

ICAP Training Matters

By

GCA Team



Note

Training rules
for firms and
industry is
same.

Probationary period

(i) The Students shall be required to complete a probationary period (02 months) prescribed under the Bye-Laws.

(ii) The engagement of a Student as a Trainee-on-probation shall be properly documented.

(iii) The Student shall intimate his joining to the Institute within two weeks from the date of joining. A registration as Trainee-on-probation shall be effected upon such application and payment of prescribed fee. The Institute shall send a list of such Trainee-on-probation to the TO on monthly basis.

(iv) TOs shall keep record of satisfactory performance during probationary period.

(v) During the probationary period, the Trainee-on-probation shall be eligible for minimum stipend applicable for Trainee Students as may be specified by the Council.

Contract

(i) There shall be a written contract, on the prescribed format, between the Trainee Students and their Training Organization.

(ii) The contract shall be executed after completion of the probationary period of training and shall be sent to the Institute for registration within the prescribed period and in the manner prescribed under the Bye-Laws.

(iii) In suitable circumstances the Institute shall have the power to condone delay in registration of training contract for maximum of thirty days.

(iv) Delay in submission of contract for more than thirty days shall be treated as non-compliance with these regulations.

Stipend

The stipend shall be paid through banking channels and shall not be less than the minimum stipend specified by the Council.

Reimbursement of out of pocket expenses

TOs shall prepare and implement a policy of reimbursement of out-of-pocket expenses incurred by the Trainee Students on assignments of TOs. Such policy shall be shared with the Trainee Students. A copy of the policy shall be filed with the Institute.

Leave rules

TOs shall allow leave of absence for examination and other purposes in accordance with by-law 106(1)(i) during the training period in lieu of which no further training shall be required.

Leaves can be given for non-examination purposes too like marriage, sickness etc.

Example

Working hours per year = 2000 hours

Normal Working hours per year = 1800 hours

Excess hours = 2000 hours - 1800 hours

= 200 hours

Credit Leaves = 200/8

= 25 hours

**No further training shall be required
against such credit period.**

Leave against overtime

TOs may also allow leaves during the training period against overtime as specified in these regulations in lieu of which no further training shall be required.

Example

Working hours exceed 1800 hours in a year as per training regulations, the TO shall allow one day leave in lieu of each eight hours. For example:

Working hours per year = 2000 hours

Normal Working hours per year = 1800 hours

Excess hours = 2000 hours - 1800 hours

= 200 hours

Credit Leaves = 200/8

= 25 leaves.

Additional leaves

TOs may also allow additional leave of absence of up to sixty (60) days

Purpose : Sickness, examinations or any other suitable reason in lieu of which **Trainee Students shall be required to undergo further training for an equivalent period.**

TO shall intimate such cases to the Institute upon completion of training contract.

Example

Allowed leaves = 130 days

Leaves taken (130+60) = 190 days

Extra days = 60 days

Trainee Students shall be required to undergo further training for an equivalent period.

All further leaves shall be subject to prior approval of the Institute and in lieu thereof Trainee Students shall be required to undergo further training for an equivalent period.

Example

Allowed leaves	=	130 days
Additional leaves	=	60 days
Further leaves	=	30 days

Additional leaves are not subject to ICAP approval. Firms have discretion to give leaves. Firms have to intimate ICAP of such additional leaves immediately.

Further leaves are subject to ICAP approval. Firms will request ICAP for such leaves and ICAP has discretion to allow/disallow such leaves.

Leaves exclusion

In calculating the number of leaves availed, weekends and public holidays falling at the start and the end of leave period shall not be counted.

Total Number of
leaves availed MINUS
weekends and public
holidays falling at the
start and the end of
leave period.

Service breaks

The training period shall be completed without any service break except in the following circumstances, under intimation to the Institute.

Service break for both gender

(a) For any reason deemed appropriate by TO the service break of up to six months shall be allowed during the full tenure of training.

Female service break only

(b) Female Trainee Students shall be eligible for a break in their training period of up to one year on account of marriage and/or maternity during the full tenure of training.

(ii) Service break for a period more than specified in this regulation shall be permitted with the prior approval of the Institute.

(iii) TO may not pay any stipend during such period(s) of absence.

Working hours and overtime

During the training period a Trainee Students shall be required to accumulate working hours computed on the basis of 1,800 hours per year of training.

For computing working hours standard recess time as per policy of TO shall be excluded.

Time required to spend in firm

Articles Time Period	3 Years	3.5 Years	4 Years
Year : One	1800 hours	1800 hours	1800 hours
Year : Two	1800 hours	1800 hours	1800 hours
Year : Three	1800 hours	1800 hours	1800 hours
Last six months	-	900 hours	-
Year : Four	-	-	1800 hours
Total Hours	5400 hours	6300 hours	7200 hours

(ii) The timing and working days shall be specified by the TO. Provided it ensures that the Trainee Students completes 1800 hours per year of training.

(iii) In case working hours exceed the number of hours specified (1800 hours), the TO shall allow one day leave in lieu of each eight hours.

Example

Working hours per year = 2000 hours

Normal Working hours per year = 1800 hours

Excess hours = 2000 hours - 1800 hours

= 200 hours

Credit Leaves = 200/8

= 25 leaves

Student is legally allowed to get this leaves.

(iv) Any unadjusted excess hours shall be compensated by way of overtime payment. The rate of overtime payment shall not be less than the rate computed on the basis of latest monthly stipend of the individual Trainee Student.

Transfer of training contract

The training contract may be transferred:

- (i) by mutual agreement between the TO and the Trainee Student,
- (ii) in case TO ceases to exist or ceases to be a TO, or
- (iii) when the number of Trainee Students engaged with the TO exceeds the entitlement of TO under these regulations.

Transfers by mutual agreement

(i) In the event of transfer of training contract by mutual agreement between the TO and the Trainee Student, the TO transferring the Trainee Student shall send to the Institute a copy of no objection certificate issued to the Trainee Student within thirty days of the issuance thereof.

(ii) The Trainee Student may apply to the TO for transfer of training contract and issuance of no objection certificate.

(iii) TO shall not require more than three month notice period for issuance of no objection certificate.

Transfers in case TO ceases to exist or ceases to be a TO

Trainee Students of a TO, which ceases to exist or ceases to be a TO due to any reason, shall enter into fresh contract for the residual period, with another TO within three months from the date of such cessation. Such fresh contracts shall be sent to the Institute for registration and shall be registered by the Institute without any registration fee.

Transfers when the number of Trainee Students exceeds the entitlement

If entitlement of a TO falls short of number of its Trainee Students, due to any reason including death, resignation, retirement and suspension of membership of partner(s) or fulltime employee of a TO, it shall immediately inform the Institute of the fact.

The Institute may direct the excess Trainee Students, most recent in order of their registration:

- (i) to enter into fresh contract for residual period with any other TO within a given time period for which no registration fee shall be charged by the Institute; or
- (ii) to continue with the same TO for the residual period.

Career progression plan

The progression of a Trainee Student shall be through the following roles or through any suitable alternate designations with prior intimation to the institute:

- (a) Assistant trainee
- (b) Associate trainee
- (c) Senior associate trainee

Duties of Technical supervisor

A TO shall be required to appoint a Technical Supervisor for each Trainee Student who shall:

(i) at the time of induction, arrange orientation and communicate the attributes on which a Trainee

Student would be assessed under these regulations;

(ii) ensure proper on-the-job training and practical experience as mentioned in these regulations;

(iii) monitor the career progression plan and assess the progress annually . The outcome of assessment should be in recorded form;

(iv) provide necessary guidance to the Trainee Student for improvement in the areas identified during annual assessments; and

(v) as far as practical, avoid overtime work by Trainee Students to allow them adequate time for studies. Provided that where overtime is unavoidable, the Trainee Students shall be compensated in the manner specified in these regulations.

Duties of Mentor

A TO may appoint Mentor for the Trainee Students who may:

- (i) act as a trusted, caring and responsible guide who establishes a positive and personal relationship with Trainee Students and maintains regular interaction and consistent support;
- (ii) provide career guidance and help the Trainee Students to develop broader life management skills; and
- (iii) guide the Trainee Students in accessing solutions and resources, which the Trainee Students may need rather than to provide those solutions and resources.

Allocation of trainee students

The allocation of Trainee Students to Technical Supervisors and Mentors shall be in the following manner:

- (i) TO shall allocate its Trainee Students among the Technical Supervisors for a period preferably not less than six months.
- (ii) The number of Trainee Students allocated to a Technical Supervisor shall not be more than his entitlement to Trainee Students prescribed under these regulations.

(iii) Preferably, allocation of Trainee Students shall be to such Technical Supervisors who are sole proprietor/ partners or employees to whom the Trainee Students are functionally reporting.

Allocation of Trainee Students to Mentors should be in accordance with the policy of the TO. A Mentor shall not be a person to whom the Trainee Student reports functionally.

Training areas - Technical Competencies

Training area		Period allocation
(i)	Audit, assurance and related services	Not less than 1/3 rd
(ii)	Accounting and Financial Reporting	
(iii)	Taxation and corporate law	Remaining period
(iv)	Financial Management, management advisory and information technology	
(v)	Any area deemed appropriate by TO	

Record keeping of training by Trainee Student

Trainee Students shall prepare the record of their training. The same shall be submitted to TO periodically as per policy of the TO. The TO shall specify the records to be maintained by its Trainee Students and the TO itself. The following minimum record shall be prepared by the Trainee Students:

(a) Monthly time sheet duly
authenticated as per TO's
policy

(i) Date

(ii) Nature of assignment
based on the major category
of technical competency
required to perform the
assignment

(iii) Name of client of TO

Annual/Completion record
duly discussed and seen by
Technical Supervisor

- (i) Major category of technical competency covered during the year
- (ii) Value of experience gained
- (iii) New exposure or advancement in previous exposure
- (iv) The level of management with whom communicated and dealt
- (v) Any ethical issue or dilemma faced
- (vi) Comments of Technical Supervisor

TOs shall be responsible for custody of original record submitted by the Trainee Students.

TOs shall be responsible for keeping record of annual assessments as specified in these regulations.

The annual record shall be submitted to the Institute within three months from the date of completion of respective year of training.

The Institute shall perform a periodic review of the training record kept by the training organization and Trainee Students.

Course on Professional Values, Ethics and Attitude

The Institute may offer an online compulsory course on professional values, ethics and attitude. The

Institute may consider similar in-house courses offered by TOs as equivalent to the Institute's course.

Certificate of Completion

On completion of the training every TO shall send a certificate of completion to the Institute within 15 days.

If student fails to secure a placement in a training organization for training; will ICAP help in this matter?

Yes. But first, the student himself should apply in at least 15 CA firms. ICAP announces the vacancies in its Newsletter. Further, the list of Training Organizations (TOs) where the requirement of trainee students exists is available on our website at this link:
<http://www.icap.org.pk/students/training/placements-for-trainees/>

How can I join Training Organization outside Practice (TOoP)?

The eligibility criteria for CA trainee students in Training Organizations outside Practice (TOoP) and Training Organizations inside Practice (TOiP) are the same. For further details use this link:

<http://www.icap.org.pk/training-outside-practice/>

Thank
You!