

TRAINING CONTRACT EXEMPTION ASSESSMENT

CORROBORATOR DECLARATION

CORROBORATOR

International Education Standard 6 (2015) which relates to the Assessment of Professional Competence requires that "IFAC member bodies shall base the assessment of the professional competence of aspiring professional accountants on **verifiable** evidence".

To **corroborate** something is to support it with evidence or confirm that it occurred. Corroborators selected and or chosen by applicants will be responsible for corroborating the evidence submitted by the applicant for the purposes of the Training Contract Exemption Assessment.

Applicants may select more than one corroborator relevant to the roles reflects in Template A - Technical CV and Template B - Demonstration of PVAA learning outcomes.

Corroborators will be required to

- confirm the applicant's role and responsibilities within the relevant entity as indicated in Template A – Technical CV.
- confirm that the applicant *demonstrated* the Professional Values, Attitudes and Acumens (PVAA's) as indicated in the Template B - Demonstration of PVAA learning outcomes within the relevant role.

A corroborator must be an individual who is or was to the applicant, one or more of the following: a) line manager; b) supervisor; c) director; d) training officer; e) human resource officer or f) colleague who knows and regularly worked with the applicant in the relevant role. The corroborator could also be a client for periods of self-employment.

Applicants may select multiple corroborators in relation to the roles covered by their submission.

Commented [TJ1]: Align the wording to the corroborator manual if appropriate.

Collection and Lawful Processing of Personal Information

SAICA respects your privacy and recognises the importance of protecting your privacy in respect of your personal information. By completing this form you consent to us collecting and/or verifying and/or processing your personal information for the purpose of the applicant's Training Equivalence Assessment.

We will collect and/or verify and/or process your personal information, including but not limited to your full name, ID/passport number and contact details. Some of the information that you will be providing to SAICA contains information that is defined as Special Personal Information in terms of the POPI Act.

Should you not wish to provide this information to SAICA, please do not continue with this form/ application. By continuing with this form/application you are providing us with your express consent to process any Special Personal Information that might be submitted.

Please follow this link for our complete Data Protection Notice:
https://saicawebprstorage.blob.core.windows.net/uploads/Data_Protection_Notice_Website_Final_Approved_310823.pdf

For our General Data Protection & Retention Policy and Privacy Policy please follow this link:
<https://saicawebprstorage.blob.core.windows.net/uploads/Data-and-Information-Governance-Policy.pdf>

Section 1: Applicant's details:

Title Name and Surname

Section 2: Corroborator's details:

Title	
Full name (per ID document/passport)	
ID number/Passport number	
Current job title	
Relationship to applicant	
Cellphone number	
Email address	

Section 3: Evidence corroborated in Template B

Please indicate with **X** in the table below which pieces of evidence were corroborated in Template B.

No.	Learning Outcome	Evidence 1	Evidence 2
PROFESSIONAL VALUES AND ATTITUDES			
I Ethics, values and attitudes			
I1 Personal ethics			
I 1 a	Act honestly and demonstrate personal integrity, accountability and trustworthiness INCLUDING while interacting with others		
I 2 Business ethics			

No.	Learning Outcome	Evidence 1	Evidence 2
I 2 a	Consider the impact of ethics within a specific business environment (a client or your training office) AND evaluate how ethics is managed in that context		
I 2 b	Demonstrate how you contributed to the ethical culture of your business environment		
I 2 c	In the context of ethical dilemmas that arise relating to organisational ethics and corporate culture or when rendering professional services, use an ethical reasoning process (based on professional values and attitudes and the code of professional conduct) to - (i) Identify threats to ethical principles, AND (ii) Analyse all courses of potentially unethical action as well as the consequences of each, AND (iii) Choose the appropriate course of action to solve the dilemma, AND (iv) Report ethical issues to higher levels of management, SAICA, legal or regulatory authorities, or others WHEN NECESSARY		
I 3 Professional ethics			
I 3 a	Apply the COPC fundamental ethical principle of integrity by way of general conduct, INCLUDING when rendering professional services.		
I 3 b	Apply the COPC fundamental ethical principle of objectivity by way of general conduct, INCLUDING when rendering professional services.		
I 3 c	Apply the COPC fundamental ethical principle of professional competence and due care by way of general conduct, INCLUDING when rendering professional services.		
I 3 d	Apply the COPC fundamental ethical principle of confidentiality by way of general conduct, INCLUDING when rendering professional services.		
I 3 e	Apply the COPC fundamental ethical principle of professional behaviour (for example, in personal branding, business etiquette, the use of communication channels such as social media and the ability to control and express emotions appropriately) by way of general conduct, INCLUDING when rendering professional services.		
II Citizenship, values and attitudes			
II 1 Personal citizenship			
II 1 a	Demonstrate a responsive, valuing and tolerant approach to diversity (local or global) AND individual differences		
II 1 b	Describe the impact you have made on the community in which you live and work, through e.g.		

No.	Learning Outcome	Evidence 1	Evidence 2
	acts of philanthropy, social responsibility and environmental stewardship.		
II 2 Corporate citizenship			
II 2 a	For a business decision, weigh up the short-term financial benefits of that decision against its long-term strategic and/or societal impact (sustainability).		
II 2 b	Consider the degree to which an organisation's (the training office or a client) strategy and/or business model aligns with the 17 SDGs (the Sustainable Development Goals as published by the United Nations)		
III Lifelong learning, values and attitudes			
III 1 Self-development			
III 1 a	Demonstrate life-long learning by staying abreast of current trends and emerging issues OR by acquiring new knowledge, skills and experiences to remain relevant, INCLUDING in relation to digital developments		
III 1 b	Demonstrate responsibility for your own development needs and opportunities AND set and monitor personal learning and development objectives		
III 2 Adaptive mind set and agility			
III 2 a	Work in an agile way by adapting and responding to changing practices, management and leadership styles, cultures, roles and /or work contexts		
III 3 Emotional Intelligence			
III 3 a	Understand and manage your own emotions in positive ways to communicate effectively, empathise with others, overcome challenges and / or defuse conflict.		

No.	Learning Outcome	Evidence 1	Evidence 2
ACUMENS			
Z Business Acumen			
Z1 Business internal environment			
Z 1 a	Consider how an organisation creates value through its business model INCLUDING specific reference to its use of the six capitals referred to in the King IV report (Financial, Manufactured, Intellectual, Human, Social and Relationship and Natural)		
Z2 Business external environment			

No.	Learning Outcome	Evidence 1	Evidence 2
Z 2 a	Evaluate the influence of the external environment (political, economic, tax policy, social, technological, legal and environmental) AND/OR industry factors (competitive advantage and threats, industry trends, emerging technology/industry disruptors, market opportunities, stakeholder focus) on an organisation's strategy, business model or processes		
Z3 Innovation and creativity			
Z 3 a	Identify the need to address a problem or situation from a fresh perspective and challenge existing paradigms and ways of doing business AND / OR describe an innovative solution you came up with to address a business problem AND how you implemented this solution		
Y Decision-making acumen			
Y1 Critical Thinking			
Y 1 a	Use critical thinking to identify and question/challenge information or assumptions and potential bias behind received, discovered or researched information.		
Y 1 b	Use critical analysis and reasoning to uncover key and/or underlying issues, and/or identify connections or patterns across diverse situations		
Y 2 Integrated thinking			
Y 2 a)	Synthesise and make sense of ideas and information from a variety of sources to analyse and evaluate financial or non-financial information, create a design, formulate a plan, arrive at a viable solution to a problem, OR obtain a broader understanding of an issue, etc.		
Y 3 Problem solving			
Y 3 a	Use a questioning mind-set during problem identification, analysis and resolution.		
Y 3 b	Seek assistance from experts/specialists OR consult with others to obtain information, solve problems, maximise benefits from opportunities, expedite problem-solving, decision-making and/ or reach conclusions		
Y 4 Judgement and decision-making			
Y 4 a	Determine for alternative courses of action: (i) likely outcome, AND (ii) apparent effectiveness of addressing the root causes of problems, AND (iii) feasibility of effective implementation, AND (iv) stakeholder support for effective implementation, AND (v) ranking in relation to the other identified courses of action		

No.	Learning Outcome	Evidence 1	Evidence 2
	AND then, having done this, select the most appropriate course of action.		
Y5 Professional scepticism			
Y5a)	Apply a diligent and impartial mind-set when making decisions, making enquiries or questioning others		
X Relational acumen			
X 1 Communication skills			
X 1 a	Apply effective listening, interviewing AND/OR discussion techniques to obtain and clarify relevant information		
X 1 b)	Communicate verbally using clear and concise messaging that is professional, appropriate to the audience and situation, AND considers cultural and language differences (where necessary).		
X1 c	Communicate in writing using clear and concise messaging that is professional, appropriate to the audience and situation, considers any legal, ethical, regulatory and business requirements (where appropriate), AND considers cultural and language differences (where necessary)		
X 2 Management & Leadership skills			
X 2 a	Proactively influence others to deliver high quality work that supports organisational goals through role-modelling of appropriate behaviour, providing training, advice, support and/or mentorship; and/or by transferring knowledge, skills and experience		
X 2 b	Oversee team members' progress AND / OR performance in the context of tasks, plans, projects or operational activities		
X 2 c	Display effective delegation skills		
X 2 d	Manage conflict between individuals AND / OR across teams by: (i) Recognising constructive versus destructive conflict and managing that conflict; AND / OR (ii) Assuming shared responsibility for the outcome of conflict; AND / OR (iii) Valuing individual contributions by team members; AND / OR (iv) Providing constructive feedback (both downward and/or upward).		
X 2 e	While leading OR managing others, treat them respectfully, courteously and equitably		
X 3 People skills			
X 3 a	Display personal influence AND / OR negotiation skills to persuade others and/or build consensus		
X 4 Relationship-building skills			

No.	Learning Outcome	Evidence 1	Evidence 2
X 4 a	Identify AND apply strategies to proactively build relationships that extend professional networks, alliances and/or cross-functional business partnerships		
X 5 Teamwork			
X 5 a	Work effectively with others as a resourceful and trustworthy team member through sharing knowledge, cooperating and / or collaborating to achieve team goals		
X 6 Self-management			
X 6 a	Display self-management skills to work independently AND manage time and work pressure, being cognisant of the impact of this on others		
X 7 Managing others			
X 7 a	Develop, organise and prioritise tasks (recognising their resource constraints) and manage progress so as to achieve professional commitments/outcomes		
W Digital acumen			
W 1 Computational thinking			
W 1 a	Decompose a problem into smaller sub-problems AND then find patterns (similarities, shared characteristics) among the sub-problems AND determine relevant characteristics AND / OR discard irrelevant characteristics		
W 1 b	Write an algorithm to solve a problem, using any programming language (such as Microsoft VBA, Python) OR evaluate the appropriateness of a presented algorithm to solve a problem		
W 2 Data knowledge and strategy			
W 2 a	Evaluate data strategies or policies that deal with data protection, privacy, intellectual property rights, legal and regulatory requirements, AND / OR ethical issues in data management, data storage, or data transfer.		
W 3 Data analytics			
W 3 a	Use processes of inspection, extraction, transformation, loading, modelling, and interpreting data (through the use of data analytic software tools such as ACL, IDEA, PowerBI, or advanced Excel™ functions) to solve a defined business or audit problem		
W 4 Automation			
W 4 a	Identify opportunities to automate AND / OR modernise processes AND evaluate the benefits and risks associated with this.		
W 5 New developments and protocols (e.g. artificial intelligence (AI), blockchain, Internet of Things etc.)			

No.	Learning Outcome	Evidence 1	Evidence 2
W 5 a	Identify opportunities to use new developments and protocols to address accounting and business problems, limitations, risks, etc.		
W 6 User competencies			
W 6 a	Apply word processing software skills in a manner relevant to an accounting/business context, to enhance communication (e.g., letters, memorandums, reports, working papers, and other written correspondence), so as to meet all legal, ethical, regulatory and business requirements		
W 6 b	Apply visualisation techniques and tools (e.g., dashboards or presentation software) in an accounting/business context		
W 6 c	Use spreadsheet software in an accounting/business context utilising advanced excel functions such as more complex formula, short cut keys, macros, or pivot tables for example.		
W 6 d	Communicate and collaborate with others using a wide range of digital devices, technologies and platforms		
W 6 e	Apply cybersecurity processes, tools AND / OR techniques to secure and safeguard information technology resources such as organisational IT infrastructure, laptops (and other portable devices), software, cloud (and other) storage, AND /OR data		

Declaration

I declare that:

1. I have read the parts of Templates A and B of the applicant's submission which I have been requested to corroborate.
2. I confirm the relevant parts of the applicant's role and responsibilities as indicated in Template A – Technical CV.
3. Based on my professional knowledge of the applicant's work, that the applicant demonstrated the relevant parts of the Professional Values, Attitudes and Acumens (PVAA's) for which they provided evidence in the Template B – Demonstration of PVAA learning outcomes.

Signature

Date