

Please read these instructions carefully.

You can enter your details directly into the certificate on your computer and sign it. We recommend that you keep a copy for your own records.

WHO CAN PROVIDE THE ADVANCED CERTIFICATE OF COMPETENCE?

You must be an assessor approved by CPA Australia to be able to issue an advanced certificate of competence. If you are not an approved assessor, please read the *Assessor Guidance Notes and Application Form* for further details on how to become an approved assessor. Please note that you will be required to complete a separate application form for each applicant for whom you wish to act as an assessor.

THE ADVANCED CERTIFICATE OF COMPETENCE

Individuals applying to CPA Australia for an FMC audit licence will be required to provide an advanced certificate of competence signed by an assessor as part of their application. Before issuing an advanced certificate of competence, an assessor is required to gain sufficient knowledge of the applicant to assess and establish their competency to be a licensed auditor to undertake FMC audits. Normally, this would require that you are in a close working relationship with the applicant in a monitoring or supervisory role. Such a role would require that you either be an immediate or second level supervisor. If you have not worked with the applicant in such a supervisory capacity (for all or part of the audit experience gained by the applicant) you will need to demonstrate to CPA Australia through provision of additional information, how you have been able to assess the applicant's audit work in forming an opinion about their required level of competency.

You will be required to certify that the applicant has demonstrated competence in all key aspects of audit. In the certificate you will be required to provide information about how you have assessed the applicant's competence in the key aspects and tasks involved in audits, including;

- Client acceptance/continuance
- Audit planning
- Control testing
- Substantive testing
- Opinion formulation

To be able to issue the certificate you should be in a position close enough to perform an assessment of the applicant as set out above.

When applying to CPA Australia for a FMC audit licence, the applicant will be required to meet the Prescribed Minimum Standards¹. These include minimum post-qualification audit experience requirements.

Please note that the applicant is not required to provide an advanced certificate of competence if he/she is relying on the alternative audit experience requirements². For further information please read the *New Zealand Auditor Licensing Guide for CPA Australia Public Practitioners*.

¹ Section 3(1) The Auditor Regulation Act (Prescribed Minimum Standards and Conditions for Licensed Auditors and Registered Audit Firms) Notice 2012

² Section 3(3) The Auditor Regulation Act (Prescribed Minimum Standards and Conditions for Licensed Auditors and Registered Audit Firms) Notice 2012

