# 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)

TCMS Sign Up ×					4 <u>- 0 x</u>
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# STEP 3

#### Log into TCMS



#### **STEP 4**

On the dashboard click on documents required

Upload your ID document

#### On the dashboard click on invitations

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# STEP 6

# Click on apply

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

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SELECT YOUR HIGHEST ACHIEVED QUALIFICATION

MATRIC, NON-ACCREDITED DEGREE, ACCREDITED DEGREE OR CTA

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IF MATRIC IS SELECTED ENROLMENT FOR AN ACCREDITED DEGREE IS REQUIRED

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

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Upload Proof of Qualification	CHOOSE FILE
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Terms And Conditions	
Terms & Conditions Definitions	
In this document, unless the conte	xt otherwise indicates –
"training contract" includes a refere "trainee accountant" includes a refe	ence to a learnership agreement; erence to a learner;
the "training officer" is a member o	f The South African Institute of Chartered Accountants and, if applicable, registered with the Independent Regulatory Board
for Auditors (IRBA). Such person m training office and who, in the case	ust be based at the training office, and is responsible for the training of trainee accountants carried out at or from the 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 accre industry or public practice or the p	edited training office whether within or outside the borders of South Africa, and refers to an organisation in commerce and
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	Download Terms And Condition
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I apply for the registration of a trainin	ig contract and declare that:
I have not been found guilty of	a criminal offence that renders me ineligible for registration;
<ul> <li>Thave not been declared insolv</li> <li>I will endeavour to make suffici</li> </ul>	ient academic progress by achieving at least one year of academic progress during any two calendar years, I understand that
academic progress is the progr	ression in studies towards the completion of the CTA or equivalent.
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