

Responsibility of an Authorized Officer

The Authorized Officer of the training organization should notify to the Committee of any material change in his/her organization which may affect his/her ability to meet the practical training standards determined by the Council.

In the event of change in the Authorised Officer, the training organization should inform such details to the Institute.

SUPERVISING MEMBER

A member who is responsible for monitoring and certifying the approved practical training of the respective trainee.

Qualification to become a Supervising Member

Any member of the Institute is eligible to act as a Supervising Member provided that he or she is attached to an Approved Training Organization.

Relationship between a Supervising Member and a Trainee

The Supervising Member should be an independent party to the trainee and the independence shall be disclosed to the Institute in writing.

The trainee and the Supervising Member should not be immediate family members. The immediate family member includes a parent, spouse, child, sibling, brother, sister and spouse of brother or sister and any other dependent.

Full time employment requirement for Supervising Members

A Member who is applying to act as a Supervising Member should be in full-time employment in the Approved Training Organization.

However if a trainee and a Supervising Member are employing at different organizations within a same group, such member will be permitted to act as a Supervising Member on a case by case by basis.

Responsibilities of the Supervising Member

◆ Proactive supervision and regular performance evaluation

- ⇒ The progress of the trainee should be reviewed on a regular basis and the range and depth of technical knowledge gained should be discussed with the trainee.
- ⇒ If the trainee has not acquired the requisite number of days of specified technical areas by the end of the training period, the agreement shall be extended suitably.

◆ **Building a foundation for lifelong learning and skills development**

- ⇒ A trainee who is attached to a Public Practice organization should be given an opportunity to gain practical training in different types of experience categories as well as in different types of industries.
- ⇒ A trainee who is attached to a Non-public Practice Organization should be given an opportunity to gain training in different business areas and at different levels of responsibilities of the organization.