

NB with immediate effect

Only legally certified copies of your qualifications and ID will be accepted

AVOID A TRAINING CONTRACT APPLICATION FROM BEING REVERTED ON TCMS

For TRAINING OFFICERS; TOADs AND TRAINEES – please note you have an obligation to confirm that all aspects of the application are correct, before approving it on TCMS. Please be diligent to not pass on incorrect applications.

The below aspects are common mistakes to avoid during application:

- 1. Make sure your documents are not password protected –**
 - Usually your institution will do a password protect and even if you re-save or print to pdf, the password will remain on our side. You could upload a photo, screenshot or scan.
 - **All uploaded documents must be certified true copies**
- 2. Always make sure the contract start date you enter on TCMS is the same as the start date shown on your uploaded Trainee Employment Contract.**
 - Do not confuse it with the signature date or the business day you started.
- 3. We only accept full employment contracts including any addendums. You cannot upload an offer of employment only.**
 - Please make sure your employment contract is signed by all parties.
 - Always start by selecting your HIGHEST achieved qualification: either a SAICA Endorsed Degree Or CTA; Non-Endorsed qualification; or Matric.
 - If you have already achieved a SAICA endorsed qualification, = 3 year contract; make sure you upload a certificate or transcript or letter, that clearly indicates that you successfully **Obtained /Achieved /Fulfilled /Completed /Pass / Qualifies** – we cannot accept a transcript of passed subjects only.
 - You can always enter into a longer period of contract while waiting for your proof of passing a qualification, then you can apply for academic remission once the proof has been obtained.
 - If you are on a 4 or 5 year contract; you need to provide proof of enrollment / registration of a SAICA endorsed program. (OR a course directly leading to an endorsed program/degree/CTA)
 - It should show current enrollment/ registration (not outdated) and we do not accept “admission” letters
 - **OR** if you do not have this proof yet, then select **ENROLL UNDERTAKEN – YES, on TCMS**, which gives you some time to comply.



DEFINITIONS, ABBREVIATIONS AND ACRONYMS

- **Employment contract** means a contract or letter signed by the training office and the trainee accountant, which deals with the conditions of employment of the trainee accountant as provided for in the Basic Conditions of Employment Act, 1997, as amended, the Labor Relations Act, 1996, as amended, these training regulations and any other applicable legislation
- **TCMS** means the Training Contract Management System and refers to the online system for the registration and management of training contracts
- **Training contract** means a contract, entered into and registered by SAICA, on TCMS, whereby a trainee accountant is duly bound to serve a training office for a specified period and is entitled to receive experience in the prescribed competencies and which meets the requirements for a learnership agreement in terms of the Skills Development Act, 1998
- **Effective start date of a training contract** means the date on which the SAICA training contract started, as indicated on the employment contract and agreed to by the trainee and the training officer and as reflected on TCMS
- **Academic progress** means the satisfactory completion of all or sufficient subjects to enable a trainee accountant to make one (1) further year of progress towards the completion of an endorsed degree or bridging programme. The trainee accountant must achieve at least one (1) year of academic progress during any two (2) calendar years
- **Academic recess** means the period of time that a trainee has been permitted to temporarily stop studying while still employed and continuing with training under the training contract (refer to Regulation 22)
- **Academic remission** means a reduction in the term of a training contract for a trainee accountant who is on a four (4) or five (5) year training contract and successfully completes an endorsed degree, a bridging programme, or an endorsed post-graduate qualification during the training contract period (refer to Regulation 16)
- **Academic trainee accountant** means a trainee accountant who participates in SAICA's academic trainee accountantship programme and spends the first year of his training contract at an education institution that offers an academic training programme accredited by SAICA for this purpose
- **APC** means the Assessment of Professional Competence, and is set by the Examinations Committee of SAICA as one of the prerequisites for registration as a CA(SA)

- **IAC** means the Initial Assessment of Competence, a qualifying examination set by the Examinations Committee of SAICA as one of the prerequisites for registration as a CA(SA)
- **Bridging programme** means a bridging programme endorsed or recognised by SAICA
- **Core experience hours** refer to all time spent by a trainee accountant on practical experience or activities related to the training programme and exclude academic studies
- **EAT** refers to SAICA's Electronic Assessment Tool for training programme trainee accountant assessments
- **Endorsed degree** means an undergraduate qualification endorsed by SAICA
- **Endorsed post-graduate qualification** refers to a post-graduate programme recognised by SAICA as a prerequisite for admission to the IAC
- **LOR** means a Learning Outcome Review and refers to the assessment instrument used as part of the formative assessment process
- **PDS** means a Professional Development Summary and refers to the assessment instrument used as part of the summative assessment process
- **Prescribed competencies** mean the competencies or learning outcomes prescribed by SAICA in terms of the SAICA Competency Framework for the Training Programme
- **Professional Programme** means a programme accredited and prescribed by the IPD for admission to the APC
- **Proficiency** means the level of proficiency required in the in the Professional Values, Attitudes and Acumen (PVAA) prescribed competencies of the training programme
- **RPL** means recognition of prior learning, which is the process through which the trainee accountant's prior work experience is recognised by reducing the remaining term of the training contract after assessment of the trainee accountant against the prescribed competencies (refer to Regulation 18)

Entering into a new training contract following the cancellation of a previous contract

Notwithstanding Regulation 21.9.2, an automatic penalty of six (6) months will be imposed on the term of a new training contract, following the cancellation of the previous one.

Refer to SAICA's website for an up-to-date list of endorsed academic qualifications:

<https://saicawebprstorage.blob.core.windows.net/uploads/resources/SAICA-Endorsed-Academic-and-Professional-Programmes.pdf>

CONTRACT DURATION	
<p>When a NEW TRAINING CONTRACT is approved on TCMS the trainee must give evidence of successful completion / obtained / achieved of THEIR HIGHEST QUALIFICATION as below. This evidence must be CERTIFIED COPY and official outcome on the institution letterhead/certificate.</p>	<p>Basic term of the training contract</p>
<p>If the HIGHEST qualification that trainee can give evidence of is one of the qualifications on our list (see link) – Listed under CA or AGSA</p> <p>TRAINEE SELECT “ACCREDITED” ON TCMS</p> <p>- then the contract period must be 3 years</p> <ul style="list-style-type: none"> • Endorsed post-graduate qualification • Endorsed degree • Bridging programme 	<p>3 years - 36 months or more depending on penalty months added</p>
<p>If the HIGHEST qualification that trainee can give evidence of on the day of application is NOT on our list</p> <p>- then the contract period must be 4 years</p> <p>TRAINEE SELECT NON-ACCR ON TCMS</p> <ul style="list-style-type: none"> • Non-endorsed degree (any completed degree from any institution) • Relevant Advanced Certificates and Diplomas at NQF level 6 (relevant means it must have to do with ACCOUNTING) 	<p>4 years - 48 months or more depending on penalty months added</p>
<p>If the HIGHEST qualification that trainee can give evidence of on the day of application is just matric or as below</p> <p>- then the contract period must be 5 years</p> <p>TRAINEE SELECT MATRIC</p> <ul style="list-style-type: none"> • Matriculation certificate, National Senior Certificate or equivalent • Any other educational qualification not listed above 	<p>5 years - 60 months or more depending on penalty months added</p>

CONTRACT CRITERIA	
Criterion	The employment contract for trainee accountants complies with SAICA's requirements.
Indicators	<ul style="list-style-type: none"> ✓ The employment contract contains at least the following information: <ul style="list-style-type: none"> - Employer's and trainee accountant's details: <ul style="list-style-type: none"> - employer's full name; - employer's address; - employee's full name; - employee's job title; - employment details; - place/s of work; ✓ Start date of employment; and working hours and days of work. ✓ Payment details: <ul style="list-style-type: none"> - pay or the rate and method of calculating pay; - rate for overtime; - any other cash payments; - any payments in kind and their value; - frequency of payment; and - any deductions. ✓ Leave details regarding any leave to which the trainee accountant is entitled, including provision for study leave. ✓ If applicable, the training office's requirements regarding post-graduate studies (for the individual trainee accountant). ✓ Period of notice required. ✓ The employment contract is: <ul style="list-style-type: none"> - in writing and be signed by the employer and the trainee accountant; - concluded when the trainee accountant commences employment; - updated if any of the details change; and - kept by the employer for a period of three years after the termination or completion of the training contract. ✓ The employment contract: <ul style="list-style-type: none"> - indicates that it is entered into in relation to the Training Regulations; and - is for at least the duration of the training contract, taking into account any extension of or reduction in the term of the training contract. - Does not include any restraint of trade in contravention of SAICA By-laws - Reflects the use of current terminology in terms of these regulations