

RECORDING & REVIEW OF PRACTICAL TRAINING

Recording Practical Experience/Competencies

Trainees are required to maintain weekly records of technical experience in the Online Records System available at the CA Sri Lanka website. Supervising members are required to certify trainee's records periodically. Trainees should forward the Online Training records to the Institute with the certification of supervising member within 30 days from the last day of each quarter. However, that does not denote the completion of training by a trainee. Delay in submission of records shall be liable to a penalty of extension of the training period. Trainees who were unable to fulfil the minimum number of training days are required to have their training agreement extended.

Certification of Training

At the end of the training period, the training organization and the Supervising Member should issue a certification of training obtained by the trainee through regulation 27 & 29 with a summary report and should recommend the suitability of the trainee to become a Certificate holder or an Associate Member of the Institute.

Completion of Executive Level Training

Certification of Training under Regulation 27 & 29 for Executive Level

The Supervising Member and the training organization should sign off the executive level training prior to commencement of the Corporate & Business Level Training.

If there are areas to be improved, the agreement should be extended, providing details of weak areas/shortcomings of the trainee to him/her and to the Institute.