

MY PUBLIC ACCOUNTANT PRACTICE PROGRAM 2017



PREPARATION FOR PRACTICE SUCCESS



IPA INSTITUTE OF PUBLIC[®]
ACCOUNTANTS

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

The two day Program provides you with 16 hours of structured Continuing Professional Development (CPD) activity that will help fulfil the minimum CPD 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 two 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.

Presenter: David Sauer

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.

Presenter: Michele Rawlins - Connecting the Change

Michele has been a Chartered Accountant for over 27 years and has extensive experience in the provision of business services and taxation to numerous small to medium businesses in varying industries. Her clients receive a personal service based on her experience and vast entrepreneurial knowledge. Since she sold her practice seven years ago, Michele now provides her clients coaching and mentoring together with business and strategic planning. Personal coaching comes hand in hand with business, as it is all about people - the owners, the employees, the customers. Michele holds a Bachelor of Business Degree (Accounting) from Edith Cowan University, is a registered Tax Agent, Accredited Mindshop Facilitator, Practitioner Certification in i-NLP and an Accredited Extended DISC ® Consultant.

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 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 six 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-refundable 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

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

New South Wales Division

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

- Thursday 2 and Friday 3 March 2017, 9.00am – 4.45pm
- Tuesday 6 and Wednesday 7 June 2017, 9.00am – 4.45pm
- Thursday 7 and Friday 8 September 2017, 9.00am – 4.45pm
- Thursday 9 and Friday 10 November 2017, 9.00am – 4.45pm

Queensland Division

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

- Thursday 6 and Friday 7 April 2017, 8.30am to 4.15pm
- Thursday 12 and Friday 13 October 2017, 8.30am to 4.15pm

South Australian Division

IPA Training Centre, Level 2, 422 King William Street, Adelaide

- Wednesday 8 and Thursday 9 March 2017, 9.00am – 4.45pm

Victorian Division

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

- Monday 20 and Tuesday 21 March 2017, 9.00am – 4.45pm
- Monday 5 and Tuesday 6 June 2017, 9.00am – 4.45pm
- Monday 16 and Tuesday 17 October 2017, 9.00am – 4.45pm

Western Australia Division

IPA Training Centre, Level 4, 1008 Hay Street, Perth

- Thursday 27 and Friday 28 April 2017, 8.30am – 4.15pm
- Thursday 19 and Friday 20 October 2017, 8.30am – 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

Given name: _____

Surname: _____

Organisation: _____

Street Address: _____

Suburb / City: _____

State: _____ Postcode: _____

Phone: _____

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: _____

2017 Program Fees (please tick the appropriate fee):

2017 Fees	2017 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: _____

Cardholder's Signature: _____ Date: _____

Institute of Public Accountants Head Office

Level 6, 555 Lonsdale Street, Melbourne
Victoria 3000 Australia

t +61 3 8665 3100 **f** +61 3 8665 3130

e headoffice@publicaccountants.org.au

w 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



**MY PUBLIC
ACCOUNTANT**

MEMBER OF THE



IPA INSTITUTE OF PUBLIC
ACCOUNTANTS®