



CHARTERED ACCOUNTANT'S RELEVANT EXPERIENCE

Developing professional competence
through practical knowledge, skills,
values, ethics and attitudes



MALAYSIAN INSTITUTE
OF ACCOUNTANTS

The Chartered Accountant's Relevant Experience (CARE) is a structured assessment programme which is based on the mentor – mentee approach, that monitors the practical experience of the mentees. Introduced on 1 November 2009, it sets out a range of competencies that need to be obtained before applying for MIA membership as a chartered accountant.

With the implementation of CARE programme, the practical experience gained by the mentees should allow them to demonstrate that they have gained the professional knowledge, skills, values, ethics and attitudes required for performing their work with professional competence and continue to grow throughout their careers.

Objective

To provide guidance to the graduates and ensure that they acquire the appropriate degree of professional competencies in order to qualify as a chartered accountant.

Eligibility to undergo the CARE Programme

Graduates who aspire to become MIA members as chartered accountants.

Duration

- a) The minimum duration to complete the CARE programme is 36 months.
- b) It must be completed within a rolling 60-month period or any other period approved by MIA.
- c) The duration must be sufficient to allow the mentees to develop and demonstrate the competency requirements of an entry-level chartered accountant.
- d) An employment period of less than 6 months or "part-time" experience with any organisation will not be counted as part of the practical experience.

Areas of Competency

a) Technical Competencies

Mentees are expected to demonstrate various levels of technical competency in any of the following eight (8) areas:

- i. Auditing
- ii. Taxation
- iii. Management Accounting
- iv. Financial Accounting and Reporting
- v. Finance
- vi. Business Performance and Planning
- vii. Insolvency
- viii. Information System

Other areas (not specifically stated) within the 8 areas of technical competency may also be recognised, if approved by MIA.

b) Generic Competencies

The professional qualities and skills that mentees are expected to develop and demonstrate throughout the CARE programme are:

- i. Professionalism and ethical behaviour
- ii. Personal attributes
- iii. Professional skills

Minimum Number of Competencies

a) Technical Competencies

The eight (8) areas are set at three (3) levels of competency.

Mentees must demonstrate to their mentors that they have either obtain practical experience in at least:

- i. one (1) technical area from Level 1 to Level 3.
- OR
- ii. two (2) technical areas from Level 1 to Level 2.

b) Generic Competencies

Mentees must demonstrate to their employers that they have acquired all the generic competencies.

Responsibilities of a Mentee

Among the responsibilities include:

- a) To identify a mentor and establish working relationship.
- b) To sign the Letter of Understanding.
- c) To discuss with the mentor their work plans in achieving the required level of competency.
- d) To update the record of the practical experience by acknowledging each competency achieved.
- e) To ensure competencies achieved are verified and signed off every six (6) months.
- f) To update the Institute of any changes, e.g. change of mentor or employer.

Responsibilities of a Mentor

Among the responsibilities include:

- a) To sign the Letter of Understanding.
- b) To assist the mentee in choosing appropriate areas of work.
- c) To guide the mentee to collect suitable workplace evidence to demonstrate accomplishment of relevant competencies.
- d) To review and provide feedback on the competencies achieved by the mentee.
- e) To verify and sign-off on each competency achieved by the mentee every six (6) months.

Who can be a Mentor?

A mentor could be one of the following:

- a) Within the employing organisation
 - Immediate superior or partner of the firm.
- b) Outside employing organisation:
 - Has regular contact with the mentee, and
 - Working in accounting related professions.

Eligibility to be a Mentor

A chartered accountant registered with MIA.

For more information on CARE programme, please contact:



Malaysian Institute of Accountants
Dewan Akauntan,
Unit 33-01, Level 33,
Tower A, The Vertical,
Avenue 3, Bangsar South City,
No.8, Jalan Kerinchi,
59200 Kuala Lumpur, Malaysia

Phone: 03 2722 9000
Fax: 03 2722 9009
Email: care@mia.org.my
Web: <http://care.mia.org.my>