

## Zander Lategan

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**From:** Zander Lategan  
**Sent:** Monday, 26 January 2026 12:42 PM  
**Subject:** SAICA EAT: Several enhancements implemented



26 January 2026

Dear Training Officers and Training Office Administrators,

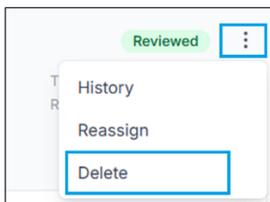
We are pleased to confirm that **several enhancements have been completed, tested and implemented** on the Electronic Assessment Tool (EAT).

### Deleting assessment instruments

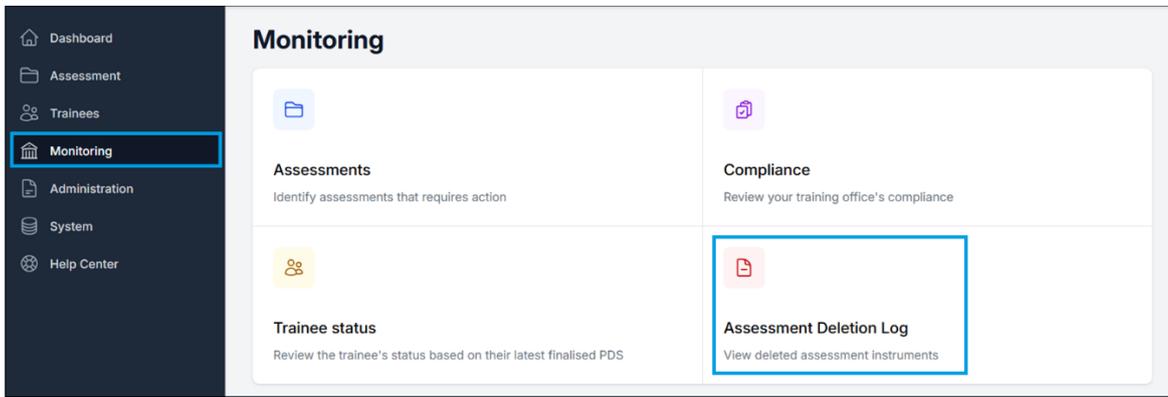
Functionality for Training Officers and Training Office Administrators to delete LORs and PDSs, with a full audit log of deleted instruments.

Users with Training Officer and Training Officer Administrator access on the EAT now have the functionality to delete submitted but not yet finalised assessment forms (LORs & PDSs).

The function is available under the three-dot menu.



All deletions will be logged in a central deletion log under the Monitoring tab. The log can be exported to Microsoft Excel.



When an assessment form is deleted, a notification is sent to inform the affected role players (trainee, reviewer, evaluator, assessor, as applicable), including the deletion reason and the role of the user who performed the deletion.

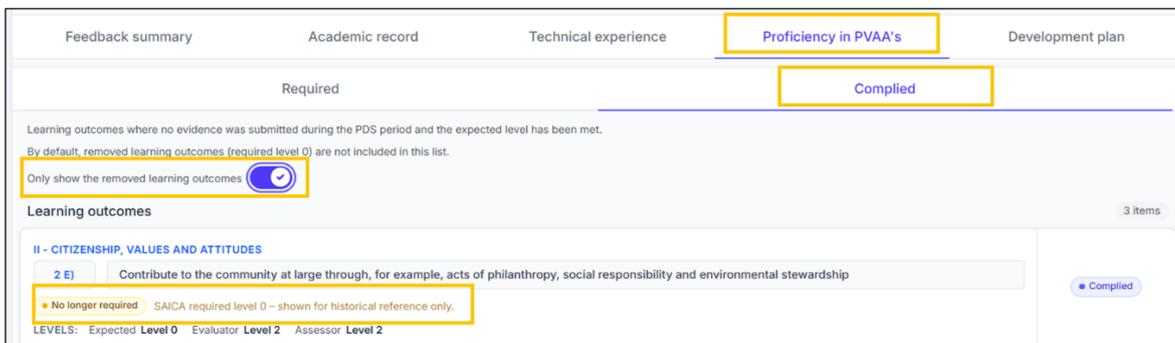
## Hiding the removed PVAA learning outcomes

Alignment with the revised competency framework, reducing PVAA learning outcomes from 95 to 45.

The removed PVAA learning outcomes have been hidden throughout the EAT. The main updates include:

- Removed learning outcomes cannot be added to any new or in-progress LORs.
- Removed learning outcomes are now excluded from all system counts, totals, dashboards and progress indicators to align these to the revised competency framework.
- The Expected Level of Proficiency, Integrated Exposure Plan and Assessment Record reports have been updated to only show the required learning outcomes (removed learning outcomes are excluded).
- All training plans have been updated on the back-end to only include the required 45 learning outcomes.

Note that no historical data was deleted and all evidence previously submitted for the removed learning outcomes can still be viewed in the PDS:



It may take one PDS cycle for all the removed learning outcomes to move to this section, if the trainee submitted evidence for the removed learning outcomes prior to this update.

## Discharge Process enhancement

Automatic deletion of draft assessment forms

In terms of the Discharge Process rules, a trainee cannot be discharged if there are any open assessment forms on the trainee's EAT. The process has been enhanced to automatically delete any unsubmitted, unfinalised drafts during discharge on TCMS.

If an assessment form was submitted, it needs to be finalised or deleted manually using the new functionality described above.

## Reports and exports

Updates to monitoring reports to include initial assessment and evaluation dates.

The Assessments in Progress report now includes the initial evaluation and initial assessment dates:

Initial submission date	Initial review date	Initial evaluation date	Initial assessment date	Idle since
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The Submitted LORs report now includes the initial review date:

Initial submission date	Initial review date	Finalised date
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The Submitted PDSs report now includes the initial evaluation and initial assessment dates:

Initial submission date	Initial evaluation date	Initial assessment date	Finalised date
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## Enhancements related to levels of proficiency

Display the required level of proficiency on assessment instruments.

The LOR now includes the SAICA final required level:

**I - ETHICS, VALUES AND ATTITUDES** Reviewed

1 - Personal ethics

A) Act honestly and demonstrate personal integrity, accountability and trustworthiness INCLUDING while interacting with others

Rating achieved at previous PDS: No rating yet | Expected level at next PDS: Level 0 | SAICA final required level: Level 3

**Y - DECISION-MAKING ACUMEN** Reviewed

3 - Problem solving

B) Seek assistance from experts/specialists OR consult with others to obtain information, solve problems, maximise benefits from opportunities, expedite problem-solving, decision-making and/ or reach conclusions

Rating achieved at previous PDS: No rating yet | Expected level at next PDS: Level 0 | SAICA final required level: Level 3

**Reviewer**

Available actions: Review | Request revision

- Use the 'Review' action to move this section or learning outcome to the following stage.
- Use the 'Request revision' action if you want the trainee to update their field(s) above.

Reviewer rating

Decision Tree | Path B Level 2

Rating achieved at previous PDS: No rating yet

Expected level at next PDS: Level 0

SAICA final required level: Level 3

Did not demonstrate

The PDS also includes the SAICA final required level on each learning outcome:

**III - LIFELONG LEARNING, VALUES AND ATTITUDES** Accepted

1 - Self-development

A) Demonstrate life-long learning by staying abreast of current trends and emerging issues OR by acquiring new knowledge, skills and experiences to remain relevant, INCLUDING in relation to digital developments

Rating achieved at previous PDS: Level 2 | Expected level of proficiency: Level 2 | SAICA final required level: Level 3

Decision Tree	Path A	Level 3
Rating achieved at previous PDS:		Level 3
Expected level of proficiency:		Level 3
SAICA final required level:		Level 3

## Various user interface improvements

You will note some changes to the user interface on the EAT to improve clarity, consistency and overall look and feel.

One of the significant changes is the layout of the Proficiency in the PVAA's tab in the PDS. The complied section now has a separate tab.

Feedback summary	Academic record	Technical experience	Proficiency in PVAA's	Development plan
Required		Complied		
<p>Learning outcomes where no evidence was submitted during the PDS period and the expected level has been met.          By default, removed learning outcomes (required level 0) are not included in this list.          Only show the removed learning outcomes <input type="checkbox"/></p> <p>Learning outcomes <span style="float: right;">4 items</span></p> <p><b>Y - DECISION-MAKING ACUMEN</b></p> <p>1 C) Use critical analysis and reasoning to uncover key and/or underlying issues, and/or identify connections or patterns across diverse situations</p> <p>Final level achieved</p> <p>LEVELS: Expected Level 2 Evaluator Level 3 Assessor Level 2</p>				

As a reminder, learning outcomes will appear under the Complied tab in two circumstances:

1. Learning outcomes where no evidence was submitted in the current PDS period and the learning outcome is not yet expected per the ELP training plan.
2. Learning outcomes where the final level of proficiency was awarded by the assessor in a previous PDS and no additional evidence submitted was submitted for the learning outcome by the trainee in the current PDS period.

These enhancements form part of a broader, phased improvement plan aimed at improving the usability and enhancing efficiency for training offices and trainees. Further communication will follow as development progresses.

Kind regards,  
 Training Office Team

