

RESPONSIBILITIES OF TRAINING PARTNERS

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

Authorized Officer of the Training Organization

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 organization 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 organization 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 Organization.

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 Organization.

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 by the end of the training period, the agreement shall be extended suitably.

Building a foundation for life-long learning and skills development

- Public Practice organization - training and experience in different skills and in different industries.
- Non-public Practice Organization - training in different business areas at different levels of responsibilities

Take corrective actions on trainees assessments feedback forwarded by the Institute

Mentoring and assisting trainees for CA studies