



CA Zambia Practical Training Experience

Mentorship Agreement

Preamble

This Mentorship agreement is made and entered into onday of 20.....,

between (Name of Trainee) and

(Name of Mentor).....

For the purpose of the mentoring the trainee in,
..... and
technical competence areas, and non-technical competencies.

This agreement is to be completed when a CA Zambia student enters into a mentoring relationship, whether within the organisation or with an external mentor, or changes mentors.

The Practical Training Policy outlines the roles and responsibilities of each party during the practical training experience programme.

By signing this agreement, the mentor and the trainee acknowledge that they have read and understood the guidelines relevant to them.

Further by signing this agreement, the trainee and the mentor confirm that they have not entered nor will in the future enter into a fee for service mentoring agreement with each other.

The trainee will notify the Zambia Institute of Chartered Accountants (ZiCA) when any change is made to the conditions prevalent at the time of signing.

Signed as acknowledgement of Mentorship Relationship Agreement

Trainee Details

Trainee Name:

Student Number:

Candidate signature:

Date:

Mentor Details

Mentor Name:

Membership Number:

Phone/Mobile Number:

Mentor signature:

Date:

Employer Representative Details

(To be filled in where the Mentor is External to the Employer)

Name:

Position/Title:

Email:

Phone/Mobile Number:

Name of Organisation represented:

I confirm that the candidate has been approved to use an external mentor.

Signature:

Date:
