

INTERPRETATIONS

The following terms have been defined for the purpose of maintaining a common understanding within regulations given under this practical training guide.

The Institute – The Institute of Chartered Accountants of Sri Lanka.

Council – The Council of the Institute.

Committee – The Student Training and Development Committee (STDC) or such other Committees, as the Council may from time designate under its direction.

Member – A member of the Institute.

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

Approved Training – Practical training and experience obtained under valid Training Agreement of the Institute.

Approved Training Organization – An organization approved by the Council to provide practical training.

Training Agreement – An agreement made with an Approved Training Organization, a registered student and a Supervising Member to facilitate the required practical training of a student.

Supervising Member – The member who is responsible for monitoring and certifying the approved training of a trainee.

Authorized Officer – Member who manages the approved training in accordance with the Institute's rules and regulations.

Trainee – A student who is undergoing training under a Training Agreement.

Student – A person who is registered with the Institute.

Post Qualifying Work Experience – Work experience received after the date of qualification.

Associate – The class of membership of the Institute to which a person is admitted after satisfying the requirements for membership prescribed in this practical training guide.

Certificate in Accounting and Business – A certificate awarded by the Institute on successful completion of the Certificate Level examinations and the Certificate Level training.

Diploma in Accounting and Business – A certificate awarded by the Institute on successful completion of the Diploma Level examinations and Diploma Level training.

Working day – A working day with a minimum of 7 hours and maximum of 8 hours work is considered as a full working day.

Study leave – Period of leave approved for trainee by the Supervising Member and the training organization to complete an examination of the Institute.

Cancellation of a Training Agreement – The termination of a Training Agreement prior to the completion of approved training.

An Approved University – A University approved by the University Grant Commission of Sri Lanka or by the Association of Common Wealth Universities

APPROVED TRAINING ORGANIZATIONS

APPROVAL OF A TRAINING ORGANIZATION

The criteria for an organization to be considered as an Approved Training Organization shall be determined by the Council from time to time based on the recommendation from the Student Training and Development Committee (STDC).

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

- It is an organization registered in Sri Lanka or in 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 practical training (Authorised Officer).
- During the entire period of trainingship it satisfies that the capability of meeting the practical training standards or any other conditions as the Council determine from time to time.

CATEGORIES OF APPROVED TRAINING ORGANIZATIONS

Approved Training Organizations are identified under two categories;

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

Public Practice Organizations

Criteria to approve an organization under Public Practice

An organization under Public Practice shall satisfy the following basic conditions to apply as an Approved Training Organization.

- The Organization shall provide sufficient practical training 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 in public practice, such an organization shall nominate another approved Training Organization in Public Practice, which should provide the consent to accept all ongoing Training Agreement in the event of prolonged absence of the member of the sole-proprietorship.

- The Organization should be willing to allow students a period of paid/no pay study leave as recommended by the Committee.

Application to approve an organization as a Training Organization in Public Practice

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

Committee may review the information declared in the application which may include reviews of business profile, organization structure and facilities for practical training.

A responsible officer representing the Training Division of the Institute will visit the prospective training organization prior to grant the approval.

The approval shall be granted initially for Certificate Level training and that may be extended to the Strategic Level subsequently.

Non-public Practice Organizations

Criteria to approve an organization under Non-public Practice

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

At Certificate Level

- ♦ Presence of a Member/s full time in that organization and the practical training 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 practical training in specified experience categories.
- ♦ Availability of in-house IT facilities with a computerized accounting application.

At Strategic Level

- ◆ The organization should have the approval for the Certificate Level training before it is considered for approval at Strategic Level training.
- ◆ The Finance Division and the Internal Audit Division of the organization must be structured in such a manner that would enable trainees to rotate within different functions periodically.
- ◆ If there is no Internal Audit Division to provide the minimum training required in Auditing that should be substituted with the training in Financial Management.
- ◆ The Organization should be willing to allow students a period of paid/no pay study leave as recommended by the Committee.

All Non-public Practice Organizations should undertake to provide practical training in all experience categories as provided in the specimen training programme.

Submission of self declaration forms by Approved Training Organizations

All Approved Training Organizations are required to submit a self declaration form once in two years to the ICASL. The declaration form is available on the ICASL website.

Authority of the Committee over granting approval

The Committee shall have the discretion to withhold the approval of existing training organizations and may grant a reasonable period of time to meet the required standards.

Levies for approval of Training Organizations

The Approved Training Organization shall pay a levy prescribed by the Council from time to time.

NUMBER OF TRAINEES IN APPROVED TRAINING ORGANIZATIONS (QUOTA FOR SUPERVISING MEMBERS)

The maximum number of trainees permitted to supervise by a Member is recommended by the Committee and approved by the Council from time to time.

The maximum number of trainees (quota) per Supervising Member for Approved Training Organizations in Public Practice is as follows.

The year of Approval	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	6	3	N/A	N/A	2
2 - 5	12	6	N/A	N/A	4
6 - 10	20	10	15	N/A	5
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 Organizations in Non-public Practice 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

Auditor General's Department

The Auditor General's Department is an Approved Training Organization under the Public Practice. Trainees of the Auditor General's Department come under three levels of supervision viz. the Auditor General, Deputy Auditor General & Assistant Auditor General who are members of the Institute.

Each of them is entitled to supervise a maximum of 30 trainees.

EXPECTATIONS OF APPROVED TRAINING ORGANIZATIONS AND THE TRAINEES

All Approved Training Organizations are expected to provide the required quality of practical training for trainees and the trainees are expected to make a valuable contribution to the business of the training organizations.

AREAS OF DEVELOPMENT IN PRACTICAL TRAINING

The practical training must provide an opportunity to develop following areas of the trainee.

- Application of technical knowledge
(Ability 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 appropriate professional values, ethics and attitudes in practical, real life situations).
- Gaining responsibility
(Opportunity to work at different levels of responsibility).
- Business awareness
(Becoming aware of the environment in which services are provided).
- Professional skills
(Intellectual, interpersonal, communication and business management skills).
- Information technology
(IT, while included as a separate area enables the application of the other areas set out above.)

AUTHORIZED OFFICER OF THE TRAINING ORGANIZATION

Member who manages the approved practical training 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 practise or;
- A Member who is the senior officer or any other appropriate status in the organization in case of Non- public Practise.

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