



CA Zambia

Practical Training Experience

Logbook

INSTRUCTIONS FOR USING THE LOGBOOK

This logbook includes all the Technical and non-technical Competencies of the CA Zambia training programme.

COMPLETION REQUIREMENTS

1. COMPETENCIES

Delete the Technical Competency areas that are NOT applicable to the trainee's training programme. No changes should be made to the Non-technical Competency areas.

Once this is done, you have the logbook to be used during your practical training period.

2. TIMING

The logbook should be completed once a year or every six (6) months for trainees undertaking one year of practical training. Trainees should submit the logbook timeously after every year or six months period to the mentor for sign off of any competencies achieved (it is suggested that the logbook should be submitted within one (1) week after the Yearly/Half yearly Assessment Form has been signed off and dated by both the Mentor and the trainee.

3. SIGNING OFF

The **Mentor** must sign off the logbook once a year or every six (6) months by inserting the appropriate competency level and initials against the applicable competence.

COVER PAGE

This cover page contains details of the trainee and the mentor(s) and the mentor declaration.

Trainee Details

Trainee name:					
Period of training contract (Please tick)	I year	<input type="checkbox"/>	2 years	<input type="checkbox"/>	3 years
Start date of Training contract:					
Trainee signature					

Mentor details and declaration

Mentor 1

By inserting the appropriate competency level and my initials against the applicable competence, **I declare** that this candidate or trainee is competent in the Technical and Non-technical areas as indicated in the logbook as supported by the Yearly assessment form(s).

Mentor's name:	
Mentor's membership number	
Mentor's initials	
Mentor's signature	

Mentor 2 and 3 (only applicable where there was a change of mentor during the training contract period)

Mentor 2

By inserting the appropriate competency level and my initials against the applicable competence, **I declare** that this candidate or trainee is competent in the Technical and Non-technical areas as indicated in the logbook as supported by the Yearly assessment form(s).

Mentor's name:	
Mentor's membership number	
Mentor's initials	
Mentor's signature	

Mentor 3

By inserting the appropriate competency level and my initials against the applicable competence, **I declare** that this candidate or trainee is competent in the Technical and Non-technical areas as indicated in the logbook as supported by the Yearly assessment form(s).

Mentor's name:	
Mentor's membership number	
Mentor's initials	
Mentor's signature	

COMPETENCIES ACHIEVED

To be completed by the Mentor

TECHNICAL COMPETENCE REVIEW

(Indicate the competence level and sign off by inserting initials against the competence achieved)

COMPETENCY COVERED		Competency level	Mentor Initials
FINANACIAL ACCOUNTING AND REPORTING			
FAR 1	Apply accounting principles to record and account for financial transactions and events		
FAR 2	Evaluate the appropriateness of accounting policies and frameworks		
FAR 3	Prepares or evaluates financial statements and accompanying notes		
FAR 4	Analyse and interpret financial statements and non-financial information (such as sustainability report) for entities		
AUDITING AND ASSURANCE			
AA 1	Evaluate the legal, regulatory, technical, professional and ethical issues involved with audit and assurance engagements		
AA 2	Apply best practice in acceptance of audit and assurance engagement		
AA 3	Apply best practice in management of audit and assurance engagement		
AA 4	Plan audit and assurance assignments		
AA 5	Execute audit and assurance assignments		
AA 6	Conclude and report on audit and assurance assignments		
TAXATION			
TA 1	Calculates or evaluates the income tax payable by an individual and prepare or evaluates income tax returns for submission ZRA in compliance with the requirements of legislation.		
TA 2	Calculates or evaluates the income tax payable by legal entities and prepare or evaluates income tax returns for submission ZRA in compliance with the requirements of legislation.		
TA 3	Calculates other taxes payable (such as VAT, Customs Duty, and Property Transfer Tax etc.) and prepare appropriate statutory returns for submission to ZRA in compliance with the requirements of legislation.		
TA 4	Advise on the taxation implications of various financial arrangements that could be made by individuals or legal entities		

TA 5	Advise Zambian individuals and legal entities on international dimensions relevant to their taxation circumstances		
TA 6	Advise on appropriate tax planning issues for individuals and legal entities		
MANAGEMENT ACCOUNTING			
MA 1	Apply appropriate costing methods		
MA 2	Apply costing techniques to support management decision making		
MA 3	Apply managerial budgetary control systems		
MA 4	Advise management on suitable product or service pricing		
MA 5	Evaluate the performance of products and business segments.		
FINANCIAL MANAGEMENT			
FM 1	Evaluate financing options for an organisation		
FM 2	Appraise investments		
FM 3	Advise on appropriate financial risk strategies		
FM 4	Prepares business valuations		
FM 5	Appraise working capital requirements		
STRATEGIC BUSINESS ANALYSIS			
SBA 1	Advise on the formulation of a business strategy		
SBA 2	Advise on the appropriate good corporate governance principles		
SBA 3	Advise on the appropriate risk management strategies		
SBA 4	Evaluate choice of a business strategy		
SBA 5	Evaluate strategic implementation plans		
INFORMATION TECHNOLOGY			
IT 1	Apply appropriate information systems and tools to business and accounting problems		
IT 2	Assess accounting information systems and develop an organisation's accounting information systems strategy		
IT 3	Advise on the design and management of accounting information systems installations and upgrades		
ACCOUNTING EDUCATION			
AE 1	Teaches relevant courses		
AE 2	Maintains currency (being up to date) in the relevant subject discipline to meet course and programme objectives		
AE 3	Undertakes relevant research in the appropriate area(s) of accounting		

	FINANCIAL ADVICE		
FA 1	Agree a scope of service with the client		
FA 2	Collect and record client information		
FA 3	Analyse client information and prepare recommendations		
FA 4	Implement recommendations made by the Financial Advisor		
FA 5	Monitor and review recommendations and prepare reports for the client		

NON-TECHNICAL COMPETENCE REVIEW

(Indicate the competence level and sign off by inserting initials against the competence achieved)

COMPETENCY COVERED		Competency level	Mentor Initials
TEAMWORK AND LEADERSHIP			
TL1	Work with others and in teams		
TL 2	Demonstrate leadership		
ORGANISATIONAL SKILLS			
OS 1	Plan, organise and monitor activities		
OS 2	Delegate tasks		
OS 3	Use information technology effectively		
ANALYTICAL, RESEARCH AND EVALUATION			
ARE 1	Research, analyse and evaluate information		
ARE 2	Maintain a current awareness of the legal, regulatory and economic environment of business.		
INTELLECTUAL SKILLS			
IS 1	Solve problems, propose solutions and make decisions		
IS 2	Exercise appropriate professional judgement.		
ETHICAL AND PROFESSIONAL BEHAVIOUR			
EPB 1	Consistently demonstrate personal integrity, professional values, and ethical conduct		
EPB 2	Adhere to the fundamental principles of the Code of Ethics		
COMMUNICATION AND INTERPERSONAL SKILLS			
CIS 1	Communicate ideas and information effectively and efficiently, verbally and in writing		
CIS 2	Demonstrate effective negotiation skills		
CIS 3	Identify and meet the needs of internal and external clients or stakeholders.		