

Policy document

aat

Continuity of Practice

Continuity of Practice

Contents

- Purpose3
- Policy statement3
- Terminology3
- Policy detail3
- Associated regulations and policies.....3

Continuity of Practice

Purpose

1. This policy sets out the requirement for those holding a *licence* to have *continuity of practice* cover in place.

Policy statement

2. AAT requires all *licence* holders to have *continuity of practice* cover in place to ensure their practice can continue in the event of any short-term illness, long term absence or cessation of the *firm*. It is in the public interest that AAT ensures *licence* holders have *continuity of practice* cover to ensure services are uninterrupted to protect the interests of clients at all times.

Terminology

3. All terms in italics, save titles of publications, are defined in the *AAT Glossary* which supports the entire policy framework.

Policy detail

4. All *licence* holders must provide AAT with the name and contact details of another practising accountant or *firm* of accountants located in the UK or Channel Islands to provide continuity cover for their practice in the event of their long-term absence.
5. The nominated Continuity of Practice should have similar procedures, compatible practices and the services provided should be of a comparable nature.
6. Any *continuity of practice* arrangement should be agreed in writing and signed by both parties. AAT has a template to assist *licence* holders with drafting their own continuity agreement and can this can be tailored to meet a *firm's* needs.
7. Clients should be made aware, in the *firm's* privacy notice, of the data sharing requirements within the *continuity of practice* arrangement. *Licence* holders should ensure that such arrangements and notices are in line with the General Data Protection Regulation (GDPR) or any other current data protection legislation.
8. It is not mandatory for *licence* holders with six or fewer clients to have continuity cover provided:
 - a) clients are made aware and agree to this
 - b) the matter is documented within the letter of engagement.
9. *Licence* holders must inform AAT promptly of any changes to their *continuity of practice* arrangements as soon as they occur.

Associated regulations and policies

- *Licensing Regulations*
- *Licensing policy*

The Association of Accounting Technicians

140 Aldersgate Street

London

EC1A 4HY

t: +44 (0)20 7397 3000

f: +44 (0)20 7397 3009

e: aat@aat.org.uk

aat.org.uk

aat