



SAIPA LEARNERSHIP GUIDE

Part 1 – Guide for the Learner

Part 2 – Guide for the ATC

Part 3 – Guide for the Monitoring Officer

PART 1

GUIDE FOR THE LEARNER

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Chapter 1: The Right Steps to Success

So you want to be an accountant? Good choice! As a profession, accounting offers you a wide variety of exciting career paths that will bring you all the rewards you seek. If you're reading this, then you're on your way! You're about to extend your academic knowledge by stepping into the real world of business. You have chosen a Learnership through the SOUTH AFRICAN INSTITUTE OF PROFESSIONAL ACCOUNTANTS (SAIPA) to help you - another good choice!

SAIPA is with you all the way, making it happen! We have taken all the right steps to ensure your success.

- Step 1: By choosing your Learnership through SAIPA, you are becoming part of a network of highly skilled professionals with a very high standard of ethics in their conduct as Professional Accountants (SA).
- Step 2: Your new employer has gone through rigorous quality checks to qualify as a SAIPA Approved Training Centre (ATC). We have made sure that your new workplace is suitable for the development of trainees and will produce professionals who will carry SAIPA's good name out into the marketplace.
- Step 3: There's no need to do it alone! SAIPA has appointed a professional accountant at your ATC to dedicate his/her time and resources to help you apply your tertiary education in the workplace and use your knowledge effectively and appropriately. Your new mentor, or Overall Evaluator (OE), will guide you every step of the way!
- Step 4: We'll keep you on track! SAIPA will also select a Monitoring Officer (MO) - who is a subject matter expert in accounting - to visit your workplace and check your progress every year. At the same time, we will be checking that your ATC and OE are still providing a suitable environment for your development.
- Step 5: The final step is all about you. Ultimately, it's your enthusiasm and determination which will get you where you want to be. Just go for it!

So everything is in place for you to succeed. This manual will help you prepare for what lies ahead. It will give you lots of information about all aspects of the Learnership and answer any nagging questions you may have. And if you still need help, you can just pick up the phone!

SAIPA Head Office Number: 011 207 7840
SAIPA Trainee Administrator: 011 207 7876

Welcome to the SAIPA Learnership and your opportunity to succeed!

Note: This guide has been drawn up as a general guide to both the Professional Accountant in Practice Learnership and the Professional Accountant in Business Learnership. It is available on the SAIPA website.

However Chapter 7 of Part 1 (Logbook & Portfolio of Evidence) is based on the Professional Accountant in Practice Logbook only.

A special supplementary guide for the Professional Accountant in Business Logbook will soon also be available on the SAIPA website for Business ATCs and their Trainees.

Chapter 2: SAIPA - Your Partner for Life

If we're going to be partners for over three years, we had better get to know each other better! Here's what you can boast about the organisation that will support you on your career path:

SAIPA is:

- a professional body representing suitably qualified accountants in practice and in commerce and industry;
- the second largest Professional Accountancy Body in South Africa;
- a full member of the International Federation of Accountants (IFAC) as well as the Eastern, Central and Southern African Federation of Accountants (ECSAFA) so our members benefit from international recognition and networking opportunities; and
- governed by an IFAC aligned Constitution, Code of Conduct and By-Laws which means we set high ethical standards for our organisation and members.

SAIPA has:

- more than 6 000 Full Members in public practice, with the majority offering accountancy and allied services, and others in commerce and industry, the public sector and academia;
- more than 2 000 Associate Members, including Trainee Accountants, Students, Accounting Technicians and others;
- comprehensive investigations and disciplinary structures as well as procedures that comply with IFAC requirements to always ensure the highest standards; and
- international mutual agreements with NIA (Australia), CPA (Ireland) and SIPA (Russia).

History of SAIPA

Originally formed in 1981, our name today - the South African Institute of Professional Accountants - reflects the dynamic nature of local accounting practices and represents an institute whose identity stands proudly amongst similar accounting organisations worldwide.

Vision of SAIPA

Our vision is to become the professional accountancy institute of choice.

Mission of SAIPA

Our mission is to create stakeholder wealth by developing the unique and differentiated skills and capacities needed to provide professional, innovative and sustainable accountancy solutions.

Business of SAIPA

Our business is **your wealth!** Wherever you see the name of SAIPA you will find the tag line..."your wealth!" This is our message to all our clients. It sums up what we, as accountants, do for our clients. We look after their physical, social and emotional wellbeing.

Values of SAIPA

Our values determine the way we behave at all times, towards each other and with our clients and other stakeholders.

- Integrity – we are always honest, reliable, trustworthy, credible and sincere.
- Ethics – we are principled, fair and just.
- Excellence – we work with quality, superiority, objectivity and urgency.
- Professionalism – we are qualified, certified, expert, skilled and confident.
- People – we interact with understanding, empathy and courtesy.

SAIPA Associations

SAIPA has associations with many prestigious to ensure quality and consistency in all that we deliver: Visit the SAIPA website and search for examples like the International Federation of Accountants (IFAC), ECSAFA (Africa), CPA (Ireland), NIA (Australia), Proudly South African, Ethics Institute of South Africa, etc.

Chapter 3: Welcome to Your SAIPA Learnership

What is a Learnership in SAIPA Terms?

A Learnership is a sponsored form of study, whereby a trainee is employed by an Approved Training Centre (ATC) for a set period of time, so that s/he can gain workplace experience that will support academic studies.

FASSET is the SETA for Finance, Accounting, Management Consulting and other Financial Services. FASSET administers your SAIPA Learnership which is backed by the South African Qualifications Authority (SAQA) and based on the SAQA qualifications 20391 and 20392 which are registered on the National Qualifications Framework (NQF).

You can check out the qualifications you have been registered for directly by logging on to the SAQA website (www.saqa.org.za).

The links below will take you directly to the documented qualification you have selected and on which your Learnership has been registered.

PROFESSIONAL ACCOUNTANT IN PRACTICE

SAQA ID: 20391

NQF Level: Old NQF level 7, New NQF Level 8

<http://allqs.saqa.org.za/showQualification.php?id=20391>

PROFESSIONAL ACCOUNTANT IN BUSINESS

SAQA ID: 20392

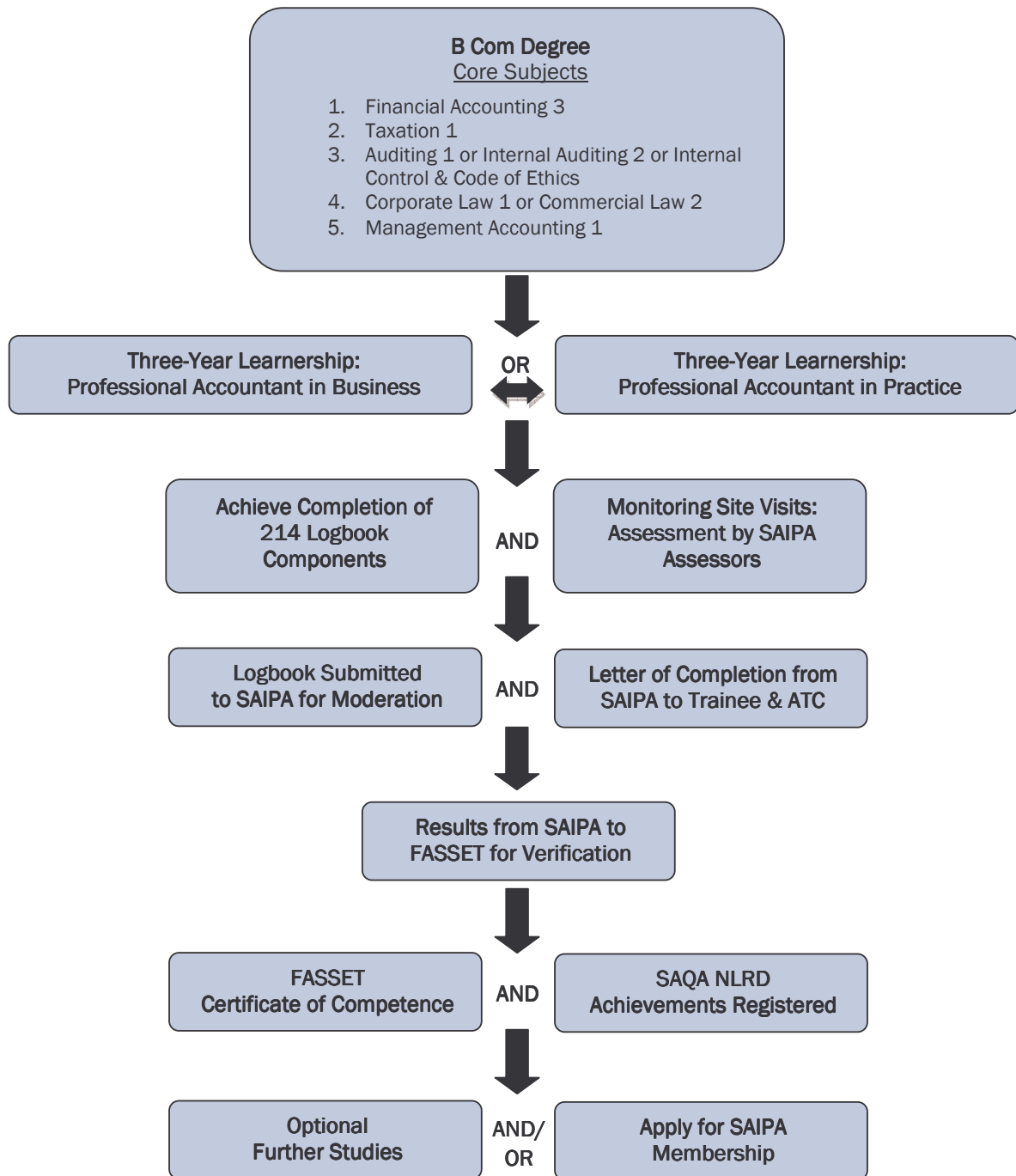
NQF Level: Old NQF level 7, New QF Level Pending

<http://allqs.saqa.org.za/showQualification.php?id=20392>

Chapter 4: A Roadmap to Your Learnership Destination

When you're at the start of a journey the end may seem endless. But if you keep your head up and your eyes on your destination, you'll get there soon enough. Check out this map of the route to your goal:

LEARNERSHIP ROADMAP



Chapter 5: What You Can Expect from Your Workplace & What's Expected of You

Your workplace is where you will get the real-life experience which will give new meaning to your academic studies. Your ATC has been carefully selected for you by SAIPA. It will provide you with the right place to put your academic knowledge into practice. So what can you expect from your new workplace?

Minimum Requirements of Every ATC

Following are the minimum requirements which must be met by every participating ATC.

1. The ATC's principal member must be a member of the Institute.

The principal member of the practice or company has been chosen because s/he is a member in good standing of SAIPA or The South African Institute of Chartered Accountants (SAICA).

2. The ATC must provide practice facilities.

- The practice or company must have a workstation available exclusively for you, the trainee, during the period of your Learnership.
- The workstation must include a desk, chair, basic stationery and a PC with access to all relevant and current software applicable to the tasks you need to perform.

3. The ATC must comply with legislation.

- The ATC must abide by the conditions laid out in the Basic Conditions of Employment Act No. 75 (1997).
- The ATC must abide by the conditions laid out in the Labour Relations Act No. 66 (1995).
- The ATC must abide by the conditions laid out in the Occupational Health and Safety Act No. 85 (1993).
- The ATC must be a registered Skills Development Levy payer, or registered as a non-levy paying member of FASSET.
- Should the ATC fall outside of the FASSET Sector, a memorandum of understanding would need to be in place between the so-said company's own SETA and FASSET.

4. The ATC must provide practical exposure.

- The ATC must have sufficient business exposure to make it possible for you to gain experience in all of the applications set down in the Logbook.
- Any shortfalls in this area must be covered by a written agreement with another business entity which can provide you with exposure or guidance in the area that is lacking. Alternatively, the practice must be able to provide guidance on how to research the areas of shortfall, or find other methods of exposing you to the requirements of the Learnership.

ATC Registration Period

An ATC accreditation is valid for a period of three years. Should the ATC have taken on trainees during the course of the three-year period, the annual Monitoring Site Visits conducted during this period, will enable the Institute to check the continued compliance with the Institute's standards of Good Practice. However, if the ATC has not taken on trainees, the ATC will then have to re-apply and undergo another Accreditation Site Visit.

Suspension of an ATC

If SAIPA has evidence that an ATC is not fulfilling expectations, the ATC may be suspended. But don't panic! Your interests will be protected!

Notification of suspension will be forwarded to the ATC, as well as to the trainees currently registered at the suspended practice. FASSET will also be notified of the ATC's suspension in the ATC reports supplied to them by SAIPA.

Any affected trainee must immediately request that his/her Logbook and Portfolio of Evidence (PoE) are signed to date by both him/herself and the OE against all of the outcomes already achieved. Both the Logbook and PoE must then either remain at the suspended ATC or be transferred to the trainee's new ATC. You'll find out more about the Logbook and PoE later in this guide.

The suspended ATC, with the support of SAIPA, is responsible for helping you find alternative employment with another ATC, so that you may complete your Learnership. The ATC will need to re-apply for accreditation, should they wish to continue as a SAIPA ATC. The ATC will then be expected to pay the fees for application and the fee to request an ATC Accreditation Visit.

All outstanding fees, including your trainee fees up until the date of your Learnership transfer, will be the responsibility of the ATC regardless of their decision to continue as an ATC or not.

What is Expected of a SAIPA Trainee

If you want to fit in and be part of the team you need to give as much as you get! Find out as much about the company as you can. What's important to them? What do they expect from you? Talk a lot but listen more! If you're not sure about something, just ask. There are no stupid questions!

You also need to be proactive in keeping your Logbook and PoE up to date. Don't expect your OE to do this for you as his/her role is to check your evidence for each component, provide feedback and (if you are competent) sign off that component. It is your responsibility to do all the work and then document, file and present the evidence to your OE.

Chapter 6: Responsibilities of the Parties Involved in Your Learnership

Behind each Learnership is a very active and dedicated team supporting and guiding you towards becoming a Professional Accountant (SA). Here's what these different individuals and organisations mean to your Learnership.

Overall Evaluator (OE)

The OE will be your mentor for the three-year Learnership. So get ready to meet someone who is about to have a real impact on your life. S/he will take responsibility in all of the following areas:

Logbook: The OE will ensure you are exposed to all the work you need to do in order to demonstrate competence in each outcome listed in your Logbook.

Portfolio of Evidence (PoE): The OE will also help you put together appropriate evidence of the practical work you have done for your PoE. S/he will guide and coach you in each of your developmental areas.

Monitoring Site Visits: The OE will organise site visits by a SAIPA Monitoring Officer and ensure that you, and your PoE and Logbook, are available for assessment. The OE also ensures that there is an appropriate space made available for one-on-one and group interviews during the Monitoring Site Visit. The OE will take responsibility for correcting any findings from the Monitoring Site Visit within the given time frame and specifications.

ATC: Lastly, should the ATC cease to operate, the OE (as well as the principal member of the ATC), together with SAIPA, will be responsible for helping you to find suitable alternative Learnership employment with another practice or company.

Principal Member (PM)

The PM or practitioner of your ATC is a SAIPA member in good standing. S/he is responsible for providing a suitable environment and adequate resources to meet your training and development needs. In some cases the PM may also be the OE of the ATC. If not, the PM is responsible for overseeing the OE's role and ensuring all necessary fees, including Annual Trainee Fees, are paid (on time) to SAIPA. The PM may choose to recover these costs from you through salary deduction, although this is very rare. S/he is also the person you can go to for assistance, should you have any concerns about your OE.

Monitoring Officer (MO)

The MO is selected by SAIPA and is registered with FASSET as a constituent assessor. This means that the person visiting your practice is a subject matter expert in accounting and is able to assess your work. The MO is very often a person who runs a successful accounting practice of their own. As such, s/he is well qualified to assist you should you have any concerns regarding your training.

The MO will visit your ATC once a year to ensure that:

- a) you have progressed sufficiently, and
- b) the OE has played their part in providing you with guidance and support by mentoring you through the outcomes in your Logbook, assisting you in collecting evidence of your competence and providing you with constructive feedback.

The MO will identify any problems in your working environment that would compromise or hinder your training. S/he will also follow up with the ATC and OE to make sure that these problems have been rectified.

SAIPA

SAIPA is responsible for quality assuring your ATC so that you will be fully supported throughout your Learnership. SAIPA will ensure that a MO visits your premises at least once a year to assess your progress and to check that the ATC is maintaining their standard of trainee delivery. SAIPA is a Quality Assurance Partner (QAP) with FASSET which means that FASSET has delegated most of most of their administrative and quality assurance function for your Learnership to SAIPA.

FASSET

The SETA for Finance, Accounting, Management Consulting and other Financial Services (FASSET) oversees SAIPA in their role as a QAP. FASSET takes responsibility for registering Assessors and Moderators for your Learnership. FASSET will also verify your results, before forwarding them for upload onto the National Learner Records Database (NLRD). FASSET may, at any time during verification, ask for your PoE to review it.

Department of Labour

The Department of Labour has the responsibility of registering Learnerships according to market needs. FASSET liaises with the Department of Labour to make sure that appropriate Learnerships are registered according to what has been identified as the scarce and critical skills of the country.

SAQA

The South African Qualifications Authority (SAQA) is responsible for maintaining a database of qualifications to which Learnerships are aligned. SAQA also administers the National Learner Records Database, through which your achievement will be recorded. SAQA has nominated FASSET to assure quality of training within the Financial and Accounting Services Sector of the South African marketplace.

You

It's great that so much effort is focused on creating the best opportunities for you to learn. But remember, the key to your success is your own efforts. At all times during your three-year Learnership, you will be responsible for your own development. Although your OE is there to mentor and guide you, ultimately you are the driving force behind your progress.

Chapter 7: Your Logbook and Portfolio of Evidence

At the start of your Learnership, you must have:

1. Your letter from FASSET (confirming your Learnership start and end dates).
2. Your letter from SAIPA (confirming your trainee number and Learnership start and end dates).
3. Your SAIPA Logbook.
4. Your Portfolio of Evidence (PoE) file.

1. Your FASSET Letter

By now, you and your ATC will have completed your Learnership Agreement form and submitted this to FASSET via SAIPA. Your learnership is not valid until you and your ATC receive this confirmatory letter from FASSET with the official start/end dates of your Learnership. Make sure you file a copy of this letter in your PoE.

2. Your SAIPA Letter and Trainee Number

You and your ATC will also have completed your Trainee Application Registration form and submitted this to SAIPA with the FASSET Learnership Agreement form. These were submitted to SAIPA in order for you to be given your SAIPA trainee number, official start/end dates and a trainee pack (including your Logbook) and access to this Learnership Guide on the website. Make sure you record this number and have it available at all times. Your number will make it possible for us to identify you at any of our events, when we visit you at your ATC or when you access the SAIPA website at www.saipa.co.za. Please file a copy of this letter in your PoE.

3. Your SAIPA Logbook

Your OE will present you with your Logbook (as it will be sent to their postal address). If you haven't received your Logbook within a week of receiving this guide, please follow up with your OE. As the onus is on your ATC to keep their contact details up to date, all mail returned to SAIPA will be charged for accordingly, and a further fee will be charged for re-forwarding the parcel.

Of course, every trainee has loads of questions about the Logbook as it's central to your progress! So here are some common questions and answers to get you off to a quick start.

What do I do with my Logbook?

Your Logbook needs to be updated on a regular basis; preferably no less than once every three months during the training period. You and your OE will be working together to ensure you have completed no less than the prescribed 214 components (line items) of your Logbook by the end of your three-year Learnership. This includes certain terms and conditions regarding Core and Elective components which will be explained shortly.

Your OE will also help you create your POE file. This will eventually contain evidence of each of your outcomes (line items) listed in your Logbook. Once you have achieved competence in each outcome, you will file the evidence of this in your PoE. Then you'll reference the location of the evidence by indexing the evidence and recording the PoE reference code in your Logbook in the space provided. Your OE will then check your work and sign you off as competent for particular line item. Your Logbook **must** be kept at your workplace in the front of your POE file.

Are there different Logbook for the two SAIPA Learnerships?

Yes, this chapter and Logbook guidelines are applicable to the Professional Accountant Practice Learnership. There is a different Logbook and Logbook guidelines for the Professional Accountant in Business Learnership.

How Do I Populate My Logbook?

Refer to a sample Logbook page from Taxation on the next page.



You need to provide evidence of **all 43 Core** requirements of Taxation, as well as **5 Elective** components

A. Value Added Taxation

Reference	Value Added Taxation			Core / Elective	Signature Overall Evaluator (Trainee is Competent in line item)	Comments (further work required, before Competence can be signed off)	Signature Trainee (feedback received)	Date
	A	B	C					
TAX A1J								
TAX A1I								
TAX A1H								
TAX A1G								
TAX A1F								
TAX A1E								
TAX A1D								
TAX A1C								
TAX A1B								
TAX A1A								

3. Income Tax

1	Income Tax Registration	A	Individuals/ Partnerships	C			TAX B1A

As you can see, line items are indicated as either Core (C) or Elective (E). You must ensure that:

- a) **all** the Core items are completed and signed off, and
- b) a **minimum** number of Electives are also covered and signed off.

Core Criteria

These are reflected as “C” in the Core/Electives column of the logbook. You **MUST** ensure that all the Core line items are completed and signed off with relevant evidence enclosed in your PoE.

As our ATCs have very varied client bases, there may not be an opportunity for them to expose you to some of the Core items. If not, alternate arrangements must be made to ensure that you are exposed to those areas. You must be signed off on every Core line item.

For example, if there are particular logbook areas that an ATC is unable to expose their learners to, then your OE may do one or more of the following:

- Prepare a practical assignment or simulation for you to complete. Then s/he will assess these and give you feedback.
- Send you on a course or seminar. If there is no formal assessment on these courses, this evidence of course attendance **will not** be sufficient. The OE will need to assess your practical competence. This assessment (verbal or written) can be done by the OE or another assessor and a short written report must be signed and included as evidence in your POE file. Remember that any cost for this will be to your account, unless otherwise arranged between you and your ATC.
- Task you to do some verifiable research on the Core criterion and provide evidence of your research in your POE.
- Make an arrangement with a client or another company to take you on for a short period of time, in order to expose you to the element in question.

As you can see by now, evidence is the name of the game! So keep your POE file up to date!

Elective Criteria

These are reflected as “E” in the Core/Electives column of the logbook. You **MUST** ensure that the correct number of Elective line items are completed and signed off with relevant evidence enclosed in your PoE. So while there are minimum requirements here, you are welcome to do more.

Again, should your ATC not have a client base offering enough Electives, there must be evidence of an alternative arrangement for you to gain exposure to this element. Refer to the above suggestions on how to creatively, with the help of your OE, gain the required exposure.

Can You Tell Me More About Logbook Line Items?

For each of the minimum number of 214 line items (**see summation table below**), your ATC will need to ensure that you are given practical working exposure. During this time, you must collect substantiating evidence which you file in your PoE for your OE to review. If you're not sure what evidence you need to gather, your OE will assist you. S/he will also evaluate your progress through a periodic sign off of your Logbook. We recommend that the OE sign the outcomes achieved in your Logbook at least once every six months. This way, s/he can ensure you are developing and learning continuously.

Professional Accountant in Practice	Electives Maximum	Electives Required	All Core Required	Total Required
Financial Accounting	20	9	40	49
Internal Control	7	2	24	26
Taxation	17	5	43	48
Commercial Law	35	18	23	41
Management Accounting	32	26	0	26
Practice Management	10	4	20	24

TOTALS		64	150	214
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What Happens Once I've Done the Above?

Once the 214 items of your Logbook have been signed off (according to the Core and Elective requirements) and evidence gathered to support this, you may ask your OE to sign off your Logbook as completed to their satisfaction. Following which, you may submit your Logbook to SAIPA for Moderation.

How Should I Pace My Work?

Although your OE is there to guide you, you are the one responsible for suitably pacing yourself throughout your Learnership. All trainees are different, so do not compare your progress to that of other trainees. The pace of a trainee who has already completed their academic studies will differ greatly from that of one who has only completed their first year of a B Com degree. However, when you have your annual Monitoring Site Visit from SAIPA, it is expected that you will have reached the following targets in your training:

Months Completed	Recommended Completed Components	Acceptable Range
12 Months	54	40 - 60
18 Months	90	70 - 100
24 Months	161	150 - 170
30 Months	180	170 - 190
36 Months	214	At least 214

Bear in mind that your academic requirements also need to be completed by the end of your Learnership. You have your work cut out for you but you can do this! Our support is meant to help you succeed!

What About the Logbook Line Items to Which I'm Not Exposed?

You are only required to complete 214 items in your Logbook to be declared competent at the end of your Learnership. However, it is expected that you will have a broad understanding of all topics contained in your Logbook. A Professional Accountant (SA) is an accountant and financial advisor to businesses and must be able to easily adapt to any environment. By the end of your Learnership, will you be able to live up to that expectation? Of course you will!

But again, very few ATCs are able to offer you experience in every topic. So it will be up to you to research any topic not adequately covered by the practice in which you are being trained. For example, your OE may not have any agricultural clients for you to practice your Farming Tax skills. You then need to research the topic to ensure that when you are on your own, you can adapt to your circumstances.

4. Portfolio of Evidence (PoE)

You've heard a lot about this PoE already. During, and at the end of, the three years of your training, we're going to need to see proof of all your hard work! Throughout your training you will need to collect verifiable evidence of your progress. This is critical as you will be asked for this evidence when you have your annual Monitoring Site Visit from a SAIPA Monitoring Officer. You may also be asked, **at any time**, to deliver your PoE file and Logbook to SAIPA or FASSET for moderation and/or verification.

On the following pages you will find each Logbook line item for the Professional Accountant in Practice Learnership. This includes some suggestions on what you may present as evidence and/or creative ways to cover each topic. These are the six Logbook areas:

1. Financial Accounting
2. Internal Control
3. Taxation
4. Commercial Law
5. Management Accounting
6. Practice Management

Financial Accounting

You need to provide evidence of all 40 Core requirements of Financial Accounting, as well as nine (9) Elective components (49 on total). Financial Accounting is divided into two areas:

1. Basic Accounting Records - Preparation, Control & Calculation of
2. Annual Financial Statements - Form, Framework, Presentation, Reporting, Elements, Equity & Disclosure.

Basic Accounting Records - Preparation, Control & Calculation of

1	Cashbook & Bank Reconciliation	A	Cashbook – Receipts & Payments	C	If you use an accounting software program like Pastel, this could be the cashbook entries (once posted) or the entry type bank receipts and payments details (before being posted). Obviously similar printouts would be available in any other accounting software program. Produce at least one set of evidence for three consecutive months for at least one client.
		B	Bank Reconciliation	C	Produce at least one set of evidence of the three bank reconciliations for the same three months that you used for item 1A above. Also include at least another set of bank reconciliations for at least three months for another client. But remember to only use evidence where you have actually drafted the cashbook (bank receipts and payments) from the source documents and not just directly from the bank statements.
2	Cash	A	Petty Cash	C	Include a petty cashbook (manual, Excel, Pastel, etc) for three months. Also the petty cash account in the general ledger showing that this balances to the petty cash reconciliation or petty cashbook or float held. Also, an explanation (in your own words) highlighting the difference between the 'imprest system' and 'variable balance system' for petty cash control and also for why you favour the one method over the other.
		B	Cash Control Account	C	An explanation in your own words of what this means. Is it an asset or a liability? Where is it kept? How do you know that the balance in the books of account is correct? Alternatively, explain how cash takings, cash payments (out of a safe or the till), banking and cash floats are controlled (or should be controlled) at one of your smaller retail clients.

3	Inventory	A	Control of Stock	C	<p>This whole section (Inventory 3A to 3E) can be linked to some evidence in Internal Control (Sections 6, 9, 11 and/or 12) and could be done in one project or one section by, for example, one or more of the following listed below:</p> <p>(i) If you are exposed to all the actual practical processes here, then you could include some examples of purchases, delivery notes or stock-take schedules as your evidence. Note that in order for your OE to sign off the logbook, s/he must be sure that you are competent in all the required areas.</p> <p>(ii) If you are not exposed to the actual practical processes here, your OE could give you an assignment to research these areas, followed by an oral examination with evidence to prove your research. Note that you must then type up a report of this oral exam and get your OE to sign it.</p> <p>(iii) Your OE could run a practical training session with his/her learner/s and then give you an assignment on the topics. The OE would have to assess this assignment and give you feedback. Note that you must then type up a report of this assessment and get your OE to sign it.</p> <p>(iv) Included in the above examples, please remember to cover more than just one form of valuation method. You can also combine this with some of your evidence in the Management Accounting section (items 5A, 5B and 9).</p>
		B	Purchases	C	
		C	Outstanding Orders	C	
		D	Receiving & Dispatch	C	
		E	Valuation	C	

4	Creditors & Purchases Administration	A	Matching of Document	C	<p>This whole section (Creditors & Purchases Administration 4A to 4E) can be linked to some evidence in Internal Control (Sections 6, 9, 11 and/or 12) and could be done in one project or one section by, for example, one or more of the following listed below:</p> <p>(i) If you are exposed to all the actual practical processes here, you could include some examples of orders, purchases, delivery notes, payments, statements and reconciliations as your evidence. For your OE to sign off the logbook s/he must be sure that you are competent in all the required areas.</p> <p>(ii) If you are not exposed to the actual practical processes here, your OE could give you an assignment to research these areas, followed by an oral examination with evidence to prove your research. Note that you must then type up a report of this oral exam and get your OE to sign it.</p> <p>(iii) Your OE could run a practical training session with his/her learner/s and then give you an assignment covering all of these topics. Your OE must assess this assignment and give you feedback. Note that you must then type up a report of this assessment and get your OE to sign it.</p> <p>(iv) Included in the above examples, please remember to cover more than just one example of a supplier monthly reconciliation. This is so that you can include all the principles involved in 4A to 4E in your PoE.</p>
		B	Discount Management	C	
		C	Adjustments & Interest	C	
		D	Reconciliation	C	
		E	Trade, Cash & Settlement Discount	C	

5	Journals	A	General, Purchases & Sales	C	If an accounting software program like Pastel is used, this could be the entry type printout once posted. Ensure that this is your own work. Obviously similar printouts would be available in any other accounting software program. Alternatively you can provide Excel type journals that will demonstrate your understanding.
		B	Period-end/Opening Adjustments	C	If an accounting software program like Pastel is used, this could be the entry type printout once posted. Ensure that this is your own work. Obviously similar printouts would be available in any other accounting software program. Alternatively you can provide Excel type journals that will demonstrate your understanding.
		C	Monthly Payroll Journals	C	If an accounting software program like Pastel is used, this could be the entry type printout once posted. Ensure that this is your own work. Obviously similar printouts would be available in any other accounting software program. Alternatively you can provide Excel type journals. Make sure that you demonstrate how these journals are linked to the relevant salary registers and SARS and other third party payments. Also explain how the relevant payroll clearing (control accounts) are 'cleared' and/or reconciled. Link this evidence to item 7C below but you need not duplicate the evidence, just refer to it.
6	General Ledger			C	Your evidence here should preferably be linked with item 12 (the trial balance). If using an accounting software program like Pastel, this could be the printout of the trial balance with some of the general ledger accounts included. You could also include an explanation of what you understand the trial balance and general ledger accounts to be. Finally, highlight some errors that may not be revealed even when the trial balance actually balances.

7	Control Accounts	A	Debtors	C	You need to show an understanding that the subsidiary ledger must agree to the general ledger control account. Your evidence could consist of the customer age analysis agreeing to the accounts receivable balance in the trial balance and balance sheet. If different, then provide a reconciliation to explain the difference.
		B	Creditors	C	You need to show an understanding that the subsidiary ledger must agree to the general ledger control account. Your evidence could consist of the supplier age analysis agreeing to the accounts payable balance in the trial balance and balance sheet. If different, then provide a reconciliation to explain the difference.
		C	Salaries	C	You need to show an understanding of the salary register/journal and posting to all the relevant expense and payroll control (clearing) accounts. Evidence could consist of one month's salary register, all the control accounts (including SARS, pension and medical aid) and the reasons why some clearing accounts are 'cleared' and why some still have balances. Then finally, how (and when) these balances will be cleared. Link this evidence to item 5C above but you need not duplicate the evidence, just refer to it.
		D	Inventory	C	You need to show an understanding of the accounting entries recording raw materials, labour (direct and indirect), work in progress, finished goods, etc. Evidence here may overlap with your absorption costing and inventory evidence under Management Accounting. Also include a stock sheet (signed by a CC member) which must agree with the inventory account balance/s in the balance sheet.
		E	Inter-company	C	You need to show an understanding of what inter-company accounts are and why they are needed. This would be best demonstrated with a reconciliation. If you are not exposed to this area, then your OE could orally examine and assess your knowledge at a meeting with you. You can then draft a summary report of this assessment and feedback for your OE to approve and sign.

8	Debtors & Sales Administration	A	Preparing of Invoices	C	<p>This whole section (Debtors & Sales Administration 8A to 8G) can be linked to some evidence in Internal Control (Sections 6, 9, 11 and/or 12) and could be done in one project or one section by, for example, one or more of the following listed below:</p> <p>(i) If you are exposed to all the actual practical processes here, then you could use some examples of sales, delivery notes, receipts, statements and reconciliations as your evidence. Make sure that you include evidence applicable for both the FIFO and average weighted cost methods. For your OE to sign off the logbook s/he must be sure that you are competent in all the required areas.</p> <p>(ii) If you are not exposed to the actual practical processes here, your OE could set you an assignment to research these areas, followed by an oral examination with evidence to prove your research. Note that you must then type up a report of this oral exam and get your OE to sign your report.</p> <p>(iii) Your OE could run a practical training session with his/her learner/s and then give you an assignment covering all of these topics. Your OE needs to assess this assignment and give you feedback. Note that you must then type up a report of this assessment and get your OE to sign it.</p> <p>(iv) Included in the above examples, please remember to cover more than just one example of a customer monthly statement and reconciliation. This is so that you can include all the principles involved in 8A to 8G in your evidence.</p> <p>Refer to examples (i) to (iv) above.</p> <p>Refer to examples (i) to (iv) above.</p>
		B	Cost of Sales	C	
		C	Interest on Outstanding Debtors	C	
		D	Trade, Cash & Settlement Discount	C	
		E	Month-End Statements & Credit Control	C	
		F	Debtors & Age Analysis	C	
		G	Discount Management	C	
9	Income & Expenditure (Accrual vs. Cash Basis)			C	<p>If you do not have the opportunity to do this practically for two clients, then you could meet with your OE and explain the difference in your own words. Note that you must then type a report of this meeting including the feedback you received and have your OE sign it as approved for your PoE.</p>

10	Books from Insufficient Records			C	If you do not have the opportunity to do this practically for a client, then you could meet with your OE and explain the process in your own words. Note that you must then type a report of this meeting including the feedback you received and have your OE sign it as approved for your PoE.
11	Property, Plant & Equipment	A	Purchases	C	<p>This whole section (Property, Plant and Equipment from 11A to 11F) can be linked to some evidence in Internal Control (Sections 6, 9, 11 and/or 12) and could be done in one project or one section by, for example, one or more of the following below:</p> <p>(i) If you are exposed to all the actual practical processes here, then you could include some examples of orders, purchases, disposals, asset registers, valuations and verifications as your PoE. For your OE to sign off the logbook s/he must be sure that you are competent in all the required areas.</p> <p>(ii) If you are not exposed to the actual practical processes here, your OE could set you an assignment to research these areas, followed by an oral examination with evidence to prove your research. Note that you must then type up a report of this oral exam and get your OE to sign it.</p> <p>(iii) Your OE could run a practical training session with his/her learner/s and then give you an assignment covering all of these topics. Your OE must assess this assignment and give you feedback. Note that you must then type up a report of this assessment and get your OE to sign it.</p> <p>(iv) Included in the above examples, please remember to cover more than just one example of one asset. This is so that you can include all the principles involved in 11A to 11F in your PoE.</p> <p>Refer to examples (i) to (iv) above. For 11F you could also link this to the Capital Gains Tax items (2A to 2E) in the section on Taxation.</p>
		B	Asset Register	C	
		C	Depreciation	C	
		D	Asset Verification	C	
		E	Insurance	C	
		F	Disposal of Assets	C	

12	Trial Balance			C	It may be a good idea here to integrate with all your evidence for the General Ledger section above (item 5). So if you're using an accounting software program like Pastel, this could be the printout of the trial balance and some of the general ledger accounts it includes. You could also include an explanation of what the general ledger and trial balance. Finally, highlight some errors that may not be revealed even when a trial balance actually balances.
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Annual Financial Statements - Form, Framework, Presentation, Reporting, Elements, Equity & Disclosure

1	Relevant Statements of IFRS, IFRS for SMEs or IPSAS Pertaining to Items Below			C	Summarise your understanding of the legal requirements & standards and then link and refer to all the relevant items below that you select and present as evidence in your PoE.
2	Sole Proprietor			E	Actual copies of at least two sets of annual financial statements prepared by you personally. Preferably one for a service (or consulting) type business and the other for a business which sells products.
3	Partnership/Joint Venture			E	An actual copy of at least one set of annual financial statements prepared by you personally. If you are not exposed to this at work, your OE could give you an assignment where you need to prepare the statements for a partnership. S/he must then mark this and give you feedback. Note that you must then type up a report on this feedback and get your OE to sign it.
4	Close Corporation			E	An actual copy of at least one set of annual financial statements prepared by you personally. Then after being checked and approved by the OE, your final draft of the accounting officer's report for signature by him/her. Note that you must then type up a report on the feedback that you got during this task and ask your OE to sign it.
5	Trusts			E	An actual copy of at least one set of annual financial statements prepared by you personally. If you are not exposed to this at work, your OE could give you an assignment where you need to prepare the annual financial statements for a trust. S/he must then mark this and give you feedback. Note that you must then type up a short report on this feedback and get

					your OE to sign it.
6	Companies			E	An actual copy of at least one set of annual financial statements prepared by you personally. If you are not exposed to this at work, your OE could give you an assignment where you need to prepare the annual financial statements for a company. S/he must then mark this and give you feedback. Note that you must then type up a short report on this feedback and get your OE to sign it.
7	Public Sector			E	Access the annual financial statements for a public sector entity. Then prepare and present your explanation of the contents to your OE during a meeting set up for this purpose. Note that you must then type up a report of this meeting and the feedback you receive and have your OE sign it.
8	Associations Not for Gain (Clubs)			E	Access the annual financial statements for a Club or NPO. Then prepare and present your explanation of the contents to your OE during a meeting set up for this purpose. Note that you must then type up a report of this meeting and the feedback you receive and have your OE sign it.
9	Sectional Title or Micro Lenders			E	Access the annual financial statements for either one of these entities. Then prepare and present your explanation of the contents to your OE during a meeting set up for this purpose. Note that you must then type up a report of this meeting and the feedback you receive and have your OE sign it.
10	Schools			E	Access the annual financial statements for a school. Then prepare and present your explanation of the contents to your OE during a meeting set up for this purpose. Note that you must then type up a report of this meeting and the feedback you receive and have your OE sign it.
11	Administration of Estates			E	An actual copy of the Final Distribution Account as prepared by you. Alternatively, access a Final Distribution Account. Then prepare and present your explanation of the contents to your OE during a meeting set up for this purpose. Note that you must then type up a report of this meeting and the feedback you receive and have your OE sign it.
12	Farming or Mining			E	Access the annual financial statements of a farming or mining enterprise. Then prepare and present your explanation of the contents to your OE during a meeting set up for this purpose. Note that you must then type up a report of this meeting and

					the feedback you receive and have your OE sign it.
13	Report of Accountant/Accounting Officer/Auditor/Reviewer on the Financial Statements			E	This could be incorporated as part of the relevant annual financial statements included above (at least for items 2 and 4 above),
14	Notes to Financial Statements			E	This could be incorporated as part of the relevant annual financial statements included above (at least for item 4 above),
15	Formulating Accounting Policies			E	This could be incorporated as part of the relevant annual financial statements included above (at least for item 4 above),
16	Provisions & Contingent Liabilities	A	Provisions	E	This could include either (a) an explanation of the type of provisions one would make and why or (b) actual examples of the journals or schedules at year-end showing these provisions. This evidence would be strengthened if you could include an example where you have actually done this yourself at work. Remember to type up a report of the feedback you receive from your OE then have him/her sign it.
		B	Contingent Liabilities	E	This could be an explanation of the type of contingent liabilities one could have and how you would report on these. This evidence would be strengthened if you could include an example where you have actually done this yourself at work. Remember to type up a report of the feedback you receive from your OE then have him/her sign it.
		C	Extraordinary Items – Identification & Disclosure	E	This could be an explanation of the type of disclosure, some examples of same and how they get reported on in the financial statements. This evidence would be strengthened if you could include an example where you have actually done this yourself at work. Remember to type up a report of the feedback you receive from your OE then have him/her sign it.

17	Leases	A	Finance Leases	E	This could be an explanation of the type of disclosure required, some examples of same and how they get reported on in the financial statements. This evidence would be strengthened if you could include an example where you have actually done this yourself at work. Remember to type up a report of the feedback you receive from your OE then have him/her sign it.
		B	Operating Leases	E	This could be an explanation of the type of disclosure required, some examples of same and how they get reported on in the financial statements. This evidence would be strengthened if you could include an example where you have actually done this yourself at work. Remember to type up a report of the feedback you receive from your OE then have him/her sign it.
		C	Hire Purchase (HP) Agreements	E	This could be an explanation of the type of disclosure required, some examples of same and how they get reported on in the financial statements. This evidence would be strengthened if you could include an example where you have actually done this yourself at work. Remember to type up a report of the feedback you receive from your OE then have him/her sign it.
18	Member's (Director's) Loan in CC (Company)			E	In your own words prepare to explain (a) the difference between a member's loan and both an outsider loan and the member's capital contribution, (b) the meaning of a 'deemed dividend or distribution' and (c) 'subordination of the member loan'. Then meet with your OE and explain all of this. Remember to type up a report of the feedback you receive from your OE then have him/her sign it.

Internal Control

You need to provide evidence of all 24 Core requirements of Internal Control, as well as two (2) Elective components (26 in total).

Planning, Internal Control & Reporting

1	Pre-Engagement Procedures			C	Draft your own summary of the all the steps that one would need to follow in this process. Then meet with your OE and ask him/her to listen to your explanations, ask you questions and provide feedback. Summarise this feedback in a brief report and ask him/her to sign it. If you have been exposed to this practically at work you could also file the actual checklist that you use. You would still need to meet with your OE, write the report and have it signed.
2	Permanent File			C	Draft your own a summary of the required information that would form part of a permanent file. Then meet with your OE and ask him/her to listen to your explanations, ask you questions and provide feedback. Summarise this feedback in a brief report and ask him/her to sign it. If you have been exposed to this practically at work you could also file the actual index that you use. You would still need to meet with your OE, write the report and have it signed.
3	Working Paper File			C	Draft your own a summary of the required information that would form part of a working paper file. Then meet with your OE and ask him/her to listen to your explanations, ask you questions and provide feedback. Summarise this feedback in a brief report and ask him/her to sign it. If you have been exposed to this practically at work you could also file the actual working paper file index that you use. You would still need to meet with your OE, write the report and have it signed.
4	Planning Memorandum			C	Draft your own a summary of the requirements needed in a planning memorandum. Then meet with your OE and ask him/her to listen to your explanations, ask you questions and provide feedback. Summarise this feedback in a brief report and ask him/her to sign it. You could also file the actual planning memorandum that you completed for a client of your firm. You would still need to meet with your OE, write the report and have it signed.

5	Authority & Signing Powers			C	Explain, in your own words, what this means and how it would be implemented in a company (preferably your own practice). Then meet with your OE and ask him/her to listen to your explanations and practical examples. Answer any questions and then summarise the discussion with your OE in a brief report and have him/her sign it.
6	Internal Control Procedures			C	This will also form part of section 12 below. However in this section you can write in your own words what you understand by this term. Then meet with your OE and ask him/her to listen to your explanations, ask you questions and provide feedback. Summarise this feedback in a brief report and ask him/her to sign it. This could then also be referred to in section 12 below.
7	Special Assignments			C	Explain, in your own words, what a special assignment is and give some examples of when a company may require it. Meet with your OE and ask him/her to listen to your explanations and practical examples, ask questions and provide feedback. Summarise this feedback in a brief report and ask him/her to sign it.
8	Risks & Materiality			C	Explain, in your own words, what this term means and how and when it would be used in the audit process. Meet with your OE and ask him/her to listen to your explanations and practical examples, ask questions and provide feedback. Summarise this feedback in a brief report and ask him/her to sign it.
9	Compliance Procedures			C	Explain, in your own words, what this term means and how and when it would be used in the audit process. Meet with your OE and ask him/her to listen to your explanations and practical examples, ask questions and provide feedback. Summarise this feedback in a brief report and ask him/her to sign it.
10	Reliance on the Work of Internal Auditors			C	Explain, in your own words, what this term means and how and when it would be used in the audit process. Meet with your OE and ask him/her to listen to your explanations and practical examples, ask questions and provide feedback. Summarise this feedback in a brief report and ask him/her to sign it.

11	Transaction Testing & Verification	A	Vouching Tests	C	Explain in your own words what this term means and how and when it would be used in the audit process. Meet with your OE and ask him/her to listen to your explanations and practical examples, ask questions and provide feedback. Summarise this feedback in a brief report and ask him/her to sign it.
		B	System Based Tests	C	Explain in your own words what this term means and how and when it would be used in the audit process. Meet with your OE and ask him/her to listen to your explanations and practical examples, ask questions and provide feedback. Summarise this feedback in a brief report and ask him/her to sign it.
		C	Compliance Procedures	C	Explain in your own words what this term means and how and when it would be used in the audit process. Meet with your OE and ask him/her to listen to your explanations and practical examples, ask questions and provide feedback. Summarise this feedback in a brief report and ask him/her to sign it.
		D	Verification for Completeness, Existence, Accuracy, Valuation, Ownership & Presentation	C	Explain in your own words what this means and how and when it would be used in the audit process. Meet with your OE and ask him/her to listen to your explanations and practical examples, ask questions and provide feedback. Summarise this feedback in a brief report and ask him/her to sign it.
		E	Analytical Review	C	Take a set of financial statements that you have prepared and perform an analytical review on them with your comments and observations. Remember to get feedback from your OE, write a brief report on it and then have him/her sign it.
		F	Solvency & Liquidity Tests	C	Take a set of Financial Statements that you have prepared and perform solvency and liquidity tests on them with your comments and observations. Remember to get feedback from your OE, write a brief report on it and then have him/her sign it.

		G	Post Balance Sheet Events	C	Explain in your own words what this means and how and when it would be used in both the accounting as well as the audit process. Give some examples of these events and how they should be dealt with. Meet with your OE and ask him/her to listen to your explanations and practical examples, ask questions and provide feedback. Summarise this feedback in a brief report and ask him/her to sign it.
		H	Statutory Checks (Member Certificate, Founding Statement, Association Agreement, etc)	C	Explain in your own words what these checks are, why they are important and how and when they are used. Meet with your OE and ask him/her to listen to your explanations and practical examples, ask questions and provide feedback. Summarise this feedback in a brief report and ask him/her to sign it.
		I	Overall Review of Financial Statements	C	Take a set of financial statements that you have prepared and perform an overall review on them with your comments and observations. Remember to get feedback from your OE, write a brief report on it and ask him/her to sign it.
12	Internal Control	A	Control Objectives (General, Specific & Computer)	C	Explain in your own words what this means and how and when it would be used in the audit process. Meet with your OE and ask him/her to listen to your explanations and practical examples, ask questions and provide feedback. Summarise this feedback in a brief report and ask him/her to sign it.
		B	Methods to Determine Strengths & Weaknesses	C	What are these methods and how and when are they used in the audit process? Give some examples of strengths and weaknesses. Meet with your OE and ask him/her to listen to your explanations and practical examples, ask questions and provide feedback. Summarise this feedback in a brief report and ask him/her to sign it.
		C	Evaluating Systems & Weaknesses	C	How is this done? Give examples of some systems and possible weaknesses. Have you any experience of possible weaknesses in any of your own practice's systems? Meet with your OE and ask him/her to listen to your explanations and practical examples, ask questions and provide feedback. Summarise this feedback in a brief report

					and ask him/her to sign it.
		D	Reliance on Specialists & Other Professionals	C	Who are some of these people and when is it necessary to rely on such specialists or professionals? How is this done? Have you any experience of when your practice or one their clients relied on such experts? Meet with your OE and ask him/her to listen to your explanations and practical examples, ask questions and provide feedback. Summarise this feedback in a brief report and ask him/her to sign it.
13	Final Report		Qualifying or Non-Qualifying Report	C	Explain, in your own words, the difference between these two reports. Include a sample of each one in your PoE after meeting with your OE. Meet with your OE and ask him/her to listen to your explanations, ask questions and provide feedback. Summarise this feedback in a brief report and ask him/her to sign it.
14	Reporting	A	Management Representation Letter	E	Explain, in your own words, the purpose of this letter. Include a sample letter. Meet with your OE and ask him/her to listen to your explanations, view your letter and provide feedback. Summarise this feedback in a brief report and ask him/her to sign it.
		B	Management Letter	E	Explain, in your own words, the purpose of this letter. Include a sample letter. Meet with your OE and ask him/her to listen to your explanations, view your letter and provide feedback. Summarise this feedback in a brief report and ask him/her to sign it.
15	Audit Presentation	A	Reconciliation	E	Explain, in your own words, what this means and how and when it would be used in the audit process. Give some examples. Meet with your OE and ask him/her to listen to your explanations and practical examples, ask questions and provide feedback. Summarise this feedback in a brief report and ask him/her to sign it.
		B	Schedules	E	Explain, in your own words, what these schedules are and how and when they would be used in the audit process. Include some examples. Meet with your OE and ask him/her to listen to your explanations and practical examples, ask questions and provide feedback. Summarise this feedback in a brief report and ask him/her to sign it.

		C	Audit/Review File	E	Explain, in your own words, what the purpose of such a file is. Include a sample index to such a file. Meet with your OE and ask him to listen to your explanations, view your index and provide feedback. Summarise this feedback in a brief report and ask him/her to sign it.
		D	Audit/Review Management File	E	Explain, in your own words, the purpose of this file. Include a sample file index. Meet with your OE and ask him/her to listen to your explanations, view your file index and provide feedback. Summarise this feedback in a brief report and ask him/her to sign it.
16	General - Auditing - Relevant South African Auditing Standards Pertaining to the Above			E	Draft your own summary table of the relevant standards and meet with your OE. Ask him/her to view your summary, ask you questions and provide feedback. Summarise this feedback in a brief report and ask him/her sign it.

Taxation

You need to provide evidence of all 43 Core requirements of Taxation, as well as five (5) Elective components (48 in total). Taxation is divided into three areas:

1. Value Added Taxation (VAT)
2. Income Tax
3. Other Taxes

Value Added Taxation (VAT)

1	Value Added Taxation (VAT)	A	Registration & De-registration	C	You need to show an understanding of the actual registration and de-registration processes. Also the principles of who must, or can, register for VAT and why, or when, one would de-register. Your evidence should consist of this written understanding as well as a completed registration form.
		B	Maintaining Monthly Records	C	Show your OE a written understanding, in your own words, of what records should be kept and why these are important.
		C	Completion of Returns	C	If you do not have the opportunity to do this practically for two clients (including the calculations thereof), then your OE will need to give you a practical case study to complete with his/her assessment thereof.
		D	Calculation of Penalties & Interest	C	If you do not have the opportunity to do this practically for two clients (including the calculations thereof), then your OE will need to give you a practical case study to complete together with his/her assessment thereof.
		E	Input Reconciliation	C	If you do not have the opportunity to do this practically for two clients (including the calculations thereof), then your OE will need to give you a practical case study to complete together his/her assessment thereof.
		F	Output Reconciliation	C	If you do not have the opportunity to do this practically for two clients (including the calculations thereof), then your OE will need to give you a practical case study to complete together with his/her assessment thereof.
		G	Zero Rated, Exempt & Deemed Supplies	C	This would include your summary and explanation of each category with examples. This would need to be reviewed and signed off by your OE. Type up a brief report of the feedback you receive from your OE and have him/her sign it.

		H	Sections 10, 11 & 12 of the VAT Act	E	This could include an explanation of the type of disclosure and records to be kept, some examples of these and also how they get reported on in the VAT return. This evidence would be strengthened if you could actually include an example where you have had some practical exposure to this. Your evidence would need to be reviewed and signed off by your OE. Type up a brief report of the feedback you receive from your OE and have him/her sign it.
		I	Handling of VAT Audit	E	Your evidence here could include an actual practical example of the type of audit letters you would receive and the follow up replies and/or documentation needed in order to satisfy the SARS auditor. After your feedback session with your OE, type up a brief report of the feedback you receive from your OE and have him/her sign it.
		J	Submission of Returns on E-filing	E	This could include the screen shots or actual printouts of the e-filing returns submitted (preferably linked to the calculations for 1C and 1D above).

Income Tax

1	Income Tax Registration & Deregistration	A	Individuals/ Partnerships	C	You need to show an understanding of the actual registration processes. Also the principles of who must, or can, register for individual tax as well as why or when you would de-register. Your evidence should consist of this written understanding as well as a completed registration form.
		B	Trusts	E	You need to show an understanding of the actual registration processes. Also the principles of how and why you would register a trust for and why, or when, you would de-register. Your evidence should consist of this written understanding as well as a completed registration form.
		C	Companies & Close Corporations	C	You need to show an understanding of the actual registration processes. Also the principles of how, and why, you would register a close corporation or company for tax and why, or when, you would de-register. Your evidence should consist of this written understanding as well as a completed registration form.

		D	Public Benefit Organisations (PBO's)	E	You need to show an understanding of the actual registration processes. Also the principles of how, and why, you would register a PBO (or NPO) for tax and why, or when, you would de-register. Your evidence should consist of this written understanding as well as a completed registration form.
		E	Turnover Tax	E	You need to show an understanding of the actual registration processes. Also the principles of who must, or can, register for turnover tax and why, or when, you would de-register. Your evidence should consist of this written understanding as well as a completed registration form
		F	Submission of Returns on E-filing	E	You need to show an understanding of the actual registration processes. Also the principles of how, and why, you would register for e-filing and why, or when, you would de-register. Your evidence should consist of this written understanding as well as a completed registration form.
	2	A	Individuals/ partnerships	C	If you do not have the opportunity to do this practically for two clients (including the calculations thereof) then your OE will need to give you a practical case study to complete with his/her assessment thereof.
		B	Trusts	E	If you do not have the opportunity to do this practically for two clients (including the calculations thereof), then your OE will need to give you a practical case study to complete with his/her assessment thereof.
		C	Companies & Close Corporations	C	If you do not have the opportunity to do this practically for two clients (including the calculations thereof) then your OE will need to give you a practical case study to complete with his/her assessment thereof.
		D	Public Benefit Organisations (PBO's)	E	If you do not have the opportunity to do this practically for two clients (including the calculations thereof) then your OE will need to give you a practical case study to complete with his/her assessment thereof.
		E	Small Business Corporations	C	If you do not have the opportunity to do this practically for two clients (including the calculations thereof) then your OE will need to give you a practical case study to complete with his/her assessment thereof.

		F	Farming	E	If you do not have the opportunity to do this practically for two clients (including the calculations thereof) then your OE will need to give you a practical case study to complete with his/her assessment thereof.
		G	Turnover Tax	E	If you do not have the opportunity to do this practically for two clients (including the calculations thereof) then your OE will need to give you a practical case study to complete with his/her assessment thereof.
3	Completion of Annual Income Tax Returns	A	Individuals/ Partnerships	C	If you do not have the opportunity to do this practically for two clients and include copies of the two actual returns, then your OE will need to give you a practical case study to complete with the OE's assessment thereof. Ideally this evidence should refer to your calculations in 2A above.
		B	Trusts	E	If you do not have the opportunity to do this practically for two clients and include copies of the two actual returns, then your OE will need to set you a practical case study to complete with the OE's assessment thereof. Ideally this evidence should refer to your calculations in 2B above.
		C	Companies & Close Corporations	C	If you do not have the opportunity to do this practically for two clients and include copies of the two actual returns, then your OE will need to set you a practical case study to complete with the OE's assessment thereof. Ideally this evidence should refer to your calculations in 2C above.
		D	Public Benefit Organisations (PBO's)	E	If you do not have the opportunity to do this practically for two clients and include copies of the two actual returns, then your OE will need to set you a practical case study to complete with the OE's assessment thereof. Ideally this evidence should refer to your calculations in 2D above.
4	Provisional Tax	A	Registration, Conversion & De-registration	C	You need to show an understanding of the actual registration processes. Also the principles of who must or can register for provisional tax as well as why or when you would de-register. Your evidence should consist of this written understanding as well as the completed forms.

		B	Calculation & Completion of Provisional Tax Returns	C	If you did not have the opportunity to do this in practice for two clients (one individual and one CC or company) and include copies of the two actual returns, then your OE will need to give you a practical case study to complete together with his/her assessment thereof.
		C	Calculation of Penalties & Interest	C	If you do not have the opportunity to do this practically for two clients, then your OE will need to give you a practical case study to complete together with his/her assessment thereof.
5	Review of Assessments			C	At least two examples of comparing actual SARS assessments versus your own calculations. If different, then an explanation for what you did about it and the result. If not, an explanation of how you would deal with a difference.
6	Objection to Assessments & Lodging of Appeals			C	An actual example of an objection that you have undertaken with SARS on any tax matter. Include all correspondence and the SARS final assessment or correspondence in this regard. If you have not done this yourself then an explanation of how this whole process would happen.
7	Deferred Taxation	A	Bad Debts & Doubtful Debts	E	An example where the tax calculation has been done (with these items included) and an explanation of the principles taken into account.
		B	Leases	E	An example where the tax calculation has been done (with these items included) and an explanation of the principles taken into account.
8	Practice Notes & Court Decisions			C	Your OE will need to give you a practical case study to complete together with his/her assessment thereof.
9	Tax Planning - Fringe Benefits & Allowances			C	If you do not have the opportunity to do this practically and include your explanations/advice, then your OE will need to give you a practical case study to complete together with his/her assessment thereof.
10	Tax Avoidance vs. Tax Evasion			C	If you do not have the opportunity to do this practically and include your explanations and advice, then your OE will need to give you a practical case study to complete together with his/her assessment thereof.

11	Non-Resident vs. Resident Taxation			C	This could include an explanation of the principles and some examples. This evidence would be strengthened if you could actually include an example where you have had some practical exposure to this. Your evidence would need to be reviewed and signed off by your OE. Type up a brief report of the feedback you receive from your OE and have him/her sign it.
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Other Taxes

1	Dividend Tax			C	If you do not have the opportunity to do this practically for two clients and include your explanations/advice, then your OE will need to give you a practical case study to complete with his/her assessment thereof.
2	Capital Gains Tax	A	Disposals	C	<p>This whole section (i.e. Capital Gains Tax from 2A to 2E) can be done in one project or one section. For example, by doing one or more of the following listed below:</p> <p>(i) If you are exposed to all of this in practice, then you could include your actual CGT calculations for two clients. For the OE to sign off the logbook s/he must be sure that you are competent in all the required areas.</p> <p>(ii) If you are not exposed to the actual practical processes here, your OE could give you an assignment to research these areas, followed by an oral examination with evidence to prove your research. Type up a report of this oral examination and have your OE sign it.</p> <p>(iii) The OE could run a practical training session with his/her learner/s and then give you an assignment covering all of these topics. The OE needs to assess this assignment and give you feedback. Type up a report of this oral examination and have your OE sign it.</p> <p>Refer to examples (i) to (iii) above. You could also link all this to the Asset Disposal items in the Financial Accounting section.</p>
		B	Proceeds	C	
		C	Capital Gain	C	
		D	Taxable Portion of Gain	C	
		E	Exemptions	C	

3	Donations Tax	A	Exemptions	C	This whole section (i.e. Donations Tax and Estate Duty from 3A to 3C) can be done in one project or one section. For example, by doing it using one or more of the options listed in the Capital Gains Tax sub-section above.
		B	Rates	C	This whole section (i.e. Donations Tax and Estate Duty from 3A to 3C) can be done in one project or one section. For example, by doing it using one or more of the options listed in the Capital Gains Tax sub-section above.
		C	Estate Duty	C	This whole section (i.e. Donations Tax and Estate Duty from 3A to 3C) can be done in one project or one section. For example, by doing it using one or more of the options listed in the Capital Gains Tax sub-section above.
4	Employees Taxation	A	Registration & De-registration of PAYE, UIF & SDL	C	You need to show an understanding of the actual registration processes and principles of who must, or can, register as an Employer (for PAYE, UIF and SDL) as well as why, or when, you would de-register. Your evidence should consist of this written understanding and a completed registration.
		B	Maintaining Monthly Records	C	You need to show an understanding in your own words of what records must to be kept and why these are important. This understanding needs to be reviewed by your OE and then summarised by you in a brief report.
		C	Completion of Returns	C	If you do not have the opportunity to do this practically for two clients and include copies of the actual returns, then your OE will need to give you a practical case study to complete with his/her assessment thereof.
		D	Calculation of Penalties & Interest	C	If you do not have the opportunity to do this practically for two clients (including the calculations thereof) then your OE will need to give you a practical case study to complete with his/her assessment thereof.
		E	Calculation of PAYE, SITE, UIF & SDL	C	If you do not have the opportunity to do this practically for two clients (including the calculations thereof) then your OE will need to give you a practical case study to complete with his/her assessment thereof.

		F	Personal Service Company & Trust	C	You need to show an understanding in your own words of what this means and how these entities are taxed. This understanding needs to be reviewed by your OE and then summarised by you in a brief report.
		G	Director's/ Members' Remuneration	C	You need to show an understanding in your own words of how this is taxed. This understanding needs to be reviewed by your OE and then summarised by you in a brief report.
		H	Reconciliations (e.g. EMP501)	C	If you do not have the opportunity to do this practically for two clients (including copies of the actual returns and certificates) then your OE will need to give you a practical case study to complete with his/her assessment thereof. Link this to 4I and 4J below.
		I	Issuing of All Annual Returns & Certificates (e.g. IRP5s & IT3s)	C	If you do not have the opportunity to do this practically for two clients (including copies of the actual returns and certificates) then your OE will need to give you a practical case study to complete with his/her assessment thereof. Link this to 4H above.
		J	Reconciliation to Financial Statements	E	If you do not have the opportunity to do this practically for two clients (including copies of the actual returns and certificates) then your OE will need to give you a practical case study to complete with his/her assessment thereof. Preferably link this to 4H and 4I above.
		K	Submission of Returns on E-filing	E	If you do not have the opportunity to do this practically for two clients (including copies of the actual returns you filed) then your OE will need to give you a practical case study to complete with his/her assessment thereof.
		L	PAYE, UIF & SDL on Sub-contractors & Casual Workers	C	This could include an explanation of the principles and some examples. This evidence would be strengthened if you could actually include an example where you have had some practical exposure to this. Your evidence would need to be reviewed and signed off by your OE. Type up a brief report of this feedback and have him/her sign it.

5	Tax Clearance Certificates			C	You need to show an understanding of the actual application processes (both manual and by eFiling). Also the reasons why would one need a tax clearance certificate and how often. Your evidence should consist of this written understanding, feedback from your OE and a completed application form.
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Commercial Law

You need to provide evidence of all 23 Core requirements of Commercial Law, as well as 18 Elective components (41 in total). Commercial Law is divided into two areas:

1. General
2. Accounting Officer/Auditor/Reviewer.

General

1	Concept & Characteristics of Different Entities	A	Close Corporation	C	In your own words, prepare to explain some of the key characteristics of a close corporation to a new client. Then meet with your OE and ask him/her to listen to your explanations, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.
		B	Company	C	In your own words, prepare to explain some of the key characteristics of the different categories of companies to a new client. Then meet with your OE and ask him/her to listen to your explanations, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.
2	Advantages & Disadvantages of a CC/ Company vs. Other Business Entities			C	Draft your own summary table to explain some of the key differences between various business entities to a new client. Then meet with your OE and ask him/her to listen to your explanations, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.
3	Steps to Amend a Close Corporation & Completion of all Documents			C	A written explanation, in your own words, of the documents, procedures and steps undertaken to amend a close corporation and the reasons for the changes. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.

4	Steps to form a Company & Completion of all Documents			C	A written explanation, in your own words, of the documents, procedures and steps undertaken to form a company. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.
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5	Membership & Members' Interest			C	In your own words, prepare to explain (i) the difference between a member's loan as well as both an outsider loan and the member's capital contribution, (ii) the meaning of member's interest and (iii) what is included in member's interest. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.
6	Acquisition of Member's Interest/ Shareholding & Administration Procedures			C	A written explanation, in your own words, of the documents, administrative procedures and steps involved in acquiring a member's interest or shareholding. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.
7	Conversion from a Close Corporation to a Company: Practical Steps			C	A written explanation, in your own words, of the documents, procedures and steps undertaken to convert from a close corporation to a company as well as the reasons for such a change. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it. Or provide an actual example of such a conversion that you have processed yourself.
8	Internal Relationships Between Members/ Shareholders (including Association/ Shareholder's Agreement)			C	A written explanation, in your own words, of how the relationships and the interests of members or shareholders should be managed. Also what you recommend should be included in a members' or shareholders' agreement. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it. Or provide an actual example of such an agreement that you have drawn up yourself.
9	Client/ Stakeholder Meetings - Recording & Authorizing of Agendas & Minutes			C	A copy of the agenda and minutes of an actual meeting of members or shareholders that you have drawn up. If you have not done this yourself, then an example with explanatory notes of the important issues that will guide you when you are exposed to this in the future.

10	Loans by CC/ Company to/ from members/ directors			C	In your own words, prepare to explain, (i) the difference between a member's loan as well as both an outsider loan and the member's capital contribution, (ii) the meaning of a 'deemed dividend or distribution' and (iii) 'subordination' of a member's loan. Then meet with your OE and ask him/her to listen to your explanation, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.
11	Power of Members/ Directors to Bind the CC/Company			C	In your own words, prepare to explain the powers of members and directors to bind the corporation. Then meet with your OE and ask him/her to listen to your explanation, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.
12	External Relationships & Fiduciary Position of Members/ Directors			C	In your own words, prepare to explain these issues and obligations. Then meet with your OE and ask him/her to listen to your explanation, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.
13	Personal Liability of Members/ Directors to CC, Company & Others			C	In your own words, prepare to explain this personal liability of members/directors. Then meet with your OE and ask him/her to listen to your explanation, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.
14	Accounting Records Maintained			C	A written explanation, in your own words, of the documents and records involved, their retention periods and in terms of which legislation. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.
15	Annual Financial Statements, IFRS, IFRS for SMEs, Reports			C	A written explanation, in your own words, of the requirements regarding the relevant statements needed for an entity in terms of the Companies Act and also the Close Corporations Act. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.

16	Deregistration Procedures for All Entities Listed Under Point 1			C	A written explanation, in your own words, of the procedures and steps taken to de-register a company or CC as well as the reasons for and legal consequences of de-registration. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.
17	Liquidation Procedures for All Entities			C	A written explanation, in your own words, of the procedures and steps taken to liquidate a company or CC as well as the reasons for and legal consequences of liquidation. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.
18	Business Rescue			C	A written explanation, in your own words, of the procedures and steps to be taken to put a company into 'business rescue'. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.

Accounting Officer/Auditor/Reviewer

1	Duties of the Accounting Officer/Auditor/Reviewer			C	A written explanation, in your own words, of the duties of each of these officials. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise the feedback for your OE sign. Also include a summary of the duties and obligations of the Preparer of financial statements.
2	Removal, Resignation & Vacancy of the Accounting Officer/Auditor/Reviewer			C	A written explanation, in your own words, of the procedures and steps involved in the removal, resignation and appointment of each of these officials. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.
3	Rights of the Accounting Officer/Auditor/Reviewer			C	A written explanation, in your own words, of the rights of each of these officials. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.

4	Duties of the Accounting Officer/ Auditor/Reviewer towards Registrar			C	A written explanation, in your own words, of the duties of each of these officials. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.
5	Trusts	A	Rights, Powers & Duties of Trustees	E	A written explanation, in your own words, of the rights, powers and duties of trustees. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.
		B	Creation & Registration	E	A written explanation, in your own words, of the procedures and steps involved in creating and registering a trust. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.
		C	Duties of the Accountant	E	A written explanation, in your own words, of the duties of the accountant of a trust. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.
		D	Reporting Requirements	E	A written explanation, in your own words, of the reporting requirements for a trust. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.
6	Clubs	A	Rights, Powers & Duties of Office Bearers	E	A written explanation, in your own words, of the rights, powers and duties of the office bearers of a club. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.
		B	Creation & Registration	E	A written explanation, in your own words, of the procedures and steps involved in creating and registering a club. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.

		C	Duties of the Accountant	E	A written explanation, in your own words, of the duties of the accountant of a club. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.
		D	Reporting Requirements	E	A written explanation, in your own words, of the reporting requirements for a club. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.
7	Sectional Titles	A	Rights, Powers & Duties of Office Bearers	E	A written explanation, in your own words, of the rights, powers and duties of the office bearers of a sectional title entity. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.
		B	Creation & Registration	E	A written explanation, in your own words, of the procedures and steps involved in creating and registering a sectional title entity. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.
		C	Duties of the Accountant	E	A written explanation, in your own words, of the duties of the accountant of a sectional title entity. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.
		D	Reporting Requirements	E	A written explanation, in your own words, of the reporting requirements for a sectional title entity. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.

8	Non-Profit Organisations (NPOs)	A	Rights, Powers & Duties of Office Bearers	E	A written explanation, in your own words, of the rights, powers and duties of the office bearers of an NPO. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.
		B	Creation & Registration	E	A written explanation, in your own words, of the procedures and steps involved in creating and registering an NPO. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.
		C	Duties of the Accountant	E	A written explanation, in your own words, of the duties of the accountant of an NPO. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.
		D	Reporting Requirements	E	A written explanation, in your own words, of the reporting requirements for an NPO. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.
9	Commercial Law	A	Basic Law of Contracts	E	If you have not been exposed to this topic in practice, ask your OE to help you to choose any one of your practice's clients in an industry/sector of her/his choice. Imagine this is a new client and prepare a written explanation, in your own words, of the basic law of contract as it will affect this client's business. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.
		B	Companies Act	E	If you have not been exposed to this topic in practice, ask your OE to help you to choose any one of your practice's clients in an industry/sector of her/his choice. Imagine this is a new client and prepare a written explanation, in your own words, of the new Companies Act of 2008 as it will affect this client's business. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a

					brief report and have your OE sign it.
		C	Tender Procedures	E	<p>If you have not been exposed to this topic in practice, ask your OE to help you to choose any one of your practice's clients in an industry/sector of her/his choice. Imagine this is a new client and prepare a written explanation, in your own words, of how they will need to prepare before submitting their first tender to a potential client in either the private or public sector. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.</p>
		D	Property Transactions, Mortgage & Pledges	E	<p>If you have not been exposed to this topic in practice, ask your OE to help you to choose any one of your practice's clients in an industry/sector of her/his choice. Imagine this is a new client and prepare a written explanation, in your own words, of these concepts as it will affect this client's business. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.</p>
		E	Negotiable Instruments	E	<p>If you have not been exposed to this topic in practice, ask your OE to help you to choose any one of your practice's clients in an industry/sector of her/his choice. Imagine this is a new client and prepare a written explanation, in your own words, of what a negotiable instrument is and practical examples of these including how this law will affect their business. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.</p>

		F	FAIS Act	E	If you have not been exposed to this topic in practice, ask your OE to help you to choose any one of your practice's clients in an industry/sector of her/his choice. Imagine this is a new client and prepare a written explanation, in your own words, of what the FAIS Act is and how it will affect their business. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.
		G	FICA Act	E	If you have not been exposed to this topic in practice, ask your OE to help you to choose any one of your practice's clients in an industry/sector of her/his choice. Imagine this is a new client and prepare a written explanation, in your own words, of what the FICA Act is and how it will affect their business. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.
		H	National Credit Act	E	If you have not been exposed to this topic in practice, ask your OE to help you to choose any one of your practice's clients in an industry/sector of her/his choice. Imagine this is a new client and prepare a written explanation, in your own words, of what the National Credit Act is and how it will affect their business. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.
		I	Labour Law	E	If you have not been exposed to this topic in practice, ask your OE to help you to choose any one of your practice's clients in an industry/sector of her/his choice. Imagine this is a new client and prepare a written explanation, in your own words, of what the Labour Relations Act is and how it will affect their business. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.

		J	Occupational Health & Safety Act	E	If you have not been exposed to this topic in practice, ask your OE to help you to choose any one of your practice's clients in an industry/sector of her/his choice. Imagine this is a new client and prepare a written explanation, in your own words, of what the Occupational Health & Safety Act is and how it (along with the Compensation for Occupational Injuries & Diseases Act) will affect their business. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.
		K	Suretyship	E	An explanation, in your own words, of what you would explain about this Act to a client.
		L	Consumer Protection Act	E	If you have not been exposed to this topic in practice, ask your OE to help you to choose any one of your practice's clients in an industry/sector of her/his choice. Imagine this is a new client and prepare a written explanation, in your own words, of what the National Credit Act is and how it will affect their business. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.
		M	Protection of Personal Information Act	E	If you have not been exposed to this topic in practice, ask your OE to help you to choose any one of your practice's clients in an industry/sector of her/his choice. Imagine this is a new client and prepare a written explanation, in your own words, of what the Protection of Personal Information Act is and how it will affect their business. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.

		N	BEE Act	E	If you have not been exposed to this topic in practice, ask your OE to help you to choose any one of your practice's clients in an industry/sector of her/his choice. Imagine this is a new client and prepare a written explanation, in your own words, of what the BEE Act is and how it (along with any applicable BEE Code) will affect their business. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.
		O	Administration of Estates	E	Unless you are personally involved in this at work we suggest you choose another elective item! But if you are, then provide actual evidence of some of your own work outputs from two deceased or insolvent estates.
		P	PFMA Act	E	Imagine that a friend has been appointed as assistant accountant in the Dept of Basic Education in the ABC Province. She has asked you to explain what the PFMA is and how it might affect her. Prepare a written explanation in your own words. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.
		Q	MFMA Act	E	Imagine that a friend has just completed his B Com and has been appointed as an assistant accountant in XYZ Municipality. He has asked you to explain what the MFMA is and how it might affect him. Prepare a written explanation in your own words. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.
		R	Close Corporation Act	E	Ask your OE to help you to choose any one of your practice's clients in an industry/sector of her/his choice. Imagine this is a new client and prepare a written explanation, in your own words, of the Close Corporations Act as it will affect this client's business. Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.

10	Corporate Governance			E	Prepare a written explanation, in your own words, of the term <i>Corporate Governance</i> . Then meet with your OE and ask him/her to view your document, ask you questions and provide feedback. Summarise this feedback in a brief report and have your OE sign it.
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Management Accounting

You need to provide evidence of 26 Elective components of Management Accounting. There are no Core components in this section.

1	Management Reports	A	Manufacturing Accounts	E	If you are not exposed to this at work (and can therefore include this with 1B, 1C, 1D and 1E) then research the topic and prepare some notes. Meet with your OE and ask him/her to give you a case study or practical assignment that involves drafting all the relevant accounts that impact on the production cost statement, cost of sales and inventory (materials, work-in-progress and finished goods). Discuss your answers with your OE, summarise his/her feedback in a brief report and have him/her sign it.
		B	Income Statements	E	We recommend that you include and present all the evidence for 1B, 1C, 1D and 1E in one integrated report (1A too if you can). Choose any one of your clients but preferably one that buys & sells products (cash & credit), holds inventory, records both accruals & prepayments and also has significant non-current assets & liabilities. Prepare a monthly and/or quarterly and/or half-yearly pack and report that you are proud to present to such a client. If possible you can also include and integrate items 3A, 3B, 3C and 3D below in this comprehensive report
		C	Balance Sheets	E	Refer to 1B above.
		D	Cash Flow Statements	E	Refer to 1B above.
		E	Consolidation of Management Reports	E	Refer to 1B above.
2	Valuations	A	Shares, Goodwill & Member Interest	E	Research the topic and then prepare some notes on valuing these three items. Meet with your OE and ask him/her to give you a case study or actual client financial statements where you are required to value at least two of these three. Later discuss your answers with your OE, summarise his/her feedback in a brief report and have him/her sign it.

3	Analysis & Interpretation	A	Analysis of Operation Results	E	This whole section (Analysis & Interpretation from 3A to 3E) could be done in one project and also integrated with your evidence for 1B to 1E above. For example, you could do one or more of the following:
		B	Evaluation of Financial Ratios	E	(i) If you are exposed to all the actual practical processes here, then you could include some examples from your work outputs as your PoE evidence. Note that for the OE to sign off your logbook, s/he must be sure that you are competent in all the required areas and provide you with written confirmation of this to supplement your own evidence.
		C	Interpretation of Variances & Tendencies	E	(ii) If you are not exposed to the actual practical processes here, then your OE could set you an assignment to research these areas, followed by an oral examination with evidence to prove your research. You must then type up a brief report of this oral exam and get your OE to sign it.
		D	Reporting (Conclusions, Forecasts & Recommendations)	E	(iii) The OE could run a practical training session with his/her learners and then give you an assignment on the topics. The OE needs to assess this assignment and give you feedback. You must then type up a brief report of this assessment and get your OE to sign it.
		E	Risk & Viability Analysis	E	Examples listed for 3A to 4D - (i) (ii) and (iii) – also apply here
		F	Capital Investments & Financing (e.g. Discounted Cash Flow)	E	If you do not do this at work: then research the topic and prepare some notes. Meet with your OE and ask him/her to give you a case study or practical assignment that involves comparing the costs, cash flow and scrap/residual values over a period of at least four years for at least two projects or assets that a company is considering investing in. You need to take the effects of cost of capital, inflation, depreciation, recoupment and tax into account and motivate your recommendation. Use at least two methods (e.g. NPV, IRR, discounted payback, etc.). Discuss your answers with the OE, summarise his/her feedback in a brief report and have him/her sign it. File all this as your evidence.

4	Budgeting & Forecasting	A	Strategic Long Term Planning	E	This whole section (Budgeting & Forecasting from 4A to 4I) could be done in one project by, for example, one or more of the following:
		B	Capex Needs Analysis	E	(i) If you are exposed to all the actual practical processes here, then you could include some examples from your work outputs as your PoE evidence. For the OE to sign off your logbook, s/he must be sure that you are competent in all the required areas and provide you with written confirmation of this to supplement your own evidence.
		C	Capital Expenditure (Capex)	E	(ii) If you are not exposed to the actual practical processes here, then your OE could set you an assignment to research these areas, followed by an oral examination with evidence to prove your research. You must then type up a brief report of this oral exam and get your OE to sign it.
		D	Financing	E	(iii) The OE could run a practical training session with his/her learners and then give you an assignment on the topics. The OE needs to assess this assignment and give you feedback. You must then type up a brief report of this oral exam and get your OE to sign it.
		E	Fixed vs. Flexible Budget	E	Examples listed for 4A to 4D - (i) (ii) and (iii) – also apply here.
		F	Historical vs. Zero Based Budget	E	Examples listed for 4A to 4D - (i) (ii) and (iii) – also apply here.
		G	Scenario Planning	E	Examples listed for 4A to 4D - (i) (ii) and (iii) – also apply here.
		H	Forecasts of Future Results	E	Examples listed for 4A to 4D - (i) (ii) and (iii) – also apply here.
		I	Financial Advice (Considering Economic Events)	E	Examples listed for 4A to 4D - (i) (ii) and (iii) – also apply here.

5	Costing Methods & Product Costs	A	Absorption Costing (Direct vs. Indirect Costs)	E	If you do not do this at work, then briefly explain this costing method and how and when it would be used. Link this explanation to your evidence for 1A (a manufacturing or production cost statement above). Contrast how inventory and cost of sales are valued here compared to when marginal costing (5B) is used and which method is acceptable when using IFRS. Then meet with your OE and ask him/her to view your evidence and give you feedback, Summarise this feedback in a brief report and have him/her sign it.
		B	Marginal Costing & Breakeven Analysis (Variable vs. Fixed Costs)	E	If you do not do this at work, then briefly explain this costing method, how and when it would be used and how we calculate breakeven and other CVP concepts. Compare this method to absorption costing (5A) above. Then contrast how inventory and cost of sales are valued here compared to when absorption costing is used and which method is acceptable when using IFRS. Then meet with your OE and ask him/her to view your evidence and give you feedback, Summarise this feedback in a brief report and have him/her sign it.
		C	Standard Costing	E	If you do not do this at work, then research the topic and prepare some notes on standard costing. Meet with your OE and ask him/her to give you a case study or suggest an actual client's financials where you are required to calculate some standard costs for some of their products/services. Alternatively, ask your OE to select a practical assignment from the practice library for you to do that involves calculating and reconciling price and efficiency variances for materials, labour and manufacturing overheads. Discuss your answers with your OE, summarise his/her feedback in a brief report and have him/her sign it.

		D	Activity Based Costing	E	If you do not do this at work, then research the topic and prepare some notes on ABC costing. Meet with your OE and ask him/her to give you a case study or suggest an actual client's financials where you are required to analyse the costs, highlight the cost drivers for various activities and suggest ways of allocating their overheads using ABC. Alternatively, ask your OE to select a practical assignment from the practice library for you to do that involves using ABC. Discuss your answers with your OE, summarise his/her feedback in a brief report and have him/her sign it.
		E	Contract Accounting	E	If you do not do this at work, then research the topic and prepare some notes on contract accounting. Meet with your OE and ask him/her to give you a case study or practical assignment from the practice library for you to do that involves drafting all the relevant contract accounts, valuing work-in-progress and final profit or interim profit at year-end. Discuss your answers with your OE, summarise his/her feedback in a brief report and have him/her sign it.
		F	Process Costing	E	If you do not do this at work, then research the topic and prepare some notes on process costing. Meet with your OE and ask him/her to give you a case study or practical assignment from the practice library for you to do that involves process costing. Discuss your answers with your OE, summarise his/her feedback in a brief report and have him/her sign it.
		G	Joint Product Costing	E	If you do not do this at work, then research the topic and prepare some notes on joint product costing. Meet with your OE and ask him/her to give you a case study or practical assignment from the practice library for you to do that involves joint product costing. Discuss your answers with your OE, summarise his/her feedback in a brief report and have him/her sign it.

6	Basic Principles of Project Management			E	If you have not done this at work, then research the topic and prepare some notes on project management. Meet with your OE and ask him/her to give you a project to manage. This project could be as simple as co-ordinating the planned training activities for all the staff for six months, planning and hosting the annual staff function or project managing a breakfast function to brief clients on new legislation that will impact their business for example. Draft a report when you are finished. Discuss this with your OE, summarise his/her feedback in a brief report and have him/her sign it.
7	Foreign Currency Cover			E	If you have not done this at work, then research the topic and prepare some notes on foreign currency cover. Meet with your OE and discuss. Then ask him/her to give you a case study to apply your knowledge in practice. Present your answers to your OE, summarise his/her feedback in a brief report and have him/her sign it.
8	Foreign Currency Transactions			E	If you have not done this at work, then research the topic and prepare some notes on foreign currency transactions. Meet with your OE and discuss. Then ask him/her to give you a case study to apply your knowledge in practice. Present your answers to your OE, summarise his/her feedback in a brief report and have him/her sign it.
9	Inventory Valuation (FIFO/LIFO & Average Weighted Cost)			E	This could just involve integrating all your related evidence already assembled in the Financial Accounting section and some of the other Management Accounting items above. Make sure that you incorporate a clear understanding of the different valuation methods and how IFRS and tax legislation applies to each of them.

Practice Management

You need to provide evidence of all 20 Core requirements of Practice Management, as well as four (4) Elective components (24 in total).

1	Business Plan	A	Statutory Registrations	C	This whole section (the business plan from 1A to 1F and 2A) can be done as one integrated project.
		B	Selecting a Location	C	If you are exposed to business plans in your practice then you could just choose one of the plans that you have previously done for a client. Ensure that it covers all the areas in 1A to 1F and 2A.
		C	First Year's Cash Flow Projection & Breakeven Analysis	C	If you are not exposed to business plans in the practice then you first need to be exposed to both the theory and practice in any one of the following three ways:
		D	Practice Vision & Mission	C	<ol style="list-style-type: none"> 1. Do research using the web or another method. 2. Attend a seminar or course on business plans. 3. Your OE could conduct formal or informal training within the practice.
		E	Professional Indemnity Insurance	C	Once you have completed one of the above, you could write a business plan for a hypothetical accounting practice which would include and integrate the elements 1A to 1F and 2A.
		F	Target Market & Marketing	C	After presenting this integrated business plan to your OE, s/he would need to work through this plan and give you feedback. You can then summarise this feedback and any corrections you needed to make in a brief report and have your OE sign it. File your plan and the feedback report as your evidence for 1A to 1F and 2A.
2	Clients	A	Client Mix & Sustainability	E	This could also be covered in the above business plan or else in a separate marketing plan.
		B	Pre-engagement Activities	C	This should be a checklist or flowchart of what the practice actually does when taking on a new client. It can either be the actual process control used by the practice or can be drawn up by you for the practice. The evidence should also include a sample client take-on form which again could be the actual one used by the practice or one designed by you for the practice.

		C	Procedures of Appointment & Engagement Letters	C	This should be a listing or flowchart of what the practice actually does when engaging with a new client. It can either be the actual procedure used by the practice or can be drawn up by you for the practice. The evidence should also include sample appointment/engagement letters which could be the actual ones used by the practice or one designed by you for the practice.
		D	Resignation Procedures	C	This should be a listing or flowchart of what the practice actually does when resigning a client. It can either be the actual procedure used by the practice or can be drawn up by you for the practice. The evidence must also include a sample resignation letter which could be the actual one used by the practice or one designed by you for the practice.
		E	Client Liaison	E	This could include a copy of the communication policy of the practice. Alternatively you could explain the following to your OE and summarise his/her feedback in a brief report (how the firm communicates with clients, how frequently the firm communicate with clients, what happens when things go wrong, etc). Try to include actual copies of your own correspondence with some clients in your evidence.
		F	Meeting Agendas & Reports	E	Actual examples of meeting agendas, minutes and reports from meetings that you have held with clients.
		G	SAIPA Code of Ethics & Professional Behaviour	C	Explain what you understand by this behaviour. Also summarise what SAIPA expects of you in this regard. Meet with your OE and ask him to listen to your explanations and examples, ask you questions and provide feedback. Summarise this in a brief report and have your OE sign it.
		H	Advice & Participation in Information Technology Systems	E	Either use an actual example from your practice or take a simple example of a retail store. Note what points you would highlight to a client which they would need to consider when purchasing a new IT system. Discuss with your OE, summarise his/her feedback in a brief report and have him/her sign it.

3	Office Administration & Processes	A	Preservation, Safekeeping & Maintenance of Records	C	Do research and draft a table listing each type of record and for how many years it should be kept. Also highlight in terms of which legislation this is necessary. Discuss with your OE, summarise his/her feedback in a brief report and have him/her sign it.
		B	Information System Strategy (Implementation & Management)	C	Explain in your own words which software programs your practice uses or alternatively what type of programs you would need to acquire if you had your own practice. Why and how would you implement and manage these in the practice. Discuss with your OE, summarise his/her feedback in a brief report and have him/her sign it.
		C	Calculation of Fees	C	Either report on how your practice calculates client fees or present a practical example of how you would calculate your own fees in terms of the services that you would offer in your own practice in the future. If the latter, you could also include this as part of your business plan in 1A to 1F above.
		D	Monitoring of Fees & Time Records	C	Either report on how your practice monitors fees and time records, or present a practical example of how you would do this in your own practice in the future. If the latter, you could also include this as part of your business plan in 1A to 1F above.
		E	Debt Management	C	Summarise your company's debt policy or mention at least five things that you would include in a debt policy if you had a practice of your own. If the latter, you could also include this as part of your business plan in 1A to 1F above.
		F	Risk & Liability	C	Explain what you understand by Risk and Liability in general and also specifically in an accounting practice like yours. Ask your OE to highlight two particular current risks in your practice and then do a risk analysis on them. Discuss with your OE, summarise his/her feedback in a brief report and have him/her sign it.

		G	Internal/External Correspondence Procedures	E	Obtain a copy of your company's communications policy and highlight where it is being implemented correctly by staff and where it is not. Alternatively, if the company does not have a written policy, ask your OE for some advice and then draft your proposed communication policy for him/her to approve for the practice.
		H	Internal Meeting Agendas, Minutes & Management Reports	E	Preferably combine 3G, 3H and even 3I as one project. Ensure that your policy also incorporates correspondence procedures and include some examples of your own correspondence. Discuss with your OE, summarise his/her feedback in a brief report and have him/her sign it.
		I	Conduct Internal Meetings, Resolutions, Manage Conflict	E	Preferably combine 3G, 3H and 3I as one project. Ensure that your policy also incorporates procedures for conflict resolution procedures and then include some examples from your own experience in conflict management at work. Discuss with your OE, summarise his/her feedback in a brief report and have him/her sign it.
	4	A	SAIPA CPD Requirements	C	Explain your own understanding of what SAIPA CPD comprises and what is expected of a Professional Accountant (SA). What are the consequences of non-compliance? What are some of the most cost effective actions you will implement for yourself to ensure compliance once you have qualified as a Professional Accountant (SA)?
		B	Knowledge of FASSET & Skills Development	E	Explain what FASSET is, who their stakeholders are and what they strive to achieve. When you qualify and open your own practice, how will you join FASSET and make use of their services? Also complete the form/s you would need in order to register your hypothetical new practice with FASSET.
		C	Staff Training & Development	C	Ask your OE for your company's training plan/schedule/matrix for the current year for all their trainees. Alternatively ask your OE for his/her input and draft a complete one year training plan that the practice could use for a new SAIPA trainee in their first, second or third year at this practice. Discuss with your OE, summarise his/her feedback in a brief report and have him/her sign it.

5	Human Resources	A	Appropriate & Relevant HR Policies & Practices	E	Draw up a checklist of all the relevant policies and procedures that should be included in a HR Policies & Procedures Manual in the case of a small accounting practice. Also design your own Induction Policy, Disciplinary Policy and at least one other policy that you have not already included in any other component of the Practice Management above or below. Discuss with your OE, summarise his/her feedback in a brief report and have him/her sign it.
		B	Employment Contracts Aligned to the Basic Conditions of Employment Act	C	Take your own contract of employment and highlight all the important information in it that complies with the BCOE Act. List any of your own conditions that are better than the minimum? Are there any conditions that conflict with the minimum? Now imagine that you are in a practice on your own. Draft three hypothetical letters of appointment on your new letterheads for: (a) a new bookkeeper on the permanent staff, (b) a new SAIPA trainee and (c) a new cleaner. Discuss with your OE, summarise his/her feedback in a brief report and have him/her sign it.
		C	Payroll Systems & Maintenance of Personnel Records	C	Imagine you are running your own practice with at least some staff who receive fringe benefits. Explain what systems you would use and what records you would maintain. What software program would you purchase and why this one? Discuss with your OE, summarise his/her feedback in a brief report and have him/her sign it.
		D	Staff Appraisals & Reviews	E	Describe how your company's performance appraisal or review system works. Attach a copy of the company policy and the relevant forms. Also a copy of your own most recent appraisal or review. If there is no written policy then design one of your own for a hypothetical practice, including the step-by-step procedure and any the relevant forms. Discuss with your OE, summarise his/her feedback in a brief report and have him/her sign it.

Yes, we know, that's a lot of paperwork! Here's the best way to manage it.

Presenting Your Evidence

The easiest way to arrange your file is according to the sections of your Logbook starting with you're a section listing your personal details as such:

- Personal Details
- Financial Accounting
- Internal Control
- Taxation
- Commercial Law
- Management Accounting
- Practice Management

Each of these sections can then be catalogued according to the number format found in your Logbook.

Need More Help? Call on Your Overall Evaluator!

Your OE is responsible for ensuring that you have provided verifiable evidence of your competence. Your OE is what FASSET calls an "Evidence Facilitator". S/he will use your PoE to sign off your Logbook. Your OE will also advise you if evidence is not sufficient. Then s/he will give you an opportunity and guidance in order for you to provide further or alternative evidence to substantiate your competence.

Last But Not Least...

Don't forget that the Personal Details section of your PoE should also contain:

- A certified copy of your ID document.
- A certified copy of your B Com degree and academic record, **or proof of registration** for a B Com degree with the following subjects:
 - Financial Accounting 3
 - Taxation 1
 - Auditing 1/ Internal Auditing 2/ Internal Control and Code of Ethics
 - Corporate Law 1/ Commercial Law 2
 - Management Accounting 1.
- A copy of your registration letter from SAIPA with your membership number and your official start and end dates.
- A copy of your learnership registration with FASSET with your official start and end dates.
- Proof of payment of your current year's trainee fees.

Chapter 8: The Annual Monitoring Site Visit from SAIPA

What is a Monitoring Site Visit (MSV)?

A Monitoring Site Visit (MSV) is a valuable opportunity for all concerned to measure your performance and check if your training is on track. The MSV is really a developmental process. SAIPA is here to assist your OE or Principal Member in ensuring your training is of the highest quality by taking these steps:

- Step 1 SAIPA will contact your OE to book an annual MSV. This visit will be paid for by your ATC at the applicable rate at the time of the visit (go to www.saipa.co.za for rates).
- Step 2 The Monitoring Officer (MO) will conduct a short interview with you to discuss any matters of concern. The interview may be done as a group if there are multiple trainees at an ATC at the time of the visit.
- Step 3 The MO will also assess your progress and authorise the evidence already signed off by your OE in your Logbook and PoE file/s. This is done through a random check of your evidence and by asking you questions to ensure that the evidence is valid, current, practical and appropriate. The MO may also perform a quality check on the training environment provided by your ATC and raise any concerns directly to SAIPA, so that we may make sure you are being looked after!
- Step 4 If there is any indication that something in your working environment could compromise the quality of your training, the MO will raise a “finding” against your ATC.
- Step 5 If the finding is not successfully remediated (rectified) and evidence of this remediation is not forwarded to SAIPA within the given time frame, the ATC risks losing their accreditation. Furthermore, the Principal Member and OE risk losing their SAIPA membership.

What is a Finding?

A finding is a report completed by the MO, which indicates that there is a gap in quality which may influence the delivery of suitable training to the trainee/s. For example:

- The Logbook is not being signed or checked on a regular basis (e.g. a trainee has been registered on the Learnership for say 12 months and there are insufficient signatures in their Logbook by the date of the MSV). Refer to the benchmarks provided in Chapter 7.
- The trainee has not been exposed to sufficient areas within the practice or company in order to complete their Logbook. Again, refer to the benchmarks provided in Chapter 7.
- No feedback, or insufficient feedback, has been given to the learner regarding the evidence provided in their POE.
- There are no references from the Logbook to the PoE or vice-versa.
- All the required personal documentation is not filed in the trainee's. Refer to the requirements for the Personal Details section of the PoE in Chapter 7.

All findings coming out of the site visit must be remediated to the satisfaction of the MO and SAIPA. This means that findings raised may require a second visit by the MO. The ATC will pay for the second visit at the rate applicable at the time of the visit. But if submitted evidence (hard or soft copies) shows that the finding has been successfully remediated, a second visit may not be necessary. A further fee for a second visit may be billed by SAIPA, depending on the nature of evidence required. This will be indicated and discussed in the completion of a Findings Report between the MO and the OE.

What is a Recommendation?

A recommendation is a suggestion made by the MO to the ATC to help them improve or streamline the process of training within the ATC. A recommendation is part of the developmental approach taken by the MO and can be implemented or discarded as the OE sees fit. It is suggested that the OE take note of the suggestions made, as this will assist him/ her in the continuous improvement of their practice or

company and may prevent a finding having to be raised at the next annual visit.

Chapter 9: Competencies Required & How You'll Be Assessed

Assessment of the Learnership

Assessment is a critical part of any learning process. In this Learnership, your assessment is conducted by the SAIPA Monitoring Officer (MO) who is assisted by your Overall Evaluator (OE).

During your Learnership, continuous mentorship is provided by your OE to ensure that you have achieved all the necessary competencies to perform any task required of a Professional Accountant (SA). Using the evidence collected between you and your OE, the MO (in the role of your official assessor), will finally sign off on your achievements.

So what will the MO look for to provide you with a positive assessment? The MO will assess your ability to:

- Integrate the academic skills acquired from your tertiary education with the practical skills required in the workplace.
- Use professional judgments in evaluating situations and making sound recommendations.
- Effectively communicate recommendations in a logical and systematic manner.
- Apply the principles as contained in the official SAIPA handbook.
- Apply academic knowledge in a dynamic environment.

Scope of Assessment

Let's take a more detailed look at the Associated Assessment Criteria for each of your subjects.

Financial Accounting (International Accounting Standards or an Appropriate Framework)

The qualifying trainee will be able to:

- Prepare financial statements for a sole proprietor, partnership, company and close corporation. Also for non-profit organisations, associations, clubs, sectional titles, schools, trusts, estates and other entities. This may include the preparation of consolidation and interim reports.
- Prepare basic accounting records including cashbook and bank reconciliations, petty cash, inventory and control accounts, journals, ledgers, trial balance, the writing up of the books and the maintenance of fixed asset registers. Accounting systems will be carried out using an appropriate computer system.
- Issue an appropriate report in terms of applicable legislation or relevant client engagement.
- All of the above must be demonstrated in compliance with IFRS, IFRS for SMEs and GAAP standards.

Internal Control & Auditing

The qualifying trainee will be able to:

- Plan and prepare for reviews or audits including the preparation of notes, procedures, system documents, authorities, audit reports, letters and statistical summaries.
- Conduct tests of controls and verifications including vouching, systems, solvency and liquidity, compliance procedures, analytical reviews and control objective testing. The trainee must demonstrate the ability to conduct financial statement reviews and comply with statutory requirements as applicable to the engagement and relevant legislation.
- Report on findings regarding system weaknesses and provide a representation letter, a management letter and an audit/review report as authorized by legislation.

Taxation

The qualifying trainee will be able to:

- Register for VAT, maintain VAT records, complete VAT returns, calculate penalties and interest, conduct VAT reconciliations, de-register from VAT and assist a client with a VAT audit from SARS.
- Register natural and legal persons for income tax and administer and complete all appropriate income tax returns.

- Register for PAYE/UIF/SDL, maintain records, complete, calculate penalties and interest, conduct reconciliations, de-register from PAYE/UIF/SDL and assist a client with a PAYE audit from SARS.
- Register an entity for levies, complete returns and de-register from levies.
- Identify differences in review of assessments and lodge objections and appeals.
- Calculate taxable income, net remuneration, withholding tax and dividends, deferred tax, estate duty, donations tax, capital gains tax and other taxes as applicable.
- Plan, conduct and report on efficient tax and estate planning within the restraints of the relevant income tax legislation.

Commercial Law

The qualifying trainee will be able to:

- Conduct secretarial duties in establishing, maintaining and termination of Close Corporations (CC) and Companies.
- Perform the duties of an accounting officer in terms of the CC Act.
- Identify and advise members of a CC on issues of personal liability in terms of relevant legislation.
- Identify basic principles of commercial law as applicable to the various entities such as law of contracts, insurance, credit agreements, etc.
- Advise entities on their reporting and compliance duties in terms of relevant legislation.

Management Accounting

The qualifying trainee will be able to:

- Produce sets of management reports including a balance sheet (statement of financial position) and income statement and report on valuations, cash flow, ratio analysis and management of costs and overheads.
- Develop and prepare a budget, forecast income and expenditure, conduct scenario planning and control a budget.
- Set standards rates and quantities.
- Use a budget to adapt to needs.
- Conduct a variance analysis and prepare a department's operating statements.
- Monitor and maintain the organizational policies relating to budgets and standards.
- Advise on costs of capital, finance, product and inventory including Cost Volume Profit (CVP) analysis and breakeven analysis.

Practice Management

The qualifying trainee will be able to:

- Manage an accounting practice through planning, implementing and controlling.
- Manage their risk and liability in the practice including maintaining working papers in sufficient detail.

Your Right to Appeal

There are times when a trainee may be dissatisfied with an assessment. Every trainee has the right to lodge an appeal, in the event of the following:

- The assessment is considered unfair.
- The assessment is considered invalid.
- The assessment is considered unreliable.
- The assessors' judgment is considered to be biased.
- The assessor is considered to have inadequate expertise and experience.
- The assessment process is considered unethical.
- The assessment did not follow the correct procedure.
- Any other circumstances that have influenced the assessment and should be taken into consideration on a case-by-case basis.

What Happens Upon Appeal?

Your appeal will follow a strict process to ensure a fair and timely response.

- Step 1: The appeal must be raised in accordance with the Assessment Appeals Process, within seven working days from the date of Assessment Feedback, directly to the Compliance and Quality Assurance Specialist at SAIPA. A copy of the Appeal Form is available on the SAIPA website at www.saipa.co.za (Document reference number TD02).
- Step 2: The Compliance and Quality Assurance Specialist will review the case together with the SAIPA Moderator to make a final decision.
- Step 3: The Moderator may request that your evidence be forwarded to the Institute for further investigation.
- Step 4: In order to avoid unnecessary and unwarranted appeals against assessment, an assessment appeals fee will be levied, to be paid by the trainee. If the appeal is found justified, this fee will be refunded in full to the trainee. If the appeal is rejected, the fee will be retained by the Institute to recoup their costs.
- Step 5: Once a judgment has been made by the SAIPA Moderator and the Compliance and Quality Assurance Specialist, their decision remains final and no further correspondence will be entered into.

Chapter 10: Recognition of Prior Learning

What is Recognition of Prior Learning (RPL)?

RPL is a stepping stone to further development of a trainee accountant and is intended to confer a benefit to the trainee in the form of remission of his/her training period.

Legalities

RPL is a National objective and a key of the National Qualification Framework formed in terms of the South African Qualifications Authority Act of 1995. SAIPA is required to facilitate the implementation of RPL in order to open up access and entry into the accountancy profession and thereby contribute to the redressing of past imbalances in accountancy education and training. The principles of SAIPA's RPL policy are:

- Compliance with the objectives of the National Qualifications Framework and the SAQA guidelines and criteria on assessments.
- International comparability.
- A consistent approach to the granting of credit.
- Permitting access to all individuals regardless of race, gender or disability.
- RPL recognition is granted after competence has been proven through an assessment process.

Applying for RPL

Your RPL application to SAIPA must be made within six months of the official start date of your Learnership as per a SAIPA confirmation letter you would have received. Failure to adhere to this period will lead to the RPL application not being considered. With an RPL remission based on the previous service under a SAIPA or SAICA Accredited Centre, SAIPA may allow a remission of up to 18 months. A remission of up to only 12 months may be granted for previous experience obtained outside of a SAIPA or SAICA training contract. The relevant RPL application form prescribed by SAIPA must be completed and the applicable fee must be paid before assessment will be undertaken.

Procedure for RPL Assessment

A MO must evaluate the trainee accountant using the SAIPA Logbook criteria. The trainee must submit either a PoE of his/her previous work or any other relevant documentation in support of the application. The PoE should be comprised of:

- A comprehensive CV which contains:
 - details of relevant work experience or a job description indicating dates and places where experience was obtained; and
 - a list of relevant training courses attended including name of provider, name of course, attendance dates and what was achieved, learned and/or applied.
- Copies of all qualifications and or certificates of membership.
- A testimonial from the previous employer/supervisor or any other relevant documentation.

The MO must determine which competencies the trainee accountant has achieved and compare them to the competencies prescribed by SAIPA. Credit may be granted in respect of any competency achieved by a trainee accountant that matches a competency prescribed by SAIPA. Based on the credit granted, the OE must determine the duration in months of remission to be granted subject to the constraints as mentioned above. SAIPA reserves the right to make the final decision regarding the granting of RPL.

RPL Assessment Tool

The SAIPA logbook is the only RPL assessment tool to be used.

RPL Assessment Appeals

You have the right to appeal against the RPL decision made. As RPL is an assessment, kindly refer to the assessment appeals procedures detailed in Chapter 9 of this guide.

Chapter 11: Dealing with Problems Along the Way

Starting the race is easy. It's only when we're half way up the hill that we realise how hard it is to finish! No one likes to think there could be detours on the road to success, but all possibilities need to be considered. What kind of circumstances could interrupt your training and how can you avoid them?

Transfers

Perhaps you feel you could do better somewhere else and it's time to make a move. Think twice and then think again! You have signed a contractual Learnership Agreement which binds you to the full period of the Learnership. Transfers to other practices are strongly discouraged due to the impact on the trainee's progress.

SAIPA reserves the right to investigate all circumstances relating to a transfer and impose penalties upon either party that has broken contractual obligations. SAIPA also reserves the right to refuse transfer requests and to cancel the trainee's Learnership accordingly.

A transfer will be considered, however, if an affidavit from both receiving and transferring OEs is submitted to SAIPA along with a completed FASSET Learnership Transfer form. This form is on the SAIPA website at www.saipa.co.za.

Some examples of where a transfer may be accepted:

- Relocation of the trainee to a place from which s/he cannot readily commute to the existing ATC.
- De-accreditation of the ATC by SAIPA.
- The ATC ceases to exist (e.g. death of a sole practitioner, liquidation of the practice, etc.).

If a trainee chooses to transfer to another company or practice and this transfer is accepted by SAIPA, the ATC may not withhold a trainee's Logbook or PoE from SAIPA or the new ATC. A transfer is subject to the submission of a completed FASSET Learnership Transfer form to the SAIPA offices.

Transfers in any other manner will be regarded as a breach of contract and the contract will cease to exist with no further trainee achievements being recognised by the Institute.

Resignations

Resignations from the Learnership are also strongly discouraged and will only be accepted under certain circumstances. Resignations require a strong motivation to SAIPA, as well as a submitted copy of the trainee's FASSET Resignation from Learnership form and a copy of the trainee's resignation letter. The form may be found on the SAIPA website at www.saipa.co.za.

Disputes

Disputes can be initiated by either the Trainee or the OE.

Disputes Initiated by the Trainee

If you have any complaints regarding your ATC, follow these procedures.

- a) The complaint/s must be in writing in the form of an affidavit.
- b) The complaint must be lodged directly to the Accreditation Compliance and Development (ACD) Department of SAIPA.
- c) Upon receipt of the complaint, the Institute will acknowledge receipt of the dispute form in writing.
- d) The complaint will be forwarded by the Institute to the OE for his/her response. The OE must respond within one month.
- e) The ATC's response to the dispute must be addressed directly to the ACD Department of SAIPA.

- f) The ACD Department will nominate a tribunal of three members of the SAIPA Education Committee (EDCOM) to investigate and declare whether the complaint:
 - is unfounded and does not reveal any serious shortcoming; or
 - should be noted for consideration at the next annual Monitoring Site Visit, or
 - must be dealt with immediately by SAIPA.
- g) The OE and the Trainee will be informed of the decision of the Training Complaints Committee.
- h) The Institute will not, under any circumstances, consider anonymous complaints.
- i) Records of complaints with the outcome of the tribunal will be kept in the ATC's file at SAIPA.

Disputes Initiated by the Overall Evaluator

Should there be any dispute between you and your OE, this is what you can expect and the procedures you need to follow in response to the complaint.

- a) Complaints must be in writing and in the form of an affidavit.
- b) Complaints must be lodged directly to the ACD Department.
- c) Upon receipt of the complaint, the Institute will acknowledge receipt of the dispute in writing.
- d) The complaint will be forwarded to the Trainee for his/ her response.
- e) The trainee must respond directly to the ACD Department of SAIPA within one month of notification of the complaint.
- f) The ACD Department will nominate a tribunal of three members of the SAIPA Education Committee (EDCOM) to review the complaint as well as the Trainee's response and declare whether the complaint:
 - g) - is unfounded and does not reveal any serious shortcoming; or
 - should be noted for consideration at the next annual Monitoring Site Visit, or
 - must be dealt with immediately by SAIPA.
- h) The OE and the Trainee will be informed of the decision of the Training Complaints Committee.
- i) The Institute will not, under any circumstances, consider anonymous complaints.
- j) Records of complaints with the outcome of the tribunal will be kept in the ATC's file at SAIPA.

Struck-offs

Trainees may be struck-off the SAIPA's Learnership in the following instances:

- A purposeful misrepresentation of skills or competencies.
- Dishonesty in assessment.
- Fraud is committed.
- If the trainee has left the employ of the ATC without informing the Institute.

Chapter 12: Completing the Learnership

It's hard to imagine when you're just starting out, but the time will come when you cross that finish line! After three years of very hard work (or more if an extension has been approved by SAIPA) accompanied by the help of your dedicated Overall Evaluator, you will have final sign off in your Logbook (supported by your PoE) as proof of your competence).

But before you race to the exit, slow down and check that the following tasks are complete:

1. Verify that you have indeed had all the outcomes signed off by your OE and that s/he has also signed the declaration on the last page.
2. Photocopy two copies of your completed and signed Logbook (one for the ATC and one for yourself).
3. Make sure that your PoE is complete and has been retained by the ATC (have them give you written confirmation that they have received this from you).
4. The ATC has submitted your completed Logbook, signed off by your OE, to SAIPA. This means that your training contract period is complete. If possible, it is a good idea for the ATC to submit this a few months before your official end date.
5. You also need to submit proof of completion of your B Com (with the correct subjects) to SAIPA with your Logbook. You are now ready to become a full member of SAIPA as a Professional Accountant (SA). Refer to Chapter 13 for more information.
6. The ATC needs to ensure that they retain your PoE until you have received your FASSET certificate. This is because you will initially receive a letter from SAIPA stating that you have successfully completed your training. However, FASSET verifies your results and may ask for you to submit your PoE for further scrutiny. This is so they can be sure that quality has been maintained throughout your training process. Once FASSET is satisfied with your results, you will receive a certificate of competence with the FASSET branding. This also means your results have been uploaded onto SAQA's National Learner Records Database (NLRD). After you have received your certificate, your ATC may retain or destroy your PoE.

Note: If your Logbook has been signed off by your OE, but you have not completed your degree, then you must still send your completed Logbook to SAIPA. This also means that your training contract period is complete and you are now ready to become an Accounting Technician member of SAIPA. Refer to Chapter 14 for more information.

Note these delivery addresses for SAIPA:

Hand Delivery/Courier:

Attention: Trainee Administrator
SAIPA House
Howick Close
Waterfall Park (off Bekker Road), Vorna Valley
1685
Tel: 011 207 7840

Postage:

Attention: Trainee Administrator
SAIPA
PO Box 2407
Halfway House
1685
Tel: 011 207 7840

Chapter 13: Becoming a Full Member of SAIPA – Professional Accountant (SA)

All that work has finally paid off! It's time to step into a new life and build your dream career. Sometimes kicking off a career is even more daunting than your studies! That's when you need the support of an organisation that knows what you need to build your future. SAIPA is there for you during your studies and has even more to offer once you're ready to enter the profession.

Requirements to Qualify as a Professional Accountant (SA)

The following are the various requirements needed to qualify as a Professional Accountant (SA).

Academic Requirements

B Com, or equivalent, with the following subjects:

1. Financial Accounting 3
2. Taxation 1
3. Auditing 1/ Internal Auditing 2/ Internal Control & Code of Ethics 1 & 2
4. Corporate Law 1/ Commercial Law 2
5. Management Accounting

Practical Requirements (Experiential Learning)

1. Six (6) Year's Verifiable Work Experience, OR
2. Three (3) Year SAIPA Learnership as per the SAIPA Logbook.

Professional Evaluation Requirements

A four hour examination must be done to assess the integration of your Academic Qualification and your Experiential Learning.

Benefits of Full SAIPA Membership



Members agree that there are numerous advantages of belonging to SAIPA.

1. SAIPA is the second largest accounting institute in South Africa boasting a membership of more than 6 000.
2. SAIPA is a full member of the International Federation of Accountants (IFAC). This membership provides professional links with accounting institutes in over 100 countries, keeping SAIPA up-to-date with the most sophisticated developments of the profession.
3. SAIPA membership of the Eastern Central and Southern African Federation of Accountants (ECSAFA) provides insight into accounting practice and problems in neighbouring states.
4. SAIPA is a Recognised Representative Body and as such can consider compliance officer and financial service provider applications in terms of the Financial and Intermediary Services Act.
5. Through SAIPA, members receive Reciprocal Membership with the National Institute of Accountants of Australia (NIA), subject to assessments in Australian Taxation and Commercial Law.
6. The SAIPA Member's Handbook provides for a Code of Conduct, the Constitution and by-laws (these can be viewed on our website at www.saipa.co.za). This includes comprehensive investigation and disciplinary procedures.
7. SAIPA qualifications are nationally recognised at the new Level Eight (old Level Seven) on the National Qualifications Framework (NQF) in terms of the South African Qualifications Authority (SAQA).

8. SAIPA is one of the Professional Accountancy Institutes in South Africa that sets mandatory requirements for their members with regards to Continuing Professional Education (CPE) and subscription to Professional Indemnity (PI) insurance.
9. SAIPA members can perform certain functions and issue certain reports in terms of the Micro Lending industry regulations, Sectional Titles Act, Non-Profit Organisations Act, Schools Act as well as the Close Corporations Act.
10. SAIPA practising members are recognised by certain Masters of the Supreme Court as Executors of Deceased Estates and Administrators of Insolvent Estates.
11. SAIPA members are recognised as Commissioners of Oaths.
12. You will be able to proudly display your designation as a Professional Accountant (SA) on all your letterheads and stationery – a prestigious mark of a professional who is bound by the Constitution, Code of Conduct and By-laws of the Institute. By association with the Institute you will have credibility in your field.
13. You will have access to our Technical Division – a veritable goldmine of up-to-the-minute information on any developments or proposed developments in the field of Accounting.
14. You will have full access to the SAIPA website at www.saipa.co.za and all the technical and other useful information on the Institute and the field of accounting and taxation.
15. You will receive the *Professional Accountant* magazine every two months - a magazine forwarded to all our members, with interesting articles on the accounting and financial sectors.
16. Members benefit from our CPD Programme of Seminars and other Professional Support Programmes.
17. Members have access to mandatory Professional Indemnity Insurance as well as a Legal Risk Advisory Service.

Chapter 14: Becoming a SAIPA Accounting Technician

All that practical work experience is now over and you have completed your Logbook and your Learnership contract. But you still don't have the qualification for which you've been working so hard! So what do you do about your career while you finish your studies or even decide to stop studying?

Sometimes kicking off a career is even more daunting than your studies! That's when you need the support of an organisation who knows what you need to build your future. SAIPA was there for you during your Learnership training and has a great deal to offer you while you either:

- continue your studies until you obtain your B Com and qualify to write the PE exam in order to become a Professional Accountant (SA) and to enter the profession, or
- postpone/cancel your studies but still become an Accounting Technician Member of SAIPA in order to continue your career in the accounting, taxation and/or financial field.

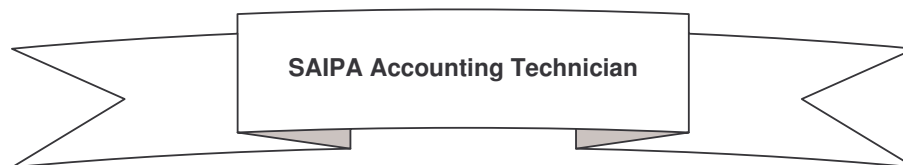
Requirements to Become a SAIPA Accounting Technician:

Provided your Logbook has been assessed, moderated and verified by SAIPA, you can automatically qualify for Accounting Technician membership status on the basis of your three-year Learnership training. Just complete the application form on our website at www.saipa.co.za. Note that other candidates who apply have to undergo a comprehensive Oral Assessment in addition to any other requirements. However, if you have successfully completed:

- your Logbook ,
- your 3-year learnership contract period, and
- 50% of the subjects/modules required for your degree (or equivalent),

then you do not have to undergo the oral assessment

Benefits of Membership as a SAIPA Accounting Technician



Accounting Technicians agree that there are numerous advantages to belonging to SAIPA.

1. SAIPA is the second largest accounting institute in South Africa boasting a membership of more than 6 000.
2. SAIPA is a full member of the International Federation of Accountants (IFAC). This membership provides professional links with accounting institutes in over 100 countries, keeping SAIPA up-to-date with the most sophisticated developments of the profession.
3. SAIPA membership of the Eastern Central and Southern African Federation of accountants (ECSAFA) provides insight into accounting practice and problems in neighbouring states.
4. Accounting Technicians receive the same services and are governed by the same Constitution as the full members of SAIPA.
5. The SAIPA Member's Handbook provides for a Code of Conduct, the Constitution and by-laws (these can be viewed on our website at www.saipa.co.za). This includes comprehensive investigation and disciplinary procedures.
6. You will be able to proudly display your designation as a SAIPA Accounting Technician on all your letterheads and stationery – a prestigious mark of a professional who is bound by the Constitution, Code of Conduct and By-laws of the Institute. By association with the Institute you will have credibility in your field.
7. You will have access to our Technical Division – a veritable goldmine of up-to-the-minute information on any developments or proposed developments in the field of accounting.

8. You will receive our monthly *E-Accountant* – a monthly e-magazine giving you useful information on the Institute and the field of accounting.
9. You will receive *Professional Accountant* every two months - a magazine forwarded to all our members with interesting articles on the accounting and financial sectors.
10. As an Accounting Technician you benefit from our CPD Programme of Seminars and Professional Support Programme in the same way as full members.
11. Accounting Technician members also have full access to the mandatory Professional Indemnity Insurance as well as the Legal Risk Advisory Service.

REMINDER: Only full Professional Accountant (SA) members:

- a) Can perform any functions and issue reports in terms of the Micro Lending industry regulations, Sectional Titles Act, Non-Profit Organisations Act, and Schools Act.
- b) May perform the duties of Accounting Officer in terms of the Close Corporations Act.
- c) Are recognised by certain Masters of the Supreme Court as Executors of Deceased Estates and Administrators of Insolvent Estates.
- d) Are recognised as Commissioners of Oaths.

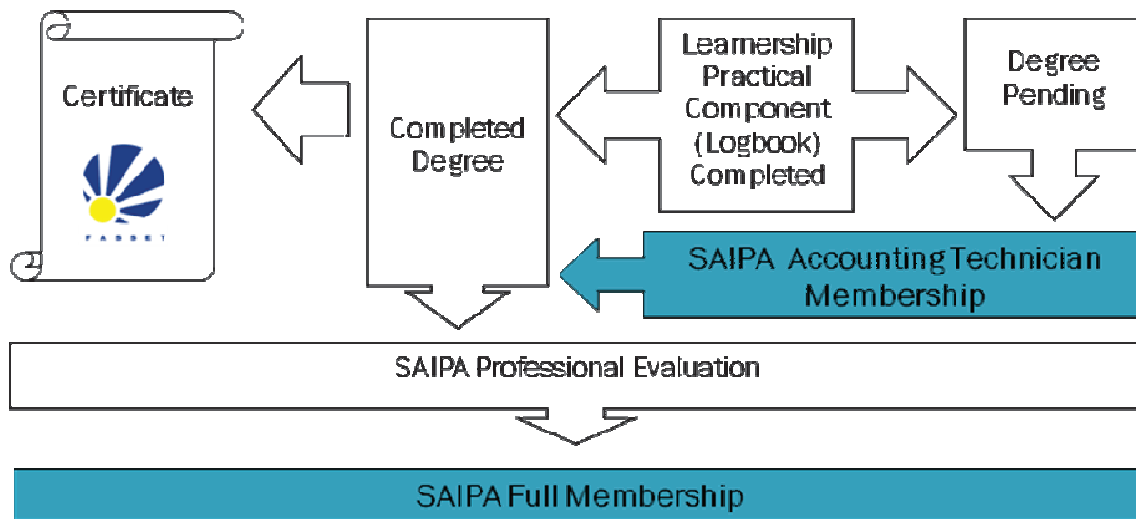
Accounting Technician members MAY NOT perform any of the above duties.

You can view the SAIPA Constitution, Code of Conduct and By-laws on our website at www.saipa.co.za.

Chapter 15: Pathways to SAIPA Membership

The diagram below depicts the two possible pathways you can take to obtaining a SAIPA Membership:

- Option 1: Professional Accountant (SA) – if you have completed your B Com degree
- Option 2: SAIPA Accounting Technician – if you have not yet obtained your degree



PART 2

GUIDE FOR THE ATC

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Chapter 1: Overview & Responsibilities

Welcome to the SOUTH AFRICAN INSTITUTE OF PROFESSIONAL ACCOUNTANTS (SAIPA) Learnership Programme. We are delighted that you have decided to join our programme as a SAIPA Approved Training Centre (ATC).

SAIPA ATCs are selected only from respected SAIPA members and your business will have passed rigorous quality checks to qualify. We are confident that you will offer the high standard of training and development necessary to produce professionals who will carry SAIPA's good name into the marketplace.

You will facilitate all the practical training given to your trainees. As such, you are in the position to pass on your valued knowledge and experience and provide important opportunities for their growth into our profession. SAIPA is committed to supporting you in this endeavour and we want to equip you with all the information and tools necessary to ensure your success.

This complete Learnership Guide has been constructed as an easy reference for your ATC and its trainees. This section, Part 2 (especially for the ATC), together with Part 1 (especially for the Trainee) and Part 3 (especially for the SAIPA Monitoring Officer), will provide you with important information and guide you through the procedures. It is important that you read all three parts of the Learnership Guide carefully as pertinent information in one section will not necessarily be duplicated in another.

We trust that you, your business and your trainees will reap the benefits of the SAIPA Learnership Programme.

Registration Period

- Your ATC accreditation will be valid for a period of three years.
- If your ATC has taken on trainees during the course of this three-year period, the annual Monitoring Site Visits conducted during this period will make it possible for the Institute to confirm your continued compliance with the Institute's Standards of Good Practice. This will mean that your accreditation will roll over for another three years after each annual visit.
- If your ATC has not taken on trainees for a three year period, then you will need to re-apply at the end of the three years and undergo another Accreditation Site Visit.

Suspension of an ATC

The ATC may be suspended if:

- Membership fees, ATC fees or trainee fees are not paid;
- Findings raised on a Monitoring Visit are not remediated in the allotted timeframe; or
- Either the Principal Member or the Overall Evaluator (OE) is no longer a member in good standing with the Institute.

Procedures

1. Notification of suspension will be forwarded to the OE and to all trainees currently registered at the suspended practice.
2. FASSET will also be notified of the ATC's suspension by means of the ATC reports which are requested from time to time.
3. On notification of suspension, all your trainee's Logbooks and PoE files must immediately be signed to date against all of the outcomes already achieved. Evidence of these outcomes should be kept in each trainee's PoE file and delivered to SAIPA. SAIPA will transfer these to an alternative ATC or keep them pending relocation of the trainee/s.
4. The suspended ATC, with the support of SAIPA, is responsible for assisting the trainee in finding alternative employment with another ATC.

5. All outstanding fees, including trainee fees, will be the responsibility of the suspended ATC regardless of their decision to continue as an ATC or not.

Re-application for ATC Status

The ATC will need to re-apply for accreditation should they wish to continue as a training centre and will be expected to pay the application fees and the fee for an ATC Accreditation Visit.

Responsibilities of the Overall Evaluator (OE)

The OE will act as a mentor and coach to their trainees for their three-year Learnership. The responsibilities of the OE are to:

- Create, maintain and annually update the ATC Masterfile (see below).
- Ensure that each trainee is exposed to all the work required to demonstrate competence in each of the relevant outcomes listed in the Logbook.
- Assist in the assimilation of appropriate evidence for each trainee's Portfolio of Evidence (PoE) and to guide and coach the trainee in terms of their developmental areas.
- Arrange and facilitate the annual Monitoring Site Visits. The OE ensures that each trainee, together with their PoE and Logbook, are available for assessment and that there is an appropriate space available for one-on-one and group interviews.
- Remediate on all findings raised during the annual Monitoring Site Visit within the specifications and time frame given for each finding.
- Find suitable, alternative Learnership employment with another practice or company should the ATC cease to function as such. This is the responsibility of both the OE and the Principal Member of the ATC.

Contents of the ATC Masterfile

1. Copy of the Accreditation Application ATC (form TD38 on the SAIPA website at www.saipa.co.za). (Existing ATCs only need to complete and file this form as a pro-forma and do not need to submit it to SAIPA.)
2. Copy of CK document (or alternative registration document or other proof of entity status).
3. Copy of latest CC or company financial statements (or other entity statements).
4. Name and registration of your Skills Development Facilitator (SDF) at FASSET (or another SETA if applicable) and/or proof that s/he is receiving regular emails from FASSET. Please note that non-levy paying practices need to re-register annually at FASSET.
5. Latest SARS tax clearance certificate.
6. Copy of latest COID (Workmen's Compensation) assessment and payment.
7. Copy of ATC Principal's SAIPA or SAICA professional membership status.
8. Copy of ATC's Overall Evaluator/s SAIPA or SAICA professional membership status.
9. Printout of ATC Principal's CPD hours for the latest three-year cycle.
10. Printout of ATC Overall Evaluator's CPD hours for the latest three-year cycle.
11. Practice's vision/mission or company profile.
12. Practice's organogram with names and brief descriptions of functions.
13. Actual (or sample) trainee contract of employment.
14. Actual (or sample) trainee Learnership contract.
15. Training/development/exposure plan for a first-year trainee.
16. Training/development/exposure plan for a second-year trainee.
17. Training/development/exposure plan for a third-year trainee.
18. Copies of the following policies/procedures for the practice:
 - Recruitment and selection policy or, alternatively, just a brief description of your modus operandi.
 - Performance management (appraisal) procedure.
 - Conduct and disciplinary code.
 - Grievance procedure.
 - Learner appeals procedure (refer to this SAIPA Learnership Guide).
 - Learnership contract termination procedure (resignation/dismissal/transfer). Again, also refer to this SAIPA Learnership Guide.

Responsibilities of the Principal Member (PM)

The PM or practitioner is the owner or representative partner, member or director of the practice or company. The PM may or may not also be the OE of the ATC but must be a SAIPA or SAICA member in good standing. The responsibilities of the PM are to:

- Oversee the role of the OE and ensure that all necessary fees, including Trainee Annual Fees, are paid on time to SAIPA. The PM may choose to recover these costs from the trainee through salary deduction although this is very rare.
- Provide assistance should the trainee have any concerns about the OE.
- Provide the necessary resources to ensure an environment which is conducive to the trainee's development and training needs.

Chapter 2: Fulfilling the Training Requirements

To fulfil the training requirements effectively, the ATC needs to give attention to the following processes:

1. Population of the Logbook and Portfolio of Evidence (PoE).
2. Completion of all the core and minimum elective criteria.
3. Feedback to the trainee on all his/her evidence in the PoE file.
4. Guarantee of exposure in all the core and minimum elective criteria.
5. Supervision of progress.
6. Presentation of evidence.
7. Sign off.

The processes are largely the responsibility of the trainee and the OE. However, the ATC is responsible for ensuring an environment that is conducive to the fulfilment of these requirements.

Obligations of the ATC

In their Accreditation Application each ATC guarantees to SAIPA that they will provide their trainees with sufficient business exposure to make it possible for their trainees to gain experience in:

- a) all the core Logbook criteria, and
- b) the minimum number of electives that the ATC commits to in their application.

Thus the ATC is obliged to ensure that:

1. The annual ATC fee and each trainee's annual SAIPA membership fee are paid.
2. The trainee is exposed to all core and sufficient selected elective components in order to complete the Logbook.
3. The ATC has an OE who can oversee the trainee's progress and also act as mentor.
4. One OE is not overburdened with more trainees than s/he can adequately manage.
5. All the requisite 214 Logbook components are completed by the trainee with feedback provided by the OE.
6. Corrective action implemented if required.
7. Competence of the trainee is confirmed by the OE's sign-off in the Logbook.
8. The learner's progress is measured against the following targeted Logbook milestones on a regular basis (at least every 6 months but preferably more often):

Months Completed	Recommended Completed Components	Acceptable Range of Completed Components
12	54	40 - 60
18	90	70 - 100
24	161	150 - 170
30	180	170 - 190

9. After counselling and corrective action, should a trainee's progress still fall short of the guidelines above, then the OE and the trainee must agree in writing and submit a suitably motivated request to SAIPA that the duration of the learnership be officially extended. SAIPA deals with such requests on a case by case basis with a maximum extension period of 12 months. During a Monitoring Site Visit, the SAIPA Monitoring Officer (MO) will register a finding against the ATC unless the ATC and the trainee have already submitted such a written request to SAIPA.
10. If there are particular logbook areas that the ATC is unable to expose their trainees to then the OE needs to do one of the following:
 - a) Provide in-house training or recommend research topics and then design practical case studies, assignments or simulations for the trainee to complete and then assess these (verbally or written) and give feedback.

- b) Send the trainee on courses/seminars. However, should there be no formal assessment on these courses, this evidence of course attendance will not be sufficient. The OE will still need to assess the trainee's competence. This assessment (verbal or written) can be done by the OE or another assessor, and then a written report signed and included as evidence in the POE file.
 - c) Enter into a written agreement with another business entity which can provide the trainee with exposure or guidance in the area that is lacking. The OE will still have to assess this and provide feedback for the POE file.
11. There is written confirmation of OE feedback to the trainee for each particular logbook component in the PoE file. It is acceptable that the learner make a note/summary of this feedback provided and for the OE to just confirm this personally with his/her signature. SAIPA does not expect the OE to have the time to write down this feedback in detail. It is up to the learner to ensure that s/he obtains the required feedback and summarises it. This is extremely important because SAIPA's moderation and FASSET's verification are usually desktop processes (without the moderator having access to the trainee, OE or MO) and with only the signed Logbook and PoE file/s as evidence.
 12. The OE only signs off each logbook component once s/he is satisfied that the trainee is competent in that area.
 13. When the completed Logbook (and PoE file if requested by SAIPA) is sent through to SAIPA on completion of the Learnership, all the requisite 214 items are signed off.
 14. Should the OE and trainee feel the Learnership needs to be extended, then the ATC must apply officially to SAIPA for such an extension for a maximum of 12 months. An application for extension can happen at any time but must be done at least six months before the official end-date of the Learnership. (Also refer to point 9 above for such an extension.)

Supervision of Progress – Pacing the Trainee

Trainees are largely responsible for properly pacing themselves throughout their Learnership. As all trainees differ, it is very difficult to benchmark one trainee's progress against another's. For example, the pace of a trainee who has completed their academic studies would differ greatly from another who has completed only their first year of a B Com degree.

However, on an annual Monitoring Site Visit it is expected that the trainee would have reached the benchmarked milestones/targets in their training (refer to the table in point 8 above). If the trainee is not keeping up with these benchmarks then - after any appropriate counselling, coaching or disciplinary action - it may be necessary to apply to SAIPA to officially extend the Learnership period by up to one more year. Refer to points 9 and 14 above. However, SAIPA deals with all such applications on a case by case basis.

Chapter 3: Annual Monitoring Site Visits

SAIPA will arrange an annual Monitoring Site Visit (MSV) for the ATC. During this MSV, the Monitoring Officer (MO) will perform a quality check to ensure that quality training is taking place at a suitable pace and standard. The focus of the visit will be on the trainees along with their Logbooks and PoE evidence in order for the MO to formally assess their competence.

The MO is carefully selected by SAIPA and entrusted to professionally carry the name of SAIPA into your ATC and business. We recognise that the ATC entrusts our MO with highly confidential information on their clientele. Consequently, our MO is expected to behave appropriately and respect the practice's discretion in maintaining confidentiality of all information. The MO will have signed a contract with SAIPA guaranteeing their professional conduct. Any misconduct will be viewed in a very serious manner. Evidence of misconduct should be forwarded to the SAIPA Investigations Committee for further investigations and possible disciplinary procedures.

MSV Procedure

1. The ATC Administrator at SAIPA contacts the OE to book a MSV. The visit will be conducted at the cost of the ATC at the applicable rate at the time of the visit. Rates are on the SAIPA website at www.saipa.co.za.
2. The MO contacts the ATC to inform them of the visit. No visit may be delayed for more than two months. Any delay, on either side, must be reported to SAIPA so that the necessary corrective measure may be undertaken.
3. The ATC is sent a training questionnaire to distribute to the OE and each trainee before the MSV. The OE and trainees are required to complete these pages and sign them.
4. The MO conducts a short interview with the OE to discuss any matters of particular concern. The OE has already completed the ATC summary sheet in order to verify that the ATC information is uploaded correctly onto the SAIPA database.
5. The trainees are called together as a group and their joint feedback is recorded with any shared issues regarding the training progress identified. This allows SAIPA to review these issues and take necessary measures to assist the trainees and the OE in remediating them.
6. Directly after the group interview, the MO conducts a one-on-one interview with each trainee. Each trainee needs to make him/herself available for the MSV. S/he must also have their Logbook and PoE prepared and ready for scrutiny.
7. The MO reviews each trainee's Logbook and assesses the PoE evidence by interacting with the trainee.
8. The MO authorises the progress of the trainee in their Logbook as an assessment of their achievements to date. The MO highlights delays in trainee progress so that SAIPA may advise and assist on any lack of progress of the trainee.
9. The MO completes a final report which reflects his/her overall impression of the ATC or business, as well as any findings that require remediation (to meet the required standards) or any recommendations if appropriate.
10. The MO signs the report and presents it to the OE. S/he must sign as having read the report.
11. On receiving the MO's report, SAIPA will assess the report and communicate the final outcome of the visit, in writing, to the ATC.
12. Should the ATC wish to lodge an appeal against the decision, the OE must sign off the report and lodge an appeal (using the Appeal Form) directly with SAIPA. This is to ensure a fair and equitable accreditation process.
13. Should there be findings raised during the process, the MO will continue to liaise with the ATC until these findings have been suitably remediated.

What is a Finding?

A finding is a report, completed by the MO, indicating a gap in quality which may compromise the delivery of suitable training to the trainee. For example:

- The Logbook is not being signed or checked on a regular basis. For example, say a trainee has been registered on the Learnership for 12 months, but there are less than 40 OE signatures in the Logbook by the date of the MSV.
- The trainee has not been exposed to sufficient areas within the practice or company in order to complete their Logbook.
- No feedback, or insufficient feedback, has been given to the trainee regarding the evidence provided in their PoE.
- The required milestones achieved and signed off in the Logbook are not sufficient as per the table in Chapter 2 (point 8).
- The evidence in the PoE does not meet the standard required of a Professional Accountant (SA).

What is a Recommendation?

A recommendation is a suggestion made by the MO to the ATC which could assist them in improving or streamlining their training process. A recommendation is part of the developmental approach taken by the MO, through the mechanism of the MSV, and can be implemented or discarded as the OE sees fit. There is usually no risk associated with discarding a recommendation. Still, it is suggested that the OE take note of the suggestions made, as this will assist him/her in the continuous improvement of the practice or company.

Remediation

The MSV must be viewed as a developmental process. The findings coming out of the visit must be remediated to the satisfaction of the MO and SAIPA.

Findings raised may require a second visit by the MO to check implementation of the finding. This visit will be charged to the ATC's account at the rate applicable at the time of the visit. Findings may not necessitate a further visit where evidence of remediation may be submitted with the appropriate form in hard or soft copy. This may be done in agreement with the OE and a further fee may be billed accordingly, depending on the nature of evidence required. This will be discussed between the MO and the OE in the completion of the Findings Report and will then be indicated as such in this report.

If the findings are not successfully remediated and evidence of remediation is not provided to SAIPA within the allotted time frame, the ATC risks losing their accreditation and the PM and OE may lose their membership with SAIPA.

Chapter 4: Interruptions to the Training

Interruptions to training may occur through:

1. Transfers
2. Resignations
3. Disputes
4. Struck-offs
5. Drop-offs

Transfers

Transfers to other practices impact poorly on the trainee's progress and are therefore strongly discouraged. Accepted conditions of transfer are:

- Relocation of the trainee to a place from which s/he cannot readily commute to the existing ATC;
- De-accreditation of the ATC by SAIPA; and/or
- The ATC ceases to exist.

SAIPA reserves the right to investigate all circumstances relating to a transfer and may impose penalties upon either party for breaking contractual obligations in this regard. SAIPA further reserves the right to refuse transfer and thereby cancel the trainee's Learnership accordingly.

A transfer will only be considered if an affidavit from both the receiving and transferring OEs is submitted to SAIPA in conjunction with a completed FASSET Learnership Transfer form.

Transfers in any other manner will be regarded as a breach of contract and the contract will cease to exist with no further trainee achievements being recognised by the Institute.

If a trainee chooses to transfer to another company or practice and this transfer is accepted, the ATC may not withhold a trainee's Logbook or PoE.

Resignations

Resignations from the Learnership are also strongly discouraged. Only under certain circumstances will a resignation be accepted. Resignation requires a strong motivation as well as a submitted copy of the FASSET Trainee Resignation from Learnership form and a copy of the trainee's resignation letter.

Disputes

Disputes can be initiated by either the Trainee or the OE.

Disputes Initiated by the Trainee

- a) The trainee's complaint must be in writing in the form of an affidavit.
- b) The complaint must be lodged directly to the Accreditation Compliance and Development (ACD) Department of SAIPA.
- c) Upon receipt of the complaint, the Institute will acknowledge receipt of the dispute form in writing.
- d) The complaint will be forwarded by the Institute to the OE for his/her response. The OE must respond within one month.
- e) The ATC's response to the dispute must be addressed directly to the ACD Department of SAIPA.
- j) The ACD Department will nominate a tribunal of three members of the SAIPA Education Committee (EDCOM) to investigate and declare whether the complaint:
 - is unfounded and does not reveal any serious shortcoming; or
 - should be noted for consideration at the next annual Monitoring Site Visit, or
 - must be dealt with immediately by SAIPA.
- f) The OE and the trainee will be informed of the decision of the Training Complaints Committee.
- g) The Institute will not, under any circumstances, consider anonymous complaints.
- h) Records of complaints with the outcome of the tribunal will be kept in the ATC's file at SAIPA.

Disputes Initiated by the Overall Evaluator (OE)

- a) The OE's complaint must be in writing and in the form of an affidavit.
- b) Complaints must be lodged directly to the ACD Department.
- c) Upon receipt of the complaint, the Institute will acknowledge receipt of the dispute in writing.
- d) The complaint will be forwarded to the trainee for his/her response.
- e) The trainee must respond directly to the ACD Department of SAIPA within one month of notification of the complaint.
- f) The ACD Department will nominate a tribunal of three members of the SAIPA Education Committee (EDCOM) to review the complaint as well as the Trainee's response and declare whether the complaint:
 - is unfounded and does not reveal any serious shortcoming; or
 - should be noted for consideration at the next site Monitoring Site Visit, or
 - must be dealt with immediately by SAIPA.
- g) The OE and the trainee will be informed of the decision of the Training Complaints Committee.
- h) The Institute will not, under any circumstances, consider anonymous complaints.
- i) Records of complaints with the outcome of the tribunal will be kept in the ATC's file at SAIPA.

Struck-offs

A trainee may be struck-off the SAIPA's Learnership in the following instances:

- A purposeful misrepresentation of skills or competencies.
- Dishonesty in assessment.
- Fraud is committed.
- If the trainee has left the employ of the ATC without informing the Institute.

Drop-offs

A trainee may be dropped from the Learnership if the trainee has:

- Outstanding annual SAIPA membership fees; or
- Left the employ of the ATC without informing the Institute.

But remember that the onus is on the ATC to pay the annual trainee membership fees of all their trainees – even if the ATC's policy is to later deduct this from the trainee's salary.

Should the trainee pass away whilst completing his/her Learnership, the database will refer to them as *Deceased*.

Trainee Appeals Against an ATC

Under certain circumstances the trainee can appeal against an ATC. These circumstances may include discrepancies or inadequacies in ATC methodology, coaching & mentoring or quality of training. The ATC Appeals Process and applicable form is provided to the trainee on Trainee Registration at SAIPA. A copy of the form is available on the SAIPA website at www.saipa.co.za.

Recognition of Prior Learning

A Trainee may request that his/ her prior learning be recognised by the Institute through the process of Recognition of Prior Learning (RPL). This may result in a shortening (not an interruption) of the Learnership. Refer to Chapter 10 of Part 1 for all the requirements regarding RPL.

Chapter 5: Closure of the Learnership Contract

The trainee may exit the Learnership upon completion of the three-year Learnership period as demonstrated by the:

- a) 214 criteria signed off in the Logbook by the OE, and
- b) PoE handed over to the OE for safekeeping by the ATC.

Please note that the academic requirement is not a requirement to complete the training contract. It is only a requirement for:

- The FASSET Certificate of Competency.
- Admittance to write the SAIPA PE Examination.
- The ATC claiming the R90 000 Completion Deduction for Tax.

The following process concludes the Learnership contract:

1. Once the trainee's PoE has been verified by the OE, the last page of the Logbook is signed off.
2. The ATC archives the PoE and a copy of the Logbook.
3. The ATC and trainee each makes a copy of the Logbook for safekeeping and then posts or couriers the original to SAIPA's head office at one of the addresses provided below.

Hand Delivery/Courier

Attention: Trainee Administrator
SAIPA House
Howick Close
Waterfall Park (off Bekker Road), Vorna Valley
1685
Tel: 011 207 7840

Postage:

Attention: Trainee Administrator
SAIPA
PO Box 2407
Halfway House
1685
Tel: 011 207 7840

4. On receipt and successful processing of the Logbook, SAIPA acknowledges in writing that the trainee has successfully completed their Learnership. At this stage, SAIPA may request that the trainee's PoE be forwarded for moderation.
5. If the trainee has **not** completed the academic requirement, SAIPA will not forward the trainee's achievement to FASSET. At this stage, SAIPA may request that the PoE be forwarded for moderation. SAIPA will notify the trainee when he/she can apply for SAIPA Accounting Technician Membership (without having to undergo an oral examination).
6. If the trainee has also completed the academic requirement, SAIPA will forward the trainee's achievement to FASSET who will verify the results. At this stage, FASSET may request that the PoE be forwarded for verification.
7. SAIPA will notify the successful trainee that s/he has qualified to enter for the PE Examination.
8. Once FASSET has verified results, the trainee will receive a Certificate of Competence directly from FASSET. Only at this point may the ATC dispose of the PoE as they see fit.
9. The Trainee's results are uploaded onto SAQA's National Learner Records Database (NLRD).

Please also refer to Chapters 12, 13 and 14 of Part 1 of this guide.

PART 3

GUIDE FOR THE MONITORING OFFICER

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Chapter 1: Overview & Responsibilities

Welcome to the SOUTH AFRICAN INSTITUTE OF PROFESSIONAL ACCOUNTANTS (SAIPA) Learnership Programme. We are delighted that you have decided to join our programme as a SAIPA Registered Assessor.

As you will essentially be the face of SAIPA at our Accredited Training Centres (ATC), we want to equip you with all you need to make a lasting impression of professionalism and quality. This complete Learnership Guide has been constructed as your reference for all possible enquiries directed to you by trainees and ATCs. This section, Part 3 (especially for the Monitoring Officer), together with Part 1 (especially for the trainee) and Part 2 (especially for the ATC), will provide you with important information. It will also guide you through the necessary procedures so that you may give advice and answer queries with confidence.

Part 3 is also your tool of reference to measure and assess the standard and progress of the SAIPA learners. Furthermore, it will direct you in the correct format to record and communicate your assessments. With the help of this guide we trust that you will be able to fulfil your function as a SAIPA Assessor with excellence and contribute effectively to our objective of producing a high standard of training to support and promote our profession.

Your Role as an Assessor

You have been selected by SAIPA as a qualified constituent Assessor registered with FASSET for the SAIPA Learnerships. As an esteemed subject matter expert in the field of Accounting, and its related fields, you have been entrusted to professionally carry the name of SAIPA into the businesses of our members. We know that you are well qualified to consider and advise on the best environment to support our trainees and ATCs. And also to direct and assist any of the parties concerned towards the successful completion of the Learnership.

Your skills as an Assessor may be requested in two circumstances:

1. A member wishes to register his or her practice or company as an ATC. This would involve you in an **Accreditation Site Visit (ASV)**.
2. The ATC's trainee/s are ready for an annual assessment. This would involve you in a **Monitoring Site Visit (MSV)**.

The Overall Evaluator (OE) and Principal Member (PM) of the ATC are entrusting you with highly confidential information on their clientele. Consequently, you are expected to behave appropriately and respect the practice's discretion in maintaining confidentiality of their information. You have signed a contract with SAIPA ensuring your professional conduct. Any misconduct will be viewed in a very serious manner. Evidence of misconduct will be forwarded to the SAIPA Investigations Committee for further investigations and possible disciplinary procedures.

Your Responsibilities

As an Assessor on an ATC ASV you must:

- Check that the claims made in the ATC's Application for Accreditation are valid and supported by a comprehensive ATC Masterfile with all the required documentation.
- Check that the physical environment of the ATC is conducive to effective training.
- Check on the client database of the company to ensure that the trainee would acquire sufficient exposure to what is required of them in order to complete all the core items listed in the Logbook as well as the minimum required elective items.
- Use your professional discretion in order to determine the maximum number of trainees the company would be able to accommodate.
- Identify any problems in the working environment that would compromise or hinder the training.

As an Assessor on a MSV you must:

- Visit the ATC once a year to ensure that the training is progressing adequately.
- Ensure that the OE is providing the trainee with the necessary guidance and support.
- Assess the progress of the outcomes in the Logbook and confirm sufficient, appropriate and current evidence of the trainee's competence in the Portfolio of Evidence (PoE) files.
- Identify any problems in the working environment that would compromise or hinder the training process and submit these findings to SAIPA.
- Follow up with the ATC and OE to make sure that any identified problems have been rectified.

As a SAIPA Representative:

- Recognize that in your role as a SAIPA Assessor, you represent our organisation in all your interactions with the relevant stakeholders.
- We expect that you will:
 - honour the responsibility that SAIPA has entrusted to you at all times, and
 - embody what SAIPA stands for and demonstrate our values and our vision in all your actions and interactions.

Findings, Recommendations & Remediation

In your role as an Assessor you are required to identify issues, concerns or gaps in standards. Then you need to make judgements as to whether to make recommendations or raise findings to address these issues, concerns or gaps. Finally, you may need to ensure that any findings are satisfactorily remediated. This process involves:

- Making recommendations, and/or
- Raising a finding, and/or
- Remediating against a finding.

What is a Finding?

Findings may be raised in ASVs and/or MSVs. A finding is a report, completed by you as the Assessor, which indicates a gap in standards which may compromise the quality delivery of suitable training to the trainee.

Gaps you might find on an ASV include:

- Lack of sufficient opportunities (e.g. client base) to provide sufficient exposure to core or elective items in the log book.
- Inadequate facilities (e.g. unavailability of necessary office equipment, PC and software).
- Non-compliance with the necessary legislation (employment, health & safety, taxation, company & close corporation, etc.).
- Non-compliance with SAIPA's regulations, code of conduct, ethics, etc.

Gaps you might find on an MSV include:

- The Logbook is not being signed or checked on a regular basis. For example, say a trainee has been registered on the Learnership for 12 months, but there are less than 40 OE signatures in the Logbook by the date of the MSV. Refer to the prescribed table below.

Months Completed	Recommended Completed Components	Acceptable Range of Completed Components
12	54	40 - 60
18	90	70 - 100
24	161	150 - 170
30	180	171 - 190

- The trainee is not being exposed to sufficient areas within the practice or company in order to be able complete their Logbook.

- No feedback, or insufficient feedback, has been given to the trainee regarding the evidence provided in their PoE.
- The required milestones achieved and signed off in the Logbook are not sufficient as per the table above.
- The evidence in the PoE does not meet the standard required of a Professional Accountant (SA).

What is a Recommendation?

A recommendation is a suggestion you make to the ATC which could assist them in improving or streamlining their training process. A recommendation is part of the developmental approach you should take through the mechanism of the MSV. A recommendation can be implemented or discarded as the OE sees fit. There is usually no risk associated with discarding a recommendation. Still, it is suggested that the OE take note of your suggestions, as this will assist him/her in the continuous improvement of the practice or company.

What is Remediation?

Each and every finding coming out of a site visit must be remediated. Depending on the circumstances and logistics involved, some findings are cleared by the MO for subsequent SAIPA approval and others are followed up directly by SAIPA.

Where a second visit is required:

Findings raised may require a second visit by you or another MO to check on the ATC's remediation of the finding. This visit will be charged to the ATC's account at the rate applicable at the time of the visit.

Where a second visit is not required:

Evidence of remediation may be submitted with the appropriate form/s in hard or soft copy. This may be done in agreement with the OE, and a further fee **may or may not** need to be billed accordingly, depending on the nature and scope of the evidence required. This will be indicated and discussed between you, as the MO, and the OE during the completion of your Findings Report.

Unsuccessful Remediation

If the findings are not successfully remediated and satisfactory evidence of remediation is not provided to SAIPA within the allotted time frame, the ATC risks losing their accreditation and the Principal Member and OE may lose their membership with SAIPA.

Chapter 2: Accreditation Site Visits

SAIPA will have received an application to register a practice or company as an ATC. Once internal quality checks are done, SAIPA will then require the MO to visit the practice to quality check the environment to which the SAIPA trainees will be entrusted. This is an Accreditation Site Visit (ASV).

Objectives

We are looking for a practice that fulfils all the requirements outlined in Chapter 5 of Part 1 of this guide. In brief, this is a business which can provide:

1. A physical environment which is conducive to effective training; and
2. Through their client base, sufficient exposure to all the core items listed in the Logbook, as well as the minimum required elective items.

Preparing for an ASV

Please familiarise yourself with the following documents, in order to prepare yourself sufficiently for your ASV:

- Application Registration ATC (TD 38).
- Accreditation Visit Report (TD 33).
- Accreditation/Monitoring Visit Appeal Form (TD 36).
- Accreditation/Monitoring Visit Findings Report (TD 35).
- Logbook (TD 05).
- This Learnership Guide (Parts 1, 2 and 3).

ASV Procedure

Follow the steps outlined below for conducting an ASV.

1. Make the Booking

The ATC Administrator of SAIPA will contact you to request that you perform an ASV. Once you have committed to the proposed visit, the Administrator will provide you with:

- A copy of the applicant's completed Application Registration ATC (TD 38).
- Accreditation Visit Report Form (TD 33).
- Accreditation/Monitoring Site Visit Findings Report (TD 35).

Please ensure you have sufficient copies of all documents necessary for your impending visit. We suggest that you have five copies of the Findings Report to make sure you do not run out during the visit. Once you have the necessary documents, please contact the applicant directly to arrange a suitable date and time to visit.

NOTE: No visit may be delayed for more than two months. Any delay on either side must be reported to SAIPA, so that the necessary corrective action may be taken.

2. Complete the Forms

The accurate recording of your visit and findings is imperative to the management and ultimate success of the Learnership process. All the ASV forms can be found on the SAIPA website at www.saipa.co.za.

The following outlines the correct procedure for completing the Accreditation Site Visit Report (ASVR).

a) ASVR – ATC Summary Sheet (Page 1)

- The ATC Administrator would have contacted the applicant to inform them of your impending visit. Ask the applicant to complete the first page of the ASVR Form (TD33) and to use the rest of the form as a checklist to prepare for your visit.
- Use the completed first page of the ASVR to cross check that the registered company applying to become an ATC is uploaded correctly onto the SAIPA database according to their Application Registration. SAIPA needs to ensure the ATC details are uploaded accurately.

- Once you have verified the information, tick the blocks provided to the extreme right of the first page, to provide evidence of your verification. Any changes can be highlighted on this form and ticked as accurate. SAIPA will then update their database accordingly.

b) ASVR – Checklist (Pages 2 to 5)

- This section of the report is dedicated specifically to the applicant's business scope.
- It is necessary to confirm that the business has sufficient capacity to provide their future trainees with suitable work exposure. Verify this by reviewing the applicant's completed Application Registration ATC (TD 38). In this form, the applicant will have selected the relevant Logbook line items to which the business has decided to expose their future trainees.
- Select any items that cause you a concern (e.g. the ATC did not select one of the core elements of the list). Discuss these items, if any, with the applicant. Alternatively, select a random sample of items to follow up on. Then discuss these further to ensure that the applicant has fully committed themselves to allowing for sufficient work exposure for their future trainees.
- Raise a finding if there is insufficient evidence of the capacity to provide future trainees with the minimum requirements necessary for success on the SAIPA Learnership.
- To raise a finding, provide a brief summary of your concern in the spaces provided on pages 2 to 5 of the ASVR. Itemise your findings numerically to correspond with the number reflected on your Findings Report (TD 35). For each finding there must be a corresponding Findings Report. It will not be necessary for you to fill in any further documentation in this regard.
- For ease of reference, please also number your recommendations.
- You may distinguish between Finding Numbers and Recommendation Numbers by using a prefix (e.g. F1, F2, etc. for Findings and R1, R2, etc. for Recommendations).

c) ASVR - Monitoring Officer's Report (Pages 6 to 13)

This section of the report focuses on the quality of practice and is divided into these sub-sections:

1. Practice Management
 - Infrastructure
 - Information Systems
 - Client Management
2. Trainee Support
3. Human Resources
4. Codes of Good Practice
 - Working Paper and Administration Files
 - Permanent or Secretarial Files

For each of the requirements, provide a 'Yes' or 'No' answer. Should you answer 'No' to any of the requirements, explain why this would impact negatively on the training at the prospective ATC. Where applicable, provide a Findings number for each separate Findings Report. Once you have completed this evaluation, count your number of 'Yes' responses. These should total a minimum of 30 requirements in order for you to recommend accreditation of the applicant.

d) ASVR - Monitoring Officer's Report (Page 14)

In this section of the report you reflect your final or overall impression of the practice or business. You are required to select one of the following statements as your final recommendation to SAIPA:

- ATC meets the Institute's standards – minimum of 30 requirements met.
- ATC meets the Institute's standards with certain recommendations – minimum of 30 requirements met.
- ATC will meet the Institute's standards once all Findings Reports have been cleared.
- ATC does not meet the Institute's standards.

Once you have signed the report, the applicant OE must sign as having read your report.

Chapter 3: Annual Monitoring Site Visits

SAIPA will arrange an annual Monitoring Site Visit (MSV) for the ATC. During this annual visit the Monitoring Officer (MO) will perform a quality check to ensure that quality training is taking place at a suitable pace and standard. The focus of the visit will be on the trainees and their Logbooks and PoE evidence. This allows the MO to formally assess their competence using the Logbook and PoE evidence as his/her assessment tool.

Preparing for a MSV

Please familiarise yourself with the following documents, in order to prepare yourself sufficiently for your MSV:

- Monitoring Visit Report (TD 08)
- Accreditation/Monitoring Visit Appeal Form (TD 36)
- Accreditation/Monitoring Visit Findings Report (TD 35)
- Logbook (TD 05)
- This Learnership Guide (Parts 1, 2 and 3)

MSV Procedure:

1. The MO contacts the ATC to inform them of the visit. No visit may be delayed for more than two months. Any delay, on either side, must be reported to SAIPA so that the necessary corrective measure may be undertaken.
2. The ATC is sent the Monitoring Visit Report (TD 08) which includes sections to distribute to the OE and each trainee before the MSV. The OE and trainees are required to complete these pages and sign them.
3. The MO conducts a short interview with the OE to discuss any matters of particular concern. The OE should already have completed the ATC summary sheet on the first page in order to verify that the ATC information is uploaded correctly onto the SAIPA database.
4. The trainees are called together as a group and their joint feedback is recorded with any shared issues regarding the training progress identified. This allows SAIPA to review these issues and take necessary measures to assist the trainees and the OE in remediating them.
5. Directly after the group interview, the MO conducts a one-on-one interview with each trainee. Every trainee must make him/herself available for the MSV and have their Logbook and PoE prepared and ready for scrutiny.
6. The MO reviews each trainee's Logbook and assesses the PoE evidence by interacting with the trainee.
7. The MO authorises the progress of the trainee in their Logbook as an assessment of their achievements to date. The MO highlights delays in trainee progress so that SAIPA may advise and assist on any lack of progress of the trainee.
8. The MO completes the final page of the report which reflects his/her overall impression of the practice or business, as well as any Findings that require remediation to meet the required standards or any Recommendations if appropriate. The MO is required to select one of the following statements as his/her final recommendation to SAIPA;
 - ATC meets the Institute's standards.
 - ATC meets the Institute's standards with certain recommendations.
 - ATC will meet the Institute's standards once all Findings Reports have been cleared.
 - ATC does not meet the Institute's standards.
9. The MO signs the report and presents it to the OE. S/he must sign as having read the report.
10. The MO completes a separate Findings Report for each finding and discusses each finding with the OE. S/he also discusses whether the OE will remediate each finding with SAIPA directly or via the MO and also whether a second MSV will be required or not. The OE commits to the actions required and a due date for each finding. Both MO and OE sign each separate Findings Report.
11. On receiving the MO's report, SAIPA will assess the report and communicate the final outcome of the visit, in writing, to the ATC.

12. Should the ATC wish to lodge an appeal against the decision, the OE must sign off the report and lodge an appeal (using the Appeal Form) directly with SAIPA. This is to ensure that the process is fair and equitable.
13. Should there be findings raised during the process, the MO (or SAIPA) will continue to liaise with the ATC until these findings have been suitably remediated.

Finalising your MSV

- Your final outcome of the site visit serves as your recommendation to SAIPA.
- SAIPA will communicate the outcome of the visit, in writing, to the applicant and reserves the right to override your recommendation.
- The ATC will also be provided with an Accreditation/Monitoring Visit Appeal Form (TD 36). This is to ensure a fair and equitable monitoring process.
- The ATC may wish to lodge an appeal against your decision. Should the applicant wish to do so, they must sign off the report and use the Appeal Form to lodge their appeal directly with SAIPA.
- SAIPA requires that you submit the completed and signed ASV or MSV Reports, Findings Reports and your Invoice applicable to the visit undertaken, directly to SAIPA (via fax, email or original copy by hand or courier).

Fax: 086 688 0500

Post: SAIPA
PO Box 2407
Halfway House
1685

Hand or Courier Delivery: SAIPA House
Waterfall Park
Bekker Road
Halfway House, Midrand

Note: No MO invoices will be processed if they are received later than 30 days after the date of visit.

Chapter 4: Addendum for Monitoring Officers

In November 2011 SAIPA issued a letter to all MOs in order to provide guidance and ensure consistency in the issuing of Findings. Referring to the situations in the table below, your decision/action in each case should be as prescribed as follows:

Situation	MO's Decision
All the Logbook outcomes presented as complete are not signed off by the OE and/or the Logbook is signed off but there is insufficient PoE evidence to support this.	Finding
The Logbook and PoE is behind the milestones/targets required by SAIPA.	Finding
Some PoE 'evidence' is just reproduced and/or photocopied from articles/books or printed course/seminar notes. Thus little or no specific practical evidence of personal understanding or skill on the relevant topic is demonstrated. This is often common for the four logbook areas of Commercial Law, Management Accounting, Practice Management and (to a lesser extent) Internal Control.	Finding
There is insufficient clear evidence provided by the OE in the PoE file that feedback was actually provided by him/her to the learner in addition to just the signatures in the logbook.	Finding
The PoE evidence is not clearly indexed and referenced to and from the logbook. Therefore it is difficult to find and review all the core and elective components.	Finding
The presentation of the PoE file and evidence does not meet the standard that a client would expect of the work performed by a Professional Accountant (SA).	Recommendation or Finding (at your discretion)
It is evident that that the trainees and/or the OE do not take their obligations seriously enough or are not fully aware of the high standards required by SAIPA and FASSET.	Finding if this applies to the ATC and not the trainee Recommendation if the ATC is compliant but the trainee is not co-operating and/or is unable to cope.
The PoE file is not indexed according to the six main areas of the logbook: a) Financial Accounting b) Internal Control c) Taxation d) Commercial Law e) Management Accounting f) Practice Management	Finding
The introductory section does not contain copies of the trainee's required personal documents.	Finding

<p>The OE has been allocated too many learners to supervise effectively.</p>	<p>Recommendation - if the ATC and their trainees are compliant.</p> <p>Finding - if the ATC and their trainees are not compliant.</p>
<p>If, after counselling and corrective action, a trainee's progress still falls short of the guidelines in the table of milestones, the OE and the trainee must agree in writing and submit a request to SAIPA that the duration of the Learnership be officially extended.</p> <p>During a monitoring visit, the MO must register a finding against the ATC unless the ATC and the trainee have already submitted such a written request to SAIPA.</p>	<p>Finding</p>
<p>The ATC must ensure that there is written confirmation of OE feedback to the learner for each particular Logbook component in the PoE file. It is acceptable that the learner make a note/summary of this feedback provided and for the OE to just confirm this personally with his/her signature. SAIPA does not expect the OE to have the time to write down this feedback in detail. The onus is on the learner to ensure that s/he gets the feedback and summarises it. This is extremely important because SAIPA's moderation is a desktop process. So the moderator will not have access to the learner, OE or MO, and only has the signed Logbook and PoE file/s to rely on as evidence.</p> <p>The MO must issue a finding if the feedback is lacking or a recommendation if it can be improved or extended.</p>	<p>Finding or Recommendation</p>