

PROFESSIONAL EXPERIENCE GUIDE (PEG) 2020

Curriculum 2020

Empowering finance professionals of the future

CA SRI LANKA

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF SRI LANKA

MESSAGE FROM THE PRESIDENT

I am pleased to share this message to the **Professional Experience Guide 2020 of CA Sri Lanka**. As a member of the International Federation of Accountants (IFAC), CA Sri Lanka is greatly honored to launch the new Professional Experience Guide effective from 1st January 2020 which is also in line with the Curriculum 2020.

Professional experience is an integral part of an accounting professional, and it is what sets accountants apart from other professionals. Accounting professionals including Chartered Accountants can always stand out from other professionals due to the unique professional experience they gain during their study period. In an ever-complex world, theoretical knowledge gathered in a classroom is no longer sufficient for the working environment and therefore aspiring accounting professionals are required to be exposed to real-life scenarios to become a successful Chartered Accountant.

To fulfill this, and to help aspiring accountants carry out their professional responsibilities diligently and effectively, realizing that professional experience plays an important and unique role in building holistic accounting professionals, this Guide was developed to fulfill the requirements highlighted under the professional experience pillar of the Curriculum 2020 which is designed primarily to fulfill the intended learning outcomes as per the International Accounting Education Standards.

CA Sri Lanka has always promoted professional experience combined with professional knowledge to ensure our students possess the necessary skills and knowledge to take on their future job roles with confidence.

I take this opportunity to recognize the tremendous efforts made by the Chairman and members of the Students Training and Skills Development Committee together with the Education and Training Division of CA Sri Lanka to bring the Professional Experience Guide to this level. On behalf of the Council, I would like to convey my appreciation to all of them for their invaluable contribution made towards this Guide.

Jagath Perera

President (2018/2019)

The Institute of Chartered Accountants of Sri Lanka

Message from the Chairman Students Training and Skills Development Committee

The Institute of Chartered Accountants of Sri Lanka (CA Sri Lanka) has always been focusing on Student Training & Skills Development as an integral part of the progression of aspiring Professional Accountants.

Practical experience gained by aspiring professional accountants enables them to be versatile professionals who can seamlessly integrate with any business function in which they involve and grasp rapid changes taking place stemming from challenges facing businesses and technological advancements.

The Professional Experience Guide (PEG) 2020 has been developed taking into account the changes taking place globally in International Education Standards and is in line with the CA Sri Lanka Curriculum 2020. In order to assess the experience gained at each level, the aspiring professional accountants are now expected to write a “Case Study Report” at Business, Corporate and Strategic Levels. As the emphasis on professional ethics, values, and integrity are at the core of the aspiring professional accountants, online professional values, ethics and attitudes modules have been introduced to be completed at each level with a viva voce presentation to demonstrate experience gained. The monitoring process of practical experience gained by aspiring professional accountants shall continue to be monitored at all three levels during their professional experience period.

The revised Professional Experience scheme would no doubt enable the CA Sri Lanka qualification to be a leading professional qualification respected and recognized all over the world.

I take this opportunity to thank the President, Vice President, members of the Council, Alternate Chair and members of the Students Training and Skills Development Committee. Also, the staff of the division and the management of CA Sri Lanka for their valuable contribution to developing this Professional Experience Guide (PEG) 2020.

Dulitha Perera
Chairman (2018/2019)
Students Training and Skills Development Committee

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Professional Experience Guide

The practical training (professional experience) requirement as described in this professional experience guide has to be satisfied by fulfilling the professional experience requirement of registered students of the Institute of Chartered Accountants of Sri Lanka (CA Sri Lanka) under the following stages.

- Professional Experience I (PE 1) – 15 credits
- Professional Experience II (PE 2) – 15 credits
- Professional Experience III (PE 3) – 15 credits

Focus

The professional experience requirements are revised to ensure the quality and relevance of the professional experience of the registered students of CA Sri Lanka currently based on the Curriculum 2015-2020 in compliance with the competency-based approach and the standards of the International Federation of Accountants (IFAC) International Education Practice Statement (IEPSs).

Scope

Professional Experience requirements are pre-requisites for the following credentials issued by CA Sri Lanka and are governed by this Guide.

- Certificate to Practice
- Associate Membership
- Certified Corporate Accountant
- Certified Business Accountant

Effective Date

The revised professional experience requirements contained in this Guide is applicable to all registered students of CA Sri Lanka with ongoing training agreements with Training Partners and training agreements effective for commencement on or after 01.01.2020.

Interpretations

The following terms have been defined for the purpose of maintaining a common understanding within regulations given under this Professional Experience Guide.

The Institute – The Institute of Chartered Accountants of Sri Lanka (CA Sri Lanka).

Council – The Council of the Institute.

Committee – The Student Training & Skills Development Committee (ST & SDC) or such other name, the Council may form, from time to time as designated under its direction.

Certificate to Practice – A Certificate issued to a member of the Institute by the Institute authorizing him/her to engage in Public Practice.

Approved Professional Experience – Professional experience obtained under a valid training agreement of the Institute.

Approved Training Organization – An organization approved by the Council to provide Professional experience.

Training Agreement – A tripartite agreement between an approved training organization, a registered student and a supervising member to facilitate the required professional experience of the registered student who is registered with the Institute.

Supervising Member – An active Associate or Fellow member of the Institute who is responsible for monitoring and certifying the approved professional experience of a registered student trainee who had entered into a training agreement with a Training Organisation and the member of the Institute employed in the Training Organisation.

Authorized Officer – A member who manages the approved professional experience in accordance with the Institute's rules and regulations, at the approved training organization.

Trainee – A registered student of CA Sri Lanka who is undergoing professional experience under a valid training agreement.

Student – A person who is registered with the Institute to follow the course leading to gain Chartered Accountancy qualifications.

Post qualifying Work Experience – work experience obtained after the date of qualification.

Associate Chartered Accountant (ACA) – The class of membership of the Institute to which a person is admitted after satisfying the requirements for membership prescribed in this Professional Experience Guide.

Certified Business Accountant – A credential awarded by the Institute on successful completion of the Business Level examination, specified professional experience and skills modules.

Certified Corporate Accountant – A credential awarded by the Institute on successful completion of the Corporate Level examination, specified professional experience and skills modules.

Study Leave – Period of leave approved for a registered student trainee by the supervising member and the Approved Training Organization to complete an examination of the Institute.

Cancellation of Training Agreement - The termination of a training agreement prior to the completion of approved professional experience.

An Approved University – A university approved by the University Grants Commission of Sri Lanka or by the Association of Commonwealth Universities.

Manager Training – An officer of the Institute who is responsible for handling work which is related to Student Training & Skills Development.

1.0 Curriculum 2020-2025 Overview

Curriculum 2020 has incorporated many areas that include Professional Skills, Information, and Digital Technology, for the Chartered Accountant to perform his/her functions efficiently and contribute to the business world effectively. The new Curriculum 2020 has been developed to meet the requirements set out by the International Education Standards (IESs) of the International Federation of Accountants (IFAC) for professional accountants.

The new CA Curriculum 2020 uplifts the profile of accounting to ensure students qualify from the Institute's portals as future-ready accounting professionals who will lead businesses in the future. In keeping with global trends, the new curriculum creates business leaders and not just accountants by building the curriculum on 3 key pillars: professional knowledge, professional skills, and professional experience.

These 3 pillars infuse a 360-degree professional experience encompassing soft skills, to ensure that the students are job-ready on qualifying from CA Sri Lanka. Accountants are increasingly taking on strategic roles within organizations and are expected to deliver presentations, brainstorm in the boardroom and think with the 'tech-savvy' mindset that CA Sri Lanka inculcates in its students.

1.1 CA Profile

As depicted in the below diagram, a Chartered Accountant is expected to possess **professional knowledge and competence** to perform his/ her duties in service areas of Audit Assurance and Ethics (AA&E), Financial Accounting and Reporting (FA&R), Performance Measurement and Risk (PM&R), Taxation and Law (T&L), Business Management and Strategy (BM&S)

Professional skills serve to enhance the Chartered Accountant's competency in all-round managerial skills which help them to deal with complex, unusual situations or scenarios which require a specialist's knowledge when proceeding to progressive levels.

Professional experience provides students an opportunity to experience the attributes of professional skills, values, ethics and attitudes together with technical knowledge and competencies.



Figure 1: CA Profile

1.2 Curriculum Structure

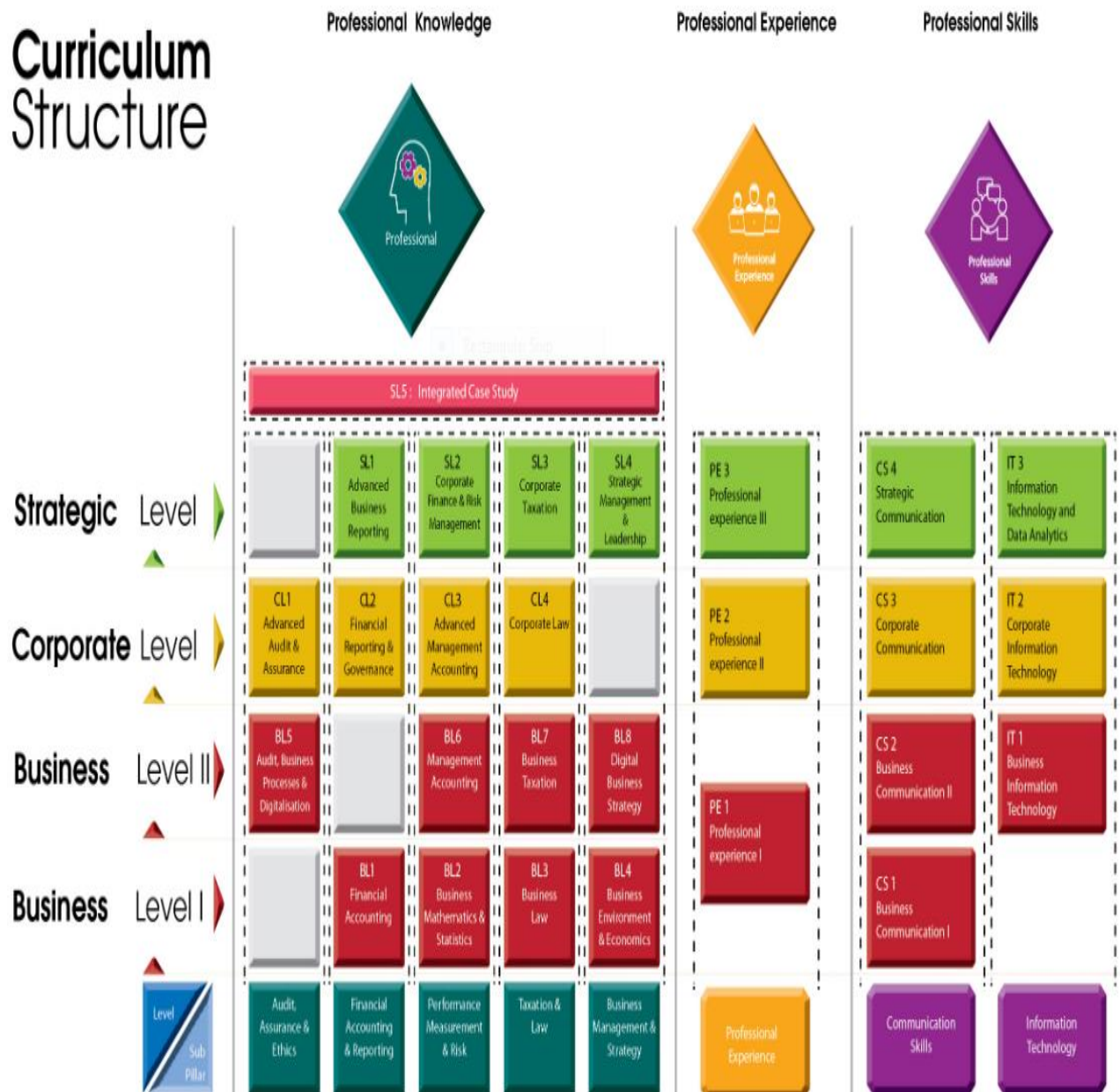


Figure 2: Curriculum Structure

2.0 Professional Experience Pillar (PE)

Professional experience is a part of the curriculum that will enable the students to develop professional skills leading to the effective performance of the role of a Chartered Accountant.

The Professional Experience pillar requires sufficient professional experience to enable students to demonstrate that they have gained intellectual and ethical thinking, personal and lifelong learning, adaptability and flexibility, interpersonal, communication and leadership, networking and social skills, organizational, managerial and entrepreneurship skills which are necessary for performing an effective role as a Chartered Accountant.

Professional experience requirements are developed based on IFAC IES 5, Initial Professional Development—Professional Experience. A three-year-period of professional experience should be completed in an approved organization in the audit (Public Practice) or non-audit (Non-Public Practice) sector under the supervision of a member of CA Sri Lanka.

2.1 Work-Study Programme

The curriculum encourages professional experience in the form of on-the-job training along with studies in a bid to empower students with relevant professional skills, knowledge, attitudes, and behavior required to become a qualified accountant.

2.2 Levels of Professional Experience Pillar

The total professional experience duration of three years is divided into three levels:

- Business Level (PE1)

The aim of the course units under this level is to develop basic technical competencies and professional skills necessary for the role and responsibilities of a professional accountant applying to real situations and professional values, ethics, and attitudes.

- Corporate Level (PE II)

These course units aim to develop advanced technical competencies, professional skills necessary for the role and responsibilities of a professional accountant applying to real situations and professional values, ethics, and attitudes. Developing a case study by the student based on the issues/disputes identified and resolved during the professional experience is expected.

- Strategic level (PE III)

The units of this course aim to develop a high level of professional judgment in business decisions and solutions, technical competencies, and personal attributes necessary for the role and responsibilities of a professional accountant while applying learning outcomes and technical knowledge to real situations and professional values, ethics, and attitudes. Developing a case study by the student based on the issues/disputes identified and resolved during the professional experience is expected.

The professional experience period should be specified in the Training Agreement registered with the Institute in order to be recognized as valid Professional experience. Registered student trainees are allowed to complete the professional experience period by signing training agreements under any of the following options.

	1st Agreement	2nd Agreement
Option 1	PE I(1 year)	PE II+ PE III(2 years)
Option 2	PE I + PE II (2 years)	PE III(1 year)
Option 3	PE I + PE II +PE III (3 years)	-

2.3 Duration of professional experience

Trainees are required to complete three years of professional experience with a minimum of 220 working days per year.

Minimum professional experience Requirement in years and working days:

Minimum Professional Experience Requirement	Business Level	Corporate & Strategic level	
		Corporate level	Strategic level
In years	1 year *	1 year *	1 year *
In working days	220 days	220 days	220 days

**one year is equal to a calendar year e.g.: from 01.01.2020 to 31.12.2020*

A working day shall be a day with a minimum of 7 and a maximum of 8 working hours. Half-day will be considered on a proportionate basis. Working hours gathered on part-time basis assignments will not be considered equivalent to a working day.

2.4 Work during weekends

Work done during weekends shall be recognized up to a maximum of 10 days per annum.

3.0 Professional Development through Professional Experience

The value and the recognition of the Chartered Accountancy qualification will be heightened through professional competencies gained during the professional experience period. As per the International Education Standards published by The International Accounting Education Standards Board (IAESB), professional competencies go beyond knowledge of principles, standards, concepts, facts, and procedures; it is the integration and application of (a) technical competence, (b) professional skills, and (c) professional values, ethics, and attitudes.

Accordingly, during the professional experience period, students are expected to gain sufficient practical exposure to the following:

- **Technical and functional skills**
- **Professional values, ethics and attitudes**
- **Professional Skills;**
 - Intellectual Skills
 - i. Intellectual and critical thinking
 - Personal Skills
 - i. Personal and lifelong learning
 - ii. Adaptability and flexibility
 - Interpersonal and communication skills
 - i. Interpersonal, communication and leadership
 - ii. Networking and social skills
 - Organizational and business management skills
 - i. Organizational skills
 - ii. Managerial and entrepreneurship skills

3.1 Technical and Functional Skills

During the 3-year professional experience period, students are expected to gain experience in the following technical areas while developing necessary competencies: (The Intended Learning Outcomes under Professional Experience Pillar is available in the curriculum 2020)

- Financial Accounting
- Audit & Assurance
- Taxation
- Management Accounting & Financial Management
- Information Technology
- General Management & Secretarial Practices

Minimum professional experience requirement in a number of working days

Minimum Professional Experience Requirement in specified experience categories;

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

Main Syllabus Areas	Business Level						Corporate Level						Strategic Level					
	Public Practice			Non-Public Practice			Public Practice			Non-Public Practice			Public Practice			Non-Public Practice		
	Weight (%)	Expected Days	Minimum no of days	Weight (%)	Expected Days	Minimum no of days	Weight (%)	Expected Days	Minimum no of days	Weight (%)	Expected Days	Minimum no of days	Weight (%)	Expected Days	Minimum no of days	Weight (%)	Expected Days	Minimum no of days
A. Financial Accounting	23	50	30	45	100	90	23	50	40	45	100	85	23	50	40	45	100	85
B. Audit & Assurance	45	100	80	23	50	N/A	45	100	75	23	50	20*	45	100	75	23	50	20*
C. Taxation	5	10	10	5	10	10	7	15	15	7	15	15	7	15	15	7	15	15
D. Management Accounting & Financial Management	9	20	5	13	30	20	7	15	10	11	25	20	9	15	10	11	25	20
E. Information Technology	9	20	20	9	20	20	9	20	20	9	20	20	9	20	20	9	20	20
General Management & Secretarial Practices	9	20	5	5	10	10	9	20	10	5	10	10	7	20	10	5	10	10
Total Days	100	220	150	100	220	150	100	220	170	100	220	170	100	220	170	100	220	170

(Further information relating to coverage of minimum professional experience requirements are given in the FAQ document available on the CA Sri Lanka website)

Notes

- The days on which relevant training programmes or any workshops conducted by the CA Sri Lanka or any other recognized training organization are attended with the approval of the Approved Training Organization will be considered as working days.
- At the Corporate & Strategic level professional experience, a minimum of 25% of the total requirement in Taxation should be in Income Tax as indicated under 3.1 & 3.2 categories (The 3.2 category should be at least 2.5 days per year).
- In the absence of an Internal Audit Division or when there is no rotation to the Internal Audit Division, the experience in the Financial Management category should be increased to 40 days per year. (Applicable for Non-Public Practice sector only).

Please refer to Annexure I in the Professional Experience Guide for the Intended Learning Outcomes under professional experience.

3.2 Professional Values, Ethics and Attitudes

Professional values, ethics and attitudes are the cornerstones of a competent Chartered Accountant. Ethics and ethical behavior add to one's personal and professional reputation and serve to protect clients, employers and the public. Trainees are expected to act ethically in the interest of the public at all times during the course of study.

Training partners are expected to provide guidance and opportunities to trainees so as to impart appropriate instruction in professional values, ethics and attitudes during the period of professional experience. Accordingly, by the end of the professional experience, a trainee should be:

- Familiar with the Institute's Professional Code of Ethics.
- Able to identify and analyze the ethical issues likely to be encountered in their work environment.
- Able to understand the procedures for resolving ethical issues.

This is a web-based module that should be completed prior to the viva-voce.

3.3 Developing Professional Skills

'Professional' skills are the intellectual, personal, interpersonal, communication, and organizational skills that a professional accountant integrates with technical competence and professional values, ethics and attitudes to demonstrate professional competence.

Intellectual Skills

'Intellectual Skills' relates to the ability of a professional accountant to solve problems, make decisions and exercise professional judgment

Personal Skills

'Personal Skills' relates to the personal attitudes and behavior of a professional accountant

Interpersonal and Communication Skills

'Interpersonal' and 'Communication Skills' relates to the ability to work and interact effectively with others

Organizational and Business Management Skills

'Organizational and Business Management Skills' relates to the ability of a professional accountant to work effectively with or within an organization to obtain optimal results or outcomes from the people and resources available.

4.0 Professional Experience with an Approved Training Partner

4.1 Categories of Approved Training Partners

Approved Training partners are identified under two categories;

Public Practice Organizations (PP) – Firms of Chartered Accountants and the Auditor General’s Department.

Non-public Practice Organizations (NPP) – All other organizations approved by the Institute other than those classified as Public Practice.

4.2 Registration for Professional Experience

Students who joined through approved training organizations should register their tripartite training agreements with CA Sri Lanka through the respective training organization and the Supervising Member and should be above the age of seventeen on the date of commencement of the training agreement.

4.3 Tripartite Training Agreement

Trainee- A registered student who is undergoing professional experience with a valid Training Agreement of the Institute

Supervising Member- Member of the Institute who takes responsibility for the professional experience

Training Organization (Partner) - The organization which is approved to provide professional experience

All parties to the agreement are committed to fulfilling the terms and conditions specified in the Training Agreement. The Supervising Member and the Approved Training partner shall support the trainee to acquire the required professional experience during the period of the Training Agreement.

Part-time or professional experience acquired without an agreement is not recognized. During the period of professional experience, Supervising Members must be in full-time practice or full-time employment and trainees must be in full-time training and not employed elsewhere.

4.4 Practical Training Agreement Request

The training organization should make a written request to the Training Division of CA Sri Lanka, to enter into a Practical Training Agreement with registered students of the Institute.

Information required for the professional experience request;

The request should consist of the following information

- Full name and CA Sri Lanka registration number of the student
- Name, Designation and membership number of the prospective Supervising Member
- Level of professional experience required and the commencement date of professional experience
- Name of the training partner and the division/s in which the professional experience will be provided
- Proof of exemptions of professional experience, if applicable

In addition to the above details, the following documents also should be provided by Non-Public Practice organizations, with the supervising member's signature.

- The draft programme of proposed professional experience with a covering letter on a company letterhead
- Rotation amongst different business activities of the organization to cover different experience categories.
- The addresses of the training places, the workplace of the Supervising Member, the organizational relationship between the trainee and the Supervising Member and any other particulars relevant to the Training Agreement.

4.5 Issuing Blank Agreements

Upon satisfying the following conditions, the training division will be sending 3 copies of a blank agreement to the respective supervising member in the training organization;

- Submission of the above-required documents
- Active studentship (renewal of student's registration)
- Active membership (renewal of membership/ Certificate to Practice {if applicable}) of the Supervising Member
- Availability of trainee's quota for the respective supervising member

The Manager Training may call a prior interview where certified professional experience records need to be produced by the trainees in Non-Public Practice Organizations before issuing the copies of blank agreements.

Submission of the Perfected Training Agreement to the Institute

The trainee should submit the duly completed Training Agreement copies to the Training Division with the pay-in-slip of the agreement fee, to register it as a valid agreement.

Date of commencement of the Training Agreement

The trainee may enter into a training agreement from the date of joining the Approved Training Organization, provided he or she is a registered student of the Institute.

Backdating of Training Agreement

The date of commencement of the Training Agreement will be determined by the Training Division with a maximum of four months backdating from the date of receipt of the relevant documents by the Institute.

Relevant Documents for backdating is as follows

- Public Practice Organizations - duly completed Training Agreement
- Non-Public Practice Organizations - duly completed professional experience programme with a covering letter on a company letterhead

However, this date will not be extended beyond the date of the actual commencement of professional experience or the date of the student's registration with CA Sri Lanka.

4.6 Review of Professional Experience by the Supervising Member

4.6.1 Recording Professional Experience/Competencies

Trainees are required to maintain weekly records of technical experience in the Online Records System available at the CA Sri Lanka website. The online record book is activated once a training agreement is registered. Supervising Members are required to certify trainees' records periodically. Trainees should forward the Online Professional Experience records to the Institute with the certification of the Supervising Member within 30 days from the end date of each quarter. The completion of professional experience by a trainee is denoted by certification under regulation 27 and 29.

The process of maintaining an Online Record Book involves three parties such as Trainee, Supervising Member and Delegated User.

The trainee's role is to upload the records to the online record system and submit the quarterly summary to the Supervising Member within one month from the end of the quarter date.

The Delegated User is the person who probes the accuracy and quality of the records uploaded by the trainee before it is forwarded to the Supervising Member for approval and has the authority to reject if lapses are detected in the professional experience records, or recommend if accurate.

The Supervising Member finally may approve the quarter by declaring the progress of the trainee or reject it in the event any alterations are noticed.

A comprehensive user guideline of the online record book is available on the CA Sri Lanka website.

4.6.2 Skill Assessment Report

Supervising members have the responsibility of reviewing trainees under them and then to report the progress to the Institute. It is mandatory that trainees complete the template designed to demonstrate the skills achieved under each area at the end of each quarter. Examples of professional experience in achieving skills should be listed under each area. It is essential to fulfill the requirements under each area to become a professional accountant and therefore students are required to achieve all of them before they attempt the viva-voce.

When a student completes this template, the line manager/immediate supervisor may also add his/her comments. The Supervising Member will review and evaluate the achievement of learning outcomes at the end of every six months. They have to interview each trainee and fill the Skills Assessment Report while demonstrating the learning outcomes achieved by the trainee during the past six months. This report is to be forwarded to the Institute bi-annually along with the online professional experience records of the students.

4.6.3 Case Study Report

Trainees are requested to submit a case study report based on their professional experience at each level other than Business Level of professional experience. This initiative aims to enable the students to develop a case study based on the real issues/disputes identified and resolved during the professional experience period.

This report needs to be submitted along with the 4th quarterly summary (final quarter) of each professional experience level other than Business Level. A sample format for the report is available for review on the website.

4.7 Certification under Regulation 27 & 29

The Certification under regulation 29 is to be approved via the online record system. At the time of approving the fourth quarter, regulation 29 is certified according to the following criteria.

Certificate	Professional Experience Level
Certified Business Accountant (CBA)	Business Level
Certified Corporate Accountant (CCA)	Corporate Level
Associate Chartered Accountant (ACA)	Strategic Level

Trainees attached to the Non-Public Practice Sector should get the certification under regulation 27 signed by the Supervising Member or Authorized officer manually and submit it to the Training Division.

In case of an extension of the professional experience period of three months or more, regulation 27 & 29 (available on CA Sri Lanka web site) shall be certified manually for the extended period by the Supervising Member.

4.8 Delay in submission of professional experience records

Delay in the submission of professional experience records shall be liable to a penalty of extension of the professional experience period. Trainees who were unable to submit the quarterly summaries on time are compelled to undergo an additional period of professional experience as a penalty for the delay.

No. of days delayed	Penalty Period
14-30	2 Weeks
31-60	3 Weeks
61-90	1 Month
91-150	1 ½ Months
151-200	2 Months
201-250	2 ½ Months
251-300	3 ½ Months

The penalty is not imposed for delay of the 1st quarter of newly signed training agreements.

4.9 Changes to the Training Agreement

4.9.1 Incompletion of minimum professional experience requirements and extending of the professional experience period

Trainees who were unable to fulfill the minimum number of days during their professional experience are required to have their training agreement extended. These extensions should be informed to the Institute through the training organizations and professional experience records should be submitted for the extended period.

4.9.2 Interruption of Approved Professional Experience

The period covered under a Training Agreement shall be considered as the approved professional experience. Any interruption or suspension of the approved professional experience should be done with the consent of the Supervising Member, Training Partner, and the Institute. The consent shall be to cover the balance period of the professional experience with another approved training partner.

Any other interruptions may be permitted only on the grounds of maternity leave, prolonged illness or any other circumstances that the Committee in its absolute discretion considers applicable.

4.9.3 Penalty for Unauthorized Interruptions

Unauthorized Interruptions of professional experience will make the trainee automatically liable to a penalty of an additional period of professional experience depending on the period of interruption, in addition to the balance period of professional experience.

Period of Interruption	Penalty Extension Period
Less than 1 month	No extension
1 month < 6 months	1 month
6 months < 1 year	2 months
More than 1 year	6 months

4.9.4 Suspension of professional experience for University Studies

Internal students of approved universities who are following a fulltime degree course are permitted to suspend their professional experience with the consent of the Supervising Member.

4.9.5 Resumption of suspended professional experience

Students who completed the approved suspension period should inform the resumption of professional experience to the Institute through the training organization to adjust the training agreement for the balance professional experience period.

4.9.6 Cancellation of Training Agreement

Mutual cancellation of a Training Agreement

Training Agreement shall be canceled by mutual agreement among the parties or by one party giving written notice to others in accordance with the terms and conditions mentioned in the Training Agreement.

A trainee will be permitted to enter into a new Training Agreement, only after completion or cancellation of the previous Training Agreement, if any.

Automatic Cancellation of Training Agreement

Training Agreement shall be automatically canceled from the date the training partner ceases to be approved under the Professional Experience Guide.

The discretions of the Committee over the Training Agreement

The Student Training & Skills Development Committee has the authority to recommend to the Council concerning suspension or cancellation of a Training Agreement due to the misconduct of a trainee.

5.0 Overseas Professional Experience

Professional Experience acquired overseas with Internationally Affiliated Public Practice Organizations

Any professional experience acquired overseas with internationally affiliated Public Practice Organizations will be considered as an approved professional experience for corporate levels subject to the following requirements being satisfied:

- Successful completion of the Business Level professional experience under Curriculum 2020 or equivalent level of previous syllabuses at an Approved Training partner in Sri Lanka.
- The professional experience is in conformity with the guidelines and standards applicable to trainees in Sri Lanka.
- Supervision by a member of CA Sri Lanka.

However, under this arrangement trainees are required to satisfy a minimum of three months Strategic Level professional experience with an Approved Training Partner in Sri Lanka, prior to applying for the Associate Membership.

Training partner should submit details of the place of professional experience of a trainee to the Institute along with the request for the Training Agreement

5.1 Recognition of Secondments

Criteria applicable in Secondments

- Secondments arranged with industry, public sector, branches or offices should not exceed 50% of the entire period of professional experience.
- Professional experience should be supervised by a member of the Institute and the work environment should provide an opportunity to comply with the rules and regulations applicable to the profession.

6.0 Review of Professional Experience by the Institute

Periodic assessments of professional experience during the period of the Training Agreement

Periodic assessments of professional experience are conducted by a member of the Committee or any other member appointed by the Committee.

The assessment outcome will help trainees to identify areas that need improvement during the remaining period of the professional experience.

The areas identified for improvements will be communicated to the respective Supervising Members.

Business Level;

Assessments of trainees will be conducted on a random basis and at the discretion of the Institute.

Corporate & Strategic Level;

A minimum of one compulsory assessment will be conducted for a trainee at the Corporate & Strategic level.

6.1 Completion of Professional Experience and Examinations

Professional experience requirements applicable for the examinations are given below.

Business-Level and Corporate-Level Examinations;

Completion of professional experience is not mandatory to apply for the Business Level and Corporate Level Examinations. Nevertheless, students are encouraged to commence professional experience at an early stage of their examinations.

Strategic Level Examination;

The following requirements to be fulfilled on or before the date of commencement of the examination

- ✓ Completion of Business Level professional experience or equivalent professional experience from previous syllabuses
- ✓ Completion of 220 working days of Corporate or Strategic Level professional experience after being eligible for Certified Business Accountant (CBA) Certificate

7.0 Qualification Awarding Structure

Recommendation for Certified Business Accountant (CBA)

On successful completion of the Business level professional experience, examinations and skills modules students are eligible to apply for the Certified Business Accountant qualification. Requirements in summary are:

- Business Level Examinations
- Business Level Professional Experience along with the certification of the Supervising Member and the Training Partner
- Business Level Skills Modules
- Professional Ethics and Attitudes Module
- Interview on Professional Experience (Viva Voce)

Recommendation for Certified Corporate Accountant (CCA)

On successful completion of Corporate Level professional experience, examination and skills modules students are eligible to apply for the Certified Corporate Accountant qualification. Requirements in summary are:

- Corporate Level Examinations
- Corporate Level Professional Experience along with the certification of the Supervising Member and the Training Partner
- Corporate Level Skills Modules
- Professional Ethics and Attitudes Module
- Interview on Professional Experience (Viva Voce)

Recommendation for Associate Membership (ACA)

Students who complete all the following criteria successfully are eligible to apply for admission to the Associate Membership.

- All Examinations of the Institute
- Business level, Corporate level and Strategic level Professional Experience along with the certification of the Supervising Member and the Training Partner
- Strategic level Skills Modules
- Skills Development Programmes
- Professional Ethics and Attitudes Module
- Interview on Professional Experience (Viva Voce)

8.0 Certificate to Practice Eligibility

Professional Experience Requirement for Certificate to Practice Eligibility

Completion of two years with a minimum of 440 days of Strategic Level professional experience in a Public Practice Organization after being eligible for the Certified Corporate Accountant (CCA) qualification.

The above 440 days of professional experience should meet the criteria given below:

- Two years (440 working days) of Strategic level professional experience in a public practice organization after being eligible for the Certified Corporate Accountant (CCA) qualification and;
- Successful completion of the Professional Practice Management (PPM) Module.

The “Professional Practice Management (PPM)” Module should be completed prior to the Viva-Voce. Candidates who have completed the KC4 -Corporate Governance, Assurance & Ethics module in curriculum 2015 successfully will be exempted from the “Professional Practice Management” Module in curriculum 2020.

The above 440 days professional experience should meet the criteria given below;

- Minimum of 220 days to be covered under statutory audits of companies or other organizations;
- The balance period can be covered either under statutory audits or other work similar to audit recognized by the Committee as listed below.

Other work experience recognized for the Certificate to Practice Eligibility

- The exercise of expressing an opinion on Financial Statements relating to Conversion, or acquisition of companies
- Redemption or purchases of shares
- Financial Accounting and external reporting
- Audits of offices, associations, clubs, and societies
- General business advisory services including internal audits
- Taxation
- Investment analysis
- Statutory declaration of solvency
- Accountants’ report on the prospectus
- Treasury and business finance

Professional Experience Requirements for Trainees at Auditor General’s Department for eligibility for Certificate to Practice

Trainees who undergo corporate-level professional experience at the Auditor General's Department should satisfy the minimum of 50% professional experience period at the following clients covering statutory audit

- Commercial Corporations (Specified Business Enterprises)
- Public sector organizations reporting to Parliament
- Public sector organizations applying Public sector accounting standards

Trainees who fail to fulfill any or all of the above-mentioned requirements during the period of professional experience are required to enter into a new agreement and complete the required professional experience, to qualify to be eligible for the certificate to practice.

9.0 Professional Experience Exemptions

9.1 Concessions for full-time academics

The following concessions are applicable for full-time lecturers in accounting and/or finance subjects, attached to approved universities.

- The entitlement to apply for the Strategic Level examination without completing the professional experience requirement.
- The entitlement to complete the professional experience requirement under the special scheme given below.

An approved University means a University approved by the University Grants Commission of Sri Lanka or by the Association of Commonwealth Universities.

Special professional experience scheme for full-time lecturers

Full-time lecturers who satisfy the above requirements are permitted to enter into short term Training Agreements with Approved Training Organizations to complete the professional experience requirement. The period of a short term agreement should be not less than 55 days. Under this scheme, the total professional experience period of 660 days is to be covered with a maximum of three approved training partners within five years.

Work during weekends will also be recognized as working days.

9.2 Professional Experience Exemptions for members of AAT (The Association of Accounting Technicians of Sri Lanka)

Members/passed finalists of AAT who have completed two years of professional experience are exempted from the Business Level professional experience requirement of the CA Sri Lanka, subject to fulfilling the following requirements.

- Completion of two years of professional experience at a training partner approved by CA Sri Lanka, under the supervision of a member of CA Sri Lanka
- Such professional experience should be completed under a Training Agreement identical to an agreement signed by a Business Level trainee of CA Sri Lanka
- The records of professional experience should be maintained in a manner identical to the scheme specified for a Business Level trainee of CA Sri Lanka

9.3 Professional Experience Exemptions for Members of ACCA – UK (The Association of Chartered Certified Accountants)

Professional experience to obtain ACA Membership;

- Associate Members of ACCA with less than three years of post-membership experience

Two years of monitored Corporate & Strategic Level professional experience with 220 working days per year under a Training Agreement at an approved Training Organization by the Council of the Institute.

- Associate / Fellow Members of ACCA with over three years post membership experience

One year of monitored Strategic Level professional experience with 220 working days per year under a Training Agreement at an approved Training Organization by the Council of the Institute.

9.4 Professional Experience Exemptions for Members of CIMA – UK (The Chartered Institute of Management Accountants)

Professional experience requirements to obtain ACA Membership;

Professional experience requirement for CIMA members who wish to obtain CA membership. (In accordance with the MoA effective from 26.04.2017)

Criteria	Modules to be completed in CA Sri Lanka Curriculum 2020*	CA Sri Lanka Professional Experience Requirement (PER)
CIMA Members with 5 years (or more) of post-membership experience	<ul style="list-style-type: none"> • SL1 	<p><u>CIMA members with over 5 years post-membership experience.</u></p> <p>Assessment of the relevant professional competencies achieved in professional experience by the CIMA member who is intended to join the CA membership through a competency assessment review and viva voce.</p>
<p>CIMA Members with more than 3 years and less than 5 years of post-membership experience</p> <p>CIMA members with no experience - less than 3 years of post-membership experience</p>	<ul style="list-style-type: none"> • SL1 • SL3 	<p><u>CIMA members with more than 3 years & less than 5 years of post-membership experience:</u></p> <p>Undergo one year (Strategic level) monitored professional experience as prescribed in Professional Experience Guide. Assess relevant professional competencies achieved in professional experience by the CIMA member who is intending to join the CA membership through a competency assessment review and viva voce.</p> <p>Undergo two years (Corporate & Strategic levels) monitored professional experience as prescribed in Professional Experience Guide. They have to undergo viva voce and is supposed to complete 220 working days (one year) of monitored professional experience before attempting specified module/s.</p>

Professional experience requirement to sit for CA examinations

- CIMA members with less than 3 years of post-membership experience have to complete 220 working days of Corporate level professional experience (one year) before sitting for Strategic level examination. CIMA members with over 3 years of working experience can sit for Strategic level examination without professional experience.

Professional Experience Exemptions for Members of ICAEW (The Institute of Chartered Accountants of England and Wales)

Professional Experience requirements to obtain ACA Membership;

Members of the Institute of Chartered Accountants of England and Wales are exempted from the total professional experience period and are eligible to apply for membership directly.

Professional Experience Exemptions for Members of CPA Australia

Professional Experience requirements to obtain ACA Membership;

Members of CPA Australia are exempted from the total professional experience period and are eligible to apply for membership directly.

Professional Experience requirements to obtain Certificate to Practice for students who obtained above exemptions

Members of other professional bodies (CIMA/ICAEW/CPA Australia) should satisfy the eligibility requirements for Certificate to Practice mentioned in the relevant MRA/MOU

(The above exemptions are subjected to changes of the MoUs and MRAs signed between CA Sri Lanka and the relevant Institutions.)

10.0 Approval of a Training Partner

The criteria for an organization to be considered as an Approved Training partner shall be determined by the Council from time to time based on the recommendation of the Student Training and Skills Development Committee (ST& SDC).

An organization shall be approved as a Training partner only if it satisfies the following conditions:

- It is an organization registered in Sri Lanka or any other country approved by the Council;
- It nominates a full-time employee who is a Member of the Institute as the officer responsible for professional experience (Authorized Officer).
- During the entire period of the traineeship, it satisfies the capability of meeting the professional experience standards or any other conditions as the Council determines from time to time.

10.1 Categories of Approved Training Partners

Approved Training partners are identified under two categories;

- Public Practice Organizations (PP) – Firms of Chartered Accountants and the Auditor General’s Department.
- Non-public Practice Organizations (NPP) – all other organizations approved by the Institute other than those classified as Public Practice.

10.2 Application to approve an organization as a Training Partner

An organization seeking recognition to provide approved professional Experience in Public Practice should submit an application on the prescribed form. A Member of the Institute who signs such forms and any related letters takes full responsibility for the completeness and the accuracy of the information disclosed therein.

The Committee may review the information declared in the application which may include reviews of the business profile, organization structure, and facilities for professional experience, etc.

A responsible officer representing the Training Division of the Institute will visit all the prospective Public Practice training partners and Non-public Practice training partners prior to granting approval.

The approval shall be granted initially for Business Level professional experience and may be extended to the Corporate & Strategic level subsequently.

10.3 Criteria to approve a Public Practice Organization

An organization under Public Practice shall satisfy the following basic requirements to apply for registration as an Approved Training partner.

At Business Level

- The Organization shall provide sufficient professional experience in the fields of auditing, accounting, taxation, use of information technology and any other advisory/consulting services.
- The assignments must cover at least four categories selected out of Manufacturing, International Trading, Local Trading, Agriculture, Construction and Services.
- If the approval is sought from a sole-proprietorship or partnership where there is only one full-time partner in public practice, such an organization shall nominate another approved training partner in Public Practice, which should provide the consent to accept all ongoing Training Agreements in the event of prolonged absence of the member of the sole proprietorship or partnership.
- The organization should be willing to allow students a period of paid/no pay study leave as recommended by the Committee.
- Application of an audit manual
- Payment of recommended allowance as a minimum to trainees
- Necessary facilities available in an office environment
- Presence of a minimum of 3 trainees

Additional Criteria for Corporate & Strategic Level

- The organization should have the approval for the Business Level professional experience before it is considered for approval at Corporate & Strategic level professional experience.
- Assessors feedback based on trainees' assessments
- Rating based on training partner review
- Presence of a minimum of 5 trainees
- Should have submitted annual declaration forms and renewed the approval for business level
- Public Practice organizations and their affiliated Non-public Practice Organizations established to provide services other than Assurance should be separately registered for professional experience.

10.4 Criteria to approve a Non-public Practice Organizations

An organization under Non-Public Practice shall satisfy the following basic requirements to apply for registration as an Approved Training partner.

At Business Level

- With the presence of a full-time Member/s in that organization; professional experience shall be under the direct supervision of a Member. However, under exceptional circumstances where an organization has a member who can effectively allocate and supervise the tasks of the trainee, even without a direct organizational relationship to such trainee, will be permitted on a case by case basis.
- Existence of a satisfactory organizational structure with at least five full-time accounts personnel in the Finance Division.
- Trainee/s shall be attached to the Internal Audit Division or Finance Division of the organization in order to obtain required professional experience in specified experience categories.
- Availability of in-house IT facilities with a computerized accounting application.
- The organization should be willing to allow students a period of paid/no pay study leave as recommended by the Committee.
- Payment of a recommended minimum allowance to trainees.
- Presence of a minimum of 3 trainees.
- Necessary facilities available at the office environment

Additional Criteria for Corporate & Strategic Level

- The organization should have the approval for Business Level professional experience before it is considered for approval at the Corporate & Strategic level professional experience.
- The Finance Division and the Internal Audit Division of the organization must be structured in such a manner that it would enable trainees to rotate within different functions periodically.
- If there is no Internal Audit Division to provide the minimum professional experience required in Auditing, that should be substituted with the professional experience in Financial Management.

- Assessors' feedback based on trainees' assessments.
- Rating based on training partner review.
- Presence of a minimum of 5 trainees.
- It should have submitted the annual declaration forms and renewed the approval for the business level.
- All Non-Public Practice Organizations should undertake to provide professional experience in all experience categories as provided in the specimen professional experience programme.
- Non-Public Practice Organizations and their affiliated organizations should be separately registered for professional experience.

11.0 Recommended study leave

The study leave recommended by the Institute for CA Examinations mentioned below (in weeks);

Level of Examination	Number of Subjects	Study Leave	Available Annual Leave	No pay Leave	Total
Business Level I (Four Subjects)	Full Examination	2	2	0	4
	Three Subjects	1	2	0	3
	Two Subjects	1	1	0	2
	One Subject	1	0	0	1
Business Level II (Four Subjects)	Full Examination	2	2	0	4
	Three Subjects	1	2	0	3
	Two Subjects	1	1	0	2
	One Subject	1	0	0	1
Corporate Level (Four subjects)	Full Examination	3	2	0	5
	Three Subjects	2	2	0	4
	Two Subjects	1	2	0	3
	One Subject	1	0	0	1
Strategic Level (Four subjects)	Full Examination	4	2	0	6
	Three Subjects	3	2	0	5
	Two Subjects	1	2	0	3
	One Subject	1	0	0	1
Integrated Case Study (SL5) (for section II)		1	1	0	2

(The above study leave is applicable only for the first attempt and is inclusive of examination dates)

Study leave for Subsequent Attempts at any level

- Four subjects - total of 4 weeks (1 week of available annual leave and three weeks of no pay leave)
- Three subjects - total of 3 weeks (1 week of available annual leave and two weeks of no pay leave)
- Two subjects - total of 2 weeks (available annual leave /no pay leave)
- One subject - one week (available annual leave /no pay leave)

Note: The above leave is inclusive of the examination dates

12.0 Review of Training Organisations

12.1 Submission of self-declaration forms by Approved Training Partners

All Approved Training Partners are required to submit a self-declaration every year to CA Sri Lanka in the prescribed format. This declaration form is available on the CA Sri Lanka website.

- Authority over granting of approval rests with the Committee
- The Committee shall have the discretion to withhold the approval of existing training partners based on periodic reviews conducted by the Training Division and may grant a reasonable period of time to meet the required standards.

12.2 Renewal for Training partners

- The Approved Training partner shall pay annual renewal fees prescribed by the Council from time to time.
- A fee will be charged for initial recognition as an approved training partner.
- An annual renewal fee will be charged from all existing approved training partners and new organizations approved within the first six months of the previous year.

The Training Division reviews all approved training partners once in two years to recognize, categorize and reward them.

12.3 Criteria to Review Training Partners

Common criteria

- Assessors feedback on professional experience assessments of trainees
- Adherence to recommended minimum allowances and recommended study leave
- Number of CA trainees left without completing the professional experience
- Number of verified complaints against the organization
- Number of additional professional experience programmes extended for trainees
- Number of trainees per Supervising Member

Specific Criteria for Public Practice sector

- Comments of the Quality Assurance Board based on the assessment made by CA Sri Lanka.

12.4 Suspension of Training Partners

Criteria for suspending Training Partners

- Continuous negative feedback on trainees' assessments
- No training agreements signed for a period of 2 years
- Non-availability of a Chartered Accountant over a six-month period
- Non-renewal of approval for two consecutive years

12.5 Expectations of Approved Training Partners and the Trainees

All approved Training partners are expected to provide the required quality of professional experience for trainees and the trainees are expected to make a valuable contribution to the business of the Training Partners.

Areas of Development in Professional Experience

The professional experience must provide an opportunity to develop the following areas of the trainee.

- Application of technical knowledge
Create an environment that would enable to relate the knowledge gained from accounting, taxation, auditing and financial management to other business functions and activities.
- Application of professional values, ethics and attitudes
Developing and fostering a work environment that promotes appropriate professional values, ethics and attitudes in practical, real-life situations
- Gaining responsibility
Opportunity to work at different levels gaining accelerated levels of responsibility over a period of time.
- Business awareness
Provision of exposure, necessary tools and professional input to the trainee to become aware of the environment in which services are provided/work is conducted.
- Professional skills
Provision of timely intellectual, interpersonal, communication and business management skills required to be performed.

- Information Technology
Information Technology (IT) enablement in business activities the trainee is engaged in. While this is included as a separate area, it enables the application of the other areas set out above.)

12.6 Authorized Officer of the Training Partner

A member who manages the approved professional experience in accordance with the Institute's rules and regulations is known as the Authorized Officer. The Authorized Officer can be:

- A Member who is a senior partner in the organization, if the organization is in the public practice or;
- A Member who is a senior officer or any other appropriate status in the organization in case of Non- public Practice.

In case of an Authorized Officer not being available, the respective Supervising Member shall be considered as the Authorized Officer of such an organization.

Responsibility of an Authorized Officer

- The Authorized Officer of the training partner shall notify the Committee of any material change in his/her organization which may affect his/her ability to meet the professional experience standards determined by the Council.
- In the event of a change in the Authorized Officer, the training partner should communicate relevant details to the Institute.

12.7 Supervising Member of the Training Partner

A member who is responsible for monitoring and certifying the approved professional experience of the respective trainee.

Qualification to become a Supervising Member

Any member of the Institute is eligible to act as a Supervising Member, provided that he or she is attached to an Approved Training Partner.

Relationship between a Supervising Member and a Trainee

- The Supervising Member should be an independent party to the trainee and the independence shall be disclosed to the Institute in writing.

- The trainee and the Supervising Member should not be immediate family members. An immediate family member includes a parent, spouse, child, sibling, spouse of a sibling or any other dependent.

Full-Time Employment Requirement for Supervising Members

- A member who is applying to act as a Supervising Member should be engaged in full-time employment at the Approved Training Partner.
- However, if a trainee and a Supervising Member are employed in different organizations within the same group of companies, such members will be permitted to act as Supervising Members on a case by case basis.

Responsibilities of the Supervising Member

- Proactive supervision and regular performance evaluation
- The progress of the trainee should be reviewed on a regular basis and the level and depth of technical knowledge gained should be discussed with the trainee.
- If the trainee has not completed the requisite number of days of specified technical knowledge at the end of the professional experience period, the agreement shall be extended suitably.
- Building a foundation for life-long learning and skills development.
- A trainee who is attached to a Public Practice organization should be given the opportunity to gain professional experience in different skills as well as in different types of industries.
- A trainee who is attached to a Non-public Practice Organization should be given the opportunity to gain professional experience in different business areas and at different levels of responsibilities of the organization.

12.8 Number of Trainees in Approved Training Organizations (quota for supervising members)

The maximum number of trainees permitted to be supervised by a member is recommended by the Committee and approved by the Council from time to time. The current applicable quota is given below.

The maximum number of trainees (quota) per supervising member for approved training partners in Public Practice Sector is as follows;

Year of approval of the Training partner	Quota for a partner	Quota for qualified others (managers & above)			Additional quota for a partner (for branches)
		0-5 Experience	5-10 Experience	Over 10 Experience	
1 st year	6	3	N/A	N/A	2
2-4	12	6	N/A	N/A	3
5-8	20	10	15	N/A	5
9-10	25	12	18	20	6
Over 10	30	15	20	25	6

Note: Experience mentioned in the above table should be the post membership experience obtained by a member

The maximum number of trainees (quota) per supervising member for approved training partners in Non-Public Practice Sector is as follows;

Post membership experience of the Supervising member (in years)	Quota per Supervising member
0-1	5
2-5	10
6-10	15
Over 10	20