

TRAINING PROGRAMME - NON-PUBLIC PRACTICE ORGANIZATIONS

Level of Training - Executive & Business Levels **2 Years**

** Please read the instructions on the last page before filling the training programme*

Details of the Trainee

Full name : Mr. /Ms : _____

Registration No : E-mail :

Contact No Mobile : Office :

Training Period : From DD MM YYYY To DD MM YYYY

Details of the Supervising Member

Name : Mr./Ms _____

Membership No : E-mail :

Contact No Mobile : Office :

Designation : _____

Name of the Organization &Address : _____

Executive Level

EXPERIENCE CATEGORY		Trainee's level of involvement (Note I) A/P/S	Duration (Days)
1. Financial Accounting & Management Accounting			
1.1	Recording financial transactions		
1.2	Preparing financial statements including consolidation		
1.3	Applying relevant Sri Lanka Accounting Standards, provisions of the Companies Act, Finance Act, Stock Exchange regulations, Banking Act, Central Bank Regulations, provisions of the Securities and Exchange Commission of Sri Lanka and other requirements to financial statements		
1.4	Analyzing and interpreting financial statements		
1.5	Preparing and reviewing budgets, variance analysis, profit and cash flow forecasts		
1.6	Designing and implementing management accounting information and control systems		
1.7	Preparation and presentation or review of regular management accounts and other reports		
1.8	Preparation of ad hoc reports for the management		
1.9	Product costing, cost apportionment and standard costing		
1.10	Others (specify in your records)		
Total (Minimum of 100 days to be covered)			

2. Audit & Assurance Experience on Statutory Audits		
2.1	Planning and controlling of statutory audits	
2.2	Evaluating and testing the accounting and internal controls system	
2.3	Gathering and evaluating audit evidence	
2.4	Reviewing financial statements	
2.5	Applying other relevant Sri Lanka Auditing Standards	
2.6	Applying Sri Lanka Auditing Practice Statements (agreed upon procedures, due diligence, review engagements etc.)	
2.7	Compliance with regulatory requirements such as Companies Act, Finance Act etc.	
2.8	Drafting audit opinion and other reports	
Other experience		
2.9	Testing on corporate governance practices	
2.10	Review of existing systems and processes to recognize the areas to be improved.	
2.11	Involvement in development and implementation of new systems and procedures	
2.12	Non-statutory audits such as Associations, Clubs and Societies etc.	
2.13	General business advisory services such as internal audits, business valuations, share valuations etc.	
2.14	Statutory declaration of solvency and accountant's reports on prospectus	
2.15	Others (specify in your records)	
Total		
3. Taxation		
3.1	Analysis of income, expenditure and other relevant data for the computation of Income Tax liability	
3.2	Computation of personal and corporate tax liabilities & preparation of tax returns	
3.3	Preparation of returns and administration of VAT, WHT, NBT, TT, ESC, PAYE and other taxes and levies	
3.4	Communications with tax authorities	
3.5	Other work to ensure compliance with statutory tax obligations	
3.6	Tax planning and reviews	
3.7	Identify the impacts of the new taxes and other charges on the business of the entity	
3.8	Others (specify in your records)	
Total (Minimum of 10 days to be covered)		
4. Financial Management		
4.1	Evaluating of investment proposals using investment appraisal techniques	
4.2	Valuation of financial instruments	
4.3	Choosing and obtaining sources of finance	
4.4	Working capital Management e.g. management of borrowings, cash and other required resources, formulating debtors, control procedures ,cash flow forecasting and monitoring, supply chain management etc.	
4.5	Formulating corporate structures and business plans	
4.6	Analyzing and interpreting financial statements	
4.7	Preparing investigation reports/ circulars	
4.8	Foreign exchange transactions e.g. financial transactions in foreign currencies and translations , preparation of Financial Statements for foreign subsidiaries, trade services and derivatives etc.	
4.9	Analysis on organization's strengths, weaknesses, economic and other environmental changes which may impact on the organizational performance	
4.10	Analysis of market and competitors in relation to marketing strategy and preparation of reports	
4.11	Procurement, negotiations with suppliers and evaluation and drafting supply contracts	
Total (Minimum of 20 days to be covered)		

5. Information Technology

5.1	Carrying out general controls and Application control reviews		
5.2	Using of Computer Aided Audit Techniques		
5.3	Using accounting packages/ presentation packages		
5.4	Disaster and contingency planning		
5.5	Using data bases/ spread sheets/ word processing systems		
Total (Minimum of 20 days to be covered)			

6. Secretarial Practice

6.1	Liaison with clients/Department of Registrar General of Companies and the Provincial Registrar. Register of Charges, Register of Interest etc.		
6.2	Perusing of Articles of the company		
6.3	Preparation/checking of relevant forms of incorporation e.g. Form 1, 18, 19 etc..		
6.4	Checking the maintenance of statutory documents e.g. Members Registry, Minute Book,		
6.5	Preparation/checking of relevant forms for subsequent changes in the company e.g. directors appointment and removal, address and name change of the company, share repurchasing, share transfer etc.		
6.6	Perusing of minutes of the directors and members, resolutions etc		
6.7	Filling/checking annual returns		
Total			
Grand Total (Minimum of 220 days to be covered)			

Rotation in Experience Category

Ser. No.	Experience Categories	Name of business entity (Note II)	Department (Note II)	Total Days
01.	Financial Accounting & Management Accounting			
02.	Audit & Assurance			
03.	Taxation			
04.	Financial Management			
05.	Information Technology			
06.	Secretarial Practice			

Note I

Trainees Level of Involvement

A - Assisting

P – Performing

S - Supervising

Note II

Please provide the names of the business entities and departments of which the trainee will be able to cover different experience categories during the training period.

Business Level

EXPERIENCE CATEGORY		Trainee's level of involvement (Note I) A/P/S	Duration (Days)
1. Financial Accounting & Management Accounting			
1.1	Recording financial transactions		
1.2	Preparing financial statements including consolidation		
1.3	Applying relevant Sri Lanka Accounting Standards, provisions of the Companies Act, Finance Act, Stock Exchange regulations, Banking Act, Central Bank Regulations, provisions of the Securities and Exchange Commission of Sri Lanka and other requirements to financial		
1.4	Analyzing and interpreting financial statements		
1.5	Preparing and reviewing budgets, variance analysis, profit and cash flow forecasts		
1.6	Designing and implementing management accounting information and control systems		
1.7	Preparation and presentation or review of regular management accounts and other reports		
1.8	Preparation of ad hoc reports for the management		
1.9	Product costing, cost apportionment and standard costing		
1.10	Others (specify in your records)		
Total (Minimum of 90 days to be covered)			
2. Audit & Assurance Experience on Statutory Audits			
2.1	Planning and controlling of statutory audits		
2.2	Evaluating and testing the accounting and internal controls system		
2.3	Gathering and evaluating audit evidence		
2.4	Reviewing financial statements		
2.5	Applying other relevant Sri Lanka Auditing Standards		
2.6	Applying Sri Lanka Auditing Practice Statements (agreed upon procedures, due diligence, review engagements etc.)		
2.7	Compliance with regulatory requirements such as Companies Act, Finance Act etc.		
2.8	Drafting audit opinion and other reports		
Other experience			
2.9	Testing on corporate governance practices		
2.10	Review of existing systems and processes to recognize the areas to be improved.		
2.11	Involvement in development and implementation of new systems and procedures		
2.12	Non-statutory audits such as Associations, Clubs and Societies etc.		
2.13	General business advisory services such as internal audits, business valuations, share valuations etc.		
2.14	Statutory declaration of solvency and accountant's reports on prospectus		
2.15	Others (specify in your records)		
Total (Minimum of 20 days to be covered - please refer note iv)			

3. Taxation		
3.1	Analysis of income, expenditure and other relevant data for the computation of Income Tax liability	
3.2	Computation of personal and corporate tax liabilities & preparation of tax returns	
3.3	Preparation of returns and administration of VAT, WHT, NBT, TT, ESC, PAYE and other taxes and levies	
3.4	Communications with tax authorities	
3.5	Other work to ensure compliance with statutory tax obligations	
3.6	Tax planning and reviews	
3.7	Identify the impacts of the new taxes and other charges on the business of the entity	
3.8	Others (specify in your records)	
Total (Minimum of 15 days to be covered - please refer note iii)		
4. Financial Management		
4.1	Evaluating of investment proposals using investment appraisal techniques	
4.2	Valuation of financial instruments	
4.3	Choosing and obtaining sources of finance	
4.4	Working capital Management e.g. management of borrowings, cash and other required resources, formulating debtors, control procedures ,cash flow forecasting and monitoring, supply chain management etc.	
4.5	Formulating corporate structures and business plans	
4.6	Analyzing and interpreting financial statements	
4.7	Preparing investigation reports/ circulars	
4.8	Foreign exchange transactions e.g. financial transactions in foreign currencies and translations , preparation of Financial Statements for foreign subsidiaries, trade services and derivatives etc.	
4.9	Analysis on organization's strengths, weaknesses, economic and other environmental changes which may impact on the organizational performance	
4.10	Analysis of market and competitors in relation to marketing strategy and preparation of reports	
4.11	Procurement, negotiations with suppliers and evaluation and drafting supply contracts	
Total (Minimum of 20 days to be covered - please refer note iv)		
5. Information Technology		
5.1	Carrying out general controls and Application control reviews	
5.2	Using of Computer Aided Audit Techniques	
5.3	Using accounting packages/ presentation packages	
5.4	Disaster and contingency planning	
5.5	Using data bases/ spread sheets/ word processing systems	
Total (Minimum of 25 days to be covered)		
6. Secretarial Practice		
6.1	Liaison with clients/Department of Registrar General of Companies and the Provincial Registrar. Register of Charges, Register of Interest etc.	
6.2	Perusing of Articles of the company	
6.3	Preparation/checking of relevant forms of incorporation e.g. Form 1, 18, 19 etc..	
6.4	Checking the maintenance of statutory documents e.g. Members Registry, Minute Book,	
6.5	Preparation/checking of relevant forms for subsequent changes in the company e.g.directors appointment and removal, address and name change of the company, share repurchasing, share transfer etc.	
6.6	Perusing of minutes of the directors and members, resolutions etc	
6.7	Filling/checking annual returns	
Total		
Grand Total (Minimum of 220 days to be covered)		

Rotation in Experience Category

Ser. No.	Experience Categories	Name of business entity (Note II)	Department (Note II)	Total Days
01.	Financial Accounting & Management Accounting			
02.	Audit & Assurance			
03.	Taxation			
04.	Financial Management			
05.	Information Technology			
06.	Secretarial Practice			

Note I

Trainees Level of Involvement

A - Assisting **P** – Performing **S** - Supervising

Note II

Please provide the names of the business entities and departments of which the trainee will be able to cover different experience categories during the training period.

Please use the check list below to make sure a proper submission (please tick)

- Attached a covering letter under a company letter head
- Filled the training programme
- Filled the rotation form

D	D	M	M	Y	Y	Y	Y
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Date

Supervising Member's Signature

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 Level	Corporate Level	Executive Level	Business Level	Corporate Level
Financial Accounting & Management Accounting	40	50	50	100	90	90
Audit & Assurance	80	75 (note v)	75 (note v)	-	20 (note iv)	20 (note iv)
Taxation	10	15 (note iii)	15 (Note iii)	10	15 (note iii)	15 (Note iii)
Financial Management	-	-	-	20	20	20
Use of Information Technology	20	25	25	20	25	25
Secretarial Practice	-	5	5	-	-	-
Total	220	220	220	220	220	220

Notes

- i. The days attending for training programmes or any workshops conducted by the CA Sri Lanka or any other recognized training organization will be considered as working days.
- ii. Any trainee who fails to obtain the specified minimum number of days in Information Technology or Taxation will be required to undergo training in courses that are conducted by the IT Faculty and the Taxation Faculty of the CA Sri Lanka.
- iii. At the Business & Corporate level training, minimum of 25% of total requirement in Taxation should be in Income Tax as indicated under 3.1 & 3.2 categories. (3.2 category should be at least 2.5 days per year)
- iv. In the absence of an Internal Audit Division or when there is no rotation to the Internal Audit Division, the experience on Financial Management category should be increased to 40 days per year.
- v. The training requirement for Certificate to Practice eligibility is specified in the practical training area of the CA Sri Lanka website
- vi. It is mandatory to mention levels of involvement of trainee under each sub experience given in the programme
- vii. No of days should be calculated on proportionately basis when a training programme fill for a balance training period.
- viii. Do not make any changes to the format as it may cause your application rejected