

# MY PUBLIC ACCOUNTANT PRACTICE PROGRAM 2015



**PREPARATION FOR PRACTICE SUCCESS**



**IPA** INSTITUTE OF PUBLIC  
ACCOUNTANTS®

The My Public Accountant (MPA) Practice Program is a fully interactive workshop which provides members with the tools needed to successfully manage and grow their practice.

The two-day Program provides all participants with 16 hours of structured Continuing Professional Education (CPE) activity that will help fulfil the minimum CPE requirements.

The Program is designed to help members acquiring the My Public Accountant Practice Certificate to identify:

- their professional and legal obligations; and
- the business issues that lead to being a successful practitioner.

Whilst the Program is primarily of interest to new members in practice, individuals are welcome to attend the Program without assessment obligations just as a 'refresher'.

The Program is designed to provide answers to your many questions and give you tools and techniques that will help you to set up a successful practice.

You will examine the issues and arguments prepared for you by experts and work through them with fellow members in an open environment.

You will also gain familiarity with all of the statutory and professional obligations placed on a practitioner and take away programs, checklists and references that help get your practice on track to success!

### *Compulsory Attendance*

It is compulsory for all new IPA MPA Practice Certificate holders to attend the MPA Practice Program within six months of Certificate issue. You should make arrangements to ensure you are available to participate throughout the full Program. Failure to do so may require attendance at a later event at your own further expense.

### *Exemptions*

Exemptions from completing the Program are available only to current Professional Practice Certificate holders of the CPA Australia or the Institute of Chartered Accountants Australia and New Zealand (CAANZ). If you believe that you are eligible for an exemption, you must contact your division. If there is any reason that prevents you from participating in this face-to-face workshop, you must contact your division to enquire about eligibility for an extension to complete the MPA Practice Program. Please note that only matters of extenuating circumstances will be considered.

### *Assessment Requirement*

The IPA is a member of the International Federation of Accountants (IFAC); and all IPA members are obliged to meet the standards of professional competence mandated by IFAC's educational pronouncements. These require all members in practice to demonstrate competence in relation to their professional and legal obligations and related practice issues. Accordingly, all members undertaking the MPA Practice Program will be required to satisfactorily complete a short Competency Review.

This Review will provide assurance to the IPA, IFAC and the general public that holders of the MPA Practice Certificate have demonstrated competence in the areas noted. A sequence of options is available to members who are not able to demonstrate competence at the first assessment which forms part of this 2 day program. These are:

- Undertake a second assessment;
- Attend Day 2 again followed by an assessment (a resit which may involve additional expense; and
- Assessment by interview with an IPA officer.

Members who do not successfully complete one of these options may be required to forfeit their Practice Certificate.

### *Presenters – David Sauer and Richard Collins*

David has over 30 years of public practice experience and now has a small practice specialising in financial reporting, professional standards and professional education. He has an SME client base where he assists accountants in their practices through written practical guides and training sessions.

Richard has over 35 years public practice experience in accounting, taxation and audit. He has been a CEO of an accounting firm, and now focuses on management consulting and forensic accounting.

The IPA MPA Program includes the tips and traps David and Richard have distilled from working with many of your colleagues and observing the developments in the profession.

### *To Register*

Please consult the next page for venue dates and details, then complete the registration form. Simply post, email or fax the registration form to the Institute of Public Accountants Divisional Office in your state or, alternatively, go to [www.publicaccountants.org.au/events-and-training](http://www.publicaccountants.org.au/events-and-training) and register online. Registrations must be received seven days prior to the activity date. An email confirmation notice will be sent within 48 hours of receipt. Please call your local Division on 1 800 625 625 if you do not receive your confirmation notice.

### *Cancellation Policy*

Cancellations must be advised in writing at least 6 working days prior to the activity date. An administration fee of 10% of the registration fee (incl GST) will be incurred for cancellations.

A refund will not be granted if a registrant fails to attend the activity or cancels within five working days prior to the activity. Course materials will not be sent out to registrants that fail to attend or cancel within the non-refund period. Substitutions cannot be made.

### *Privacy Policy*

The IPA is committed to protecting your privacy and abiding by Australian privacy requirements. A copy of the IPA's Privacy Policy can be obtained from the IPA website: [www.publicaccountants.org.au](http://www.publicaccountants.org.au)

*The My Public Accountant Practice Program  
is sponsored by Cleardocs.*

**Cleardocs**  
clarity | simplicity | ease of use

Cleardocs provides an automated online company, SMSF and Family Trust Australian document creation process. We also provide electronic lodgement as ASIC to register a company. Our legal document creation process is completely online and simple to follow, and the documents are available within minutes – it's all in the cloud.

Legal sign-off: All of the Cleardocs master documents in Australia are signed off by top-20 law firm Maddocks, and written in plain language — so you or your clients should find them refreshingly clear.

### *Program Content*

#### Module 1: Business Issues

- Establishing a viable practice
- Pricing
- Cash flow and financing

#### Module 2: Professional Obligations

- Standards and laws applying to practitioners
- Independence and other ethical requirements
- Trust accounts
- Education

#### Module 3: Engagement

- Liability exposure
- Engagement terms and scope of services
- Professional Indemnity Insurance

#### Module 4: Risk Management

- Identifying and managing risks
- Quality Assurance and Review

#### Module 5: Tools

- IPA's support and services
- My Public Accountant

#### Module 6: Marketing your Practice

- Effective marketing techniques
- Building your practice

#### Module 7: Professional Issues

- Contemporary issues in licensing, regulation and professional services

#### Module 8: Strategies for your Future

- Guiding the maturing practice
- Continuity and succession

*Dates, Venues and Event Times*

**QLD Division**

IPA Training Centre, Level 11, 300 Queen Street, Brisbane

- Thursday 16 and Friday 17 April 2015, 8.30am to 4.15pm
- Thursday 15 and Friday 16 October 2015, 8.30am to 4.15pm

**Victorian Division**

IPA Training Centre, Level 6, 555 Lonsdale Street, Melbourne

- Thursday 19 and Friday 20 March 2015, 8.30am to 4.15pm
- Wednesday 3 and Thursday 4 June 2015, 8.30am to 4.15pm
- Monday 19 and Tuesday 20 October 2015, 8.30am to 4.15pm

**New South Wales and ACT Division**

IPA Training Centre, Level 10, 210 George Street, Sydney

- Thursday 5 and Friday 6 March 2015, 9.00am to 4.45pm
- Monday 1 and Tuesday 2 June 2015, 9.00am to 4.45pm
- Thursday 3 and Friday 4 September 2015, 9.00am to 4.45pm
- Thursday 5 and Friday 6 November 2015, 9.00am to 4.45pm

**South Australia Division**

IPA Training Centre, Suite 6, 60 Hindmarsh Square, Adelaide

- Wednesday 11 and Thursday 12 March 2015, 9.00am to 4.45pm

**Western Australia Division**

10 Adelaide Terrace, East Perth

- Monday 23 and Tuesday 24 March 2015, 8.30am to 4.15pm

*Tasmanian and ACT Members are encouraged to register with other Divisions and are entitled to the Regional Rate. For further information and advice contact the Tasmanian Division or the ACT Division Office 1800 625 625.*

**Registration**

Registration for the event is open 30 minutes prior to the start time.

**Registration & Tax Invoice**

*This document will be a Tax Invoice for GST purposes when you make full payment. Please keep a copy for your records. All amounts quoted are inclusive of GST. Registration must be received at least 7 days prior to the event date.*

IPA Member No: \_\_\_\_\_  Non Member

First Names: \_\_\_\_\_

Surname: \_\_\_\_\_

Organisation: \_\_\_\_\_

Street Address: \_\_\_\_\_

Suburb / City: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Special Requirements (dietary, disability or otherwise) \_\_\_\_\_

**I wish to attend the following (please tick):**

- My Public Accountant Practice Program (MPA Program)
- Competency Review Assessment Resit

**I wish to attend in the following location:**

- Adelaide
- Brisbane
- Melbourne
- Perth
- Sydney

Date/s of attendance: \_\_\_\_\_

**2015 Program Fees (please tick the appropriate fee):**

2015 Fees	2015 Regional Fees*
<input type="radio"/> MPA Program: \$849	<input type="radio"/> MPA Program Regional: \$636
<input type="radio"/> Competency Assessment Resit: \$150	<input type="radio"/> Competency Assessment Resit: \$150

**\* Regional Members**

All regional members who are situated over 200kms from a metropolitan area are entitled to a 25% discount on the registration cost to attend the Program being delivered in metropolitan areas.

Participants receive comprehensive course materials, lunch and refreshments.

**Payment Details**

Cheque enclosed for \$ \_\_\_\_\_  Credit Card amount \$ \_\_\_\_\_

American Express  Visa  Mastercard

Card No: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Cardholder's name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*A confirmation email will be sent to you shortly. If you do not receive please call your local division on 1800 625 625.*

## Institute of Public Accountants Head Office

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Victoria 3000 Australia

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**w** [publicaccountants.org.au](http://publicaccountants.org.au)

IPA Divisional Offices are located in the following cities:

Melbourne | Sydney | Canberra | Brisbane | Adelaide | Hobart  
Perth | Kuala Lumpur | Beijing

For enquiries within Australia call 1800 625 625. International enquiries can be directed to IPA Head Office.

**Digital Hub:** [pubacct.org.au](http://pubacct.org.au)



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ACCOUNTANT**

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