

SECTION 3: THE CURRICULUM FRAMEWORK OF SPECIFIC COMPETENCIES

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LEARNING AREA 1**THE SOCIAL ACCOUNTABILITY AND RESPONSIBILITY AREA**

An RA should be able to:

Evaluate the circumstances of a specific situation and make appropriate decisions and take appropriate actions regarding the lines of accountability and responsibility between relevant parties.

Specific competencies

In order to meet the requirements of this learning area, an RA should be able to, within the context of the audit or related service engagement:

1.1 Accountability

Assess, consider the impact of and explain the role of the auditing profession in society with reference to broad accountability issues.

1.2 Professional conduct

Identify, assess and make appropriate decisions and take appropriate actions regarding his/her professional and ethical conduct so as to comply with the code of professional conduct and disciplinary rules prescribed by the IRBA.

1.3 Auditing standards

Identify, consider the impact of, explain and apply relevant statements of auditing standards.

1.4 Auditing Profession Act

Identify, consider the impact of, make decisions and take actions and/or make appropriate recommendations regarding the application of the requirements of the APA.

1.5 Other laws and regulations

Identify, consider the impact of, and make decisions and take actions, including seeking appropriate professional advice regarding the requirements of relevant statutes and regulations and the consequences thereof for the operations of private and public sector entities.

1.6 Auditor liability

Identify, consider the impact of, and make decisions and take actions, including seeking appropriate professional advice regarding the possible legal liability of the auditor in relation to clients and third parties.

LEARNING AREA 2**THE ORGANISATIONAL AND BUSINESS AREA****An RA should be able to:**

Analyse, evaluate and take appropriate action and/or give advice, as appropriate, with respect to the business sector, organisational structure, business strategies and business processes of a particular client within the context of the audit or related service engagement.

Specific competencies

In order to meet the requirements of this learning area, an RA should be able to, within the context of the audit or related service engagement:

2.1 Local economic and business environment

Identify, consider the impact of and comment on the strategic objectives of private and public entities and non-profit organisations with reference to the economic, legal, political, social, and cultural factors that affect the environments in which these entities operate, and the effect of macro- and micro-economics on the entity.

2.2 Global business environment

Identify, consider the impact of and comment on the possible effect of international trade and finance on a particular organisation on the basis of a general understanding of the ways in which international business is conducted.

2.3 Organisational behaviour

Identify, consider the impact of and comment on the possible effect of organisational behaviour on the entity.

2.4 Operations management

Identify, consider the impact of and comment on the appropriateness of management processes, including organisational strategy, and personnel, operational and marketing issues.

2.5 Corporate governance

Make decisions and take actions and make appropriate recommendations with regard to the principles of corporate governance and the effectiveness of the implementation of corporate governance policies and procedures.

2.6 Quantitative methods

Apply quantitative methods and statistics to particular business problems, analyse and evaluate the results of these methods, draw appropriate conclusions and make appropriate recommendations to management.

LEARNING AREA 3

THE AUDITING FUNCTION AREA

An RA should be able to, with respect to the relevant engagement:

Representational audits

Design and implement methodologies for examining, verifying, evaluating and reporting on financial or non-financial representations of organisations.

Compliance audits

Design and implement methodologies for examining, verifying, evaluating and reporting on the degree of compliance of activities, systems or processes within an organisation with internally or externally generated policies, standards, legislation or other requirements.

Performance audits

Design and implement methodologies for evaluating and reporting on the effectiveness, efficiency and economy of managerial, operational or procedural processes in organisations.

Specific competencies

In order to meet the requirements of this learning area, an RA should be able to, within the context of the audit or related service engagement:

3.1 Responsibilities

Identify and establish the criteria to govern the audit report, define responsibilities relating to the detection and prevention of fraud, consider the impact of applicable laws and regulations, and appropriately communicate the terms of the engagement to clarify the respective rights, duties and responsibilities of relevant parties.

3.2 Planning

Obtain sufficient knowledge and understanding of the business to be able to determine materiality, assess material misstatement at the financial statement and assertions level, and develop and document the overall audit plan and

related audit programmes that will result in an effective audit.

3.3 Internal control

Identify, interpret and document:

- the accounting, internal control and financial reporting process,
- the significance and complexity of information technology systems,
- management's attitudes, awareness and actions regarding the importance of internal controls,

and then, on the basis of the above, use professional judgement to assess control risk at both the financial statements and assertions level.

3.4 Audit evidence

Give consideration to and evaluate alternatives and make appropriate decisions and take appropriate actions to obtain, through a combination of tests of control and substantive procedures, sufficient (quantitative) and appropriate (qualitative) evidence to reduce audit risk to an acceptably low level and to draw reasonable conclusions on which to report.

3.5 Using work of others

Identify circumstances in which reliance could be placed on the work of another RA, an internal auditor or an expert, design and perform procedures to establish the extent of reliance and obtain sufficient appropriate audit evidence to evaluate the adequacy of their work for the purpose of the specific engagement.

3.6 Concluding and reporting

Evaluate the evidence obtained and reach appropriate conclusions in order to determine and prepare the appropriate type of report to be issued for the specific engagement

LEARNING AREA 4

THE PROFESSIONAL PRACTICE AREA

An RA should be able to:

Identify, consider the impact of and make appropriate decisions and take appropriate actions regarding quality control policies and procedures, professional relationships and related aspects of practice management.

Specific competencies

In order to meet the requirements of this learning area, an RA should be able to within the context of the audit or related service engagement:

4.1 Quality control policies and procedures

Identify, consider the impact of and make appropriate decisions and take appropriate actions to implement those quality control policies and procedures that are, in the context of the policies and procedures of the audit firm and the specific engagement, necessary to ensure that the engagement is conducted in accordance with statements of relevant auditing standards.

4.2 Professional relationships

Make appropriate decisions and take appropriate actions to proactively build professional relationships by managing interactions and possible conflicts of interest between the client and the RA and other parties.

4.3 Personnel management

Within the sphere of responsibility for a particular audit or related service engagement, communicate effectively with staff in order to develop individual skills, and also provide appropriate direction, monitor and supervise the progress of work and review work performed against stated objectives.

4.4 Value-added opportunities

Seek opportunities to add value to the client's operations and make appropriate recommendations within the ambit of the professional and ethical responsibilities of an RA.

LEARNING AREA 5

THE FINANCIAL ACCOUNTING, TAXATION, MANAGERIAL ACCOUNTING AND FINANCE AREA

An RA should be able to:

Recognise the applicability of and make appropriate decisions regarding the integration and application of concepts and principles relating to financial accounting, taxation, and managerial accounting and finance in the context of the particular environment of the audit or related service engagement.

Specific competencies

In order to meet the requirements of this learning area, an RA should be able to within the context of the audit or related service engagement:

5.1 Financial accounting

Identify and make appropriate decisions regarding the accounting information

applicable to satisfy the needs of financial decision-makers and other stakeholders for financial information regarding an entity, in order to prepare, analyse and evaluate financial statements for an entity in terms of statements of Generally Accepted Accounting Practice and applicable legislation.

5.2 Control processes

Identify, consider the impact of, make decisions and take actions and make appropriate recommendations regarding the concepts, methods and processes of control that provide for the accuracy and integrity of financial data and the safeguarding of business assets.

5.3 Commercial laws and regulations

Identify, consider the impact of, make decisions and take actions and seek appropriate professional advice regarding the possible legal rights and obligations between parties and the possible legal consequences thereof in relation to the operations of private and public entities.

5.4 Taxation

Explain and assess the impact of taxation on financial and managerial decisions and apply the provisions of the law in given situations as they relate to the taxation of entities in South Africa.

5.5 Managerial accounting

Identify, consider the impact of and make appropriate decisions with regard to financial management techniques, including financial statement analysis, planning and budgeting, cost management, resource management, quality control and benchmarking.

5.6 Finance

Identify, consider the impact of and make appropriate decisions with regard to treasury functions, financial instruments and capital markets, including the obtaining of professional advice, where appropriate.

LEARNING AREA 6**THE INFORMATION TECHNOLOGY AREA****Learning area 6: Information technology framework**

An RA should be able to:

Use and evaluate information technology systems and provide input into the design and management of those systems as they relate to the audit or related service engagement.

Specific competencies

In order to meet the requirements of this learning area, an RA should be able to, within the context of the audit or related service engagement:

6.1 Information technology application

Utilise hardware and software products and apply an understanding of information system operations and management system processes to provide input for the task of information production and information systems development, management and control.

6.2 Information technology management

Identify, consider the impact of and provide meaningful input into the design and implementation of information technology management principles and practices (including strategic, administrative, financial and operational issues) as they relate to system acquisition, development, implementation and maintenance functions.

6.3 Information technology design

Identify user requirements for information and provide meaningful input into the design and implementation of internal control practices to guide the development of information systems that will meet the organisation's business and service objectives.

6.4 Information technology evaluation

Obtain and document an understanding of the flow of transactions and elements of the control structure, test and evaluate relevant information system controls over financial reporting processes and asset safeguarding, and test computer-based records to establish their accuracy and substantiate financial representations.



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Bruno, Johannesburg
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PO Box 751595
Garden View 2047
Johannesburg
Docex 158 Johannesburg
Email: board@irba.co.za
Web: www.irba.co.za

APPLICATION FOR ACCREDITATION

This application form must be completed by the professional body seeking accreditation and should be read in conjunction with the Independent Regulatory Board for Auditors' (IRBA's) Accreditation Model. It is the responsibility of the professional body to demonstrate to the satisfaction of the IRBA that it complies with the prescribed accreditation standards. Accordingly, the information provided should be sufficient and appropriate to enable the IRBA to determine the extent to which the applicant meets the requirements. Applications for accreditation should be based upon a process of self-evaluation by the professional body. The self-evaluation should address each of the indicators defined for each of the relevant accreditation standards prescribed by the IRBA. In preparing the self-evaluation, the professional body should provide objective evidence as to the extent to which each indicator is met in practice. Where the indicator is not met, the professional body should describe what alternative measures have been implemented in order to ensure that the professional body complies with the accreditation standard.

Specific documentary evidence together with the payment of the accreditation fee must be submitted with the application². The onus is on the applicant body to submit any additional information which they may consider applicable to their submission, which is not included in the Accreditation Model.

1. Professional Body Details

Name of professional body:		Click here and type	
Physical Address:		Click here and type	Code: 0000
Postal Address:		Click here and type	Code: 0000
Tel:	Click here and type	Fax:	Click here and type
Website Address (if any):		Click here and type	
Name & details of CEO/equivalent:		Click here and type	
Name & surname of contact person:		Click here and type	
Designation:		Click here and type	
Tel:	Click here and type	Cell:	Click here and type
Email address:		Click here and type	

¹ Applicants must use the same self-evaluation framework as required under "monitoring", as outlined in the Accreditation Model.

² The IRBA requires the submission of applications in hard as well as electronic (CD) format.

2. Accreditation Status

Accreditation is the status granted by the IRBA to professional bodies that meet and continue to meet the prescribed accreditation standards. In this regard, a distinction is made between partial and full accreditation (See Accreditation Model Pages 1-4 to 1-6).

Please indicate the type of accreditation sought:

Type of Accreditation	Please Tick
2.1. Partial accreditation	<input type="checkbox"/>
2.2. Full accreditation	<input type="checkbox"/>

3. Institutional Accreditation

All professional bodies seeking accreditation are required to comply with the institutional accreditation requirements. Please attach and record all appropriate documentation³ which provides evidence that the accreditation standards and indicators are met.

Institutional Accreditation Requirements
3.1. Continuing Professional Development
3.2. Discipline and ethical conduct of members
3.3. Financial and operational viability of the professional body
3.4. Register of members
3.5. Representivity in the profession
3.6. Technical support and guidance to members

Please attach a schedule of the documents submitted

4. Programme Accreditation

All professional bodies seeking accreditation must comply with the programme requirements, for full accreditation (academic, core assessment, education and training programmes) or partial accreditation (academic, core assessment, and education or training programmes). Please attach and record all appropriate documentation which provides evidence that the accreditation standards and indicators are met.

Programme Accreditation
4.1. Academic Programme; and
4.2. Core Assessment Programme; and
4.3. Education Programme; and/or
4.4. Training Programme

Please attach a schedule of the documents submitted

³ All documentary evidence must indicate the reference(s) to the Accreditation Model.

5. Declaration

Please sign and include this declaration with your application.

I, _____, (professional body representative), on behalf of
_____, hereby declare that all information provided in this
application for accreditation is a true reflection of _____
(professional body).

I further declare that I have read and understood the Accreditation Model published by the IRBA and accept that the IRBA reserves the right to request additional information relating to matters included in this application, or conduct inspections or any other process(es) for the purpose of evaluating the information supplied.

I accept that the responsibility to communicate changes to any aspects relating to my application for accreditation rests with me and that the IRBA is solely responsible for all decisions regarding the granting of accreditation.

I undertake to make payments as determined by the IRBA, relating to this application and its assessment.

Signed: _____ (as duly authorised)

Capacity: _____

Name: _____

Date: _____

CHECKLIST

Please ensure that the supporting documentation relating to each of the requirements and as described in the IRBA Accreditation Model, has been included with your application.

- Institutional Accreditation
 - Continuing Professional Development
 - Discipline and ethical conduct of members
 - Financial and operational viability
 - Register of members
 - Representivity in the profession
 - Technical support and guidance
- Programme Accreditation
 - Academic programme
 - Core assessment programme
- For full / part accreditation:
 - Education programme and/or
 - Training programme

This application, together with all supporting documentation as indicated in the Accreditation Model should be sent to:

The Director: Education, Training and Professional Development

Hand deliveries: Maneo
7 Ernest Oppenheimer Ave
Bruma
Johannesburg

Postal deliveries: P.O. Box 751595
Garden View
2047

E-mail: unaidoo@irba.co.za

The prescribed application fee must be deposited in:

Bank name:	Standard Bank
Account name:	IRBA
Type of account:	Current
Branch & branch code:	Eastgate, 01-85-05-93
Account no:	221290532



CONTINUING PROFESSIONAL DEVELOPMENT (CPD) POLICY

INTRODUCTION

- 1.1 The knowledge, skills and values needed to function effectively as an RA continuously expand, change and develop. RAs face increased and constantly changing knowledge and skill expectations and scrutiny about the quality of independent audits. Due to the dynamic environment in which auditors function, the competence demonstrated through the PPE is likely to lose relevance and require modification over relatively short periods of time. Professional competence is therefore first and foremost a dynamic knowledge, skill and value concept, requiring that it be maintained throughout professional life.
- 1.2 Continuing Development (CPD) is the means by which members of a profession maintain, improve and broaden their knowledge and skills and develop the personal qualities required in their professional lives to achieve excellence.
- 1.3 The International Federation of Accountants' (IFAC) International Education Standard 7 (IES7) emphasises the professions commitment to serving the worldwide public interest and presents CPD as a key means of meeting this commitment. IES 7 prescribes mandatory CPD for all members of the profession, including those in public practice. It also calls on IFAC member bodies to facilitate access to CPD opportunities and resources to assist professional accountants in meeting their responsibility for life long learning. Further IES 8 prescribes competency requirements for audit professionals including those working in specific environments and industries. According to IFAC, the responsibility for the development and assessment of the required competence is shared by IFAC member bodies, audit organisations, regulatory authorities and other third parties. Although the Independent Regulatory Board for Auditors (IRBA) is not an IFAC member body, its policies are cognisant of the IFAC standards.
- 1.4 In terms of the Code of Professional Conduct of the IRBA, an RA has a continuing duty to maintain professional knowledge and skill at the required level which will ensure that a client receives the advantage of

competent professional service, based on up-to-date developments in practice, legislation and techniques.

- 1.5 The CPD policy proposed herein is based upon the Auditing Profession Act, 2005 ("the Act"). In terms of the Act the Regulatory Board must "prescribe minimum qualifications, competency standards and requirements for registration of auditors" (section 6(1)(a)). From this duty to ensure competence at entry point to the profession, it must be argued that the regulator has a similar duty to ensure that those persons, who are registered, continue to develop and maintain their professional competence throughout the period in which they engage in public practice. Section 7(1)(f) requires that the regulator prescribe competency requirements and these would not only be relevant at entry point but throughout the period of registration as an auditor. The Act thus provides, in section 7(1)(c.), that the Regulatory Board "prescribe requirements for and conditions relating to the nature and extent of continued education, training and professional development".
- 1.6 Accredited professional bodies must, in terms of section 33(b) have appropriate mechanisms for ensuring that members participate in continuing professional development, as either recognised or prescribed by the Regulatory Board. It is envisaged that, since it is likely that the regulator will conduct the final assessment of professional competence at entry point to the profession, it will prescribe and monitor the extent to which individual registered auditors engage in continuing professional development. The role of the accredited professional body in this instance would be to support the CPD objectives of the regulator through fostering a commitment to lifelong learning and facilitating access to continuing education interventions.

Objective of Continuous Professional Development

The objectives of the CPD programme are to enable RA's to:

- 2.1 Maintain and further develop professional competence so as to meet the ever increasing and new knowledge, skill and value demands of the profession as a response to knowledge expansion, technological advancement and the requirements of specialist areas.
- 2.2 Meet stakeholder expectations by ensuring that they maintain and further develop the professional competence required to perform any particular engagement which is undertaken in order that clients may receive the advantage of competent professional service, based upon up-to-date developments in practice, legislation and techniques and other requirements of the profession.

- 2.3 Meet their ethical obligations to maintain and further develop their professional competence at the level appropriate to the types of engagements and levels of responsibility which they undertake.

PRESCRIPTIONS

Primary responsibility

- 3.1 All RAs (attest and non-attest) will be required to undertake and maintain a record of CPD activities.

Reporting period

- 4.1 The reporting period for CPD will commence on 1 January and extend to 31 December of each calendar year. RAs admitted during the first six months of the year will be expected to meet the CPD requirements apportioned on a monthly basis. RA's who register in the latter half of the year (after 30 June) may commence reporting on 1 January of the following year.

Measurement of CPD

- 5.1 In a three year period, an RA will be expected to have completed at least 90 hours of CPD of which at least 50% (45 hours) must be in the area of professional knowledge. The remainder of the CPD must be devoted to the development of professional skills and ethical values, with no less than 10% (9 hours) of the total CPD requirement being devoted to each of these aspects.
- 5.2 The three year reporting period of each individual RA will commence from first registration with the IRBA or 1 January 2007, whichever is the later.
- 5.3 In any one year reporting period within the three year reporting cycle, the minimum number of CPD hours is twenty (20). The onus is on the RA to ensure that the minimum number of hours acquired over the three year reporting cycle is at least 90 hours and in the respective categories.

Quality Programmes

- 6.1 The IRBA recognises that there are a variety of forms which CPD activities may take including both structured and unstructured learning. It is however believed that, due to its objective-driven nature, structured learning is more likely to provide the IRBA with an indication of the nature of specific competencies that particular CPD interventions set out to

develop and maintain. This is of particular importance, since it enables the regulator to better demonstrate that its policies are consistent with acting in the public interest. Unstructured learning such as reading of research journals, private study and discussion with colleagues, while considered to be valuable forms, will not be recognised for CPD purposes by the IRBA. The IRBA will recognise formally structured courses, workshops, seminars, conferences, in-house training and verifiable e-learning, as constituting verifiable CPD. An important characteristic of verifiable learning is that it is planned and documented.

- 6.2 Having been charged with regulating the statutory audit function, the CPD requirements of the IRBA are focussed on the audit relevant requirements to be met by each RA.

Record-keeping

- 7.1 Each RA is expected to maintain a record of the CPD activities undertaken and to produce such record at the time of practice review, or for monitoring purposes.
- 7.2 RAs may complete the form CPD I or download and submit their CPD record from the professional body; both reporting methods will be accepted.

Monitoring of CPD

- 8.1 CPD activities undertaken by RAs will be monitored annually through an annual return¹ submitted with the renewal of the licence to practice. An RA's registration with the IRBA will be dependent on the CPD activities being up to date and relevant to the work they undertake.
- 8.2 RAs who have not complied with the IRBA's CPD requirements will be given a limited time period in which to either obtain the required CPD hours or give an indication of how the deficit will be managed and may be required to complete a CPD training and development plan (CPD II). Should an RA, however, not comply after the agreed upon time, the IRBA will not renew the licence to practice.
- 8.3 For RAs who are subject to practice review, the IRBA will draw upon the processes and procedures carried out by its practice review function² in order to assess, based upon documentation supplied by the RA, the nature and relevance of CPD activities and the extent to which the maintenance and further development of competence was sought by an

¹ RAs may complete the form sent to them by the IRBA or download and submit their CPD record from their Professional Body; both reporting methods will be accepted.

² See Section 47 of the Auditing Profession Act, 2005

RA. Although the process is not designed to assess competence as such, it provides the IRBA with an understanding of the particular role and responsibility assumed by each RA. Thus, the practice review function provides an understanding of context, which is essential in order to determine the appropriateness of the particular CPD activities undertaken by an individual RA.

Sanctions

- 9.1 RA's who continue to be non-compliant may have their licence to practice not renewed.

Exemptions

- 10.1 The IRBA does not offer any exemption for RAs based on retirement, extended leave of absence or for any other similar reasons.

CONCLUSION

11. It should be emphasised that CPD does not provide any assurance that all RAs will deliver high quality services at all times. The provision of audit relevant services is not limited to the application of professional competence alone, but also encompasses the exercise of judgement and professional scepticism. In addition, it should be noted that participation in programmes of CPD does not provide assurance that all participants in programmes of CPD will necessarily maintain and develop their professional competence to the fullest extent.

TRAINING CONTRACT (must be completed in duplicate, only ONE copy to be sent to IRBA)

This contract is entered into between

Name of training office
(represented by)

Branch

Name of training officer

and

Name of trainee

Definitions

In this document, unless the context otherwise indicates –

“training contract” includes a reference to a learnership agreement;

“trainee” includes a reference to a learner;

the “training officer” is a partner or sole practitioner of the training office, who is registered with the Independent Regulatory Board for Auditors (IRBA) and is a member of (a professional body). Such person must be based at the training office, and is responsible for the training of trainees carried out at or from the training office and who, in the case of a partnership, by virtue of a resolution of the partners, is empowered to act on behalf of the training office pertaining to the training of trainees employed at that training office;

the “training office” is a firm that is a sole practitioner, or a partnership of practitioners or incorporated in terms of the Companies Act, 1973, registered auditor(s) in terms of the Auditing Profession Act, No. 26 of 2005 and as such actively engaged in public practice, and includes a reference to a workplace provider; and

the training contract is entered into between the parties in order to enable the IRBA to regulate the effectiveness of the practical training undergone by the trainees in terms of such regulations (“the Regulations”) regarding trainees may from time to time prescribe.

1 THE PARTIES TO THE TRAINING CONTRACT AGREE THAT –

- 1.1 this training contract is entered into in terms of, and is subject to, such provisions of the Act as are applicable and the Regulations pertaining to trainees prescribed by the IRBA from time to time;
- 1.2 any amendments of or additions to the Regulations that affect this training contract will be deemed to be incorporated in this training contract upon promulgation, notwithstanding that notice of such amendments or additions may not have been given to the parties;
- 1.3 (The professional body) may act, in relation to the training contract, in accordance with the powers conferred on it by the Regulations;

- 1.4 a written contract of employment has been entered into between the training office and the trainee for a period not less than the duration of this training contract as prescribed by the Regulations;
- 1.5 if conflict should arise between the terms and conditions of this training contract and the terms and conditions of the contract of employment, the training contract will prevail;
- 1.6 the transfer to another training officer of another training office, or the suspension or cancellation of this training contract, may only occur if the parties mutually agree thereto or when the transfer, suspension or cancellation has been ordered by (the professional body). The transfer, suspension or cancellation is only effective once it has been approved and registered by the IRBA;
- 1.7 any dispute between the parties arising from this contract must be referred to (the professional body) for settlement and the decision of (the professional body) will be final and binding on the parties;
- 1.8 should the IRBA not approve the registration of, or cancel the registration of this training contract, the contract will be null and void;
- 1.9 the effective date of this training contract will be the date approved and registered by the IRBA as such;
- 1.10 the commencement date of this training contract will not be backdated by more than six months; and
- 1.11 interruption in the duration of this training contract, as defined in (the professional body's) training regulations, as a result of temporary absence from employment will be limited to the maximum periods prescribed in the Regulations.

2 THE TRAINING OFFICER AGREES THAT –

- 2.1 the trainee will be afforded every reasonable opportunity to obtain sufficient exposure to the range of core experience, as defined by (the professional body) from time to time, to enable him/her effectively to apply knowledge in a variety of relevant situations;
- 2.2 the trainee will be properly instructed in the standards of professionalism and ethics expected of a registered auditor;
- 2.3 the training officer will comply with his/her duties in terms of all applicable legislation, including:
 - the Basic Conditions of Employment Act (Act 75 of 1997);
 - Any applicable determination made in terms of section 18(3) of the Skills Development Act (Act 97 of 1998);
 - the Labour Relations Act (Act 66 of 1995);
 - the Employment Equity Act (Act 55 of 1998);
 - the Occupational Health and Safety Act (Act 85 of 1993); and
 - the Compensation of Occupational Injuries and Diseases Act (Act 130 of 1993);
- 2.4 the training officer will provide appropriate facilities to train the trainee;
- 2.5 the training officer will provide the trainee with adequate supervision;
- 2.6 the training officer will conduct on-the-job assessment, or cause it to be conducted;
- 2.7 the training officer will keep up-to-date records of training and periodically discuss the trainee's progress with him/her;

- 2.8 the training officer will advise the trainee of –
- the terms and conditions of his/her employment; and
 - training office policies and procedures;
- 2.9 the training officer will apply the same disciplinary, grievance and dispute resolution procedures to the trainee as to any other employee;
- 2.10 the trainee will be employed in the office of the firm that has been accredited by (the professional body) as a registered training office;
- 2.11 the training officer will lodge with (the professional body), before the event, written notice in the prescribed form of the transfer of the trainee to another training office;
- 2.12 the training officer will fulfil all obligations imposed on him/her by (the professional body) pertaining to the training of the trainee;
- 2.13 the training office will bear the cost of fees payable to (the professional body) in terms of this training contract;
- 2.14 the trainee will be required to work at least 7½ hours per day, five days per week;
- 2.15 the training officer will inform (the professional body) in writing of circumstances where, in the opinion of the training officer, the trainee has conducted himself/herself in a manner that may constitute improper conduct as defined in the Regulations or in the disciplinary rules, code of conduct or by-laws prescribed by (the professional body) from time to time;
- 2.16 the training officer will make available to (the professional body) all documents regarding the alleged improper conduct of the trainee, including the record of any disciplinary procedures in the training office in which the trainee may have been involved;
- 2.17 the training contract will be submitted to (the professional body) for cancellation within a period of 30 days in the event of –
- automatic cancellation in circumstances as described in the Regulations, and
 - the parties entering into a mutual written agreement not to proceed with the training contract; and
- 2.18 Within 30 days after completion of the duration of the training contract, the training officer will submit a duly completed Final assessment – Training record and a duly completed Certificate of Completion to (the professional body).

3 1. THE TRAINEE AGREES THAT –

- 3.1 he/she will diligently serve the training office in the profession of the qualification of the registered auditor;
- 3.2 he/she will diligently pursue his/her studies in the theory and practice of the profession of the qualification of the registered auditor and that he/she will notify the training officer immediately he/she ceases to be registered for a course that would lead to the eventual award of a Certificate in the Theory of Accountancy or equivalent;
- 3.3 he/she will during the currency of this training contract not engage in any other business or occupation without the express written authority of the training officer;
- 3.4 he/she will at all times keep the affairs of the training office and its clients confidential and will not breach any codes of professional conduct, disciplinary rules or by-laws that apply to the profession of the qualification of the registered auditor;
- 3.5 he/she will comply with any training office policies and procedures;

- 3.6 he/she will complete any timesheets and/or other assessment tools supplied by the training officer to record training experience;
- 3.7 he/she agrees that the training officer will be entitled, and is hereby authorised to, disclose to (the professional body) any circumstances which in the opinion of the training officer may constitute improper conduct on the part of the trainee. The trainee further agrees that the training officer may make available to (the professional body) all information regarding disciplinary procedures in the training office in which the trainee may have been involved, including the record of those procedures; and
- 3.8 within 30 days after completion of the duration of the training contract, he/she will submit a duly completed Final assessment - Training record form to the training officer for onward submission to (the professional body).

SIGNED BY THE PARTIES AS FOLLOWS:

By the training officer at _____ on _____ 20

Training officer

Signature Initials & surname

Witness _____ Witness _____

By the trainee at _____ on _____ 20

Trainee

Signature Initials & surname

Witness _____ Witness _____

APPROVED BY: _____
On behalf of the IRBA Date: _____