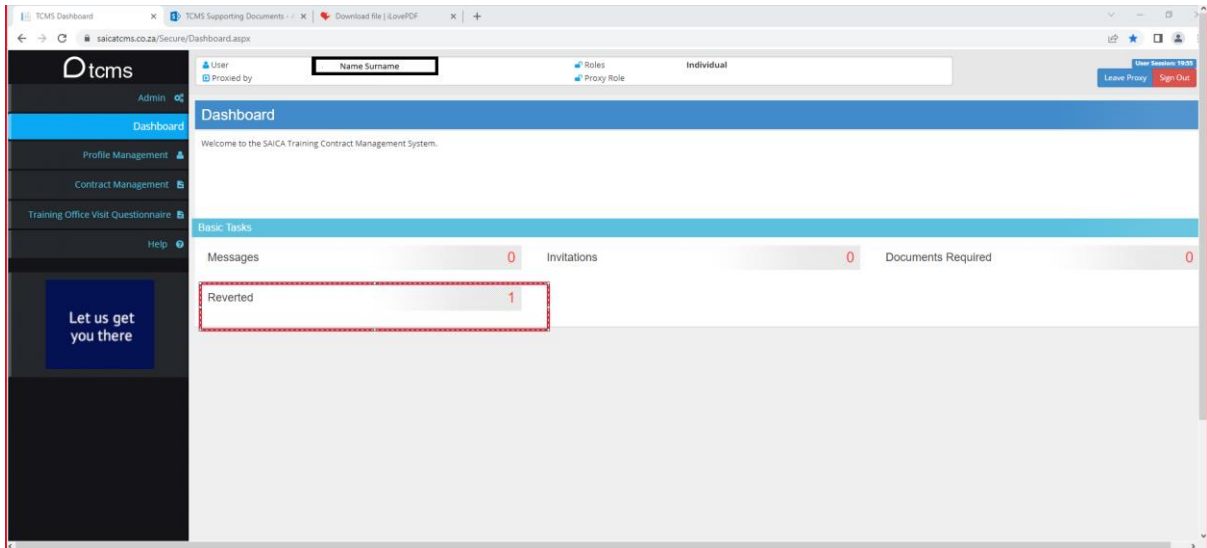
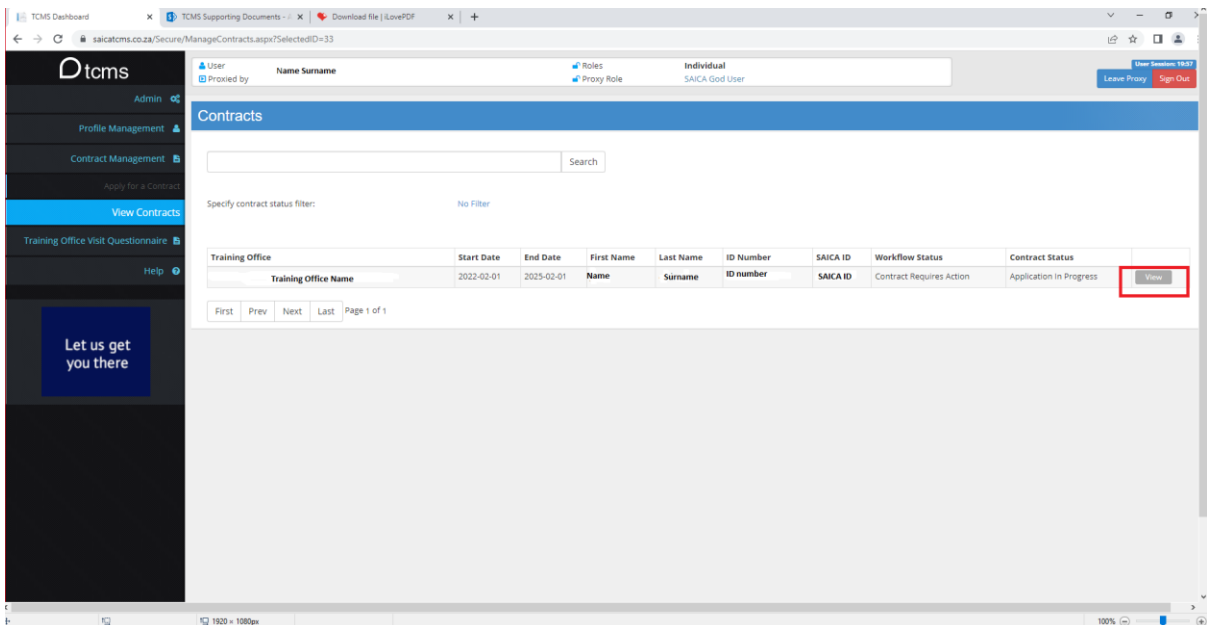


# Reverted: Training Contract Application

## 1. Click on the Reverted item on your TCMS Dashboard



## 2. Click View



All reverted applications requires all your documents again, starting from employment contract

### 3. Choose File to upload Employment contract

Date on which Contract Started should be the same date as the effective start date on your employment contract.

Select Country

SAICA Toms Contract Application form. The 'Application Basics' section is highlighted. The 'Upload Proof of Employment' section is highlighted with a red box, containing a 'CHOOSE FILE' button and an 'Employment Contract' input field. Below this, the 'Signed Employment Contract' checkbox is checked. The 'Date on which Contract started:' field is set to '2022-05-01'. The 'Matriculated Address (Where you matriculated):' section shows a 'Country' dropdown menu with 'South Africa' selected.

### 4. Enter Postal Code and click outside of the box.

Please select the appropriate 'Province & City' from the list

SAICA Toms Contract Application form. The 'Matriculated Address (Where you matriculated):' section is highlighted. The 'Country' dropdown menu is set to 'South Africa'. The 'Postal Code' field is highlighted with a red box and contains the value '0001'.

5. Choose from Existing Achieved Qualification- **only if you have the correct existing qualification uploded on TCMS already**

Specify new Achieved Qualification- **if you want to upload a new/correct qualification**

The screenshot shows a web form with the following elements:

- A checked checkbox for "Signed Employment Contract".
- A date field for "Date on which Contract started:" with the value "2022-05-01".
- A section titled "Matriculated Address (Where you matriculated)" containing fields for Country (South Africa), Postal Code (0001), Province (Gauteng), City (Pretoria), Suburb (Tshwane), Municipality (Tshwane Metro), and Urban/Rural (Urban).
- A section titled "Achieved Educational Qualification Achievement" with two radio buttons: "Choose from Existing Achieved Qualifications" (unselected) and "Specify new Achieved Qualification" (selected).
- A "Type of Qualification" dropdown menu with the text "Select a type...".

6. **Enrolled Education Qualification-** This field is only available for trainees who have not yet achieved a SAICA accredited qualification  
**Agreement to Enroll-** Tick this box if you do not have proof of registration as yet

The screenshot shows a web form with the following elements:

- A "Urban/Rural" dropdown menu with the value "Urban".
- A section titled "Achieved Educational Qualification Achievement" with two radio buttons: "Choose from Existing Achieved Qualifications" (unselected) and "Specify new Achieved Qualification" (selected).
- A "Type of Qualification" dropdown menu with the text "Choose Qualification Type from drop down list".
- A "Date Achieved" date field with the text "Select Date Achieved".
- An "Institution" text field with the text "Enter Institution name".
- A "Name of Qualification" text field with the text "Enter Name of qualification".
- An "Upload Proof of Qualification" section with a "CHOOSE FILE" button and a "Proof of Qualification" file input field.
- A section titled "Enrolled Educational Qualification" with a "Type of Qualification" dropdown menu with the text "Select a type...".
- An "Agreement to Enroll" checkbox with the text "I hereby undertake to enroll for an accredited degree at the first available opportunity".

## 7. Final step- Tick Declaration box and Upload.

the Regulations or in the disciplinary rules, code of conduct or by-laws prescribed by SAICA and the IRBA from time to time;

4.16 the training officer will make available to SAICA all documents regarding the alleged improper conduct of the trainee accountant, including the record of any disciplinary procedures in the training office in which the trainee may have been involved;

4.17 the training contract will be submitted to SAICA for cancellation within a period of 30 (thirty) days in the event of:

4.17.1 automatic cancellation in circumstances as described in the Regulations; and

4.17.2 the parties entering into a mutual written agreement not to proceed with the training contract; and

4.18 within 30 (thirty) days after completion of the duration of the training contract, the training officer will submit a duly completed Final assessment - Training record and a duly completed Certificate of Completion to SAICA.

5 The Trainee Accountant Agrees that:

5.1 he/she will diligently serve the training office in the profession of a chartered accountant and, if applicable, registered auditor;

5.2 he/she will diligently pursue his/her studies in the theory and practice of the profession of a chartered accountant and, if applicable, registered auditor and that he/she will notify the training officer immediately he/she ceases to be registered for a course that would lead to the eventual award of a SAICA accredited qualification;

5.3 he/she will during the currency of this training contract not engage in any other business or occupation without the express written authority of the training officer;

5.4 he/she will at all times keep the affairs of the training office and its clients confidential and will not breach any codes of professional conduct, disciplinary rules or by-laws that apply to the profession of a chartered accountant and, if applicable, registered auditor;

5.5 he/she will comply with any training office policies and procedures;

5.6

5.7 he/she will complete any timesheets and/or other assessment tools supplied by the training officer to record training experience;

5.8 he/she agrees that the training officer will be entitled, and is hereby authorised to, disclose to SAICA any circumstances which in the opinion of the training officer may constitute improper conduct on the part of the trainee accountant. The trainee further agrees that the training officer may make available to SAICA all information regarding disciplinary procedures in the training office in which the trainee may have been involved, including the record of those procedures; and

5.9 prior to leaving the training office the trainee undertakes to complete the exit survey and within 30 (thirty) days after completion of the duration of the training contract, he/she will submit a duly completed Final assessment - Training record form to the training officer for onward submission to SAICA.

6 Personal Information Protection and Security

6.1 SAICA recognises and is committed to manage and protect the fundamental rights and freedoms of the trainee accountant, training officer and training office, and more specifically the right to privacy which includes the right to the protection against the unlawful processing of personal information.

6.2 SAICA is committed to manage and process your personal information in accordance to the provisions of POPIA and GDPR, which specifically provides for the lawful, fair and transparent processing of your personal information for specified, explicit and legitimate purposes.

6.3 SAICA is required to provide you with a Data Protection Notice which outlines SAICA's processes in terms of the collection, use and disclosure of your personal information, to ensure fair and transparent processing. SAICA's Data Protection Notice, General Data Protection & Retention Policy and Privacy Policy can be found on the SAICA website: [www.saica.co.za](http://www.saica.co.za).

6.4 The Trainee Accountant, Training Officer and Training Office acknowledges and hereby consents to SAICA and/or its representatives processing his/her/its personal information as defined in the POPIA and GDPR, where applicable, for the purposes of carrying out obligations arising from the Training Contract; for circumstances which are compatible with the purposes for which the personal information was collected and in pursuing the legitimate interests of the trainee accountant or SAICA in terms of any By-laws, applicable regulations, policies and codes. He/she/it further consents to SAICA and/or its representatives disseminating said personal information where SAICA deems appropriate and in compliance with the POPIA and GDPR, where applicable.

[Download Terms And Conditions](#)

Declaration:

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

- 1 I have not been found guilty of and have no pending or current investigations, charge/s or proceedings against me for a criminal offence that renders me ineligible for registration;
- 1 I have not been declared insolvent and there are no current or pending insolvency applications against me in circumstances which may render me ineligible for registration;
- 1 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 a SAICA accredited qualification
- 1 I have read the terms and conditions and SAICA training regulations pertaining to the training contract and understand that these are applicable to me;
- 1 I have read the SAICA By-laws and Code of Professional Conduct and understand that these are applicable to me;