

Zanderategan

From: Zanderategan
Sent: Friday, 26 September 2025 3:54 PM
Subject: SAVE THE DATE: Training Contract Discharge 101 – Key Reminders for EAT & TCMS



26 September 2025

Dear Training Officers and Training Office Administrators,

In preparation for the upcoming discharge of training contracts, we'll be hosting a '[Training Contract Discharge 101 – Key Reminders](#)' session.

We'll cover key reminders and things to keep in mind when reviewing the final PDS on the EAT and approving the discharge request on TCMS.

We'll also share updates on the reports available on the EAT – how to monitor your trainees' progress and identify those whose PDSs are finalised with all learning outcomes achieved at the SAICA-required level.



DATE AND TIME

Please note that we will host two sessions:

- 1 Monday 10 November 2025 from 10:00 – 11:00
- 2 Thursday 13 November 2025 from 13:30 – 14:30

Note that both sessions will **cover the exact same content**.

Placeholder calendar invites will follow shortly.



PLATFORM

The session will be hosted on **Microsoft Teams**.
Dial-in details will be shared closer to the time.

Kind regards,
Training Office Team

