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| **CA Zambia**  **Practical Training Experience**  **Competency Review Form** |

FOR

VERSIONS 2 & 3

# NSTRUCTIONS FOR USING THIS TEMPLATE

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

**First thing for the *MENTOR:***

On the summary of Competencies for review and in the body of the form, **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 a template to be used in the organisation for trainees.

COMPLETION REQUIREMENTS

1. ***TIMING***

Trainees must keep a record of work undertaken under each competency area, which will be validated or attested by the Mentor or Supervisor respectively, after the serving the practical training period. Trainees must record the work undertaken and complete this Competence Review Form (CRF) at the end of the Practical Training period. Trainees should complete the CRF timeously after having completed all responsibilities or assignments during the practical training period (it is suggested that the form should be filled in continuously during the practical training period and must be completed within one (1) week from the end of the practical training period).

Mentors or Supervisors must review the CRF timeously after the trainee has completed the form (it is suggested that forms should be reviewed within two (2) weeks from when they are completed by the trainee). Trainees must finalise and sign the CRF timeously after the mentors have completed the review (it is suggested that forms are finalised and signed off by the trainee within one (1) week from the date of review).

Overall, this Competence Review Form must be submitted to the Institute no later than one (1) month after the end of the Practical training period.

1. **SIGNING OFF**

The **trainee** must complete the sign off cover page for the document, indicating the relevant period of their training contract.

1. The **trainee** must determine the technical skills competencies to which they were exposed during the period and tick these competencies on the summary of competencies for review.
2. The page number where evidence of assignment(s) undertaken are recorded must be referenced.
3. The trainee must then perform a self-assessment for the relevant tasks within each of these indicated competencies and indicate the rating (*see rating criteria in 9 below*) which they, in their view, were able to demonstrate in respect of these tasks.
4. **The Mentor or Supervisor** must then complete the document, indicating their rating of the tasks demonstrated by the trainee in the selected tasks as well as the level of Competence (complexity) of that task *(Foundation, Intermediate or Advanced – see criteria 10 below)*.
5. **Note that** where the rating indicated by the Mentor or Supervisor on an assignment is less than 4, then the trainee would have not met the minimum capability performance standard and hence the Practical Training Experience Log Book **MUST** **NOT BE SIGNED OFF**. The trainee will therefore expected to continue his/her period of practical training until one achieves a rating of 4 in all applicable competence areas.
6. The CRF must be signed off and dated by **both the Mentor/Supervisor and the trainee**.
7. The **Rating Criteria** to used is as follows:

1: Not capable of performing

2: Capable with significant / frequent intervention

3: Capable with limited / periodic intervention

4: Capable with no intervention

1. The **Competence Level** criteria to used is as follows:

F: Foundation

I: Intermediate

A: Advanced

**SIGN OFF COVER PAGE**

This sign off indicates that both the trainee and the mentor agree with the contents of this document.

**To be completed by the trainee:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Trainee name: |  | | | | | |
| Period of training contract: | 1 YR |  | 2 YRs |  | 3YRs |  |
| Start date of Practical Training: |  | | End date of Practical Training | |  | |
| Total time spent during the Period (in days) |  | | | | | |
| Date when form is completed & submitted to Mentor or Supervisor |  | | | | | |
| Date of sign off |  | | | | | |
| Trainee signature |  | | | | | |

**To be completed by the Mentor or Supervisor:**

|  |  |
| --- | --- |
| Mentor or Supervisor name: |  |
| Date on when this form is received from the trainee |  |
| Date when Mentor or Supervisor completes the review |  |
| Reviewer signature: |  |

**SUMMARY OF COMPETENCIES FOR REVIEW**

**To be completed by the trainee**

# TECHNICAL COMPETENCE REVIEW

**(Indicate which of the Technical competencies are covered in this review)**

| **COMPETENCY COVERED** | | **Tick competency in which you are presenting your evidence** | **Page Reference number** |
| --- | --- | --- | --- |
|  | **FINANCIAL ACCOUNTING AND REPORTING** |  |  |
| FAR 1 | Apply accounting principles to record and account for financial transactions and events | X | Pg. 9 |
| 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 | Advises 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 which of the Non-Technical competencies are covered in this review)**

|  |  |  |  |
| --- | --- | --- | --- |
| **COMPETENCY COVERED** | | Tick competence in which you are presenting your evidence | Page Reference number |
|  | **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. |  |  |

# TECHNICAL COMPETENCIES

Indicate the nature of assignments undertaken against a particular task and rate yourself. Then submit the form to Mentor for rating.

1. **FINANCIAL ACCOUNTING AND REPORTING**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **COMPETENCY: FAR 1 -** Apply accounting principles to record and account for financial transactions and events | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| FAR 1.1 | Evaluates source documentation and information |  |  |  |  |  |
| FAR 1.2 | Evaluates and accounts for transactions and events using applicable accounting principles and International Financial Reporting Standards (IFRSs) or other relevant standards |  |  |  |  |  |
| FAR 1.3 | Prepares reconciliations of financial information, such as bank reconciliations, payables reconciliations, receivables reconciliations and other general ledger reconciliations |  |  |  |  |  |
| FAR 1.4 | Prepares an extended Trial balance |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| **COMPETENCY: FAR 2 -** Evaluate the appropriateness of accounting policies and frameworks | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| FAR 2.1 | Evaluates the appropriateness of the accounting framework based on the entity’s financial reporting needs |  |  |  |  |  |
| FAR 2.2 | Evaluates accounting policies in accordance with the appropriate accounting framework |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| **COMPETENCY: FAR 3 -** Prepares or evaluates financial statements and accompanying notes | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| FAR 3.1 | Prepares or evaluates financial statements for single entities or for groups in accordance with the IFRSs or other relevant standards |  |  |  |  |  |
| FAR 3.2 | Prepares or evaluates notes to the financial statements for single entities or for groups in accordance with the IFRSs or other relevant standards |  |  |  |  |  |
| FAR 3.3 | Prepares or evaluates the non-financial information in the annual financial statements, for example Directors’ Report, Corporate Governance Report, Sustainability Report etc. |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| **COMPETENCY: FAR 4 -** Analyse and interpret financial statements and non-financial information (such as sustainability report) for entities | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| FAR 4.1 | Calculates the profitability, liquidity, efficiency (activity) and solvency ratios |  |  |  |  |  |
| FAR 4.2 | Based on the ratios calculated in FAR 4.1, evaluates the performance, efficiency (activity), solvency and liquidity ratios from the financial statements and non-financial information |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

1. **AUDIT AND ASSURANCE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **COMPETENCY: AA 1 -** Evaluate the legal, regulatory, technical, professional and ethical issues involved with audit and assurance engagements | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| AA 1.1 | Advises on the technical, professional, and ethical issues that may arise during audit and assurance engagements |  |  |  |  |  |
| AA 1.2 | Evaluates extent of legal liability including criminal and civil law liability and professional negligence issues and how they can be mitigated |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| **COMPETENCY: AA 2 -** Apply best practice in acceptance of audit and assurance engagement | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| AA 2.1 | Analyses the legal, professional and ethical issues during the acceptance of audit and assurance engagements |  |  |  |  |  |
| AA 2.2 | Analyses the potential issues that determine the nature, scope and extent of an audit or assurance engagement |  |  |  |  |  |
| AA 2.3 | Evaluates the considerations for an auditor of risk issues identified prior to accepting an engagement |  |  |  |  |  |
| AA 2.4 | Drafts or evaluates an appropriate engagement letter based on the engagement terms including those agreed with a client and those imposed by laws and regulations |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| **COMPETENCY: AA 3 -** Apply best practice in management of audit and assurance engagement | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| AA 3.1 | Plans resource needs of an audit or assurance engagement |  |  |  |  |  |
| AA 3.2 | Evaluates appropriate quality control measures at firm level and during the course of an audit or assurance engagement. |  |  |  |  |  |
| AA 3.3 | Evaluates the extent to which audit and assurance functions of a client can be used or relied upon. |  |  |  |  |  |
| AA 3.4 | Evaluates appropriate monitoring and review procedures to effectively manage an audit or assurance engagement. |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **COMPETENCY: AA 4 -** Plan audit and assurance assignments | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| AA 4.1 | Obtains understanding of the client’s business and environment and documents this information |  |  |  |  |  |
| AA 4.2 | Obtains understanding of the client’s internal controls and documents the internal controls |  |  |  |  |  |
| AA 4.3 | Applies analytical procedures used to plan an audit or assurance engagement |  |  |  |  |  |
| AA 4.4 | Evaluates and communicates the audit risks i.e. inherent risk, control risk, and detection risk |  |  |  |  |  |
| AA 4.5 | Evaluates the appropriateness of the going concern assumption |  |  |  |  |  |
| AA 4.6 | Evaluates the client’s business risks |  |  |  |  |  |
| AA 4.7 | Evaluates the risk of material misstatement at an overall financial statement level |  |  |  |  |  |
| AA 4.8 | Evaluate the risk of material misstatement at the assertion level for classes of transactions, account balances and disclosures |  |  |  |  |  |
| AA 4.9 | Evaluates the risks arising from accounting manipulation, error, fraud or other irregularities |  |  |  |  |  |
| AA 4.10 | Identifies and evaluates factors that affect the planning materiality |  |  |  |  |  |
| AA 4.11 | Calculates and documents the level of planning materiality for an audit engagement |  |  |  |  |  |
| AA 4.12 | Designs or selects appropriate tests of internal control, including the determination of sample sizes and methods of selection |  |  |  |  |  |
| AA 4.13 | Designs or selects appropriate substantive tests of detail, including the determination of sample sizes and methods of selection |  |  |  |  |  |
| AA 4.14 | Designs or selects appropriate substantive analytical review procedures |  |  |  |  |  |
| AA 4.15 | Evaluates the need to use Computer assisted audit techniques to gather suitable audit evidence. |  |  |  |  |  |
| AA 4.16 | Drafts or evaluates an audit plan with justifications of judgements made for an audit or assurance engagement. |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| **COMPETENCY: AA 5 -** Execute audit and assurance assignments | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| AA 5.1 | Performs the planned tests of internal control and document the evidence |  |  |  |  |  |
| AA 5.2 | Performs the planned substantive tests of detail and document the evidence |  |  |  |  |  |
| AA 5.3 | Performs the planned substantive analytical review procedures and document the evidence |  |  |  |  |  |
| AA 5.4 | Evaluates the internal controls and procedures |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| **COMPETENCY: AA 6 -** Conclude and report on audit and assurance assignments | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| AA 6.1 | Evaluates evidence and results of the tests and analysis |  |  |  |  |  |
| AA 6.2 | Prepares report and communicates with management, directors and those charged with governance on issues identified during the audit assignment |  |  |  |  |  |
| AA 6.3 | Performs a subsequent events review to identify subsequent events that may require adjustment or disclosure |  |  |  |  |  |
| AA 6.4 | Evaluates the management representation letter and recommends modifications where applicable. |  |  |  |  |  |
| AA 6.5 | Evaluates the appropriateness of the going concern assumption |  |  |  |  |  |
| AA 6.6 | Drafts appropriate audit or assurance report in accordance with the local law and international standards on auditing |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

1. **TAXATION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **COMPETENCY: 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. | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| TA 1.1 | Evaluates taxable and exempt income for an individual or company |  |  |  |  |  |
| TA 1.2 | Evaluates allowable deductions as per the relevant legislation |  |  |  |  |  |
| TA 1.3 | Calculates the income tax payable by an individual |  |  |  |  |  |
| TA 1.4 | Prepares or evaluates income tax returns |  |  |  |  |  |
| TA 1.5 | Submits the returns on time to ZRA |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **COMPETENCY: 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 | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| TA 2.1 | Evaluates type of legal entity i.e. whether private, public, farming etc. |  |  |  |  |  |
| TA 2.2 | Evaluates taxable and exempt income for the legal entity |  |  |  |  |  |
| TA 2.3 | Evaluates allowable deductions for the entity as per the relevant legislation |  |  |  |  |  |
| TA 2.4 | Calculates the income tax payable by the entity |  |  |  |  |  |
| TA 2.5 | Prepares or evaluates income tax returns |  |  |  |  |  |
| TA 2.6 | Submits the returns on time to ZRA |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **COMPETENCY: 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 | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| TA 3.1 | Identifies and calculates deductions for other taxes as per the relevant legislation |  |  |  |  |  |
| TA 3.2 | Calculates the tax liability |  |  |  |  |  |
| TA 3.3 | Completes appropriate statutory returns for submission to ZRA |  |  |  |  |  |
| TA 3.4 | Submits the returns on time to ZRA |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **COMPETENCY: TA 4 -** Advise on the taxation implications of various financial arrangements that could be made by individuals or legal entities | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| TA 4.1 | Evaluates the tax law on financial instruments |  |  |  |  |  |
| TA 4.2 | Advises on the taxation implications of various financial instruments that could be made by individual and legal entities |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **COMPETENCY: TA 5 -** Advise Zambian individuals and legal entities on international dimensions relevant to their taxation circumstances | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| TA 5.1 | Evaluates the tax circumstances on an individual or legal entity |  |  |  |  |  |
| TA 5.2 | Assesses the liability to tax on international dimensions taking into account, liability to tax on foreign transactions, applicable treaty agreements, double taxation relief, tax anti-avoidance rules |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **COMPETENCY: TA 6 -** Advises on appropriate tax planning issues for individuals and legal entities | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| TA 6.1 | Makes appropriate recommendations on the measures to minimise or defer tax liabilities for individuals and legal entities |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

1. **MANAGEMENT ACCOUNTING**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **COMPETENCY: MA 1 -** Apply appropriate costing methods | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| MA 1.1 | Records costs for labour, material and overheads |  |  |  |  |  |
| MA 1.2 | Performs cost classification |  |  |  |  |  |
| MA 1.3 | Applies different costing methods to ascertain the cost products and services, including inventory valuation methods |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

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| **COMPETENCY: MA 2 -** Apply costing techniques to support management decision making | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| MA 2.1 | Applies appropriate costing techniques to analyze cost behaviour and the drivers of costs |  |  |  |  |  |
| MA 2.2 | Performs cost volume profit and break even analyses using both numerical and graphical techniques to provide relevant information for management decision making. |  |  |  |  |  |
| MA 2.3 | Analyses non-financial data to provide relevant information for management decision making. |  |  |  |  |  |
| MA 2.4 | Makes recommendations on business decisions, e.g. make or buy, introduction or discontinuation of a business line, acceptance or rejection of a project, etc. |  |  |  |  |  |
| MA 2.5 | Prepares and presents reports to support management decision making |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

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| **COMPETENCY: MA 3 -** Apply managerial budgetary control systems | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| MA 3.1 | Evaluates the different types of budgets that may be employed in organisations |  |  |  |  |  |
| MA 3.2 | Prepares or evaluates the budget using the specific organisation process |  |  |  |  |  |
| MA 3.3 | Applies flexible budgeting techniques to a given scenario |  |  |  |  |  |
| MA 3.4 | Compares and analyses the actual results against the budget (i.e. performs variance analysis) |  |  |  |  |  |
| MA 3.5 | Prepares variance reports and advises management on the outcomes of the variance analysis |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

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| **COMPETENCY: MA 4 -** Advise management on suitable product or service pricing | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| MA 4.1 | Calculates product and service prices using different costing methods |  |  |  |  |  |
| MA 4.2 | Advises management upon suitable pricing strategies |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

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| **COMPETENCY: MA 5 -** Evaluate the performance of products and business segments | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| MA 5.1 | Evaluate appropriate performance measures to support strategic decisions, or entity management decisions, or divisional management decisions |  |  |  |  |  |
| MA 5.2 | Evaluates suitable monitoring and control mechanisms on strategic performance choice, or entity performance choice, or divisional performance choice. |  |  |  |  |  |
| MA 5.3 | Evaluates IT and human resources to support performance management |  |  |  |  |  |
| MA 5.4 | Prepares and presents performance management reports |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

1. **FINANCIAL MANAGEMENT**

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| **COMPETENCY: FM 1 -** Evaluate financing options for an organisation | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| FM 1.1 | Identifies and selects sources of finance taking into account company policy and business strategy |  |  |  |  |  |
| FM 1.2 | Evaluates the costs of different financing methods |  |  |  |  |  |
| FM 1.3 | Evaluates a financial proposal or a business plan |  |  |  |  |  |
| FM 1.4 | Based on the evaluation in FM 1.2 and 1.3 above, advises on the suitable financing method |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

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| **COMPETENCY: FM 2 -** Appraise investments | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| FM 2.1 | Assesses appropriate investment appraisal techniques based on a given business scenario |  |  |  |  |  |
| FM 2.2 | Assesses appropriate discount factors or rates used to undertake an investment appraisal based on a given business scenario, data and information. |  |  |  |  |  |
| FM 2.3 | Applies the investment appraisal methods taking into account inflation and tax |  |  |  |  |  |
| FM 2.4 | Assesses other factors that need to be considered beyond basic investment appraisal analysis, such as assessment of risks, limitation of data, non-financial factors etc |  |  |  |  |  |
| FM 2.5 | Advises on the results of the investment appraisal analysis |  |  |  |  |  |
| FM 2.6 | Calculates and drafts an optional investment plan in situations where there are capital restrictions and limitations |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

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| **COMPETENCY: FM 3 -** Advise on appropriate financial risk strategies | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| FM 3.1 | Evaluates the financial risks of an organisation |  |  |  |  |  |
| FM 3.2 | Evaluates the financial instruments that may be used to manage the organisation’s risks |  |  |  |  |  |
| FM 3.3 | Recommends the appropriate financial risk strategies |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

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| **COMPETENCY: FM 4 -** Prepares business valuations | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| FM 4.1 | Calculates a valuation based on income, cash flow or asset bases |  |  |  |  |  |
| FM 4.2 | Performs a sensitivity analysis on the assumptions used in the valuation model to |  |  |  |  |  |
| FM 4.3 | Presents the valuations and other factors (estimates and assumptions) impacting on the valuation |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

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| **COMPETENCY: FM 5 -** Appraise working capital requirements | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| FM 5.1 | Evaluates an organisation’s working capital position or components of it such as cash, inventory, accounts receivable or accounts payable etc. |  |  |  |  |  |
| FM 5.2 | Based on the evaluation in FM 5.1 above, recommends improvements or appropriate working capital requirements |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

1. **STRATEGIC BUSINESS ANALYSIS**

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| **COMPETENCY: SBA 1 -** Advise on the formulation of a business strategy | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| SBA 1.1 | Analyses the organisation’s mission, vision and objectives |  |  |  |  |  |
| SBA 1.2 | Analyses the organisation’s Strengths and weakness |  |  |  |  |  |
| SBA 1.3 | Analyses the organisation’s opportunities and threats |  |  |  |  |  |
| SBA 1.4 | Based on the analysis above, advises on the formulation of a suitable business strategy |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

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| **COMPETENCY: SBA 2 -** Advise on the appropriate good corporate governance principles | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| SBA 2.1 | Assesses the governance structure and its impact on the organisational objectives |  |  |  |  |  |
| SBA 2.2 | Assesses the tenants of good corporate governance for an organisation |  |  |  |  |  |
| SBA 2.3 | Advises on the appropriate governance structure and principles |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

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| **COMPETENCY: SBA 3 -** Advise on the appropriate risk management strategies | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| SBA 3.1 | Assesses the business risks of an organisation and their impact upon the objectives |  |  |  |  |  |
| SBA 3.2 | Evaluates the measures that may be used to manage the business risks |  |  |  |  |  |
| SBA 3.3 | Recommends the appropriate risk management strategies |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

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| **COMPETENCY: SBA 4 -** Evaluate choice of a business strategy | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| SBA 4.1 | Analyses the formulated business strategies |  |  |  |  |  |
| SBA 4.2 | Evaluates the appropriateness of business strategies that support the organisation objectives |  |  |  |  |  |
| SBA 4.3 | Advises on the choice of a business strategy that an organisation may adopt |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

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| **COMPETENCY: SBA 5 -** Evaluate strategic implementation plans | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| SBA 5.1 | Analyses the alternative functional strategies that may be appropriate to deliver a chosen strategy |  |  |  |  |  |
| SBA 5.2 | Evaluates the alternative organisation structures that may be appropriate to deliver a chosen strategy |  |  |  |  |  |
| SBA 5.3 | Evaluates the business plan and advises whether it can meet the business objectives |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

1. **INFORMATION TECHNOLOGY**

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| **COMPETENCY: IT 1 -** Apply appropriate information systems and tools to business and accounting problems | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| IT 1.1 | Uses information systems to achieve a particular accounting outcome |  |  |  |  |  |
| IT 1.2 | Applies relevant software (word processing, spreadsheets, databases, internet tools, presentation software, etc.) to achieve a particular accounting outcome |  |  |  |  |  |
| IT 1.3 | Uses accounting software. |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

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| **COMPETENCY: IT 2 -** Assess accounting information systems and develop an organisation’s accounting information systems strategy | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| IT 2.1 | Identifies and documents user needs |  |  |  |  |  |
| IT 2.2 | Considers and documents costs and benefits of proposed solutions |  |  |  |  |  |
| IT 2.3 | Evaluates effectiveness and efficiency of accounting information systems |  |  |  |  |  |
| IT 2.4 | Reports on potential weaknesses in internal controls within accounting information systems. |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

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| **COMPETENCY: IT 3 -** Advise on the design and management of accounting information systems installations and upgrades | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| IT 3.1 | identifies and evaluates alternatives for accounting information systems packages |  |  |  |  |  |
| IT 3.2 | Advises on the design and management of system installations and upgrades |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

1. **ACCOUNTANCY EDUCATION**

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| **COMPETENCY: AE 1 -** Teaches relevant courses | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| AE 1.1 | Teaches accounting courses that satisfy the required topics with minimal supervision |  |  |  |  |  |
| AE 1.2 | Contributes significantly to the delivery of at least one intermediate level accounting paper |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

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| **COMPETENCY: AE 2 -** Maintains currency (being up to date) in the relevant subject discipline to meet course and programme objectives | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| AE 2.1 | Attends relevant staff professional development courses |  |  |  |  |  |
| AE 2.2 | Self-educates through reading relevant literature |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

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| **COMPETENCY: AE 3 -** Undertakes relevant research in the appropriate area(s) of accounting | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| AE 3.1 | Authorship of a conference paper, working paper or published article in the appropriate area(s) of accounting |  |  |  |  |  |
| AE 3.2 | Presents a paper to a conference or in-house workshop in the appropriate area(s) of accounting |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

1. **FINANCIAL ADVICE**

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| **COMPETENCY: FA 1 -** Agree a scope of service with the client | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| FA 1.1 | Explains the steps of the financial advice process to the client |  |  |  |  |  |
| FA 1.2 | Explains the role of the financial advisor and the firm’s disclosure statement |  |  |  |  |  |
| FA 1.3 | Understands the client’s goals and objectives |  |  |  |  |  |
| FA 1.4 | Agrees with the client the scope of the service to be provided |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

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| **COMPETENCY: FA 2 -** Collect and record client information | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| FA 2.1 | Gathers information relating to the client’s existing financial situation |  |  |  |  |  |
| FA 2.2 | Understands the client’s financial needs and goals, priorities and timeframes |  |  |  |  |  |
| FA 2.3 | Determines the client’s risk profile |  |  |  |  |  |
| FA 2.4 | Documents all information in line with code of practice |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

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| **COMPETENCY: FA 3 -** Advise on the appropriate risk management strategies | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| FA 3.1 | Analyses client information in line with client goals |  |  |  |  |  |
| FA 3.2 | Identifies if there is a need for specialist advice |  |  |  |  |  |
| FA 3.3 | Identifies and evaluates options for financial strategy and solutions |  |  |  |  |  |
| FA 3.4 | Formulates recommendations including a risk strategy |  |  |  |  |  |
| FA 3.5 | Presents and discusses recommendations with a supervising Financial Advisor |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

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| **COMPETENCY: FA 4 -** Implement recommendations made by the Financial Advisor | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| FA 4.1 | Observes the Financial Advisor present and discuss recommendations with the client |  |  |  |  |  |
| FA 4.2 | Agrees financial strategies and solutions with the client and document these in accordance with firm protocols |  |  |  |  |  |
| FA 4.3 | Assists in putting in place agreed recommendations |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

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| **COMPETENCY: FA 5 -** Monitor and review recommendations and prepare reports for the client | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| FA 5.1 | Monitors and evaluates performance of the financial strategy |  |  |  |  |  |
| FA 5.2 | Recommends any adjustments needed to achieve goals |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

# NON-TECHNICAL COMPETENCIES

Indicate the nature of assignments undertaken against a particular task and rate yourself. Then submit the form to Mentor for rating.

1. **TEAMWORK AND LEADERSHIP**

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| **COMPETENCY: TL 1 -** Work with others and in teams | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| TL 1.1 | Collaborates with colleagues and/or clients from diverse backgrounds and works effectively as a team member |  |  |  |  |  |
| TL 1.2 | Effectively participates in meetings |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

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| **COMPETENCY: TL 2 -** Demonstrate leadership | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| TL 2.1 | Manages and supervises others effectively |  |  |  |  |  |
| TL 2.2 | Leads effective meetings |  |  |  |  |  |
| TL 2.3 | Resolves conflict or differences and negotiates appropriate solutions |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

1. **ORGANISATION SKILLS**

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| **COMPETENCY: OS 1 -** Plan, organise and monitor activities | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| OS 1.1 | Plans and manages projects |  |  |  |  |  |
| OS 1.2 | Respects deadlines, manages time and organises tasks logically |  |  |  |  |  |
| OS 1.3 | Monitors activities |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

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| **COMPETENCY: OS 2 -** Delegate tasks | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| OS 2.1 | Delegates tasks effectively |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

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| **COMPETENCY: OS 3 -** Use information technology effectively | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| OS 3.1 | Uses IT applications, including spreadsheets, word processing, presentations and e-mail, effectively |  |  |  |  |  |
| OS 3.2 | Effectively uses the internet as a source of information |  |  |  |  |  |
| OS 3.3 | Applies procedures and controls to ensure integrity and security of personal IT resources, for example password protection, backup procedures, distribution of confidential information, anti-virus measures, etc |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

1. **ANALYTICAL, RESEARCH AND EVALUATION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **COMPETENCY: ARE 1 -** Research, analyse and evaluate information | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| ARE 1.1 | Identifies problems or situations |  |  |  |  |  |
| ARE 1.2 | Obtains required information by asking appropriate and probing questions |  |  |  |  |  |
| ARE 1.3 | Apply mathematical ideas and techniques to assess problems |  |  |  |  |  |
| ARE 1.4 | Recommends appropriate solutions |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| **COMPETENCY: ARE 2 -** Maintain a current awareness of the legal, regulatory and economic environment of business | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| ARE 2.1 | Identifies and evaluates critical factors in the economic, social, legislative, regulatory and political environment that impact on business and the financial decisions of an entity |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

1. **INTELLECTUAL SKILLS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **COMPETENCY: IS 1 -** Solve problems, propose solutions and make decisions | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| IS 1.1 | Obtains, locates, organises and understands information |  |  |  |  |  |
| IS 1.2 | Critically analyses information |  |  |  |  |  |
| IS 1.3 | Identifies and recommends solution to unstructured problems |  |  |  |  |  |
| IS 1.4 | Makes decisions |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| **COMPETENCY: IS 2 -** Exercise appropriate professional judgement | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| IS 2.1 | Exercises good judgement in complex organisational situations |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

1. **ETHICAL AND PROFESSIONAL BEHAVIOUR**

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| --- | --- | --- | --- | --- | --- | --- |
| **COMPETENCY: EPB 1 -** Consistently demonstrate personal integrity, professional values, and ethical conduct | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| EPB 1.1 | Displays honesty and integrity in all business and professional relationships |  |  |  |  |  |
| EPB 1.2 | Exercises due care in carrying out the work |  |  |  |  |  |
| EPB 1.3 | Avoids conflict of interest and maintains objectivity and independence so as not to override professional or business judgement |  |  |  |  |  |
| EPB 1.4 | Protects the confidentiality of information |  |  |  |  |  |
| EPB 1.5 | Enhances profession’s reputation |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

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| **COMPETENCY: EPB 2 -** Adhere to the fundamental principles of the Code of Ethics | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| EPB 2.1 | Adheres to the rules of professional conduct, including the ZICA code of professional Conduct |  |  |  |  |  |
| EPB 2.2 | Responds to potential ethical dilemmas |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

1. **COMMUNICATION AND INTERPERSONAL SKILLS**

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| **COMPETENCY: CIS 1 -** Communicate ideas and information effectively and efficiently, verbally and in writing | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| CIS 1.1 | Communicates effectively verbally in the correct tone and manner |  |  |  |  |  |
| CIS 1.2 | Communicates effectively in written format |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| **COMPETENCY: CIS 2 -** Demonstrate effective negotiation skills | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| CIS 2.1 | Discusses and reaches agreements in a professional manner |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| **COMPETENCY: CIS 3 -** Identify and meet the needs of internal and external clients or stakeholders | | | | | | |
| **Tasks to be performed:** | | **Assignments undertaken** | **Rating by Trainee** | **To be completed by the Mentor or Supervisor** | | |
| **Rating by Mentor or Supervisor** | **Competence Level** | **Mentor or Supervisor’s comment** |
| CIS 3.1 | Listens attentively and processes information correctly |  |  |  |  |  |
| CIS 3.2 | Interacts well with both internal and external clients |  |  |  |  |  |
| **Trainee’s comment on this competency (if any):** | |  | | | | |