

## GUIDELINES FOR TRAINEES

- You have to complete the Skill Assessment Report for every six months period of training demonstrating the achievement of Learning Outcomes (LOs).
- Detail Learning outcomes and overall objectives to be achieved under each competence areas are given in relevant competence documents.
- Provide examples of practical work experience in achieving each learning outcomes under relevant competence areas. You can use more space within the given format depend on the learning outcomes achieved during the review period.
- You have to provide detailed and a wide range of content to show how you have progressed within the period.
- Record the important facts you have learnt through practical experience.
- Your records on achievement of LOs should be independent summary of experience gathered and you are strictly advised that you should not copy and paste one record in to other record.
- There are compulsory learning outcomes required to complete in order to become a professional accountant, so we recommend that you should achieve all of them before applying for certificates or membership.
- Given Learning outcomes are not a comprehensive list of work. You may add any other work which you have performed under each competence area as applicable.
- Your achievement report should be submitted to the line manager/immediate supervisor at the end of six months period for his/her comments on achievements and recommendations for required developments and to forward to the supervising member.
- Supervising member will interview you to review the achievements and advice on required developments before signing off the skill assessment report.
- Skill Assessment Report need to be submitted to CA Sri Lanka within one month and two weeks period from the six months ended date. Non-compliances will be liable for penalty extension to the training period.
- This report is in addition to the submission of quarterly training records based on number of days. Therefore, you can submit relevant 2<sup>nd</sup> quarterly summary and this report to the line manager for his/her review
- If you have covered 6 out of 10 leaning outcomes of Financial accounting within the first six months period, you will get marks based on 60% out of 100 % and you have to achieve the balance compulsory learning outcomes within the next 6 months