



The Governance  
Institute

# **UKRIAT public practice scheme certificate**

## **– first essentials, skills and competencies self-assessment**

**January 2017**

## Introduction

The purpose of this self-assessment is to help you decide if you are ready to start your own practice.

There are no right or wrong answers to the questions and they are not exhaustive but rather designed to help you consider if you are ready to start your own practice or if there are areas in which you require some additional knowledge or consideration first.

If you decide you are ready to start your own practice then the next step is to apply for a practising certificate by logging into your secure MyICSA and downloading and completing the application form.

If you require further assistance please contact a member of the Members Department by calling +44(0)20 7580 4741 or email [supportservices@icsa.org.uk](mailto:supportservices@icsa.org.uk)

## Essential first considerations

We are sure you have thought long and hard about starting your own practice and the following self-assessment points are designed to help you highlight any areas you may have not considered.

	Yes	No
Planning and setting up a new business often requires long hours and you have considered the strain this may place on your family life.		
You have thought about where you see your business in the next 5 to 10 years.		
Although you may have sufficient funds to set up your practice you have considered if you will make enough profit to support yourself and/or your family.		
You consider yourself confident and comfortable approaching clients and actively seeking work.		
You have committed yourself to offering the best service possible to not only to encourage repeat business but referrals too.		
You are able to prioritise your workload and structure your day to make the best possible use of it.		

## Competency in areas of services offered:

	In which areas are you intending to practice?			What is your level of competence in the services you will offer?				If necessary, specify how you will increase your level of competence?
	Not offered	Part of practice	Large part of practice	None	Little	Medium	High	
Company secretarial services								
Company formation								
Corporate governance services:-								
• Listed company								
• Private company								
• Public sector								
• School academy								
Company law compliance								
Corporate reporting								
Mergers and acquisitions								
Board evaluation								
Third sector administration								
Management consultancy								
Business consultant/adviser								
Accountancy/book keeping								

Investment advice								
Taxation/VAT								
Employment/personal advice								
European business adviser								
Audit								
Insolvency								
IT systems implementation								
PAYE/payroll								
Other .....please specify								

## Setting up your practice - have you considered the following?

	Yes	No
Your company structure?		
- sole practitioner		
- limited company		
- partnership		
- limited liability partnership		

	Already in place	Not yet	Not applicable	If necessary, what action will you take to put this in place?
Business and financial plan				
Name of business				
Professional Indemnity Insurance				
Other insurance (public liability, contents, health, etc.)				
Registration with an anti-money laundering supervisor				
Registration under the Data Protection legislation				
Registration with Companies Registry (if required)				
Registration with tax authority (VAT, PAYE if employing staff, etc.)				
Business bank account				
Office location				
Office equipment - including appropriate computer software				
Business website				
Stationery (business cards, letterheads, etc.)				
Staffing (if required)				

**N.B. This list is not exhaustive and is for guidance only.**