidates prepare and agree plans for development	
<b>PRINCIPLE 3. The ATO provides development opportunities for Candidates.</b>	
G.12. Candidates are provided with appropriate Practical Experience which fully meets the Singapore QP requirements	
G.13. Candidates are provided with opportunities to develop their capabilities	
G.14. The nature and extent of the training and development opportunities available are explained to Candidates	

<b>PRINCIPLE 4. The ATO monitors and reviews development activity.</b>	
G.15. Candidates’ progress towards fully meeting the requirements for the Singapore QP is monitored and evaluated at least once every 6 months and appropriate action is taken	
G.16. Appropriate action is taken to ensure that the candidates are on track to meeting the Practical Experience requirements.	
G.17. Appropriate action is taken to ensure that the candidate is on track to completing the Singapore QP.	
G.18. Candidates’ ethical and professional behaviour is reviewed throughout the period of Practical Experience	
G.19. Candidates can demonstrate they have undertaken the development activities and these activities are evaluated and monitored	
G.20. Further action is taken as a result of the 6-monthly reviews to ensure that the candidates are on track to meeting the Practical Experience requirements.	

**NOTE: If you have answered NO to any of the above you may wish to provide further information below.**

FURTHER INFORMATION ON GUIDELINES NOT MET (Please provide Guideline number)

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**3. ORGANISATION INFORMATION**

Please provide brief information on the profile of your organisation.

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#### 4. EMPLOYEE INFORMATION – ALL APPLICANTS

Please indicate the number of the following within your organisation:

- i. Employees. ....
- ii. Directors/partners. ....
- iii. Finance employees. ....
- iv. Singapore QP Candidates. ....
- v. Potential Singapore QP Candidates. ....
- vi. Professional accountancy staff who are members of:
  - Institute of Singapore Chartered Accountants (ISCA). ....
  - Institute of Chartered Accountants of Scotland (ICAS). ....
  - Institute of Chartered Accountants in England and Wales (ICAEW). ....
  - Chartered Accountants Ireland (CAI). ....
  - Association of Chartered Certified Accountants (ACCA). ....
  - Institute of Chartered Accountants in Australia (ICAA). ....
  - CPA Australia. ....
  - New Zealand Institute of Chartered Accountants (NZICA). ....
  - Canadian Institute of Chartered Accountants (CICA). ....
  - Hong Kong Institute of Certified Public Accountants (HKCPA) ....
  - South African Institute of Chartered Accountants (SAICA) ....
  - The Japanese Institute of Certified Public Accountants (JICPA) ....
  - American Institute of Certified Public Accountants (AICPA). ....
  - Chartered Institute of Management Accountants (CIMA). ....
  - Other (please specify). ....

## 5. SCOPE OF ACCREDITATION

The scope of accreditation requested should be influenced by:

- i. Whether or not the information you have provided in Section 2 regarding the Practical Experience Principles and Guidelines applies consistently across your organisation. Please provide additional information if you feel this is necessary.
- ii. The availability of suitably qualified professionals to be Approved Mentors.

**Please indicate the scope of accreditation your organisation is applying for:**

**A** – Single department or function

A single department or function should be indicated where the accreditation is only relevant to a specific department or function of the organisation where development is provided, for example an internal audit department.

Please provide the name of the department or function:

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**B** – Single office

A single office should be indicated where the accreditation is only relevant to a single office based in a single geographic location.

Please provide details/address of the office:

Office 1 .....

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**C** – A number of offices

A number of offices should be indicated where the accreditation is relevant to a number of different offices based in different geographic locations.

Please provide details/address of the offices:

Office 1 .....

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Office 2 .....

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Office 3 .....

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**D** – Organisation wide

Organisation wide should be indicated where the accreditation covers all offices.

Please provide relevant information:

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 **E** – Other

Please provide relevant information:

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## 6. CORROBORATION

Please provide the names of staff who can give supporting evidence for your application. The staff will need to be participating in the activities that you are seeking to substantiate. For renewal applications the staff required will be Singapore QP Candidates.

You will be required to provide a number of corroborators depending upon the circumstances, size of your organisation/ expected number of Singapore QP Candidates.

Candidates covered by application	Minimum number of corroborators
1-10	1
11-25	2
25+	3+

If your application covers more than one office, please nominate people who adequately reflect the geographic locations.

We will contact these people as part of the application process, preferably meeting them face to face or sending them a standard questionnaire to complete electronically. The SAC will use the questionnaire answers to support your application and will keep all information received confidential. We also reserve the right to contact additional people, if necessary.

**Corroborator 1**

Title.....  
First name.....  
Surname.....  
Telephone number (including country code).....  
E-mail address.....

**Corroborator 2**

Title.....  
First name.....  
Surname.....  
Telephone number (including country code).....  
E-mail address.....

**Corroborator 3**

Title.....  
First name.....  
Surname.....  
Telephone number (including country code).....  
E-mail address.....



## 7. DECLARATION

- a. I, the Training Principal, confirm that this organisation agrees to:
- i. Commit to the Practical Experience Principles and Guidelines as declared in Section 2 of this application; and
  - ii. Be monitored by the SAC.
- b. I confirm that:
- i. I am authorised to sign this declaration on behalf of the organisation; and
  - ii. The information given on this form is correct and will be updated as required.
- c. I understand that:
- i. Renewal of Accredited Training Organisation status is required every three-years and will be based on the Practical Experience Principles and Guidelines in force at the time of renewal;
  - ii. Annual monitoring will take place;
  - iii. Renewal of Accredited Training Organisation status is subject to the SAC's discretion;
  - iv. The SAC may suspend or withdraw Accredited Training Organisation status for:
    - o Failure to meet the Practical Experience Principles and Guidelines as declared in Section 2;
    - o Failure to comply with the SAC's monitoring procedures;
    - o Candidate or member complaints which are upheld;
    - o Failure to submit timely and accurate information; or
    - o Any actions by the organisation deemed by the SAC to be sufficient ground for removal.
  - v. The SAC reserves the right to alter or change the ATO scheme at its discretion; and
  - vi. It is the responsibility of the ATO to notify all relevant employees of the scope of accreditation and the effective date.

### Signed

Training Principal .....

CEO/Managing Partner .....

Name .....

Name .....

Date .....

Date .....

### REGISTRATION DATE

Provided your organisation satisfies the criteria for approval, accreditation will be effective from the date as stated in the notification of certification. From this date, any Practical Experience that Singapore QP Candidates obtain with your organisation will count towards satisfying the Singapore QP's requirements.



## ACCREDITED TRAINING ORGANISATION EVIDENCE DOCUMENTS CHECKLIST

### APPENDIX 3

The following is a checklist of documents that you may find useful to provide when you meet with the SAC Assessor. The documents provide evidence to support your application.

The list is indicative of the types of information that the SAC Assessor will seek and would be needed to demonstrate compliance with the guidelines. Organisations should seek to submit a comprehensive set of information to support your application and the level of documentation could vary from organisations, depending on your organisation's size, industry and nature of business.

Please note that the provision of documents does not automatically ensure successful application. They merely provide a basis upon which further exploratory discussions can be undertaken between the SAC and your organisation.

- Organisation financial statements/Annual report
- Mission and vision statements/Evidence of communication
- Organisation chart/grading structure
- Formal written development policy; study policies/guidelines
- Staff handbook (sections related to training and development, and exam/study leave)
- Sample timesheets
- Sample employment contracts
- Job descriptions/Internal competency frameworks
- Employee induction course material/process
- Blank employee appraisal form and sample completed forms
- Evidence of training budget proposal/sign off
- Future identification of training needs document
- Employee records of development activity completed
- Approved Mentors (Listing, CVs, Job descriptions and CPD records)
- Post training evaluation forms