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Curriculum 2015-2020 Overview

The 2015 CA Curriculum is built on three pillars – Knowledge, Skills and Personal – which help to accomplish three progressive levels of achievement. The three pillars in the syllabus are:

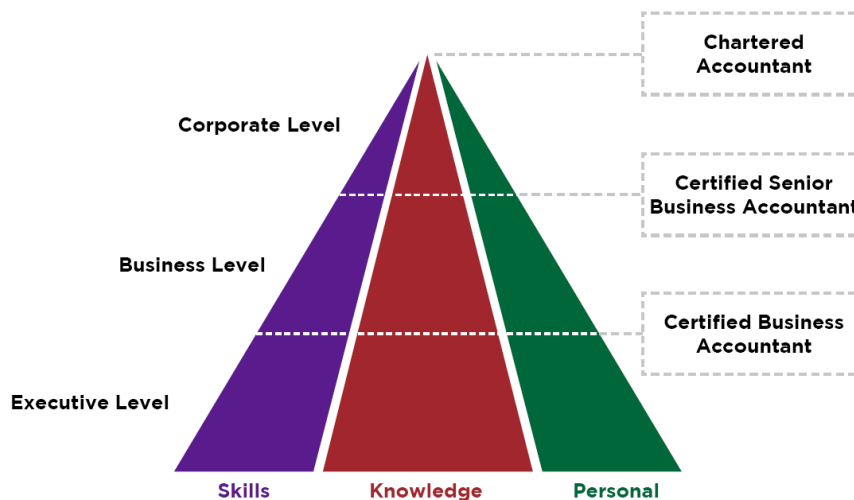
- **The Knowledge pillar**, which essentially enables the knowledge transformation process from an entrant into a leader with core competencies with action biasness.
- **The Skills pillar**, which aims to transform an entrant to be assertive via effective personal, inter-personal and organizational skills, thereby developing into a partner who is sought after by companies.
- **The Personal pillar**, which is expected to groom a Chartered Accountant with the right attitude and professional work ethics to stand out distinctively from competition.

Three Progressive Levels:

The curriculum is designed to guide the student through three progressively higher levels of achievement, each with its distinct set of hard and soft skills and employment prospects.

The Pillars and Levels have their own level of employability and are illustrated in the capstone below:

Figure 1: Pillars, Levels and Employability



Practical Training is at the core of the new syllabus and this coupled with unique competencies developed via the Knowledge and Skills pillars, offer students the required valued experience to excel in the workplace.

The new 'Practical Training' requirements have been developed in line with requirements as identified through extensive stakeholder analysis undertaken while developing the new curriculum. The programme also adheres to the International Accounting Education Standards in developing professional competencies.

Work-Study Programme

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

Levels of Personal Pillar

The total practical training duration is divided into three levels:

- **Executive Level (PE1)**

A Trainee qualifying for this level would be committed to value-based behaviour through the identification and association of values.

- **Business Level (PB1)**

A Trainee qualifying for this level would be a values-based professional who displays an ethical approach in resolving possible conflicts.

- **Corporate level (PC1)**

A Trainee qualifying for this level would be characterized by demonstrating values that inspire excellence in performance along with social responsibility.

The practical training period should be registered under a Training Agreement with the Institute in order to be recognized as valid practical training. Trainees are allowed to complete the training period by signing training agreements under any of the following options.

	1 st Agreement	2 nd Agreement
Option 1	PE1 (1 year)	PB1+ PC1 (2 years)
Option 2	PE1 + PB1 (2 years)	PC1 (1 year)
Option 3	PE1 + PB1+PC1 (3 years)	-

Duration of Training

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

Minimum Training Requirement in years and working days:

Minimum Training Requirement	Executive Level	Business & Corporate level	
		Business level	Corporate level
In Years	1 year	1 year	1 year
In working days	220 days	220 days	220 days

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 proportionate basis. Working hours gathered on part-time basis assignments will not be considered equivalent to a working day.

Work during weekends

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

Professional Development through practical training

The value and the recognition of the CA qualification will be heightened through the professional competencies earned during the practical training period. As per the International Education Standards published by The International Accounting Education Standards Board (IAESB), professional competence goes 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 this training 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
 - Personal skills
 - Inter-personal and communication skills
 - Organizational and business management skills

Technical and Functional Skills

During the 3-year training period, students are expected to gain experience in the following technical areas while developing necessary competencies: (The recommended training programme is listed in detail in CA Sri Lanka website.

Minimum training requirements in number of working days

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		
	Executive Level	Business	Corporate Level	Executive Level	Business	Corporate Level
Financial Accounting	30	40	40	60	70	70
Statutory Audit	80	100	100	30	30	30
Internal Audit & Other Services	-	-	-	30	30	30
Taxation	10	15	20	10	15	20
Management Accounting & Financial Management	-	-	-	30	30	30
Use of Information	20	25	25	20	25	25
Secretarial Practice	-	5	5	-	-	-

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

Professional Values, Ethics and Attitudes

Professional ethics and attitudes are the cornerstones of a competent Chartered Accountant. Ethics and ethical behaviour 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 public interest 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 training. Accordingly, by the end of the training period, a trainee should be:

- Familiar with the Institute's Professional Code of Ethics.
- Able to identify and analyse 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 which should be completed prior to the Viva-voce interview

Developing Professional Skills

Professional skills are the intellectual, personal, interpersonal and 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' relates to the ability of a professional accountant to solve problems, to make decisions and to exercise professional judgment

Personal Skills

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

Inter-personal and Communication Skills

'Inter-personal' and 'communication' relates to the ability to work and interact effectively with others

Organizational and Business Management Skills

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

Training with an Approved Training Partners

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.

Registration for Practical Training

Students who joined with approved training organisations should register their tripartite training agreements with CA Sri Lanka through the respective training organization and the Supervising Member.

Tripartite Training Agreement

Trainee- Registered student who is undergoing training with a valid Training Agreement of the Institute

Supervising Member- Member of the Institute who takes the responsibility for the training

Training Partner (organization) - The organization which is approved to provide Practical Training

All parties to the agreement are committed to fulfil 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 practical experience during the period of the Training Agreement.

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

Practical Training Agreement Request

The training organisation 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 practical training request;

The request should consist with 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 training required and the commencement date of training
- Name of the training partner and the division/s in which the training will be provided
- Proof of exemptions of training, if applicable

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

- Draft programme of proposed training with a covering letter in a company letter head (See CA web site)
- Rotation amongst different business activities of the organization to cover different experience categories.
- The addresses of the training places, the work place of the Supervising Member, organisational relationship between the trainee and the Supervising Member and any other particulars relevant to the Training Agreement.

Issuing Blank Agreements

Upon satisfying the following conditions, Training Division posts 3 copies of the blank agreement to the training organisation;

- submission of the above required documents
- active studentship (renewal of student's registration)
- availability of trainees quota for the respective supervising member

The Manager Training may call an interview where training records need to produce by the trainees in Non-Public Practice Organisations before issuing copies of blank agreements.

Submission of the Filled Training Agreement to the Institute

The trainee should submit the duly completed Training Agreement copies to the Student Services 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 Organisation, 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 Organisations - duly completed training programme with a covering letter in a company letter head

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

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. Online record book is activated once a training agreement is registered. 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 end date of each quarter. The completion of training by a trainee is denoted by certifications under regulation 27 and 29.

The process of maintaining an Online Record Book includes 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 quarter end 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's approval and is having the authority to reject if detect lapses in training records or recommend if accurate.

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

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

Certification under Regulation 27 & 29

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

Certificate	Training Level
Certified Business Accountant (CBA)	Executive Level
Certified Senior Business Accountant (CSBA)	Business Level
Associate Membership	Corporate Level

The trainees attached to NPP Sector should get the Certification under regulation 27 signed off by the Supervising Member or Authorized officer manually and submit it to the Training Division.

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

Delay submission of training records

Delay in submission of training 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 by requesting through the Supervising Member or Training partner.

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

Delay Penalty is not impose for the 1st quarter of newly signed training agreements.

Changes to the Training Agreement

Incompletion of minimum training requirements and extending the training period

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

Interruption of Approved Training

The period covered under a Training Agreement shall be considered as the approved training period. Any interruption or suspension of the approved training period needs to 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 training with another Company.

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.

Penalty for Unauthorized Interruptions

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

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

Suspension of training for University Studies

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

Resumption of suspended training

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

Cancellation of Training Agreement**Mutual cancellation of a 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 partner ceases to be approved under the practical training guidance.

The discretions of the Committee over the Training Agreement

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

Overseas Training

Practical Training Acquired Overseas With Internationally Affiliated Public Practice Organizations

Training acquired overseas with an internationally affiliated Public Practice Organizations will be considered as approved training for corporate levels subject to satisfying following requirements:

- Successful completion of the Intermediate /Executive Level training in an Approved Training partner in Sri Lanka.
- The training 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 minimum of three months Corporate level training with an Approved Training Organization in Sri Lanka, prior to applying for the Associate Membership.

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

Recognition of Secondments

Criteria applicable in Secondments

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

Review of Training by the Supervising Member

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 practical work experience in achieving skills should be listed under each area. It is essential to fulfil 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 interview.

When a student completes this template, the line manager/immediate supervisor may also add his/her comments. The supervising Member will review and evaluate 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 training records of the students.

Review of Training by the Institute

Periodic assessment of training during the period of the agreement

Periodic assessment of practical training are conducted by a member of the Committee or any other member appointed by the Committee.

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 Members.

Executive Level

Assessments of trainees will be conducted on random basis.

Business & Corporate level

Minimum of one compulsory assessment will be conducted for a trainee at the Business & Corporate level.

Completion of Practical Training and Examinations

Practical training requirement applicable for the examinations

Executive Level and Business Level Examinations

Completion of training is not mandatory to apply for the Executive Level and Business Level examinations. Nevertheless, students are encouraged to commence practical training at the early stage of their examinations.

Corporate level

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

- ✓ Completion of Executive Level training
- ✓ Completion of 220 working days of Business & Corporate level training after being eligible for Certified Business Accountant Certificate

Qualification Awarding Structure

Recommendation for Certified Business Accountant

On successful completion of the Executive level training, examinations and skills modules students are eligible to apply for the Certified Business Accountant qualification.

Recommendation for Certified Senior Business Accountant

On successful completion of Business Level training, examination and skills modules students are eligible to apply for the Certified Senior Business Accountant qualification.

Recommendation for Associate Membership

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

- All examinations of the Institute.
- Executive Level, Business and Corporate level training along with the certification of the Supervising Member and the Training partner.
- Skills modules
- Professional Ethics and Attitudes module.
- Interview on practical training. (Viva Voce Interview)

Certificate to Practice Eligibility

Training Requirement for Certificate to Practice Eligibility

Completion of two years with a minimum of 440 days of Business & Corporate Level training in a Public Practice Organization after being eligible for the Certified Senior Business Accountant qualification.

The above 440 days training 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 at 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 prospectors
- Treasury and business finance

Training Requirements for Trainees at Auditor General's Department for eligibility for Certificate to Practice

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

- Commercial Corporations (special Business Enterprises)
- Public sector organizations report to Parliament (All government departments & Ministries)
- Public sector organizations applying Public sector accounting standards

Trainees who fail to fulfil any or all of the above mentioned requirements during the period of training are required to enter into a new agreement and complete the required training, in order to qualify for the certificate to practice eligibility.

Training Exemptions

Concessions for full time academics

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

- Entitle to apply for the Corporate Level examination without completing the practical training requirement.
- Entitle to complete the practical training requirement under the special scheme given below.

An approved University means a University approved by the University Grant Commission of Sri Lanka or by the Association of Common Wealth Universities.

Special Training 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 practical training requirement. Period of a short term agreement should not be less than 55 days. Under this scheme the total training period of 660 days to be covered with maximum of three approved training partners within five years.

Work during weekends will also be recognized as working days.

Training Exemptions for members of AAT (The Association of Accounting Technicians of Sri Lanka)

Members/passed finalists of AAT completed two years training are exempted from the Executive Level training requirement of the CA Sri Lanka, subject to satisfy the following requirements.

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

Training Exemptions for Members of ACCA – UK (Chartered Institute of Management Accounting)

Training requirements to obtain ACA Membership;

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

Two years of monitored Business & Corporate Level training with 220 working days per year under a Training Agreement approved by the Council of the Institute.

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

One year of monitored Corporate Level training with 220 working days per year under a Training Agreement approved by the Council of the Institute.

Training Exemptions for Members of CIMA – UK (Chartered Institute of Management Accounting)

Training requirements to obtain ACA Membership;

Training requirement for CIMA members who wish to obtain CA membership

Criteria	Modules to be completed in CA Sri Lanka Curriculum 2015*	CA Sri Lanka Practical Training Requirement (PTR)
CIMA Members with 5 years (or more) of post-membership experience	<ul style="list-style-type: none"> • KC1 • KC4 	<p><u>CIMA members with over 5 years post membership experience;</u> Assess the relevant professional competencies achieved in practical training by the CIMA member who is intend to join the CA membership through a competency assessment review and viva voce.</p>
CIMA Members with less than 5 years of post-membership experience	<ul style="list-style-type: none"> • KC1 • KC3 • KC4 	<p><u>CIMA members with more than 3 years & less than 5 years of post-membership experience;</u></p> <p>Required to undergo one year (Corporate level) monitored practical training as prescribed in Practical Training Guide. Assess relevant professional competencies achieved in practical training by the CIMA member who is intending to join the CA membership through a competency assessment review and viva voce.</p> <p><u>CIMA members with no experience - less than 3 years of post-membership experience ;</u></p> <p>Two years (Business & Corporate levels) monitored practical training as prescribed in Practical Training Guide. They have to undergo viva voce and is supposed to complete 220 working days (one year) of monitored training before attempting specified module/s.</p>

Training requirement to sit for CA examinations

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

Training Exemptions for Members of ICAEW (Chartered Accountants of England and Wales)**Training requirements to obtain ACA Membership;**

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

Training Exemptions for Members of CPA Australia**Training requirements to obtain ACA Membership;**

Members of CPA Australia are exempted from total training period and they are eligible to apply for membership directly.

Training requirements to obtain Certificate to Practice for students who obtained above exemptions

Members of other professional bodies (CIMA/ICAEW/CPA Australia) should satisfy the training requirements for Certificate to Practice Eligibility mentioned in this guide are entitled to apply for the Certificate to Practice.

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 Development Committee (STDC).

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 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 (Authorized Officer).
- During the entire period of trainee-ship, it satisfies the capability of meeting the practical training standards or any other conditions as the Council determine from time to time.

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.

Application to approve an organization as a training partner

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 forms and any related letters takes the full responsibility for the correctness and the accuracy of the information disclosed therein.

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

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

The approval shall be granted initially for Executive Level training and may be extended to the Business & Corporate level subsequently.

Criteria to approve a Public Practice Organizations

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

At Executive Level

- 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 or a partnerships 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.
- 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 minimum of 3 trainees

Additional Criteria for Business & Corporate level

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

Criteria to approve a Non-public Practice Organizations

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

At Executive Level

- Presence of a full-time Member/s that organization; 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.
- The Organization should be willing to allow students a period of paid/no pay study leave as recommended by the Committee
- Payment of recommended allowance as a minimum to trainees
- Presence minimum of 3 trainees
- Necessary facilities available at office environment

Additional Criteria for Corporate level

- The organization should have the approval for the Executive Level training before it is considered for approval at corporate 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.
- Assessors feedback based on trainees assessments
- Rating based on training partner review
- Presence minimum of 5 trainees
- Having submitted the annual declaration forms and renewed the approval for Certificate level
- All Non-public Practice Organizations should undertake to provide practical training in all experience categories as provided in the specimen training programme.

Recommended no/of study leaves

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

Study leave for Subsequent Attempts at any level

- Five or 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

Review of Training Organisations

Submission of self-declaration forms by approved training partners

All Approved Training partners are required to submit a self-declaration form every year to the CA Sri Lanka. The declaration form is available in CA Sri Lanka website.

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

Levies for Training partners

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

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

Criteria to Review Training partner

Common criteria

- Assessors feedback based on training assessments of trainees
- Adhere to recommended minimum allowances and recommended study leave
- Number of CA trainees left without completing training
- Number of verified complaints against the organizations
- Number of additional training programmes extended for trainees
- Number of trainees per Supervising Member

Specific Criteria for Public Practice sector

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

Suspension of Training partners

Criteria for suspending training partners

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

Expectations of Approved Training partners and the Trainees

- All approved Training partners 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 partners.

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, inter-personal, communication and business management skills).
- Information Technology
(Information Technology (IT), while included as a separate area, enables the application of the other areas set out above.)

Authorized Officer of the Training partner

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

In case of an Authorized Officer is not 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 practical training 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.

Supervising Member

- A member who is responsible for monitoring and certifying the approved practical training 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. Immediate family member includes a parent, spouse, child, sibling, brother, sister and spouse of brother or sister and 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 in 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 range 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 training 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 an opportunity to gain practical training and 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 an opportunity to gain training in different business areas and at different levels of responsibilities of the organization