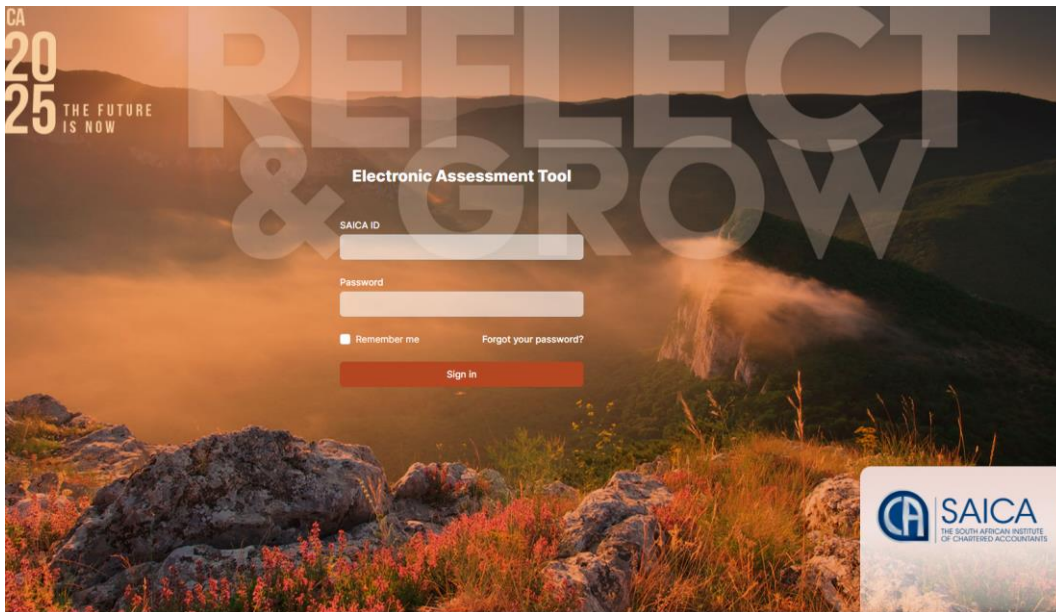# CA2025 TRAINING PROGRAMME
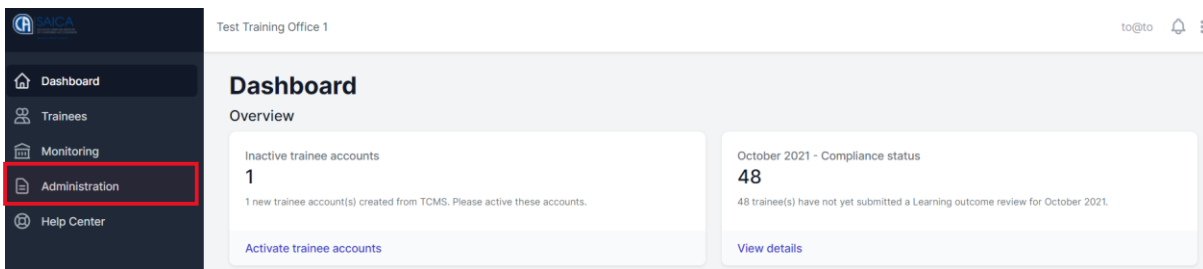
Electronic Assessment Tool

Creating & Importing Training Plan
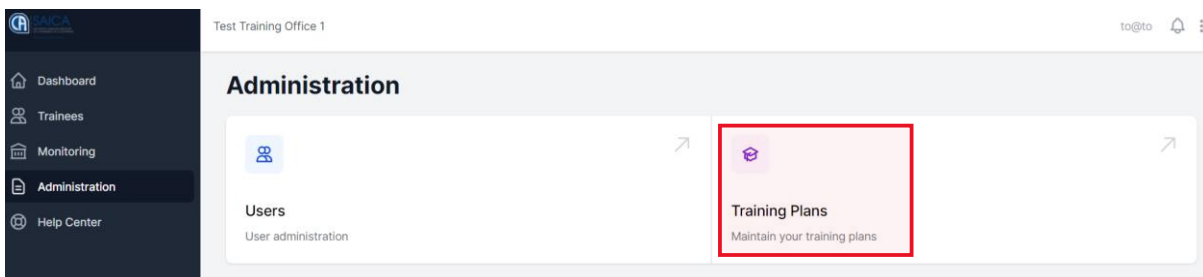
Please login to the Electronic Assessment Tool using your 8-digit **"SAICA ID"** followed by your password.

Select **"Administration tab"**

Click on **"Training Plans"**

Click on **"New training plan"**

Fill in the required fields listed below.

Once all required fields have been filled in, please click **"save"**

Please note that a Training Plan must be 3, 4 or 5 years in length.

A message will appear on the top right-hand side of the screen, notifying you that a new training plan has been created.

To Import training plan template. Please select 3 dots on the top right-hand side of the screen and select **"Import".**
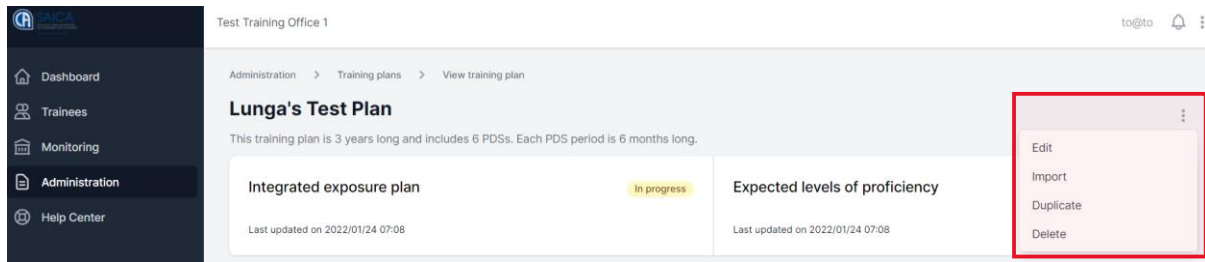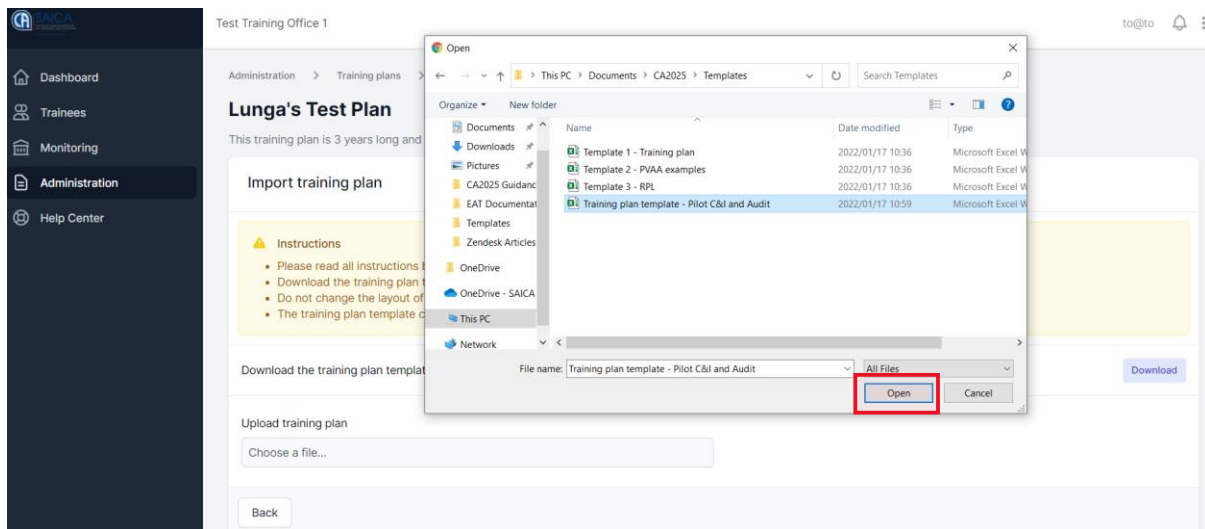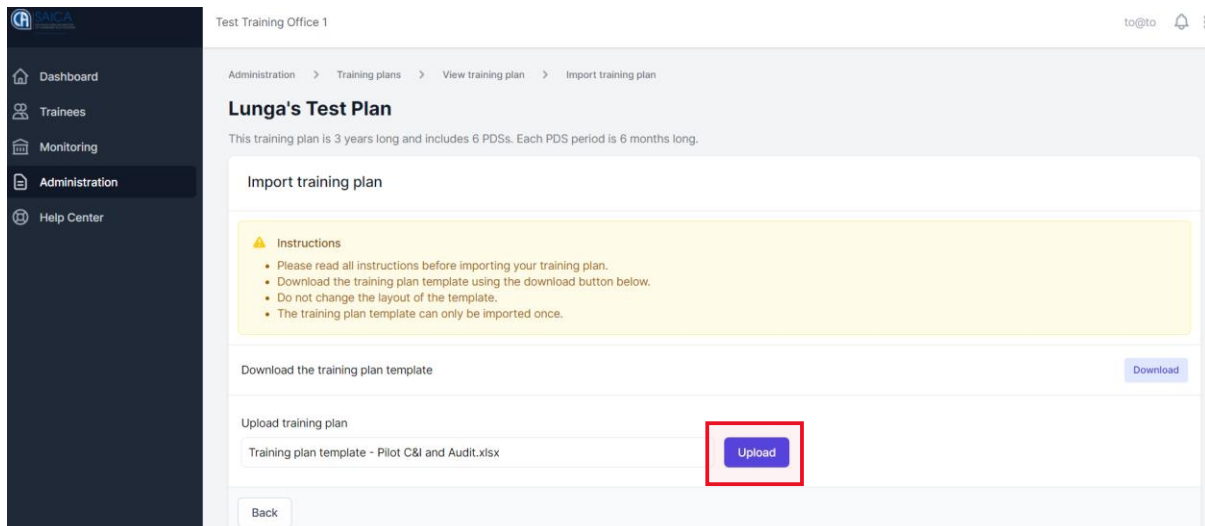

Select **"Upload training plan"** and navigate to where training plan template is saved**.**
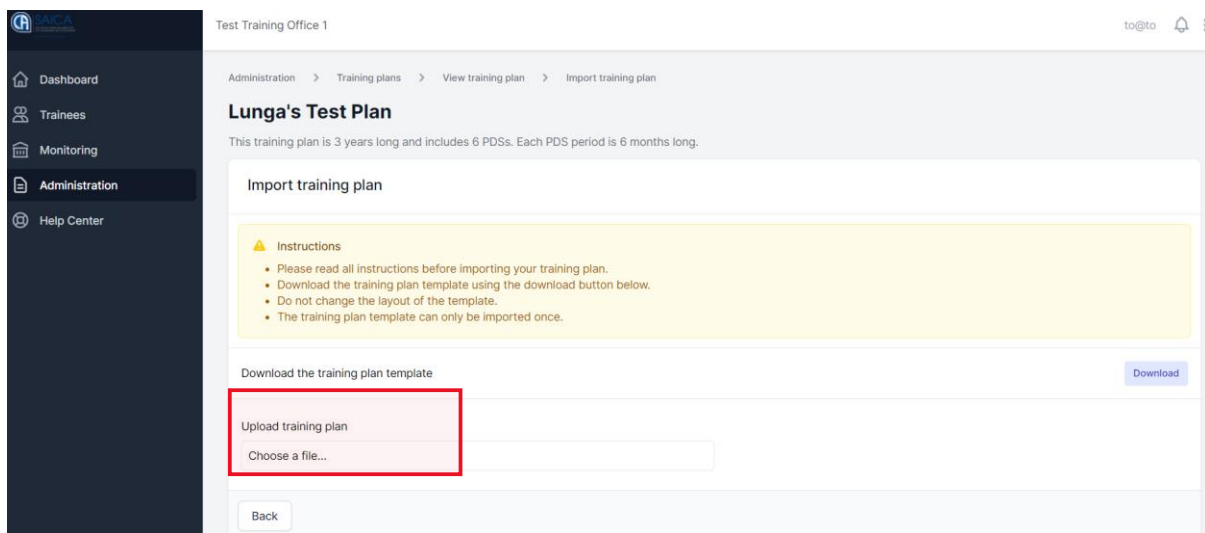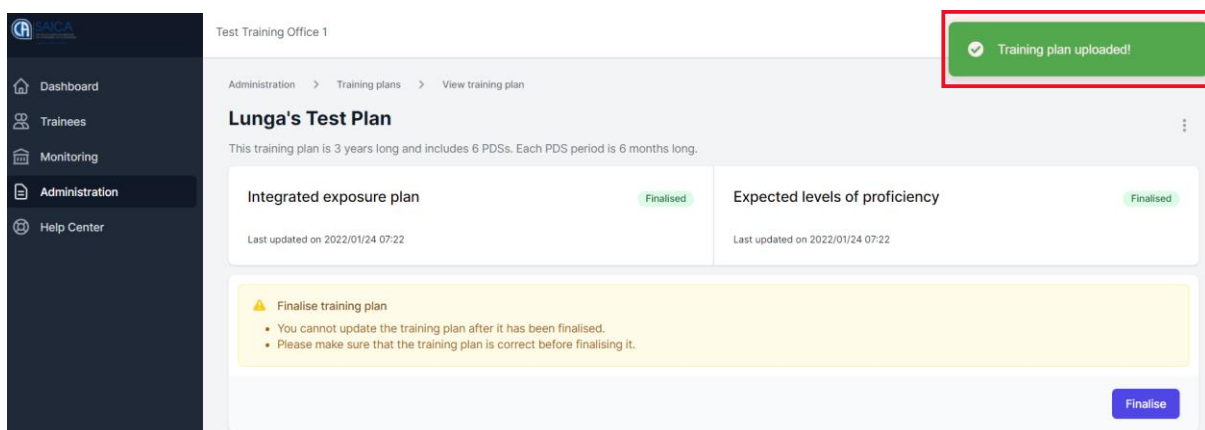
Browse to location where training plan template is saved and click "**open**".

Select **"Upload"** to ensure that training plan template is uploaded successfully.

A message will appear on the top right-hand side of the screen, notifying you that a new training plan has been uploaded.
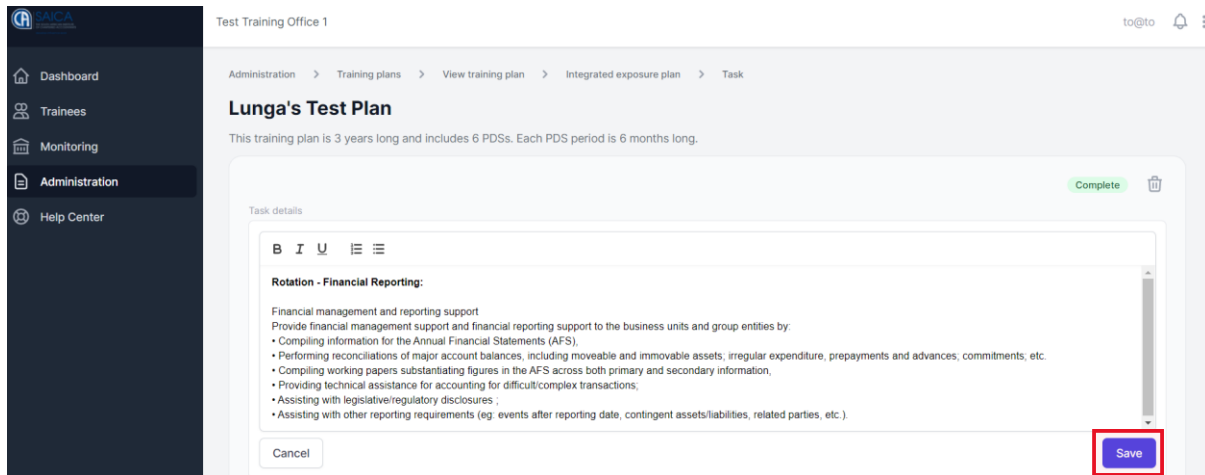
Select task to ensure you are able to amend task font, bullets or task details.

Select **"Edit"** to ensure you are able to amend task font, bullets or task details.

Click on **"Save"** to ensure any ammendments to the task saved.

Return to **"View training plan"** screen when all tasks have been edited successfully.
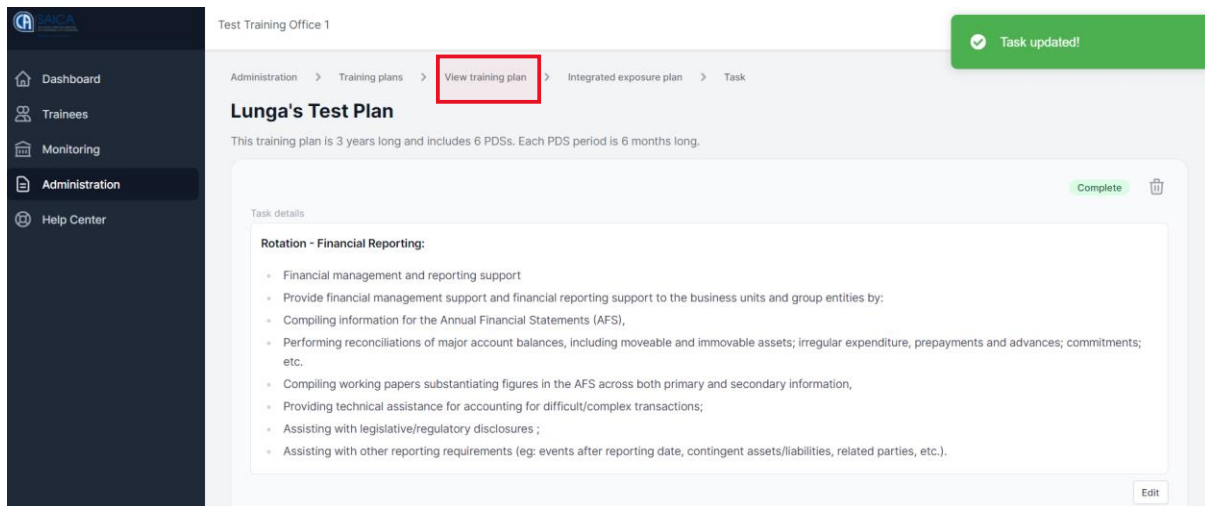
Click on **"Finalise"** to ensure that the training plan is finalised and has been uploaded successfully.