

PROCESS TO FOLLOW FOR CONTRACT APPROVALS

Herewith a quick checklist; then read the further checks and balances before approval starting on page 2

ENTRY REQUIREMENTS FOR A TRAINING CONTRACT		
QUALIFICATION AT THE START OF THE TRAINING CONTRACT	BASIC TERMS	HOURS
1. Accredited post-graduate qualification 2. Or Accredited degree 3. Or Accredited bridging programme 4. Or CIMA - attach ACMA accreditation plus select "CIMA DESIGNATION"	36 (thirty-six) months 3 years	3 600
1. Non-accredited degree 2. Or Relevant Advanced Certificates and Diplomas at NQF level 6 <ul style="list-style-type: none"> ▪ A prospective trainee who applies for a 48-month training contract is obliged to either upload proof of enrolment for a SAICA accredited degree/qualification (see List of SAICA Accredited Programmes) OR commit to enrol for a SAICA accredited degree/qualification by <u>ticking the small box</u> 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 ▪ (Any Non-Accredited degree will qualify for a 4 year contract, But Advanced Certificates and Diplomas at NQF level 6 have to be relevant to the CA program. ▪ Or Please submit additional documentation to show how the enrolled qualification (e.g. BCompt Management Account) will lead to a SAICA accredited degree/qualification.) 	48 (forty-eight) months. 4 years 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	4 800



1. Matriculation certificate, National Senior Certificate or equivalent	60 (sixty) months.	6 000
2. Or Any other educational qualification not listed above <ul style="list-style-type: none"> ▪ A prospective trainee who applies for a 60-month training contract is obliged to either upload proof of enrolment for a SAICA accredited degree/qualification (see List of SAICA Accredited Programmes) OR commit to enrol for a SAICA accredited degree/qualification by <i>ticking the small box</i> at the end of the application form. 	5 years 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	

Always check the latest list of SAICA accredited programmes on our website at the below link:

<https://www.saica.org.za/become-a-member/prospective-members/universities-colleges-students/chartered-accountant-casa/students>

OR

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

CHECKS AND BALANCES BEFORE APPROVAL	
Trainee Name/s	<ul style="list-style-type: none"> • Full names, as per ID or passport, must appear on all documents uploaded • The trainee name should be same as TCMS • Trainee name on qualification should match what is on TCMS • In a case where the surname is different from matric certificate and/or degree - and/or employment contract a marriage certificate or official name change document must be combined with the ID before processing into TCMS at ID section • No document, that is password protected, Or MSWord should be uploaded • Employment contracts should not refer to the person's calling name only but full names as per ID



Trainee's Contract	<ul style="list-style-type: none">▪ Start and end date on your letter of employment/contract, MUST agree to what is entered on TCMS▪ If the employment is permanent, SAICA will approve, provided the duration of contract captured on TCMS are in line with the Regulations.▪ In a case where the end date; term (in years); duration (in months) and Core Experience hours are included in the Fixed Term Contract, check that it agrees with the information captured in TCMS▪ Some contracts do not stipulate the end date and state that the trainee is employed for a period as recommended by SAICA. This is acceptable if the duration of the contract captured on TCMS are in line with the Regulations.▪ The contract duration (in months) on TCMS will take into account any penalties imposed, this will normally not be shown on the employment letter.▪ A Fixed Term Contract must be of either 36 or 48 or 60 months' duration, irrespective of possible RPL and penalties.▪ Contract needs to be signed by both the trainee and a representative of the training office - Contracts needs to be signed by at least one company representative.
Trainee's Qualification	<ul style="list-style-type: none">▪ Consult the latest list of SAICA Accredited Programmes: Look out for notes, which alerts the applicant to provide further information on the qualification that was obtained. <p style="margin-left: 40px;">Reference to:</p><ul style="list-style-type: none">- specific subjects that should have been passed and completed- OR a letter required from the HOD▪ Select your highest achieved qualification:<ul style="list-style-type: none">- Accredited Degree Or CTA- Non-Accredited Degree- Matric



	<ul style="list-style-type: none">▪ If your achieved qualification is a SAICA accredited degree Or CTA<ul style="list-style-type: none">- Certificates needs to show that the qualification has been Completed.- Transcripts must indicate the name or SAQA ID and that the qualification has been Completed.- Above needs to be on the institute's letterhead- Date of qualification is important for degrees which only received accredited at a certain time as per the list of accredited programs. ▪ If your achieved qualification is a Non-Accredited Degree or Matric<ul style="list-style-type: none">- If non-accredited degree is selected, you have to either show enrolment for a SAICA accredited degree is OR commit to enroll to such- If matric is selected, you have to either show enrolment for a SAICA accredited degree is OR commit to enroll to such- Enrollment should be for an accredited program/degree/CTA OR a course directly leading to an accredited program/degree/CTA. - The path to obtaining an accredited program needs to be shown for trainees who are enrolled into a course directly leading to an accredited program.- Proof of enrolment must be on a university letterhead and contain:<ul style="list-style-type: none">○ Trainee Name;○ Qualification Name and /or SAQA ID;○ Confirmation that trainee has been registered for the current academic year○ Provisional acceptance/ or acceptance letters are not sufficient
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