

TRAINING PROGRAMME - NON-PUBLIC PRACTICE ORGANIZATIONS

Level of Training - Business Level 1 Year

*** Please read the instructions on the last page before filling the training programme**

Details of the Trainee

Full name : Mr. /Ms : _____

Registration No : E-mail :

Contact No Mobile : Office :

Training Period : From D D M M Y Y Y Y To D D M M Y Y Y Y

Details of the Supervising Member

Name : Mr./Ms _____

Membership No : E-mail :

Contact No Mobile : Office :

Designation : _____

Name of the Organization &Address : _____

EXPERIENCE CATEGORY	Trainee's level of involvement (Note I) A/P/S	Duration (Days)
1. Financial Accounting		
1.1 Apply knowledge of accounting, accounting process and systems in carrying out professional duties.		
1.2 Apply relevant Sri Lanka Accounting Standards, provisions of the Companies Act and any other applicable rules and regulations.		
1.3 Analyzing and interpreting financial information for decision making.		
1.4 Apply basic ethical principles in carrying out professional duties.		
1.5 Relate accounting works to other business functions and activities.		
1.6 Improve the knowledge and understanding of organization, how business works and professional work relationships.		
1.7 Evaluate integrated and sustainability reports of business entities for decision making.		
1.8 Design and Implement new accounting systems and procedures.		
Total (Minimum of 90 days to be covered)		

2. Audit & Assurance		
2.1	Evaluate the client's business and Identify risks involved in the business processes	
2.2	Apply appropriate techniques of gathering audit evidence and Perform test of controls and substantive Procedures	
2.3	Evaluate compliance with the Companies Act and other regulatory requirement.	
2.4	Design/evaluate internal controls of the business.	
2.5	Communicate with relevant parties and assisting in drafting the audit and related reports.	
2.6	Apply relevant Auditing Standards and related standards in performing the professional duties.	
2.7	Apply ethical principles governing audit of financial statements.	
2.8	Provide advice on special investigations and audits.	
2.9	Analyze governance and management structures of entities.	
2.10	Evaluate the implications of changes in governance in terms of assurance, risk and reporting.	
Total		
3. Taxation		
3.1	Analyze income, expenditure and other relevant information for the computation of Income Tax and other indirect tax liabilities.	
3.2	Computation of personal, partnership and corporate tax liabilities	
3.3	Compile submissions for consideration in the taxation dispute process.	
3.4	Advice on practical and relevant tax planning and administration.	
3.5	Evaluate the tax implications on investment decisions.	
3.6	Evaluate and resolve ethical and professional issues in undertaking tax engagements.	
Total (Minimum of 10 days to be covered)		
4. Management Accounting & Financial Management		
Management Accounting		
4.1	Apply knowledge of management accounting and practices, business process and systems in carrying out professional duties.	
4.2	Compute the cost of a product or service and prepare relevant reports.	
4.3	Identify direct costs and allocate costs among products, divisions and Strategic Business Units.	
4.4	Design budgets and plans, allocate resources and identify variances to measure performance.	
4.5	Improve the knowledge and understanding of organization, how business works and professional work relationships.	
Financial Management		
4.6	Evaluate funds requirements & different sources of funds available for an organization/ business unit	
4.7	Prepares or evaluates the cash flow (actual) forecast for an entity/business unit.	
4.8	Analyze and evaluate the organization's investment policy and investment decisions.	
4.9	Compute and analyze organization's/business unit's current working capital requirements.	
4.10	Compute and analyze the dividend policy of the organization /business units.	
Total (Minimum of 20 days to be covered)		

5. Information Technology		
5.1	Apply customized or standards accounting packages/ERP/ presentation software etc.	
5.2	Develop and maintain data bases/ spread sheets/ word processing systems	
5.3	Identify information security systems	
5.4	Apply the internet effectively as a source of relevant and reliable information	
5.5	Apply emerging technologies in industry	
5.6	Compile & analyse big data and cloud computing in the organization.	
5.7	Apply data analytics techniques, block chain developments, Computer Aided Audit Techniques	
5.8	Review disaster recovery planning and Information security system of the organization.	
Total (Minimum of 20 days to be covered)		
6. General Management & Secretarial Practices		
General Management Practices		
6.1	Identify and analyze HR Management Practices	
6.2	Analyze (Understanding) Marketing strategies/functions of the business.	
6.3	Improve the knowledge and understanding of organization, how business works and professional work relationships.	
6.4	Analyze and evaluate the business strategy.	
Secretarial Practices		
6.5	Identify required or frequently used relevant forms for the client/company and familiar with the contents and due dates for submission	
6.6	Identify the Companies Act requirements relating to forms to be submitted to Registrar of Companies	
Total (Minimum of 10 days to be covered)		
Grand Total (Minimum of 220 days to be covered)		

Rotation in Experience Category

Ser. No.	Experience Categories	Name of business entity (Note II)	Department (Note II)	Total Days
01.	Financial Accounting			
02.	Audit & Assurance			
03.	Taxation			
04.	Management Accounting & Financial Management			
05.	Information Technology			
06.	General Management & Secretarial Practice			

Note I

Trainees Level of Involvement **A** - Assisting **P** – Performing **S** - Supervising

Note II

Please provide the names of the business entities and departments of which the trainee will be able to cover different experience categories during the training period.

Please use the check list below to make sure a proper submission (please tick)

- ▶ Attached a covering letter under a company letter head
- ▶ Filled the training programme
- ▶ Filled the rotation form

D	D	M	M	Y	Y	Y	Y
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Date

Supervising Member's Signature

Minimum professional experience requirement in the number of working days

Minimum professional experience requirement in specified experience categories

The minimum professional experience requirement of 220 days per year should be acquired in accordance with the specified experience categories as given below in working days.

Experience Category	Public Practice Organization			Non-public Practice Organization		
	Business Level	Corporate Level	Strategic Level	Business Level	Corporate Level	Strategic Level
Financial Accounting	30	40	40	90	85	85
Audit & Assurance	80	75 (note iv)	75 (note iv)	-	20 (note iii)	20 (note iii)
Taxation	10	15 (note ii)	15 (Note ii)	10	15 (note ii)	15 (Note ii)
Management Accounting & Financial Management	5	10	10	20	20	20
Information Technology	20	20	20	20	20	20
General Management & Secretarial Practice	5	10	10	10	10	10
Total	220	220	220	220	220	220

(Further information relating to coverage of minimum professional experience requirements are given in the FAQ document available on the CA Sri Lanka website)

Notes

- i. The days on which training programmes or any workshops conducted by the CA Sri Lanka or any other recognized training organization are attended will be considered as working days.
- ii. At the Corporate & Strategic level professional experience, a minimum of 25% of total requirement in Taxation should be in Income Tax as indicated under 3.1 & 3.2 categories (The 3.2 category should be at least 2.5 days per year).
- iii. In the absence of an Internal Audit Division or when there is no rotation to the Internal Audit Division, the experience on Financial Management category (indicated under 4.6 to 4.10) should be increased by 20 days per year.
- iv. The professional experience requirement for Certificate to Practice eligibility is specified in the practical training area of the CA Sri Lanka website.
- v. It is mandatory to mention levels of involvement of trainee under each sub experience given in the programme.
- vi. No of days should be calculated on proportionately basis when a training programme fill for a balance training period.
- vii. Do not make any changes to the format as it may cause your application rejected.