

## **HOW TO AVOID A TRAINING CONTRACT FROM BEING REVERTED ON TCMS**

For TRAINING OFFICERS AND TRAINEES

To avoid delays – please avoid the 3 most common mistakes on TCMS training contract applications:

1. Always make sure the contract start date you type in on TCMS is exactly the same as the start date on the employment contract.
2. Always make sure that the qualification & institution you select from the drop-down lists in TCMS under **achieved or enrolled** qualification is the same as what you actually upload/attach. Contact us if you do not find your qualification on TCMS. Do not select an alternative or just similar.
3. If you have already achieved a qualification and upload it under **achieved** on TCMS – then your attachment (statement of results or transcript) must state it was achieved. (Wording used by universities can vary, like “*Obtained qualification, Achieved qualification, Fulfilled / Completed all requirements for qualification, Pass degree, Qualifies for award of degree*”)

### Remember

- 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.
- You can always tick the box on the bottom of the application form that “commits to enrol for a SAICA accredited qualification” – if you have no proof of registration yet, which gives you time to collect suitable documentation. (Do not use an acceptance letter only; this is not sufficient proof of registration)
- 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.
- Make sure your documents are not password protected!
- The first names and surname you type in on TCMS should correspond with your ID and your attachments (add marriage certificate if needed)
- If you upload proof of enrolment for a qualification, make sure it is for the current year and it states enrolment or registration (not acceptance only)

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## PROCESS TO FOLLOW FOR CONTRACT APPROVALS



Herewith a quick checklist

QUALIFICATION AT THE START OF THE TRAINING CONTRACT	BASIC TERMS
<ol style="list-style-type: none"> <li>1. Accredited post-graduate qualification</li> <li>2. Or Accredited degree</li> <li>3. Or Accredited bridging programme</li> <li>4. Or CIMA - attach ACMA accreditation plus select "CIMA DESIGNATION"</li> </ol>	<p>36 (thirty-six) months</p> <p><b>3 years</b></p> <p>= 3600 Hours</p>
<ol style="list-style-type: none"> <li>1. Non-accredited degree</li> <li>2. Or Relevant Advanced Certificates and Diplomas at NQF level 6 <ul style="list-style-type: none"> <li>▪ A prospective trainee who applies for a 48-month training contract is obliged to either <b>upload proof of enrolment for a SAICA accredited degree/qualification</b> (see List of SAICA Accredited Programmes) <b>OR commit to enrol for a SAICA accredited degree/qualification by <u>ticking the small box</u></b> at the end of the application form. Proof of such REGISTRATION must be provided to the Training Officer within 10 months from the start date of his/her training contract</li> <li>▪ (<b>Any</b> Non-Accredited degree will qualify for a 4 year contract, <b>But</b> Advanced Certificates and Diplomas at NQF level 6 <b>have to be relevant to</b> the CA program.</li> <li>▪ <b>Or</b> Please submit additional documentation to show how the enrolled qualification (e.g. BCompt Management Account) will <b>lead to a SAICA accredited degree/qualification.</b>)</li> </ul> </li> </ol>	<p>48 (forty-eight) months.</p> <p><b>4 years</b></p> <p>= 4800 hours</p> <p>Remission as stipulated in Regulation 16.2.2 is granted if the trainee accountant achieves an accredited degree or an accredited bridging programme or an accredited post-graduate qualification</p>
<ol style="list-style-type: none"> <li>1. Matriculation certificate, National Senior Certificate or equivalent</li> <li>2. Or Any other educational qualification not listed above <ul style="list-style-type: none"> <li>▪ A prospective trainee who applies for a 60-month training contract is obliged to either <b>upload proof of enrolment for a SAICA accredited degree/qualification</b> (see List of SAICA Accredited Programmes) <b>OR commit to enrol for a SAICA accredited degree/qualification by <u>ticking the small box</u></b> at the end of the application form.</li> </ul> </li> </ol>	<p>60 (sixty) months.</p> <p><b>5 years</b></p> <p>6000 Hours</p> <p>Remission as stipulated in Regulation 16.2.1 is granted if the trainee accountant achieves an accredited degree, an accredited bridging programme or an accredited post-graduate qualification</p>

The list of SAICA accredited programs are updated at the link below

<https://www.saica.org.za/resources/training-offices/accredited-academic-programmes>

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For technical support on TCMS please contact [tcms@saica.co.za](mailto:tcms@saica.co.za)