SAICA Training Programme

Required Content of the Assessment Policy Document

- Firms need to develop an assessment policy document
  - Should be available to all staff
  - Should be adapted when necessary
  - Should form part of the training process
  - An accreditation requirement...
- Training Model decisions
  - Training Office's accredited elective(s)
  - Resulting residuals
  - Defining the firm's interpretation of "basic" and "advanced"
  - Development of the firm's Generic Training Plan
- Training plans
  - How does the firm address the residual skills?
  - Will the firm develop its own simulations or will it outsource this? What will the firm do to ensure that the quality of the simulations is acceptable to SAICA?
  - Determining when trainees are expected to be exposed to which tasks
  - What levels of competence are expected from trainees at the various stages of their contracts?
- Defining the role-players & their responsibilities
  - Who in the firm will
    - Review?
    - Evaluate?
    - Assess?
  - What are their responsibilities?
  - What are the trainee's responsibilities?
  - What are the Training Office's responsibilities?
- Assessment Instruments
  - Clarifying the assessment tool to be used to record the results of assessment (manual docs, on-line tool, internally developed tool, etc.).
  - Guidance on the frequency of completion of the documents
  - Including the use of the decision trees as a formal policy?
  - Guidance on the time-frames to complete the documents.
    - Creating the TSR / PSR
    - Reviewing the TSR / PSR
    - Finalising the TSR / PSR
    - Completing the ANA
- Training
  - Induction programme
    - How does the firm ensure that reviewers and evaluators understand their roles and responsibilities?
    - Defining the content
    - How will it be delivered?
    - By when it will be presented?
    - What about trainees who start later?
    - How does the firm ensure that trainees fully understand the model and the assessment process?
- Fairness
  - How does the firm ensure that reviewers and evaluators are consistent and fair in their ratings?
  - How does the firm moderate instances where trainees do not agree with reviewers or evaluators?
  - How does the firm ensure that assessment is consistent across different assessors?
  - How does the firm handle any other potential "grievances" that might arise relating to the assessment process?
- Appeals process
  - Defining the process to follow in the event that a trainee wishes to appeal a summative assessment decision
  - Including reference to the SAICA documentation to be completed
- Review process
  - Reference to the mechanism in place to identify opportunities to improve the process as a whole