

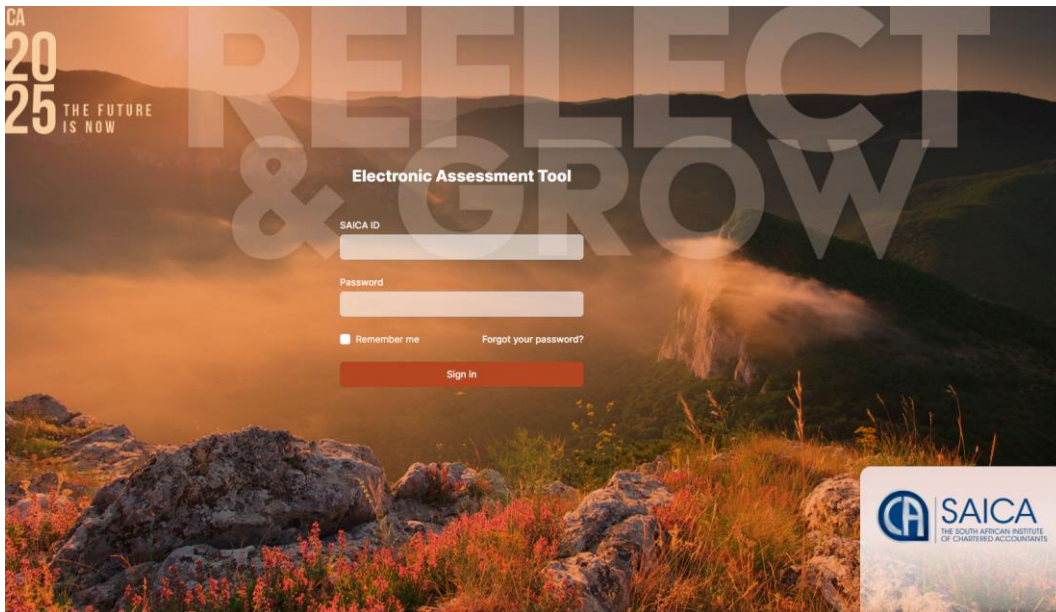


CA2025 TRAINING PROGRAMME

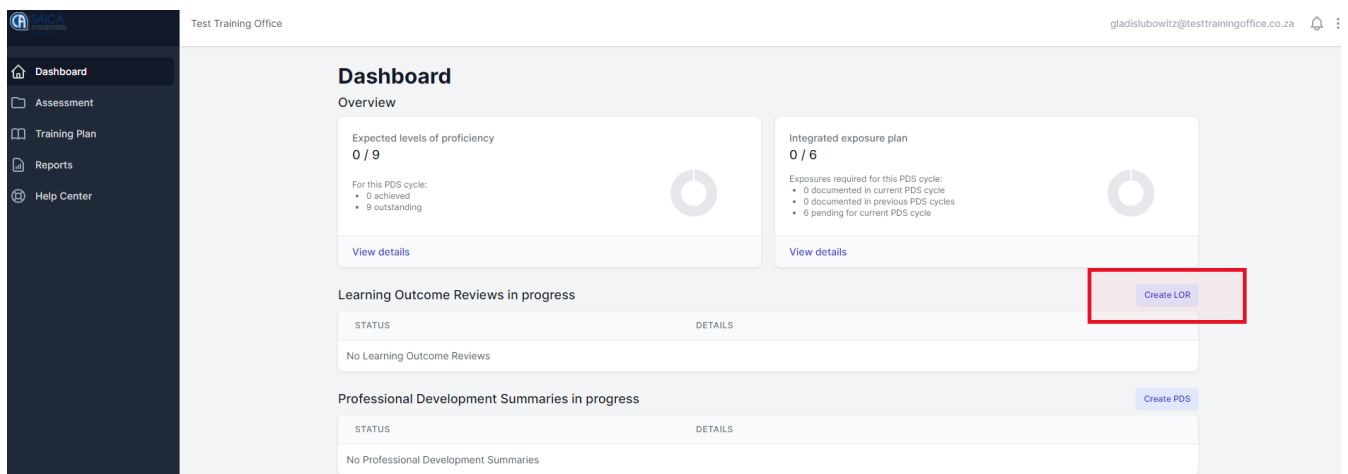
Electronic Assessment Tool

Creating a Learning Outcome Review (LOR)

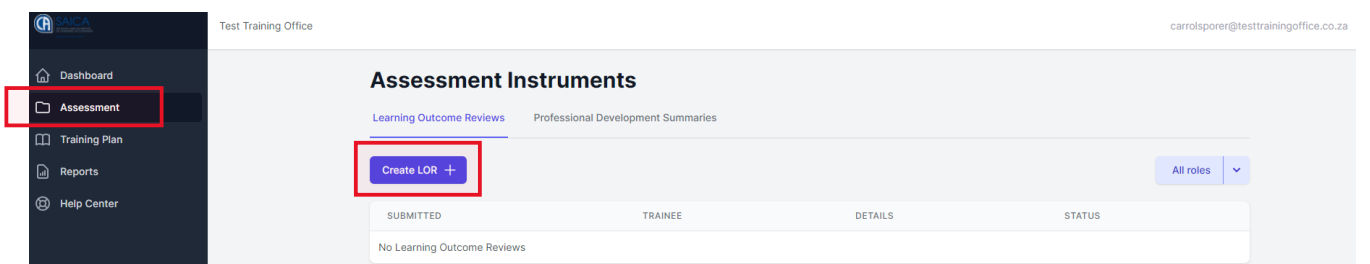
Please login to the Electronic Assessment Tool using your 8-digit “SAICA ID” followed by your password.



Select “Create LOR” on the dashboard.



Or alternatively select “Assessment” then “Create LOR”



Fill in the required fields listed below.

Test Training Office

carrolsporer@testtrainingoffice.co.za

Assessment > Create Learning Outcome Review

New Learning Outcome Review

Get started by filling in the information below to create your new Learning Outcome Review.

Reviewer: Type to search a user

Details:

Cancel Save

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

Test Training Office

carrolsporer@testtrainingoffice.co.za

Assessment > Create Learning Outcome Review

New Learning Outcome Review

Get started by filling in the information below to create your new Learning Outcome Review.

Reviewer: Brendan Dietrich (brendandietrich@testtrainingoffice.co.za)

Details: Rotation 1 to Financial Management Team

Cancel Save

Please provide details regarding the technical tasks performed. It should be clear from the information documented, why the selected learning outcomes are linked to this work.

Assessment > Learning Outcome Review

Learning Outcome Review

Not yet submitted for review

Rotation 1 to Financial Management Team

Trainee: Carrol Sporer
Reviewer: Brendan Dietrich

Technical context

Technical Context Professional Values and Attitudes Enabling Acumens Conclude

Technical context for the learning outcome review



Describe the task/rotation and link technical competency learning outcomes to the work performed. Initiated

No learning outcomes have been added to the Technical Context.

Trainee

Task(s) performed

Provide detail regarding the technical task performed. It should be clear from the information documented, why the selected learning outcomes link to this work.

B I U  

Reviewer

Accept

Reviewer accepts that the trainee performed this task.

Reviewer feedback

Reviewer's optional feedback regarding the task performed by the trainee. Required if the reviewer did not accept the task performed by the trainee.

Trainee

Trainee comment

Trainee's optional comment on the reviewer's feedback.

Save

Select learning outcomes from SAICA Competency Framework

Technical competency learning outcomes linked to the work performed:

No learning outcomes

Show history

Please ensure that learning outcomes are selected before saving and proceeding to the Professional Values and Attitudes tab.

Assessment > Learning Outcome Review

Learning Outcome Review

Not yet submitted for review

Rotation 1 to Financial Management Team

Trainee: Carrol Sporer
Reviewer: Brendan Dietrich

Technical context

Technical Context Professional Values and Attitudes Enabling Acumens Conclude

Technical context for the learning outcome review Initiated

Describe the task/rotation and link technical competency learning outcomes to the work performed.

No learning outcomes have been added to the Technical Context.

Trainee

Task(s) performed

Provide detail regarding the technical task performed. It should be clear from the information documented, why the selected learning outcomes link to this work.

B I U

I have just started on a new rotation in a department that is a lot more tech savvy than our other departments (don't tell them). Before I could complete the audit I had the familiarize myself with:

- the IT governance structures and practices so that I could better consider the controls and risk in the IT environment.
- the business processes and digital technologies in use

Learning what I did in this environment also meant I was able to add value in the next department I rotated to that still runs very manual processes.

Reviewer

Accept

Reviewer accepts that the trainee performed this task.

Reviewer feedback

Reviewer's optional feedback regarding the task performed by the trainee. Required if the reviewer did not accept the task performed by the trainee.

Trainee

Trainee comment

Trainee's optional comment on the reviewer's feedback.

Save

Select learning outcomes from SAICA Competency Framework

Only show learning outcomes according to IEP:

Inputs

Business Activities

Outputs leading to outcomes

Technical competency learning outcomes linked to the work performed:

No learning outcomes

Show history

Select a learning outcome from the SAICA competency Framework which best links with the above-mentioned task that was performed.

Select learning outcomes from SAICA Competency Framework

Only show learning outcomes according to IEP:

Inputs

A1 - Governance model

- 1 - Governance fundamentals
- 2 - The entity's governance structures and practices
- 3 - Internal audit
- 4 - IT Governance**
 - a) Understand the IT governance structures and practices of the organisation

A2 - Business strategy

A3 - Aligning the business model with the business strategy

A4 - Finance strategy

A5 - Tax strategy

Business Activities

Outputs leading to outcomes

Technical competency learning outcomes linked to the work performed:

No learning outcomes

Show history

Please select highlighted dropdown to see learning outcomes according to ELP (Expected Levels of Proficiency). Only ELP that are in line with trainees expected proficiency will be displayed.

Please note that selected learning outcomes will be displayed at the bottom of the screen.

Select learning outcomes from SAICA Competency Framework

Only show learning outcomes according to IEP:

Inputs

- A1 - Governance model
 - 1 - Governance fundamentals
 - 2 - The entity's governance structures and practices
 - 3 - Internal audit
 - 4 - IT Governance
 - a) Understand the IT governance structures and practices of the organisation Included
- A2 - Business strategy
- A3 - Aligning the business model with the business strategy
- A4 - Finance strategy
- A5 - Tax strategy

Business Activities

Outputs leading to outcomes

Technical competency learning outcomes linked to the work performed:

- A1 - Governance model
- 4 a) Understand the IT governance structures and practices of the organisation 🗑️

To remove a learning outcome, select the delete icon located on the right-hand side of learning outcome added.

Select learning outcomes from SAICA Competency Framework

Only show learning outcomes according to IEP:

Business Activities

- B1 - Reporting fundamentals
- B2 - Business systems and processes
 - 1 - Transactional business processes and digital technologies
 - a) Assess whether an organisation's transactional business processes accurately report performance relative to stated objectives relative to stated objectives (e.g. sales growth; quality of stakeholder relationships, environmental matters, human capital issues): (i) Financial objectives (ii) Non-financial (e.g. human capital, environmental, operational and compliance) objectives. Add
 - b) Identify and evaluate the risks pertaining to the organisation's information system environment (hardware, software and networks) Add
 - c) Design and evaluate internal controls for an organisation's transactional business processes (including digital technologies) to reduce business risks (relating to completeness, accuracy and validity of information) to an acceptable level: (i) Financial internal controls (ii) Non-financial (e.g. operational and compliance) internal controls Add
 - d) Evaluate the design of internal controls for an organisation's transactional business processes (including digital technologies) to reduce business risks (relating to completeness, accuracy, validity and integrity of information) to an acceptable level: (i) Financial internal controls (ii) Non-financial (e.g. operational and compliance) internal controls Add
 - e) Assess the effectiveness of the organisation's chart of accounts Add
 - f) Review and analyse information and investigate possible signs of error, fraud and illegal acts (e.g., inconsistency of data, lack of completeness, unexpected trends) Add
 - g) Describe possible IT and digital solutions to automate and improve existing processes and/or introduce new technologies by considering different alternatives, key factors and cost benefit implications Add
 - 2 - Transactional accounting processes
- B3 - Risk management and control
- C1 - Performance measurement for decision-making by management and other internal users of financial information


- C2 - Financing decisions
- C3 - Investment decisions
- C4 - Use of derivatives
- C5 - Business valuation
- C6 - Performance management systems
- C7 - Financially troubled businesses
- C8 - Tax law implications

Outputs leading to outcomes

Technical competency learning outcomes linked to the work performed:

- A1 - Governance model
 - 4 a) Understand the IT governance structures and practices of the organisation

The below pop up will appear requesting you to confirm if you want to remove learning outcomes that were recently added.

 Remove learning outcome?

Once all related outcomes have been added, please click “**Save**” the proceed to the next tab.

Technical competency learning outcomes linked to the work performed:

- A1 - Governance model
 - 4 a) Understand the IT governance structures and practices of the organisation
- B2 - Business systems and processes
 - 1 g) Describe possible IT and digital solutions to automate and improve existing processes and/or introduce new technologies by considering different alternatives, key factors and cost benefit implications

Select drop down and proceed with selecting learning outcomes that were performed.

Assessment > Learning Outcome Review

Learning Outcome Review

Not yet submitted for review

Rotation 1 to Financial Management Team

Trainee: Carrol Sporer
Reviewer: Brendan Dietrich

Technical context

-

Technical Context Professional Values and Attitudes Enabling Acumens Conclude

Select learning outcomes from SAICA Competency Framework

Learning outcomes demonstrated

No learning outcomes

Select a learning outcome which describes tasks that were performed.

Learning Outcome Review

Not yet submitted for review

Rotation 1 to Financial Management Team

Trainee: Carrol Sporer
Reviewer: Brendan Dietrich

Technical context
-

Technical Context **Professional Values and Attitudes** Enabling Acumens Conclude

Select learning outcomes from SAICA Competency Framework

Only show learning outcomes according to ELP:

I - Ethics, values and attitudes

- 1 - Personal ethics
 - a) Act honestly and demonstrate personal integrity, accountability and trustworthiness including while interacting with others **Add**
 - b) Carry out work in a manner that protects public interest, the client, employer and other relevant stakeholders, and put these before your own interest **Add**
- 2 - Business ethics
- 3 - Professional ethics

II - Citizenship, values and attitudes

III - Lifelong learning, values and attitudes

Learning outcomes demonstrated

No learning outcomes

Click on recently added learning outcome and provide evidence regarding task selected.

Learning Outcome Review

Not yet submitted for review

Rotation 1 to Financial Management Team

Trainee: Carrol Sporer
Reviewer: Brendan Dietrich

Technical context
-

Technical Context **Professional Values and Attitudes** Enabling Acumens Conclude

Select learning outcomes from SAICA Competency Framework

Only show learning outcomes according to ELP:

I - Ethics, values and attitudes

- 1 - Personal ethics
 - a) Act honestly and demonstrate personal integrity, accountability and trustworthiness including while interacting with others **Included** **Add**
 - b) Carry out work in a manner that protects public interest, the client, employer and other relevant stakeholders, and put these before your own interest **Add**
- 2 - Business ethics
- 3 - Professional ethics

II - Citizenship, values and attitudes

III - Lifelong learning, values and attitudes

Learning outcomes demonstrated

- I - Ethics, values and attitudes
 - 1 a) Act honestly and demonstrate personal integrity, accountability and trustworthiness including while interacting with others **Initiated**

Provide evidence of how you demonstrated the above selected learning outcome within the technical context (Document who, what, where, when and how) and reflect on the level of complexity of the situation encountered. Then click **“Save”**

Learning Outcome Review Not yet submitted for review

Rotation 1 to Financial Management Team Trainee: Carrol Sporer
Reviewer: Brendan Dietrich

Technical context

-

Technical Context
Professional Values and Attitudes
Enabling Acumens
Conclude

Back < > 🗑️

I - Ethics, values and attitudes Initiated

1 - Personal ethics

a) Act honestly and demonstrate personal integrity, accountability and trustworthiness including while interacting with others

No rating yet | Expected level at next PDS Level 3

Recent evidence ▼

Trainee

Evidence

Provide evidence of how you demonstrated this learning outcome within the Technical Context (document who, what, where, when and how) and reflect on the level of complexity of the situation encountered.

B I U ☰ ☰

I was performing a test of controls and one of the line managers pointed out that i seemed to be selecting only controls which were not working. They suggested that i test something that was working so that i obtain a more "balanced" view of the control environment. I explained to the individual that point of the tests was to identify weaknesses and that amending my process would not be appropriate. In fact, what they had noted supported my findings.

Supportive training

Provide details of any formal or informal training, research, guidance, discussion or intervention that assisted you to demonstrate this learning outcome.

Development reflection

Reflect on your development in relation to this learning outcome. Consider what requires attention, what action you need to take to develop further and what support you require.

Reviewer

Accept

Reviewer accepts that the trainee performed this task.

-

Reviewer feedback

Reviewer's optional feedback.

Development comment

Assist the trainee to develop further proficiency in this learning outcome by reflecting on what the trainee can do to improve. Consider whether specific exposure, guidance or training is required and document specific steps the trainee can take.

Trainee

Trainee reflects on reviewer's development comment

Cancel
Save

Please note that trainee has the option to reflect on Supportive training that assisted them to demonstrate this learning outcome in below field, as well as Reflect on your development in relation to this learning outcome. Consider what requires attention, what action you need to take to develop further and what support you require.

Supportive training Provide details of any formal or informal training, research, guidance, discussion or intervention that assisted you to demonstrate this learning outcome.	<input type="text" value="-"/>
Development reflection Reflect on your development in relation to this learning outcome. Consider what requires attention, what action you need to take to develop further and what support you require.	<input type="text" value="-"/>

Please confirm that has been submitted before proceeding to “Enabling Acumens” tab.

Learning Outcome Review

Not yet submitted for review

Rotation 1 to Financial Management Team

Trainee: Carrol Sporer
Reviewer: Brendan Dietrich

Technical context

-

Technical Context Professional Values and Attitudes Enabling Acumens Conclude

Select learning outcomes from SAICA Competency Framework

Learning outcomes demonstrated

I - Ethics, values and attitudes

1 a) Act honestly and demonstrate personal integrity, accountability and trustworthiness including while interacting with others

Submitted

Select drop down and proceed with selecting learning outcomes that were performed.

Learning Outcome Review

Not yet submitted for review

Rotation 1 to Financial Management Team

Trainee: Carrol Sporer
Reviewer: Brendan Dietrich

Technical context

-

Technical Context Professional Values and Attitudes Enabling Acumens Conclude

Select learning outcomes from SAICA Competency Framework

Learning outcomes demonstrated

No learning outcomes

Click on recently added learning outcome and provide evidence regarding task selected.

Learning Outcome Review

Not yet submitted for review

Rotation 1 to Financial Management Team

Trainee: Carrol Sporer
Reviewer: Brendan Dietrich

Technical context

-

Technical Context Professional Values and Attitudes **Enabling Acumens** Conclude

Select learning outcomes from SAICA Competency Framework

Only show learning outcomes according to ELP:

Z - Business acumen

Y - Decision-making acumen

X - Relational acumen

- 1 - Communication skills
- 2 - Leadership skills
- 3 - People skills
 - a) Display personal influence and negotiation skills to persuade others and build consensus [Add](#)
 - b) Display conflict resolution skills to minimise the impact of or resolve conflict [Included](#) [Add](#)
 - c) Consult with others to obtain information, solve problems and/or maximise benefits from opportunities [Add](#)
 - d) Display self-management skills to work independently, and to manage time and work pressure and its impact on others [Add](#)
 - e) Adapt to the different management and leadership styles and cultures of an environment [Add](#)
- 4 - Relationship-building skills
- 5 - Teamwork
- 6 - Self-management
- 7 - Emotional intelligence

W - Digital acumen

Learning outcomes demonstrated

X - Relational acumen

3 b) Display conflict resolution skills to minimise the impact of or resolve conflict [Initiated](#)

Provide evidence of how you demonstrated the above selected learning outcome within the technical context (Document who, what, where, when and how) and reflect on guidance required, integration of knowledge sources and skills, analysis evaluation and recommendations made and whether you took responsibility for your own work and/or the work of others. Then use “decision Tree” to confirm if expected level has been met.

Learning Outcome Review Not yet submitted for review

Rotation 1 to Financial Management Team Trainee: Carrol Sporer
Reviewer: Brendan Dietrich

Technical context
-

Technical Context Professional Values and Attitudes **Enabling Acumens** Conclude

Back < >

X - Relational acumen Initiated
3 - People skills

b) Display conflict resolution skills to minimise the impact of or resolve conflict

No rating yet Expected level at next PDS Level 3

Recent evidence v

Trainee

Evidence
Provide evidence of how you demonstrated this learning outcome within the Technical Context (document who, what, where, when and how) and reflect on guidance required, integration of knowledge sources and skills, analysis, evaluation and recommendations made and whether you took responsibility for your own work and/or the work of others.

B I U

The evidence that I included regarding the manager asking me to expand my sample has bearing here. Following our initial interaction it was not easy to obtain the information I required. I was hyper-aware of my internal frustration but I remained professional and courteous in my engagement. And yesterday she apologized to me

Supportive training
Provide details of any formal or informal training, research, guidance, discussion or intervention that assisted you to demonstrate this learning outcome.

Trainee rating
Decision Tree Path A Level 3
Rating achieved at previous PDS: No rating yet
Expected level at next PDS: Level 3

Reviewer

Reviewer rating -

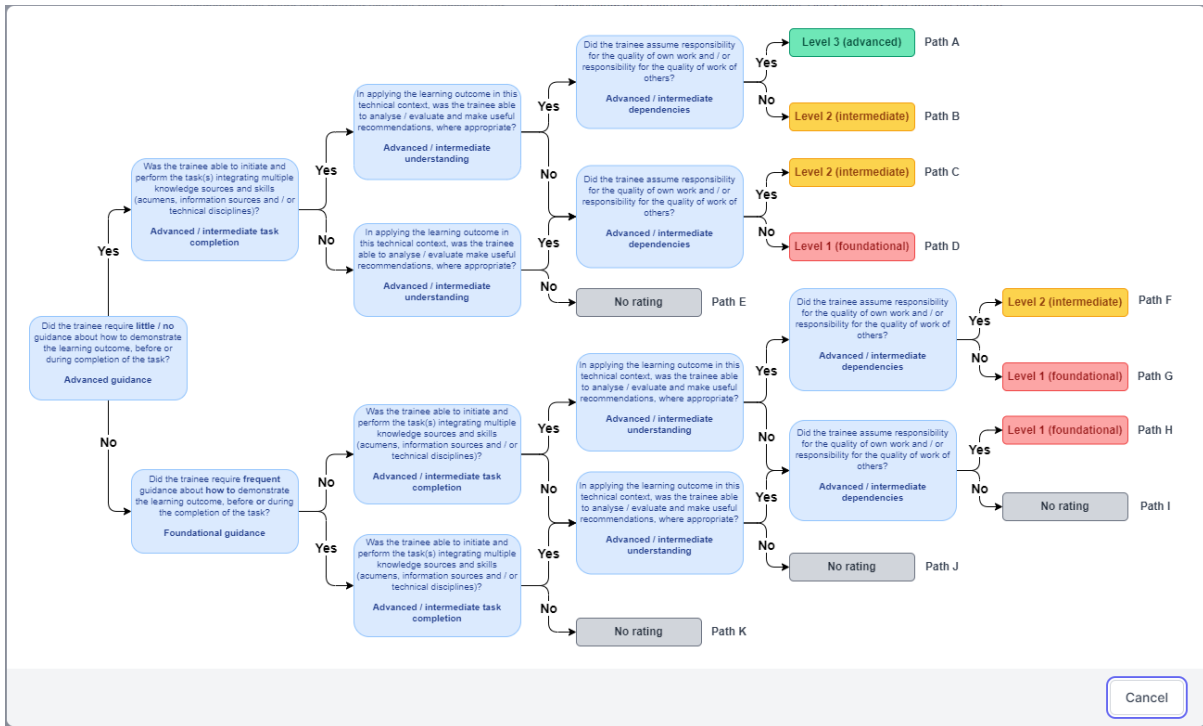
Trainee

Trainee Comments on Reviewer Feedback
-

Cancel Save

Please select highlighted drop down so you can view the technical context at the top of the screen.

Please use “**decision Tree**” to confirm if expected level has been met.



Please note that reflection on development needs to be documented when expected level is not met.

Development reflection

Reflect on your development in relation to this learning outcome. Consider what requires attention, what action you need to take to develop further and what support you require.

This field is required

Please confirm that has been submitted before proceeding to “**Conclude**” tab.

Learning Outcome Review

Not yet submitted for review

Rotation 1 to Financial Management Team Trainee: Carrol Sporer
Reviewer: Brendan Dietrich

Technical context
 -

Technical Context
Professional Values and Attitudes
Enabling Acumens
Conclude

Select learning outcomes from SAICA Competency Framework

Learning outcomes demonstrated

- X - Relational acumens
- 3 b) Display conflict resolution skills to minimise the impact of or resolve conflict Submitted

Trainee rating: Level 3

Select **“Submit”** to send learning Outcome Review to Reviewer.

Learning Outcome Review Not yet submitted for review

Rotation 1 to Financial Management Team Trainee: Carrol Sporer
Reviewer: Brendan Dietrich

Technical context

-

Technical Context Professional Values and Attitudes Enabling Acumens **Conclude**

Submit to Reviewer **Submit**

Please note that the Learning Outcome Review has been submitted and awaiting feedback from the reviewer.

Assessment Instruments

Learning Outcome Reviews Professional Development Summaries

Create LOR + All roles ▾

SUBMITTED	TRAINEE	DETAILS	STATUS
2022-01-27	Carrol Sporer	Rotation 1 to Financial Management Team Submitted for review to Brendan Dietrich	Awaiting Reviewer 📅 2022-01-27