

TEMPLATES TO THE TRAINING REGULATIONS

Effective 1 January 2026

**Template - Notification letter for possible extension
or cancellation for failure to achieve proficiency
and/or prescribed core experience hours**

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INTRODUCTION

The purpose of this document is to provide guidance. Kindly note the template below will be available on the [SAICA website](#).

Please note that this document is used for clarification of certain clauses in the Regulations and can be considered in the interpretation of the Regulations. However, it does not replace the Regulations.

TEMPLATE 4 NOTIFICATION LETTER FOR POSSIBLE EXTENSION OR CANCELLATION FOR FAILURE TO ACHIEVE PROFICIENCY AND/OR PRESCRIBED CORE EXPERIENCE HOURS

Dear (trainee accountant name)

This letter hereby serves as notification that, in terms of the assessment conducted on (date of assessment), you have not yet achieved proficiency in the prescribed competencies.

The attached development plan has been prepared in an effort to ensure you are given every reasonable opportunity to achieve the outstanding competencies. This development plan will/has been discussed with you in detail on (date of meeting).

Further, please note that in terms of Regulation 26 of the SAICA Training Regulations, failure to achieve the final level of proficiency in all of the prescribed competencies by the end date of your training contract will result in either the extension or cancellation of your training contract. If you do not achieve the proficiency in prescribed competencies by the end of the extension period of your training contract, your contract will be cancelled.

Training Officer Signature

Date

I hereby confirm that I have read and understood the contents of this letter and have no objections thereto.

Trainee Accountant Signature

Date