

**TRAINING PROGRAMME -NON-PUBLIC PRACTICE ORGANIZATIONS**

**Details of the Trainee**

Full name : Mr. /Ms.....  
 .....  
 Registration No : ..... Level of Training ..... (Certificate/Strategic)  
 Contact No : ..... E-mail : .....  
 Training Period : From ..... To ..... Years

**Details of the Supervising Member**

Name : Mr./Ms.....  
 Designation : ..... Membership No .....  
 Contact No : ..... E-mail : .....  
 Name of the Organization : .....

EXPERIENCE CATEGORY	Trainee's level of involvement (Note I)	Duration (Days)
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**1. Financial Accounting & Management Accounting**

1.1	Recording financial transactions		
1.2	Preparing financial statements including consolidation		
1.3	Applying relevant Sri Lanka Accounting Standards, provisions of the Companies Act, Finance Act, Stock Exchange regulations, Banking Act, Central Bank Regulations, provisions of the Securities and Exchange Commission of Sri Lanka and other requirements to financial statements		
1.4	Analyzing and interpreting financial statements		
1.5	Preparing and reviewing budgets, variance analysis, profit and cash flow forecasts		
1.6	Designing and implementing management accounting information and control systems		
1.7	Preparation and presentation or review of regular management accounts and other reports		
1.8	Preparation of ad hoc reports for the management		
1.9	Product costing, cost apportionment and standard costing		
1.10	Others (specify in your records)		

**2. Audit & Assurance Experience on Statutory Audits**

2.1	Planning and controlling of statutory audits		
2.2	Evaluating and testing the accounting and internal controls system		
2.3	Gathering and evaluating audit evidence		
2.4	Reviewing financial statements		
2.5	Applying other relevant Sri Lanka Auditing Standards		
2.6	Applying Sri Lanka Auditing Practice Statements ( <i>agreed upon procedures, due diligence, review engagements etc.</i> )		
2.7	Compliance with regulatory requirements such as Companies Act, Finance Act etc.		
2.8	Drafting audit opinion and other reports		

***Other experience***

2.9	Testing on corporate governance practices		
2.10	Review of existing systems and processes to recognize the areas to be improved.		
2.11	Involvement in development and implementation of new systems and procedures		
2.12	Non-statutory audits such as Associations, Clubs and Societies etc.		
2.13	General business advisory services such as internal audits, business valuations, share valuations etc.		
2.14	Statutory declaration of solvency and accountant's reports on prospectus		
2.15	Others (specify in your records)		

**3. Taxation**

3.1	Analysis of income, expenditure and other relevant data for the computation of Income Tax liability		
3.2	Computation of personal and corporate tax liabilities & preparation of tax returns		
3.3	Preparation of returns and administration of VAT, WHT, NBT, TT, ESC, PAYE and other taxes and levies		
3.4	Communications with tax authorities		
3.5	Other work to ensure compliance with statutory tax obligations		
3.6	Tax planning and reviews		
3.7	Identify the impacts of the new taxes and other charges on the business of the entity		
3.8	Others (specify in your records)		

**4. Financial Management**

4.1	Evaluating of investment proposals using investment appraisal techniques		
4.2	Valuation of financial instruments		
4.3	Choosing and obtaining sources of finance		
4.4	Working capital Management <i>e.g. management of borrowings, cash and other required resources, formulating debtors, control procedures ,cash flow forecasting and monitoring, supply chain management etc.</i>		
4.5	Formulating corporate structures and business plans		
4.6	Analyzing and interpreting financial statements		
4.7	Preparing investigation reports/ circulars		
4.8	Foreign exchange transactions <i>e.g. financial transactions in foreign currencies and translations , preparation of Financial Statements for foreign subsidiaries, trade services and derivatives etc.</i>		
4.9	Analysis on organization’s strengths, weaknesses, economic and other environmental changes which may impact on the organizational performance		
4.10	Analysis of market and competitors in relation to marketing strategy and preparation of reports		
4.11	Procurement, negotiations with suppliers and evaluation and drafting supply contracts		

**5. Information Technology**

5.1	Carrying out general controls and Application control reviews		
5.2	Using of Computer Aided Audit Techniques		
5.3	Using accounting packages/ presentation packages		
5.4	Disaster and contingency planning		
5.5	Using data bases/ spread sheets/ word processing systems		

**6. Secretarial Practice**

6.1	Liaison with clients/Department of Registrar General of Companies and the Provincial Registrar.		
6.2	Perusing of Articles of the company		
6.3	Preparation/checking of relevant forms of incorporation e.g. Form 1, 18, 19 etc..		
6.4	Checking the maintenance of statutory documents e.g. Members Registry, Minute Book, Register of Charges, Register of Interest etc.		
6.5	Preparation/checking of relevant forms for subsequent changes in the company e.g.directors appointment and removal, address and name change of the company, share repurchasing, share transfer etc.		
6.6	Perusing of minutes of the directors and members, resolutions etc		
6.7	Filling/checking annual returns		
<b>Total Days</b>			

**Note I**

**Trainees Level of Involvement**

A - Assisting                  P – Performing                  S - Supervising

**Rotation in Experience Categories**

Ser. No.	Experience Categories	Name of business entity ( Note II )	Department	Total Days
01.	Financial Accounting & Management Accounting			
02.	Audit & Assurance			
03.	Taxation			
04.	Financial Management			
05.	Information Technology			
06.	Secretarial Practice			

**Note II**

Please provide the names of the business entities and departments of which the trainee will be able to cover different experience categories during the training period.

.....  
**Date**

.....  
**Supervising Member’s Signature**

**Minimum Training Requirement in specified experience categories**

The minimum training requirement of 220 days per year should be acquired in accordance with the specified experience categories as given below in working days.

Experience Category	Public Practice Organization			Non-public Practice Organization		
	Certificate Level	Strategic Level I	Strategic Level II	Certificate Level	Strategic Level I	Strategic Level II
Financial Accounting & Management Accounting	40	50	50	100	90	90
Audit & Assurance	80	75 (note vi)	75 (note vi)	-	20 (note v)	20 (note v)
Taxation	10	15	15	10	15	15
Financial Management	-			20	20	20
Use of Information Technology	20	25	25	20	25	25
Secretarial Practice		5	5	-	-	-
<b>Total minimum training requirement in accordance with Experience Categories</b>	<b>150</b>	<b>170</b>	<b>170</b>	<b>150</b>	<b>170</b>	<b>170</b>

**Notes**

- i. The days attending for training programmes or any workshops conducted by the CA Sri Lanka or any other recognized training organization will be considered as working days.
- ii. Any difference between the minimum training requirement per annum (**220 days**) and the total minimum training requirement in accordance with each experience categories per year can be completed using any experience category listed in the above table.
- iii. Any trainee who fails to obtain the specified minimum number of days in Information Technology or Taxation will be required to undergo training in courses that are conducted by the IT Faculty and the Taxation Faculty of the CA Sri Lanka.
- iv. At the Strategic Level training, minimum of 25% of total requirement in Taxation should be in Income Tax as indicated under 3.1 & 3.2 categories.
- v. In the absence of an Internal Audit Division, the experience on Financial Management category should be increased to 40 days per year.
- vi. The training requirement for Certificate to Practice eligibility is specified in the Certificate to Practice Section of the Practical Training Guide.