

HOW TO APPLY FOR A TRAINING CONTRACT ON TCMS ONCE AN INVITE HAS BEEN SENT BY THE TRAINING OFFICE

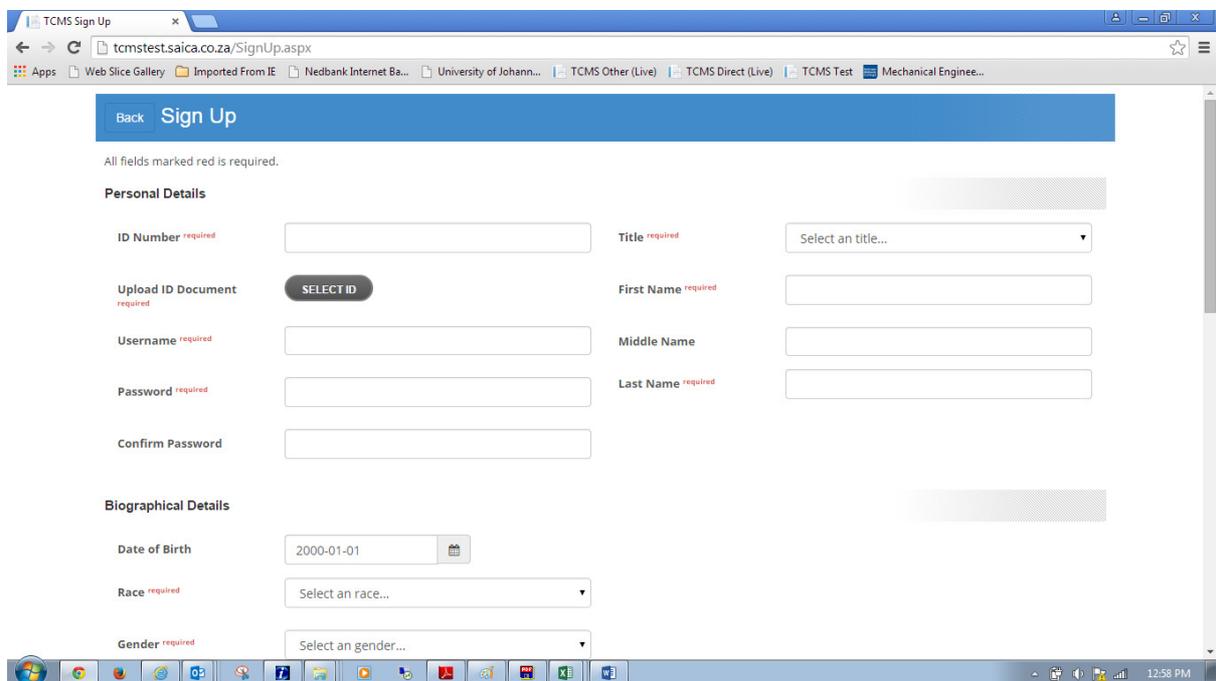
STEP 1

THE TRAINEE MUST LOG INTO TCMS USING THE WEBSITE LINK

<https://www.saicatcms.co.za/login.aspx>

STEP 2

The screen below will open, follow the screen to **sign up**, should your ID number already exist in our database please login. (see Step 3 and 4)



The screenshot shows a web browser window with the URL [tcmstests.saica.co.za/SignUp.aspx](https://www.saicatcms.co.za/login.aspx). The page title is "TCMS Sign Up" and it features a blue header with a "Back" link and the text "Sign Up". Below the header, a message states "All fields marked red is required." The form is divided into two main sections: "Personal Details" and "Biographical Details".

Personal Details:

- ID Number *required*: Text input field.
- Upload ID Document *required*: Button labeled "SELECT ID".
- Username *required*: Text input field.
- Password *required*: Text input field.
- Confirm Password: Text input field.
- Title *required*: Dropdown menu with "Select an title..." option.
- First Name *required*: Text input field.
- Middle Name: Text input field.
- Last Name *required*: Text input field.

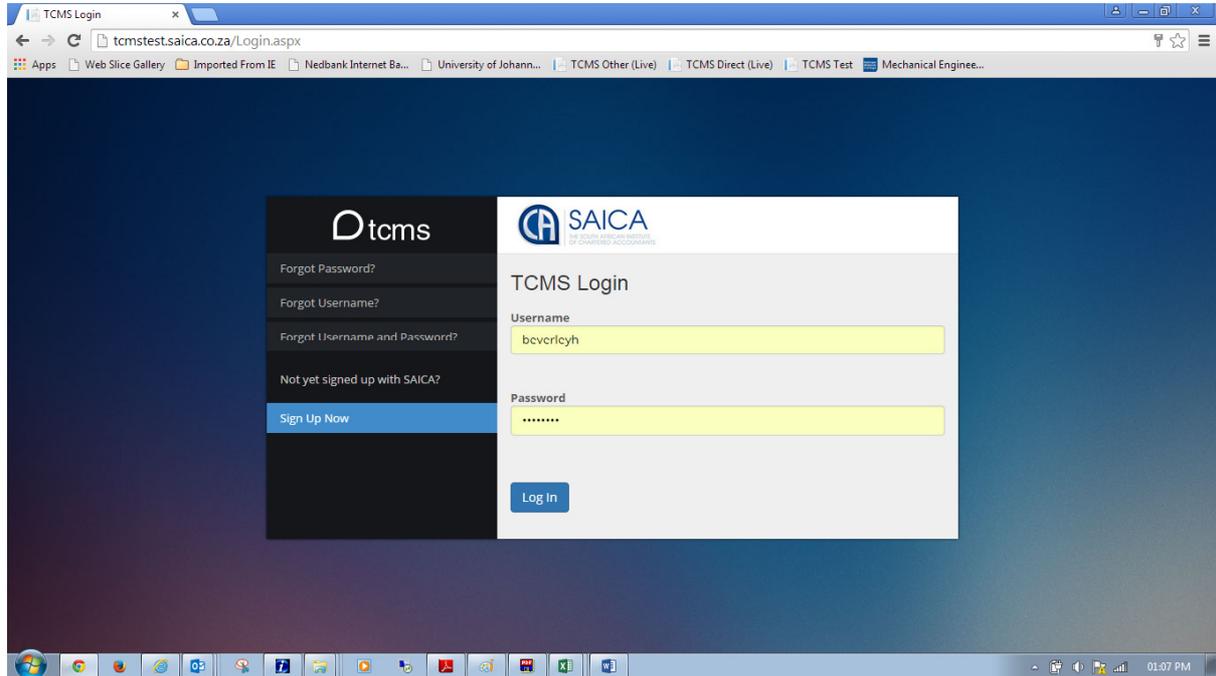
Biographical Details:

- Date of Birth: Text input field with "2000-01-01" and a calendar icon.
- Race *required*: Dropdown menu with "Select an race..." option.
- Gender *required*: Dropdown menu with "Select an gender..." option.

The browser's taskbar at the bottom shows various application icons and the system clock indicating 12:58 PM.

STEP 3

Log into TCMS

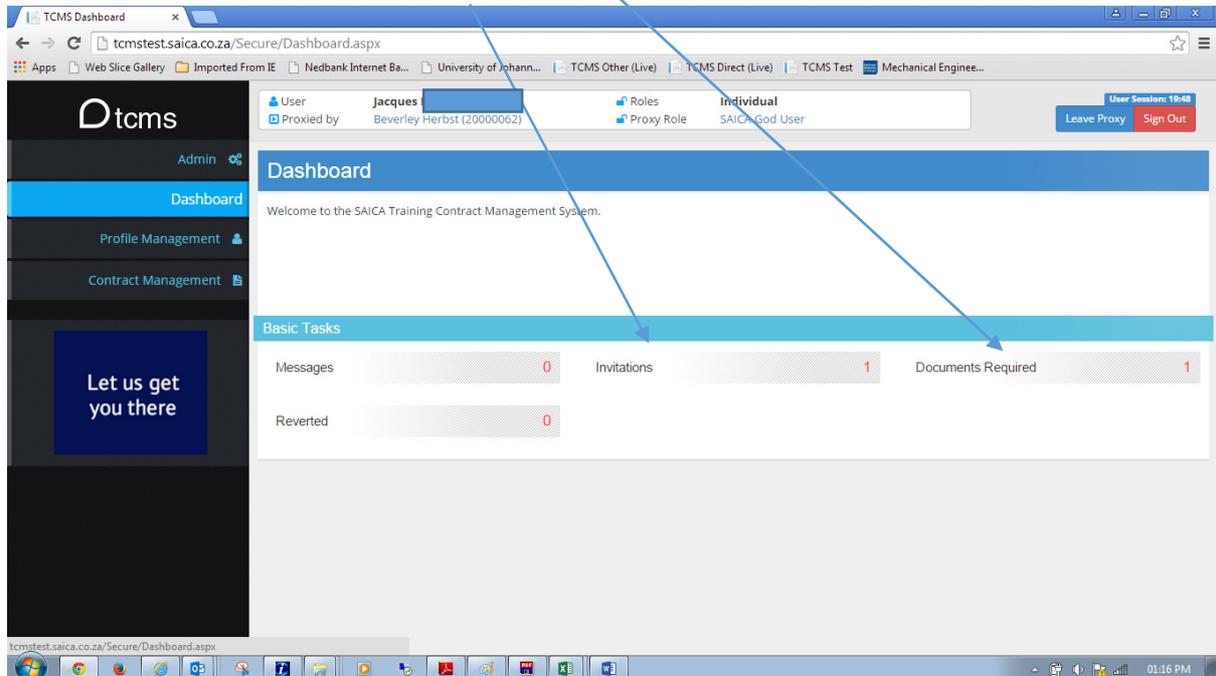


STEP 4

On the dashboard click on documents required

Upload your ID document

On the dashboard click on invitations



STEP 6

Click on apply

The screenshot shows the TCMS Dashboard interface. The user is logged in as Jacques Beverley Herbst (20000062) with the role of Individual SAICA God User. The page title is "Choose Contract". There is a search bar and a table with the following data:

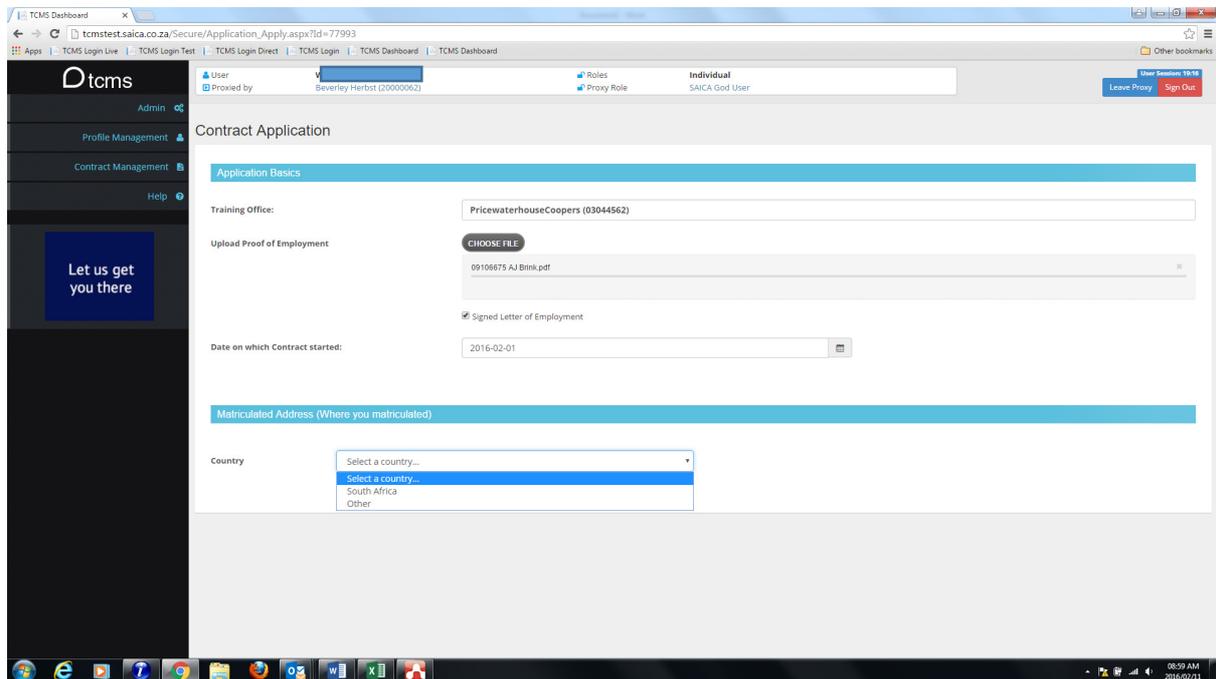
Training Office	Training Officer	Sent Date	Status Name	
Deloitte and Touché	Yogitha Sewsunker	2015-01-26	Pending	Apply

A blue arrow points from the text "Click on apply" to the "Apply" button in the table row.

Follow the screen, upload and send will forward the request to your training office for approval

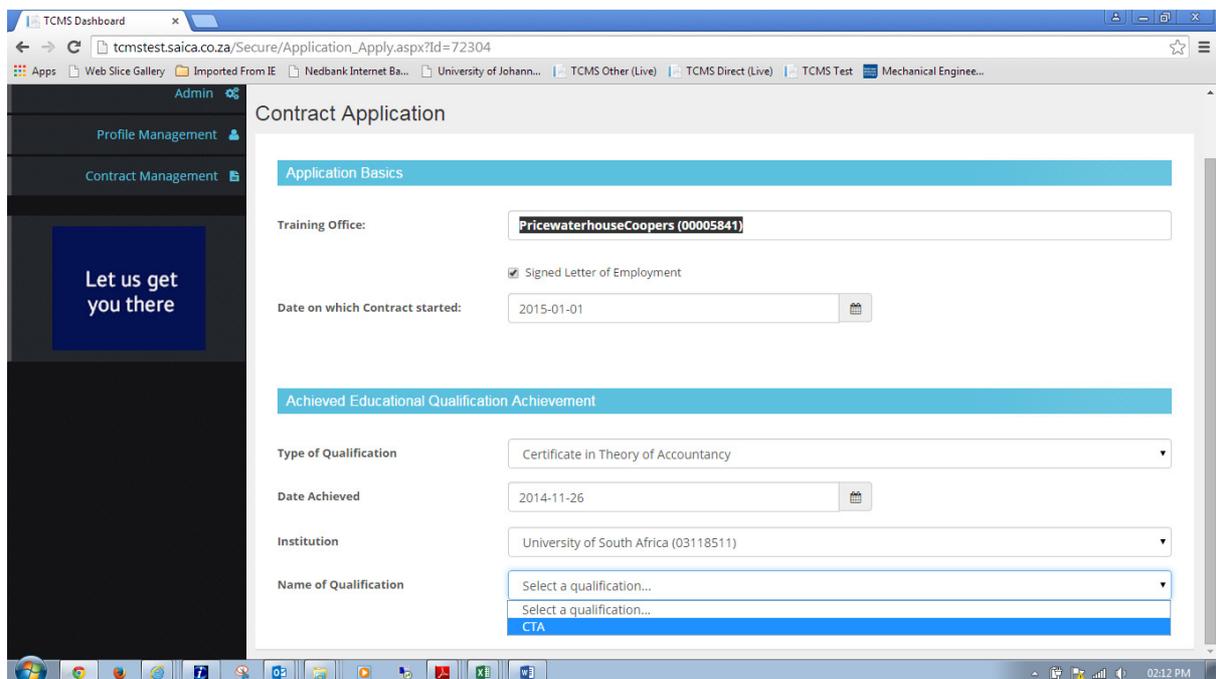
The screenshot shows the TCMS Dashboard interface for the "Contract Application" page. The user is logged in as Jacques Beverley Herbst (20000062) with the role of Individual SAICA God User. The page title is "Contract Application". The "Application Basics" section contains the following information:

- Training Office: PricewaterhouseCoopers (03044562)
- Upload Proof of Employment: CHOOSE FILE (with a file selection icon) and Signed Letter (with a checkbox) and the text "Upload your employment contract."



SELECT YOUR HIGHEST ACHIEVED QUALIFICATION

MATRIC, NON-ACCREDITED DEGREE, ACCREDITED DEGREE OR CTA



IF MATRIC IS SELECTED ENROLMENT FOR AN ACCREDITED DEGREE IS REQUIRED

IF NON-ACCREDITED DEGREE IS SELECTED ENROLMENT FOR AN ACCREDITED DEGREE IS REQUIRED

TCMS Dashboard

tcmstest.saica.co.za/Secure/Application_Apply.aspx?id=72304

Upload Proof of Qualification

CHOOSE FILE

20060530-(88354).pdf

Terms And Conditions

Terms & Conditions Definitions

In this document, unless the context otherwise indicates –
“training contract” includes a reference to a learnership agreement;
“trainee accountant” includes a reference to a learner;
the “training officer” is a member of The South African Institute of Chartered Accountants and, if applicable, registered with the Independent Regulatory Board for Auditors (IRBA). Such person must be based at the training office, and is responsible for the training of trainee accountants carried out at or from the training office and who, in the case of a partnership, by virtue of a resolution of the partners, is empowered to act on behalf of the training office pertaining to the training of trainee accountants employed at that training office;
the “training office” means an accredited training office whether within or outside the borders of South Africa, and refers to an organisation in commerce and industry or public practice or the public sector that is approved by and registered with SAICA as an organisation where prospective CAs may be trained.

This training contract is entered into between the parties in order to enable SAICA to regulate the effectiveness of the practical training undergone by the trainee accountants in terms of such regulations regarding trainee accountants (“the Regulations”) as SAICA may from time to time prescribe.

1. **THE PARTIES TO THE TRAINING CONTRACT AGREE THAT –**

Declaration:

I apply for the registration of a training contract and declare that:

- I have not been found guilty of a criminal offence that renders me ineligible for registration;
- I have not been declared insolvent in circumstances that render me ineligible for registration;
- I will endeavour to make sufficient academic progress by achieving at least one year of academic progress during any two calendar years, I understand that academic progress is the progression in studies towards the completion of the CTA or equivalent.
- I have read and understood the training regulations pertaining to the training contract;

Download Terms And Conditions

TCMS Dashboard

tcmstest.saica.co.za/Secure/Application_Apply.aspx?id=72299

Terms And Conditions

This training contract is entered into between the parties in order to enable SAICA to regulate the effectiveness of the practical training undergone by the trainee accountants in terms of such regulations regarding trainee accountants (“the Regulations”) as SAICA may from time to time prescribe.

1. **THE PARTIES TO THE TRAINING CONTRACT AGREE THAT –**

1. This training contract is entered into in terms of, and is subject to, such provisions of the Act as are applicable and the Regulations pertaining to trainee accountants prescribed by SAICA from time to time;
2. any amendments of or additions to the Regulations that affect this training contract will be deemed to be incorporated in this training contract upon promulgation, notwithstanding that notice of such amendments or additions may not have been given to the parties;
3. SAICA may act, in relation to the training contract, in accordance with the powers conferred on it by the Regulations;
4. a written contract of employment has been entered into between the training office and the trainee accountant for a period not less than the duration of this training contract as prescribed by the Regulations;
5. if conflict should arise between the terms and conditions of this training contract and the terms and conditions of the contract of employment, the training contract will prevail;
6. the transfer to another training officer of another training office, or the suspension or cancellation of this training contract, may only occur if the parties mutually agree thereto or when the transfer, suspension or cancellation has been ordered by SAICA. The transfer, suspension or

Declaration:

I apply for the registration of a training contract and declare that:

- I have not been found guilty of a criminal offence that renders me ineligible for registration;
- I have not been declared insolvent in circumstances that render me ineligible for registration;
- I will endeavour to make sufficient academic progress by achieving at least one year of academic progress during any two calendar years, I understand that academic progress is the progression in studies towards the completion of the CTA or equivalent.
- I have read and understood the training regulations pertaining to the training contract;
- I have entered into a separate employment contract with the training office; and
- The information provided in this application is to the best of my knowledge true and correct.

Upload And Send Request

TCMS Dashboard

tcmstests.saica.co.za/Secure/Application_Apply.aspx?id=72299

Apps | Web Slice Gallery | Imported From IE | Nedbank Internet Ba... | University of Johann... | TCMS Other (Live) | TCMS Direct (Live) | TCMS Test | Mechanical Enginee...

Institution: Another High School
next

Name of Qualification: matric
next

Upload Proof of Qualification: CHOOSE FILE
Change status docx - Completed

Enrolled Educational Qualification: Your qualification document has been successfully uploaded. The training officer will now process your request. Click here to continue.

Type of Qualification: [dropdown]

Institution: University of South Africa (03118511)

Name of Qualification: BCOMFA

Upload Enrolled Qualification: CHOOSE FILE
Change status docx - Completed

Terms And Conditions: This training contract is entered into between the parties in order to enable SAICA to regulate the effectiveness of the practical training undergone by the

01:22 PM