

Unapproved interruptions in training

Any unapproved interruptions of practical training will make the trainee automatically liable to a penalty of an additional six months training and further training depending on the period of interruption.

CANCELLATION OF TRAINING AGREEMENT

Mutual cancellation of Training Agreement

Training Agreement shall be cancelled 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 previous Training Agreement if any.

Automatic Cancellation of a Training agreement

Training Agreement shall be automatically cancelled from the date the training organization ceases to be approved under the practical training guidance.

TRAINING WITHOUT AN AGREEMENT

The training undergone without an agreement is not recognized as approved training.

RECORDS OF TRAINING

Trainees are required to maintain weekly records on their practical training and such records should be certified periodically by the Supervising Member.

The trainee and the Supervising Member can get registered with the Institute's Training Division for the electronic submission of training records through the Website of the ICASL.

The printed students' training record books also can be used to maintain the records of practical training.

The trainee shall use either of the above two methods and submit his/her training records and quarterly summaries to the Training Division within 30 days from the last day of each quarter of approved training.

Delay in submission of records shall be liable for a penalty of extension of the training period.

The record book will be stamped and acknowledged with date by the Training Division on every quarter. However, that does not denote an acceptance of training completed by a trainee.

MONITORING OF APPROVED TRAINING BY THE COMMITTEE

Periodic assessment of training during the period of the agreement

Periodic assessment of practical training with regard to the specified number of working days and on the adequacy will be conducted by a member of the Committee or any other member appointed by the Committee.

Objectives of conducting periodic assessments

The assessments will help trainees to identify the areas that need improvement during the balance period of the training. The areas identified for improvements will be communicated to the respective Supervising Member.

Certificate Level

Assessments of trainees will be conducted on random basis.

Strategic Level

Minimum of one compulsory assessment will be conducted for a trainee at the Strategic Level.