NB with immediate effect
Only legally certified copies of your qualifications and ID will be accepted

AVOID A TRAINING CONTRACT APPLICATION FROM BEING REVERTED ON TCMS

For TRAINING OFFICERS; TOADs AND TRAINEES – please note you have an obligation to confirm that all aspects of the application are correct, before approving it on TCMS.
The Training Regulations sets the requirements, however the below aspects are common mistakes to avoid during application

- Make sure your documents are not password protected –
  - *Usually your institution will do a password protect and even if you re-save or print to pdf, the password will remain on our side. You could upload a photo, screenshot or scan.*
  - ***All uploaded documents must be certified true copies***

- Always make sure the contract start date you enter on TCMS is the same as the start date shown on your uploaded Trainee Employment Contract. Do not confuse it with the signature date or the business day you started.
  - *We only accept full employment contracts including any addendums. You cannot upload an offer of employment only.*
  - *Please make sure your employment contract is signed by all parties.*

- Always start by selecting your HIGHEST achieved qualification: either a SAICA Endorsed Degree Or CTA; Non-Endorsed qualification; or Matric
  - *If you have already achieved a SAICA endorsed qualification, = 3 year contract; make sure you upload a certificate or transcript or letter, that clearly indicates that you successfully **Obtained /Achieved /Fulfilled /Completed /Pass / Qualifies** – we cannot accept a transcript of passed subjects only.*
  - *You can always enter into a longer period of contract while waiting for your proof of passing a qualification, then you can apply for academic remission once the proof has been obtained.*
  - *If you are on a 4 or 5 year contract; you need to provide proof of enrollment / registration of a SAICA endorsed program. (OR a course directly leading to an endorsed program/degree/CTA)*
  - *It should show current enrollment/ registration (not outdated) and we do not accept "admission" letters*
  - ***OR** if you do not have this proof yet, then select **ENROLL UNDERTAKEN – YES,** which gives you some time to comply.*