

TRAINING REGULATIONS

Effective 1 January 2021

Explanatory Memorandum

INTRODUCTION

The purpose of this document is to outline and provide a brief interpretative explanation for the most significant changes to the Training Regulations.

Please note that this document is merely to be used for clarification of certain clauses in the Regulations and can be taken into account in the interpretation of the Regulations. However, it does not replace the Regulations.

Paragraph 3: DEFINITIONS, ABBREVIATIONS AND ACRONYMS

- The definition of “ordinarily resident” has been removed in line with the changes reflected throughout the Regulations.
- The detail relating to how the “risk rating” is determined has been moved to the body of the Regulations in line with the approach for other defined terms.
- The remaining changes have been made to refine and clarify the definitions.
- Amendments have been made throughout the Regulations to align the wording to the latest SAICA By-laws and disciplinary processes.

Paragraph 4: REQUIREMENTS FOR ACCREDITATION AND RE-ACCREDITATION AS A TRAINING OFFICE

- Regulations 4.4.2 and 4.10 have been amended to allow for remote work and to clarify SAICA’s expectation in terms of structures to be implemented to manage a variety of working environments and approaches.
- In line with the principle-based approach to accreditation and monitoring, the limit to the number of assessors has been removed. Refer also to the amendment to accreditation criterion D2 in Annexure 2 of the Training Regulations which further clarifies the amended approach.
- The factors impacting the risk rating have been moved from the definition of “risk rating” to Regulation 4.7.

Paragraph 5: LAPSE OR CANCELLATION OF ACCREDITATION

- The wording of some of the Regulations has been refined and clarified.
- Regulation 5.7 has been added to allow for the Mentorship Programme to be a condition of accreditation for new offices where this is deemed necessary.
- Regulation 5.9 has been amended to reflect the consequences of not participating in the Mentorship Programme.

Paragraph 7: REGISTRATION REQUIREMENTS [FOR THE TRAINING OFFICER]

- The prescribed ratio of assessors to trainees has been removed in line with the amendments to Regulation 4 and accreditation criterion D2 in Annexure 2 of the Training Regulations.
- The wording of some of the Regulations has been refined and clarified.
- The requirement for a CA(SA) to be actively involved in the training programme at each accredited training office has been clarified in Regulation 7.5.
- Regulation 7.6 has been amended to reflect the different requirements for remote and site visits.
- Regulation 7.9 has been added to require a prospective training officer to attend the SAICA Assessor training before accreditation of the training office will be considered.
- Regulation 7.10 has been amended to shorten the timeline for a new training officer at an existing training office to become a registered assessor.

Paragraph 9: RESPONSIBILITIES OF EXECUTIVE MANAGEMENT IN RESPECT OF THE SAICA TRAINING PROGRAMME

The requirements of Regulation 9.3.2 have clarified.

Paragraph 14: ENTRY REQUIREMENTS FOR A TRAINING CONTRACT

- Regulation 14.1.2c has been amended to reflect that a trainee accountant will meet the requirement if they are registered for a course leading to a SAICA-accredited qualification at undergraduate, bridging or post-graduate level.
- SAICA accredits academic programmes not institutions. Regulation 14.2 has been amended accordingly.

Paragraph 16: TERM AND HOURS OF A TRAINING CONTRACT

- Regulation 16.1.2, has been amended in line with SAQA nomenclature.
- Changes to other Regulations have been made for consistency.

Paragraph 17: REGISTRATION OF A TRAINING CONTRACT

Regulation 17.1, has been amended to clarify the requirements.

Paragraph 18: RECOGNITION OF PRIOR LEARNING (RPL) (Also refer to Guideline 1)

- Regulation 18.2 has been amended to allow a training officer to assess the trainee over two full ANA cycles prior to approving RPL.
- Regulation 18.2 has been amended to allow a training officer to assess the trainee over two full ANA cycles prior to approving RPL.
- Regulations 18.3 and 18.4 have been amended to clarify that RPL is determined through assessment against the prescribed compulsory, elective and residual competencies.
- The wording has been amended to clarify the intention of Regulation 18.5.
(Refer also to changes to Guideline 1.)

Paragraph 20: SUSPENSION OF A TRAINING CONTRACT

Regulation 20.7 has been amended to clarify that the continued application of the academic progress rule is only relevant for suspensions for full-time study.

Paragraph 21: CANCELLATION OF A TRAINING CONTRACT

Amendments have been made to clarify and refine the Regulations in particular in relation to disciplinary and procedural matters.

Paragraph 25: EXEMPTION FROM TRAINING UNDER A TRAINING CONTRACT

Regulation 25.3.1 has been amended to clarify the eligibility requirements for applying for exemption from training under a training contract.

Paragraph 26: NOTIFICATION IN RESPECT OF A TRAINEE WHO IS UNLIKELY TO ACHIEVE COMPETENCE AND/OR PRESCRIBED CORE EXPERIENCE HOURS

Regulation 26.3.4 has been amended to clarify the procedure if a trainee refuses to sign the notification.

Paragraph 30: DISCIPLINARY PROCESS

Amendments have been made throughout the Regulations to align the wording to the latest SAICA By-laws and disciplinary processes.

ANNEXURE 2 ACCREDITATION CRITERIA

- Criterion C9 has been amended to clarify the training office's role in developing ethical behaviour in trainees.
- In line with the amendments at Regulations 4 and 7, Criterion D2 has been amended to reflect the principles to be applied in allocating trainees to assessors.
- Other smaller amendments have been made to clarify and refine the requirements.

ANNEXURE 3 DUTIES OF THE TRAINING OFFICER AND THE TRAINEE ACCOUNTANT

1.18 has been added to clarify the duty of the training officer to alert SAICA to their resignation.

GUIDELINE 1 RECOGNITION OF PRIOR LEARNING

The processes of assessment and approval of RPL have been clarified. Refer also to changes to Regulation 18.