

Frequently Asked Questions

Induction programme for Trainees in the Public Practice Sector- 2018

Question 01: Who is eligible to register for the programme?

CA trainees who have an active training agreement with the Institute of Chartered Accountants of Sri Lanka can register for this programme. A trainee who has not undergone similar type of programme content in an approved training organization prior to applying for this programme.

Question 02: As a CA trainee, can I register on my own?

No, CA trainees who are having an active training agreement with the Institute of Chartered Accountants of Sri Lanka through an approved training organization can register for this programme. CA trainee's supervising member should recommend the trainee to attend the programme and endorsed by the authorized officer of the Institution.

Question 03: What is the selection criteria for this programme?

Applications will be considered on a first come first served basis and preference will be given to the 1st nominee in the list and others will be considered under the consecutive selection in order to provide equal opportunities to all training providers /trainees.

Question 04: What is an active training agreement?

An active training agreement for this purpose is in which the trainee has submitted training records to the Institute of Chartered Accountants of Sri Lanka in a timely manner in pursuance of the tripartite agreement with the Institute of Chartered Accountants of Sri Lanka, Approved training partner organization of the Institute of Chartered Accountants of Sri Lanka and the trainee fulfilling the following criteria:

- Trainee should be an active student who has renewed student registration with the Institute of Chartered Accountants of Sri Lanka at the time of application
- Approved training partner organization should have been active which has renewed training partner organization with the Institute of Chartered Accountants of Sri Lanka at the time of application and has no outstanding levies or dues payable to the Institute of Chartered Accountants of Sri Lanka at the time of application

Question 05: What is the dress code for the programme?

CA trainees participating in the programme are expected to adhere to the following dress code:

- Gents- Office attire with tie
- Ladies- Office attire

(Strictly avoid casual, denims, T-shirts, printed or see through materials, fancy jewelries and decorative hairstyles.)

Question 06: Is it mandatory for trainees to attend the whole programme?

Yes, it is mandatory for CA trainees to stay throughout the programme (from the beginning to the end of the programme on each day). CA Sri Lanka's Training Division will monitor the attendance of all trainees at the programme. The attendance will be communicated to the respective supervising members for the purpose of updating IPD (Initial Professional Development) records.

Question 07: What will happen to the CA trainees who intimates their inability to attend after successfully registering for the programme?

If a particular trainee applies to participate in the programme, subsequently notified by CA Sri Lanka confirming registration, however from the time he/she confirmed as a participant and to the date of the programme, such trainee intimates his/her inability to attend the session, such intimation shall be with a valid reason accompanied by an endorsement of the supervising member concerned. The Institute of Chartered Accountants of Sri Lanka reserves the right to accept (if the reasons provided are deemed appropriate in the circumstances) or reject such request and such trainee may be subject to be imposed with a penal extension of training agreement at the discretion of CA Sri Lanka.

Question 08: What will happen to the CA trainees who do not attend the programme after confirming participation?

If a particular trainee applies to participate at the programme, fails to attend the programme after confirming participation, the Institute of Chartered Accountants of Sri Lanka reserves the right to impose penal extension of training agreement. Such penalty shall be waived if a valid reason accompanied by an endorsement of the supervising member concerned and deemed appropriate in the circumstances.

Question 09: Is there any option to obtain the presentation materials of the sessions for trainees who are not nominated to the programme?

Presentation material may be available to the trainees accessible from the CA Sri Lanka website.

Question 10: If the presentation material is available on website of the CA Sri Lanka why should I attend?

Approved training partners of the CA Sri Lanka is expected to provide required training to CA trainees as part of their IPD. Attendance at this programme would enable trainees to cover such IPD where training partners are unable to roll out programme/s of this nature to CA trainees who are working in the Public Practice Sector to cover minimum requirements and to effectively perform their duties. Mere downloading and viewing of presentation materials would not enable a CA trainee to claim attendance at the programme. Therefore, physical presence in the programme is required to consider attendance in the programme as a working day.

Question 11: Is the attendance at this programme can be substituted for minimum practical training requirement?

No. However, those who are participating in the programme shall consider such days as working days for purposes of recording.

Question 12: What will happen to Trainees who do not adhere to the dress code?

CA Sri Lanka reserves the right to refuse entry to the programme for those trainees who **do not** adhere to the dress code and the same will be communicated to the supervising member. He/she will be considered as “Absent” for the particular day. CA Sri Lanka reserves the right to impose penalty on account of absence resulting from refusal to participate due to non-compliance with dress code.

Question 13: What will happen to the Trainees who fail to mark attendance at the beginning, during session/s and at the end of session/s?

Students who fail to mark attendance at each occasion when the CA Sri Lanka determines to mark attendance shall be considered as “Absent” for the particular day/session as may be appropriate. CA Sri Lanka reserves the right to impose penalty for those who fail to mark attendance.

Question 14: What is the criteria for selection for upcoming sessions?

Priority will be given to those who were not selected from the August, 2018 list. If there are still, seats available the fresh application will be called. Thereafter, the same selection criteria will be adopted for the fresh applicants as well.

Question 15: What are the consequences on` a trainee being selected in a forthcoming programme, where he/she did not participate the programme after confirming the participation?

Applicants those who were selected and not presented for the previous programme without a valid reason (recommended by the supervising member and authorized by the Authorized officer of the Institution) will not be considered in the subsequent selection. Such selections / non selection shall be on the sole discretion of CA Sri Lanka. In instances where the trainee has been imposed with a penalty due to non-participation for the 1st programme shall be considered in the subsequent selection. However, if the reason for non-participation has been acceptable to CA Sri Lanka and consequently the penalty is waived, such Trainee shall be placed last in the list of order of priority in selecting Trainees for participation at the programme. Aforesaid Trainees would be advanced in the list that would be used in selecting participants for the programme that would be immediately following the programme in question.

Question 16: Is it possible for CA trainees to attend the programme for certain modules only?

No. Each CA Trainee who is nominated by the supervising member and has confirmed participation must attend all sessions in order to confirm the Trainees as being “Present” for the programme. In the event a trainee fails to remain for all the sessions, it shall be communicated to the supervising member and shall be marked as “Absent”. (CA Sri Lanka reserves the right to impose penalties for those who fail to attend/ partly attend the program).