



Training Contract Discharge 101

November 2025



DIFFERENCE MAKERS

CAPABILITIES & ENDORSEMENTS

 SAICA
DIFFERENCE MAKERS™

AGENDA

1. Discharge Training Regulations
2. EAT
3. TCMS



TRAINING REGULATIONS

Regulation 24 – Discharge of a Training Contract



- Option to 'Request Discharge' on TCMS available **60 days** prior to contract end date
- Must be discharged by TO no later than **60 days** of contract end date
- Contract status after discharge based on qualification:

Qualification	TCMS Contract Status
Endorsed degree, or Endorsed/recognised bridging programme, or Endorsed post-graduate qualification	Discharged
None of the above qualifications	Completed



Option to approve discharge ONLY available to Training Officer (TO)!

TRAINING REGULATIONS

Regulation 24 – Discharge of a Training Contract



Components / requirements to discharge training contract:

1

Completed minimum
**hours of core
experience**
(per TCMS contract)

Details can be seen
on TCMS

2

Complete the **full
term of the contract**
including:

- approved remissions
- extensions
- any penalties

3

Achieved final level of
proficiency in
prescribed
competencies

CA2025AA: F2 technical

Details can be seen
on EAT

The SAICA Electronic Assessment Tool (EAT)



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EAT AND THE DISCHARGE PROCESS

1

The Final PDS

Note:

Trainee can create additional PDSs e.g. 7 of 6

2

Reports available to Trainee:

1. ELP
2. IEP
3. Assessment Record

3

Trainee Status page in PDS & on Trainee profile

4

Consolidated Trainee Status Report

5

The “green dot”

6

Open assessment forms “check”

EAT: Trainee List – “Green dot”

- Indicates that the final SAICA required levels of proficiencies were achieved for PVAAs

Trainees

Active Discharged Cancelled

Q wilma

↓ All trainees v

NAME ↕	PDS PERIOD	ASSESSMENT START DATE	TRAINING PLAN	LATEST PDS SUBMISSION DATE	
Wilma Rice wilmarice@testtrainingoffice.co.za	9 / 8	2018-11-01	George: 4 year training plan	2022-11-01 3 years ago	 

Required level of proficiency met for all PVAAs

SAICA required level of proficiency achieved

NOTE

- Green dot does not check mandatory exposure of ‘F2 technical’ as required for trainees on CA2025AA
- Green dot does not check for open assessment forms

EAT: Trainee Status page

- Also available on “Conclude” tab of PDS to Evaluator & Assessor **before** PDS is finalised

Learning outcomes at the SAICA required level

Professional values and attitudes	
I - Ethics, values and attitudes	8 of 8
II - Citizenship, values and attitudes	9 of 9
III - Lifelong learning, values and attitudes	4 of 4
Enabling acumen	
Z - Business acumen	11 of 11
Y - Decision-making acumen	11 of 11
X - Relational acumen	25 of 25
W - Digital acumen	27 of 27

Download Assessment Record report

Still refers to the 95 PVAAs.

Click on a category to view the detail (see next slide)

EAT: Trainee Status page cont.

Trainee details

Assessment

Status

Training plan

Reports

Back

<

>

Professional values and attitudes

I - Ethics, values and attitudes

	SAICA REQUIRED LEVEL	CURRENT RATING
I1 - Personal ethics		
a) Act honestly and demonstrate personal integrity, accountability and trustworthiness INCLUDING while interacting with others	Level 3	Level 3
b) Carry out work in a manner that protects public interest, the client, employer and other relevant stakeholders, and put these before your own interest	Level 0	Level 0
I2 - Business ethics		
a) Consider the impact of ethics within a specific business environment (a client or your training office) AND evaluate how ethics is managed in that context	Level 3	Level 3
b) Demonstrate how you contributed to the ethical culture of your business environment	Level 3	Level 3
c) In the context of ethical dilemmas that arise relating to organisational ethics and corporate culture or when rendering professional services, use an ethical reasoning process (based on professional values and attitudes and the code of professional conduct) to - (i) Identify threats to ethical principles, AND (ii) Analyse all courses of potentially unethical action as well as the consequences of each, AND (iii) Choose the appropriate course of action to solve the dilemma, AND	Level 3	Level 3

SAICA required level vs Trainee's current level (per last finalised PDS)

Removed PVAAs indicated by Level 0

EAT: Reviewing the Final PDS: Technical

- Need exposure across Inputs, Business Activities & Outputs
- Mandatory exposure to F2 for trainees on CA2025AA

Feedback summary				Academic record				Technical experience				Proficiency in PVAA's				Development plan			
Technical experience								Accepted											
Technical experience captured in the LORs compared to planned experience per the training plan and a reflection on Core hours, to facilitate reflection on the range and depth of exposure and the impact on development of the PVAA learning outcomes.																			
Exposure to technical competencies																			
Inputs								Expected 5 Exposed 5 Total 122											
Business Activities								Expected 25 Exposed 6 Total 193											
Outputs leading to outcomes																			
D1 - Performance measurement for external users of general purpose financial statements								Expected 2 Exposed 0 Total 21											
E1 - Tax governance								Expected 0 Exposed 0 Total 9											
E2 - Laws and regulations								Expected 1 Exposed 1 Total 11											
F1 - Concepts and principles of assurance engagements								Expected 3 Exposed 0 Total 44											
F2 - Audits of historical financial statements								Expected 22 Exposed 16 Total 192											
F3 - Other assurance services								Expected 12 Exposed 0 Total 29											
F4 - Other related services								Expected 12 Exposed 0 Total 14											

Total # of times
trainee claimed
exposure

EAT: Reviewing the Final PDS: Technical

F2 - Audits of historical financial statements

1 - Statutory and other requirements for audits of historical financial statements

a) By applying concepts and principles of assurance engagements in this context, explain and apply the objective of an audit of historical financial statements together with reasonable assurance as outcome, and how it will impact on stakeholders	2	1	6
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2 - Perform an audit of historical financial statements

a) Apply pre-engagement activities and identify relevant issues	2	0	3
b) Plan the audit engagement, taking into account its objectives and the criteria governing the audit opinion	1	1	12
c) Evaluate transactional business processes	1	1	11
d) Assess the entity's risk assessment processes, also taking into account its corporate governance and risk profiles	1	0	6
e) Determine materiality for the audit engagement	1	1	12
f) Assess the risks of material misstatement at the financial statement level and at the assertion level for different classes of transactions, including related disclosures, and account balances with their disclosures	1	1	9
g) Formulate a suitable audit strategy and audit approach	1	2	9
h) Formulate appropriate further audit procedures based on the identified risks of material misstatement	1	1	13
i) Assess the evidence and results of the analysis and procedures	1	2	18
j) Document the work performed and its results	1	2	24
k) Draw draft conclusions	1	2	22
l) Based on all audit steps taken and conclusions drawn, formulate a draft audit opinion	1	0	4
m) Apply the audit steps to the audit of a group of companies where all companies in the group have the same independent auditor	1	2	18

3 - Reliance on other parties

a) Identify the possibility of, and need to, rely on other parties (internal auditors, internal and external experts)	2	0	13
b) Describe suitable procedures to ensure audit quality is maintained when relying on the work performed by other parties	2	0	7

4 - Communicate audit findings

a) Communicate matters to be reported to management and those charged with governance	1	0	4
b) Prepare an appropriate auditor's final report	1	0	1

EAT: Reviewing the Final PDS: Technical

- Can view the documented evidence for each exposure claimed:

F2 - Audits of historical financial statements	
1 - Statutory and other requirements for audits of historical financial statements	
a) By applying concepts and principles of assurance engagements in this context, explain and apply the objective of an audit of historical financial statements together with reasonable assurance as outcome, and how it will impact on stakeholders	2
	1
	6
Total exposures	

Click to view detail

EAT: Reviewing the Final PDS: Technical

- Competency F2 – 2 – m) is **no longer required!**

2 - Perform an audit of historical financial statements

m) Apply the audit steps to the audit of a group of companies where all companies in the group have the same independent auditor

Refer to Accreditation Principles:

[Accreditation-Principles-January-2024.pdf](#)

2.2.4. For training offices to be recognised for Auditing and Assurance, they have to provide trainees with the range and depth of exposure required specifically in the area of auditing and assurance. For the 2016 training programme, this means complying with the requirements of an Auditing and Assurance elective. For CA2025 this means providing practical experience in Audit and Assurance and specifically the technical competency learning outcomes relating to the Audit of Historical Financial information, as follows:

Technical learning outcomes relating to Audit of Historical Financial information on the CA2025 Training programme:

1	Perform an audit of historical financial statements
a)	Apply pre-engagement activities and identify relevant issues
b)	Plan the audit engagement, taking into account its objectives and the criteria governing the audit opinion
c)	Evaluate transactional business processes
d)	Assess the entity's risk assessment processes, also taking into account its corporate governance and risk profiles
e)	Determine materiality for the audit engagement
f)	Assess the risks of material misstatement at the financial statement level and at the assertion level for different classes of transactions, including related disclosures, and account balances with their disclosures
g)	Formulate a suitable audit strategy and audit approach
h)	Formulate appropriate further audit procedures based on the identified risks of material misstatement
i)	Assess the evidence and results of the analysis and procedures
j)	Document the work performed and its results
k)	Draw draft conclusions
l)	Based on a) to k) above, formulate a draft audit opinion
2	Reliance on other parties
a)	Identify the possibility of, and need to, rely on other parties (internal auditors, internal and external experts)
b)	Describe suitable procedures to ensure audit quality is maintained when relying on the work performed by other parties
3	Communicate audit findings
a)	Communicate matters to be reported to management and those charged with governance
b)	Prepare an appropriate auditor's final report

EAT: Reviewing the Final PDS: PVAA's

- Three sections of evidence
- Can click on the specific row for the **current period** to view the evidence documented in the LOR
- Can click on **details** for **previous periods** and **amalgamated evidence** to view evidence documented in the LORs and PDSs

[Details](#)

Feedback summary	Academic record	Technical experience	Proficiency in PVAA's	Development plan
Back < >				
I - Ethics, values and attitudes Accepted				
3 - Professional ethics				
a) Apply the following fundamental ethical principles when rendering services: (i) integrity, and (ii) objectivity, and (iii) professional competence and due care, and (iv) confidentiality and (v) professional behaviour (including personal branding, business etiquette and use of communication channels such as social media and the ability to control and express emotions appropriately). Remember to clearly identify which fundamental principle is being demonstrated through the evidence you are submitting.				
Rating achieved at previous PDS Level 3 Expected level at this PDS Level 3				
Evidence for this PDS period August 2025 2025-08-31 LOR				
Evidence from previous period(s)				
Amalgamated learning outcomes I.1 b) - Carry out work in a manner that protects public interest, the client, employer and other relevant stakeholders, and put these before your own interest I.2 d) - Display ethical behaviour whilst interacting with the organisation's stakeholders I.3 b) - By way of general conduct, demonstrate a commitment to the ethical values upheld by the profession II.3 a) - Perform work in a manner that protects the public interest II.3 b) - Evaluate, the impact of an action taken by a professional individual (yourself or someone else) on public interest, the profession and on society				

EAT: Reviewing the Final PDS: PVAAs

- Once SAICA required level of proficiency has been awarded by Assessor:

Assessor	
Assessor rating	Path A Level 3
Final required level of proficiency achieved	Yes
Assessor feedback Assessor's feedback on the trainee's level of proficiency for this learning outcome. If development required, this will also be displayed on the development plan.	After thoroughly reviewing the portfolio of evidence, I confirm that the evidence presented is both relevant and appropriate and has been sufficiently demonstrated.

EAT: Reviewing the Final PDS: PVAA's

Technical experience	Proficiency in PVAA's	Development plan
Learning outcomes where no evidence was submitted during the PDS period and expected level has been met.		
		Complied: ☒

Learning Outcomes under the **Complied** tab:

- PVAA LOs **no longer required** (reduction from 95 to 51 (45) PVAA's)
- PVAA LOs where **final level of proficiency were met in previous PDS and no additional evidence** submitted in current period
- PVAA LOs with no evidence and not yet expected per the ELP training plan

EAT: Reviewing the Final PDS: Conclude

- Only available for in progress PDSs

Submitted by evaluator for assessment

Trainee: Jon Lakin

Evaluator: Ramon Haley

Assessor: Erwin Effertz

- Only available to Evaluator, Assessor and Trainee

Feedback summary
Academic record
Technical experience
Proficiency in PVAA's
Development plan
Conclude

You cannot submit the PDS

Enabling acumen entries are not all in the required states.

After assessing the PDS:

The PDS cannot be reassigned to another assessor without contacting support.

The PDS cannot be rejected by assessor.

No additional LORs can be included in the PDS.

Summary of SAICA required level of proficiency achieved per learning outcome:

Evaluator

Current PDS: 4 of 12

Complied: 49 of 83

Total: 53 of 95

Assessor

Current PDS: 4 of 12

Complied: 49 of 83

Total: 53 of 95

EAT: Reviewing the Final PDS: PVAAs

Accepted

I - Ethics, values and attitudes

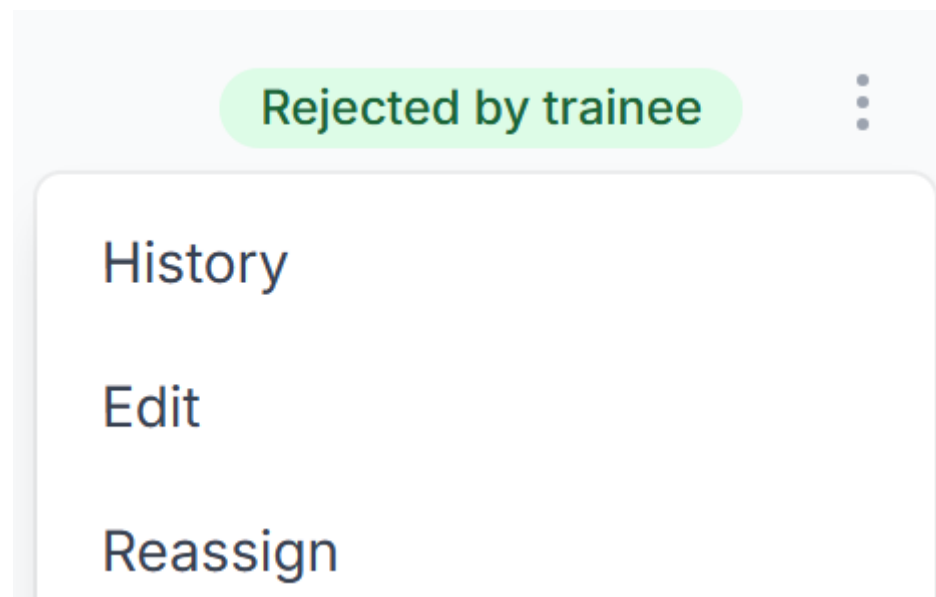
3 - Professional ethics

a) Apply the following fundamental ethical principles when rendering services: (i) integrity, and (ii) objectivity, and (iii) professional competence and due care, and (iv) confidentiality and (v) professional behaviour (including personal branding, business etiquette and use of communication channels such as social media and the ability to control and express emotions appropriately). Remember to clearly identify which fundamental principle is being demonstrated through the evidence you are submitting.

- PVA split into **5 separate LOs** in the revised competency framework
- Trainees **require sufficient evidence for each of the 5** fundamental principles, as if each were its own LO i.e.:
 - Integrity
 - Objectivity
 - Professional competence and due care
 - Confidentiality
 - Professional behaviour

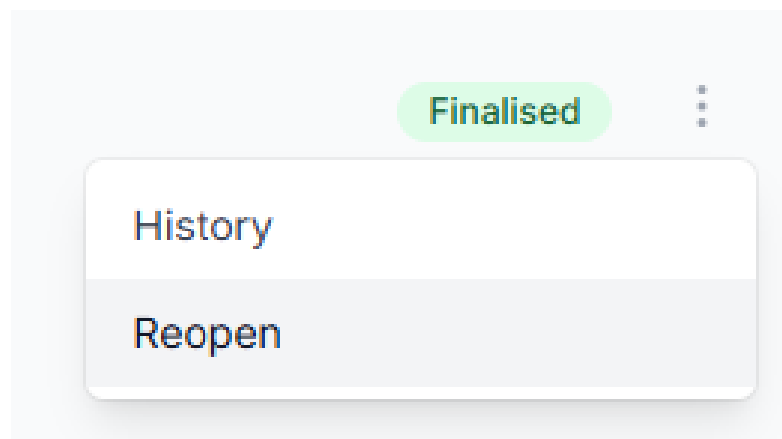
EAT: Reviewing the Final PDS: PVAAAs

- Reassign Evaluator / Assessor



EAT: Reviewing the Final PDS: PVAAAs

- Reopen a Finalised PDS



EAT: Open Assessment Forms “check”



Training contract **cannot be discharged**
on TCMS if there are **open assessment**
forms on EAT!

The image displays two screenshots of the EAT (Electronic Assessment Tool) interface. Both screenshots show a sidebar menu on the left with options: 'Trainee details', 'Assessment', 'Status', and 'Training plan'. The main content area on the right is titled 'Assessment instruments in progress' and includes a warning message: 'All assessment instruments must be finalised before discharge.' Below this message, a red box highlights a specific assessment instrument. In the top screenshot, the instrument is 'Professional Development Summaries' with a yellow badge indicating 1 item. In the bottom screenshot, the instrument is 'Learning Outcome Reviews' with a yellow badge indicating 11 items.

EAT: Reports for Trainee – ELP

The screenshot shows the 'View trainee' page for Abby Zieme. On the left is a sidebar with navigation links: Trainee details, Assessment, Status, Training plan, and Reports. The main content area has a header with 'Expected levels of proficiency' (highlighted with a red box) and 'Integrated exposure plan'. Below this is a button with a download icon (highlighted with a red box) and the text 'Expected at next PDS'. A dropdown arrow is next to the button. Below the button is a section titled 'Expected levels of proficiency' with the subtitle 'Trainee proficiency in the Learning outcomes to date compared to Expected Levels of Proficiency in the assigned Training Plan.'

- Information per last finalised PDS
- Can see current level of proficiency, SAICA required level, marked for development and whether final level is achieved

EAT: Reports for Trainee – IEP

- Information per last finalised PDS
- Can see current period and total exposure up to last finalised PDS as well as whether it is expected per IEP training plan

EAT: Reports for Trainee – Assessment Record

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Trainees > View trainee

Trainee: Abby Zieme

Download assessment record over time

Trainee details

Assessment

Status

Training plan

Reports

Assessment instruments in progress
All assessment instruments must be finalised before discharge.

Learning Outcome Reviews	4
Professional Development Summaries	1

- Information about all finalised assessment forms (LORs & PDSs)
- Can see number of PVAA exposures in LORs for each LO as well as ratings achieved in PDSs

EAT: Reports for Trainee – Assessment Record

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SAICA Electronic Assess																
Report	Assessment i															
Training Office	Cape Town															
Generated on	#####															
Type	PVA	PVA	PVA	PVA	PVA	PVA	PVA	PVA	PVA	PVA	PVA	PVA	PVA	PVA	PVA	PVA
Competency Area	I	I	I	I	I	I	I	I	II	II	II	II	II	II	II	II
Learning Outcome Nr	1 a)	1 b)	2 a)	2 b)	2 c)	2 d)	3 a)	3 b)	1 a)	1 b)	2 a)	2 b)	2 c)	2 d)	2 e)	
SAICA required level	Level 3	Level 0	Level 3	Level 3	Level 3	Level 0	Level 3	Level 0	Level 3	Level 3	Level 0	Level 2	Level 0	Level 2	Level 0	
LOR - 2019-11-01			TRUE,TRUE		TRUE	TRUE				TRUE	TRUE			TRUE		
LOR - 2019-11-01								TRUE								
LOR - 2019-12-01	TRUE															
LOR - 2020-01-01							TRUE								TRUE	
LOR - 2020-01-01		TRUE													TRUE	
LOR - 2020-02-01								TRUE								
LOR - 2020-03-01												TRUE				
LOR - 2020-03-01	TRUE					TRUE				TRUE	TRUE	TRUE		TRUE		
LOR - 2020-04-01		TRUE														
LOR - 2020-04-01														TRUE	TRUE	
PDS - 2019-11-01 - 2020-04-30	Level 1	Level 0	Level 0	Level 0	Level 0	Level 0	Level 1	Level 2	Level 0	Level 0	Level 1	Level 0	Level 0	Level 1	Level 1	
LOR - 2020-05-01			TRUE		TRUE					TRUE			TRUE	TRUE	TRUE	
LOR - 2020-05-01											TRUE				TRUE,TRUE	
LOR - 2020-06-01			TRUE					TRUE	TRUE		TRUE					
LOR - 2020-06-01				UE,TRUE,TR						TRUE					TRUE	
LOR - 2020-07-01			TRUE			TRUE			TRUE					TRUE,TRUE		
LOR - 2020-07-01	TRUE	TRUE	TRUE												TRUE	
LOR - 2020-08-01									TRUE							
LOR - 2020-08-01			TRUE		TRUE			TRUE							TRUE	
LOR - 2020-09-01		TRUE	TRUE	TRUE					TRUE				TRUE	TRUE		
LOR - 2020-10-01																
PDS - 2020-05-01 - 2020-10-31	Level 1	Level 0	Level 2	Level 0	Level 0	Level 0	Level 1	Level 1	Level 0	Level 2	Level 2	Level 2	Level 2	Level 2	Level 2	
LOR - 2020-11-01				TRUE												
LOR - 2020-12-01										TRUE						
LOR - 2020-12-01	TRUE														TRUE	
LOR - 2021-01-01																

EAT: Consolidated Trainee Status Report

- Consolidated report for all trainees
- Shows key information from last finalised PDS

Monitoring > Trainee status

Trainee status

The information displayed on this report is from the trainee's last finalised PDS.

Active Discharged Cancelled

🔍 Start typing to search

TRAINEE	PDS DETAILS	ADDITIONAL	LEARNING OUTCOMES
Abby Zieme 00005678 Assessment start date: 2019-11-01	Period: 6 / 6 2022-05-01 to 2022-10-31 Finalised on: 2023-12-06	Core hours: 0 SAICA accredited qualification: Yes	95 of 95 Input: 44 Activity: 95 Output: 82

Can download
report

Can filter by
training plan

EAT: Trainee Status Report cont.



SAICA Electronic Assessment Tool



Report	Cape Town - Active Trainees St
Training Office	Cape Town
Generated on	2025-11-10 08:13

SAICA ID	Name	Surname	Email	Assessment start date	PDS period	PDS start date	PDS end date	Finalised on	Evaluator	Assessor	SAICA accredited qualification	Core hours	Range of exposure	Marked for development	SAICA required level of proficiency	All SAICA required levels achieved
00005678	Abby	Zieme	abbyzieme@testtrainingoffice.co.za	2019-11-01	6 / 6	2022-05-01	2022-10-31	2023-12-06	Basilia Streich	Debbie Waelchi	TRUE	7149	Inputs: 44, Activities: 95, Outcomes: 82	0	95 of 95	TRUE

Key information for review:

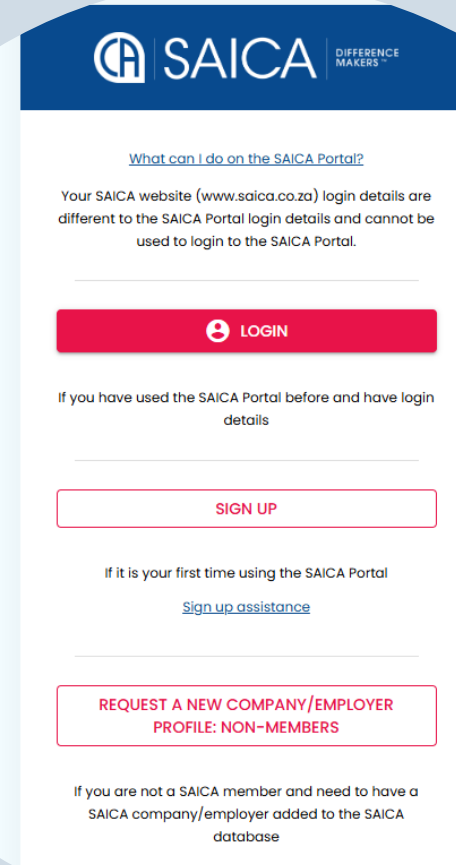
SAICA accredited qualification	Core hours	Range of exposure	Marked for development	SAICA required level of proficiency	All SAICA required levels achieved
TRUE	7149	Inputs: 44, Activities: 95, Outcomes: 82	0	95 of 95	TRUE

EAT REPORTS SUMMARY



Report	Individual / Consolidated	Trainee	Reviewer	Evaluator	Assessor	Moderator	TOAD	TO
ELP	Individual	✓	✗	✗	✓	✓	✓	✓
IEP	Individual	✓	✗	✗	✓	✓	✓	✓
Assessment Record	Individual	✓	✗	✗	✓	✓	✓	✓
In process Assessments	Consolidated	✗	✗	✗	✓	✓	✓	✓
Submitted LORs	Consolidated	✗	✗	✗	✓	✓	✓	✓
Submitted PDSs	Consolidated	✗	✗	✗	✓	✓	✓	✓
Trainee Status	Consolidated	✗	✗	✗	✓	✓	✓	✓
LOR Compliance	Consolidated	✗	✗	✗	✓	✓	✓	✓

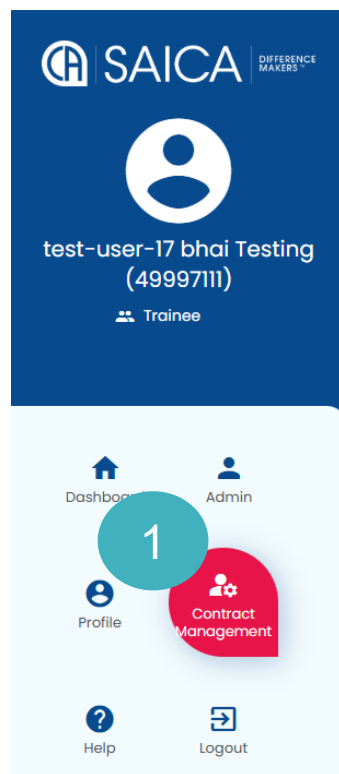
The SAICA Training Contract Management System (TCMS)



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TCMS: Trainee Request Discharge

1. Contract Management
2. View Contract

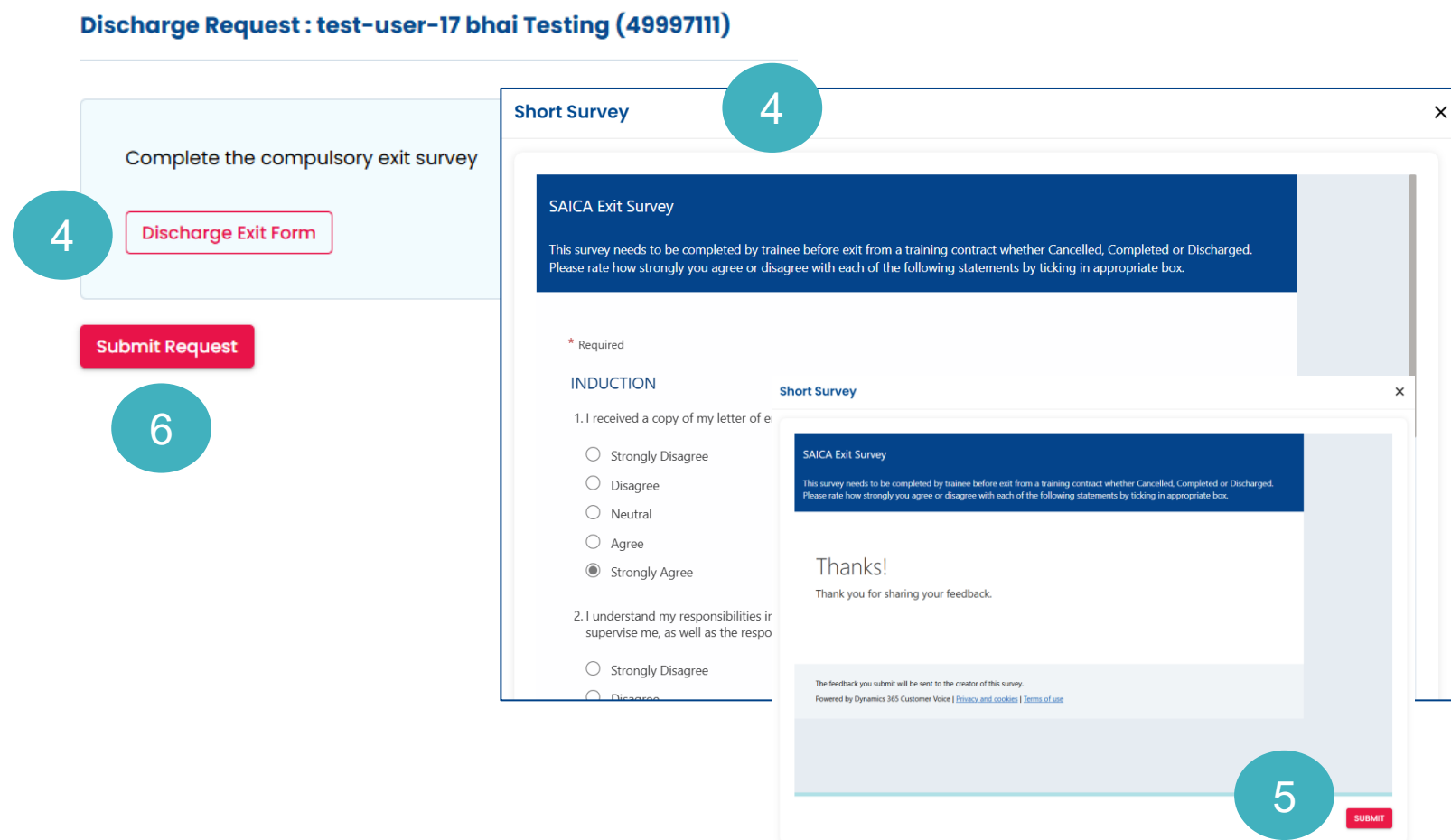
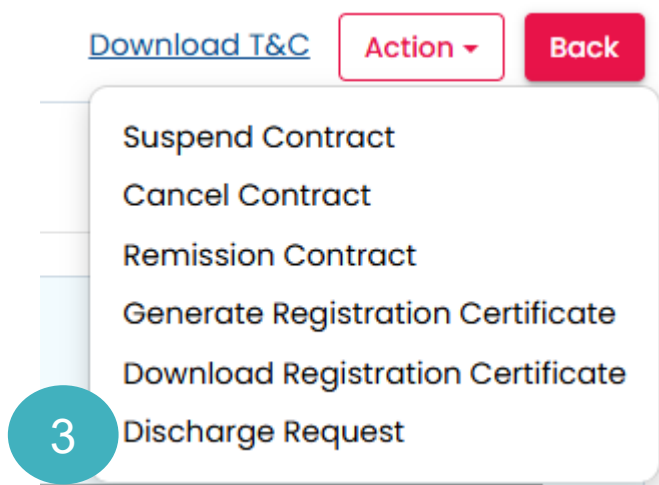


The image shows the 'View Contract' page in the SAICA system. The page has a header with 'Contract Management' and a sub-header 'View Contract'. A red button labeled 'View Contract' is highlighted with a red circle and the number 2. Below the header, there is a 'Show' dropdown menu set to 5. The main content area contains a table with the following columns: TRAINING OFFICE, START DATE, END DATE, FIRST NAME, LAST NAME, ID NUMBER, SAICA ID, WORKFLOW STATUS, CONTRACT STATUS, and ACTION. The table has one entry for 'TCMS Test Office 1 (49997116)' with a 'Discharge Pending' status. A red 'View' button is next to the entry, highlighted with a red circle and the number 2. The page also includes a search bar and a 'Showing 1 to 1 of 1 entries' message.

TRAINING OFFICE	START DATE	END DATE	FIRST NAME	LAST NAME	ID NUMBER	SAICA ID	WORKFLOW STATUS	CONTRACT STATUS	ACTION
TCMS Test Office 1 (49997116)	31/01/2022	31/01/2025	test-user-17	Testing	5657734564656	49997111	Discharge Pending	Discharge Pending	View

TCMS: Trainee Request Discharge

3. Action > Discharge Request
4. Complete exit survey
5. Submit Survey
6. Click Submit Request



TCMS: Trainee Request Discharge

7. Enter core hours achieved
8. Confirm whether to update qualification?

Discharge Request : Test-user-18 Testing (49997112) [Back](#)

7

Core Experience Hours Achieved

Enter Core Experience Hours Achieved

Current Qualification

8

Do You Want To Add Latest Qualifications *

☐ Yes ☐ No

[Submit Request](#)

TCMS: Trainee Request Discharge

8. Confirm whether to update qualification?

8

Discharge Request : Test-user-18 Testing (49997112) Back

Core Experience Hours Achieved

3789

Current Qualification

Do You Want To Add Latest Qualifications *

☐ Yes ☒ No

Submit Request

OR

8

Core Experience Hours Achieved

3789

Current Qualification

Do You Want To Add Latest Qualifications *

☒ Yes ☐ No

Date Achieved	Institutions	Qualifications
2025-09-30	UNIVERSITY OF JOHANNESBURG	Bachelor of Accounting Honours (CA)

Discharge Qualification Documents

Choose file

Qualification Test.pdf

Submit Request

Lerato

Were online.

TCMS: Trainee Request Discharge

9. Click submit request
10. Confirm

9

Discharge Request : Test-user-18 Testing (49997112) Back

Core Experience Hours Achieved

3789

Current Qualification

Do You Want To Add Latest Qualifications *

☐ Yes ☒ No

Submit Request

10

Are You Sure?

OK Cancel

Processing..



**The Request Was
Successfully Submitted**

TCMS: Training Officer Review Discharge Request



 SAICA DIFFERENCE MAKERS


Amaya Paul (49996800)
Training Officer

 Dashboard

 Admin

 Profile

 Contract Management

Training Office Related Tasks

1 Reverted	0 Applications In Progress	0 Academic Recess Requests	1 Discharge Requests
2 Invoices To Generate	0 Suspend Requests	0 Remission Requests	1 Document Approval Requests
0 Inter-Firm Transfer Requests	3 Invoices Awaiting Proof Of Payment	0 Return From Suspend Requests	0 Cancel Requests
0 EAT Invites			

TCMS: Training Officer Review Discharge Request



Admin



Manage Invites

Manage Request

Manage Office

Manage Communication

Visit Evaluation

Manage Request

Discharge

Discharge Requests

Show 5

Search:

TRAINING OFFICE	TRAINEE	SAICA ID	SUBMIT DATE	STATUS	ACTION
TCMS Test Office 1	Test-user-18 Testing	49997112	2025/10/20	Pending	View

Showing 1 to 1 of 1 entries



TCMS: Training Officer Review Discharge Request



Confirmation

- ☐ Has Core Experience Hours Been Confirmed
- ☐ Has Discharge Qualification Been Confirmed



- ☒ Has Core Experience Hours Been Confirmed
- ☒ Has Discharge Qualification Been Confirmed

Supporting Documents

View Document



Reject

Approve

Revert Request

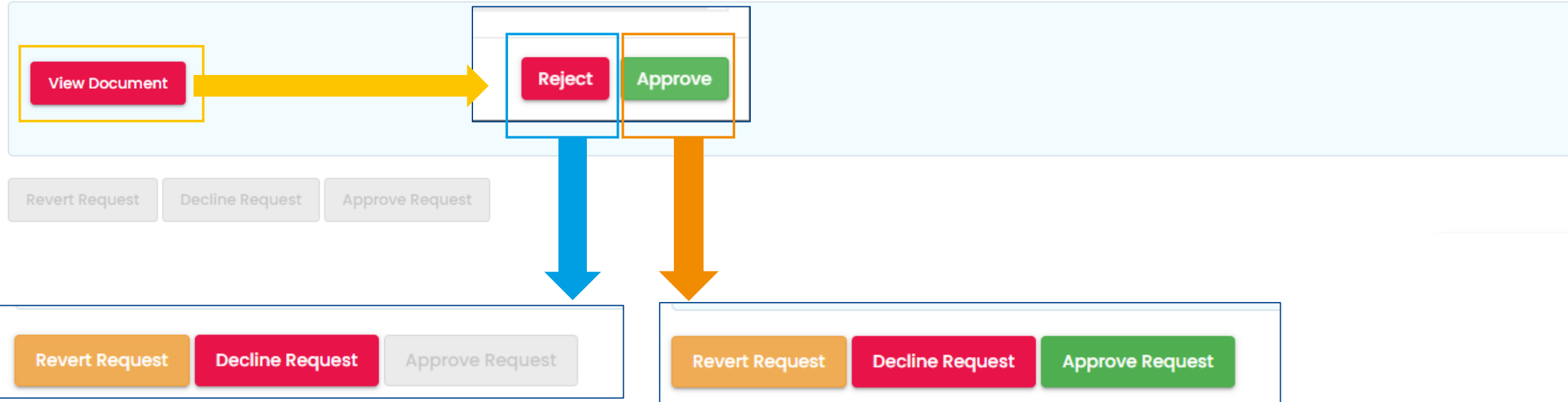
Decline Request

Approve Request

TCMS: Training Officer Review Discharge Request



Supporting Documents



TRAINING REGULATIONS

Other relevant regulation references:

1

REGULATION 18: RECOGNITION OF PRIOR LEARNING (RPL)

2

REGULATION 21: CANCELLATION OF A TRAINING CONTRACT

3

REGULATION 23: EXTENSION OR CANCELLATION OF A TRAINING CONTRACT

4

REGULATION 27: ASSESSMENT OF A TRAINEE ACCOUNTANT'S COMPETENCE

USEFUL LINKS

TO Central & Support Queries: <https://saicatcms.zendesk.com/> (Link to Zendesk Queries)

TCMS: <https://my.saica.co.za/>

EAT: <https://assess.saica.co.za/>

Latest Training Regulations: <https://www.saica.org.za/resources/training-offices/training-regulations/>



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CONNECT WITH US

SAICA relocating from the current head office on
14 November 2025 to No.8 Anslow, Bryanston

Head Office

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SAICA International

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