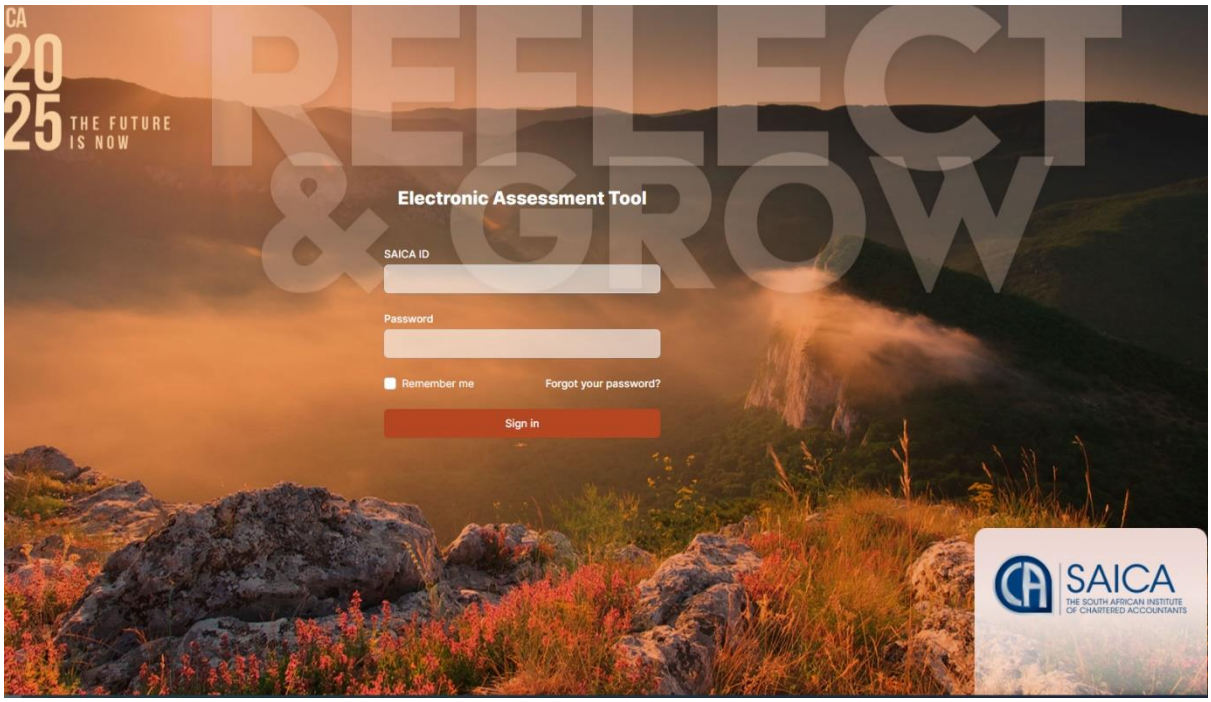
CA2025 TRAINING PROGRAMME

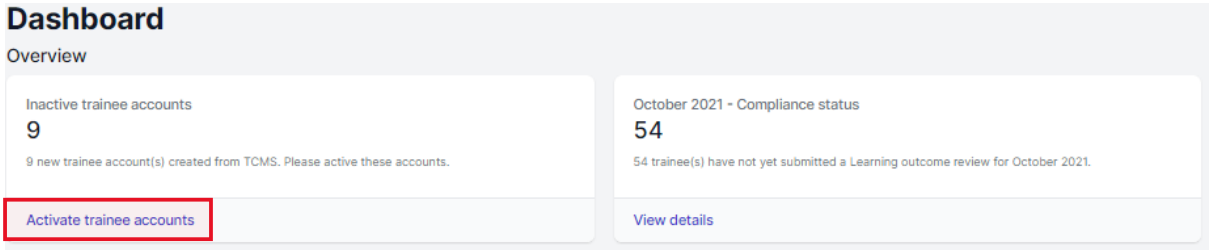
Electronic Assessment Tool

EAT Training Office Navigation

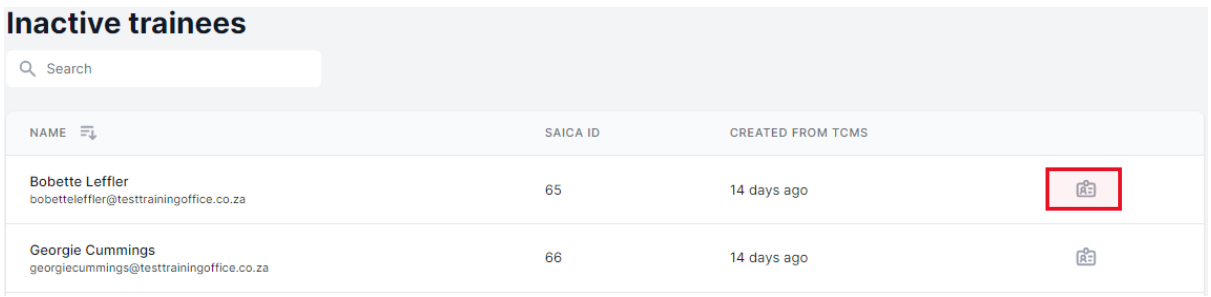
Please login to the Electronic Assessment Tool using your 8-digit **"SAICA ID"** followed by your password.

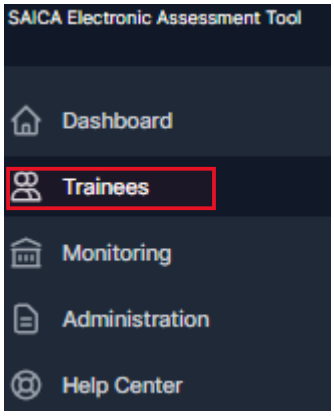


The below appears when **"Dashboard"** tab is selected, click on **"Activate trainee accounts"** to view the list on inactive trainees. Please note that clicking on **"view details"** will direct you to the trainee compliance page were the number of trainees that did not submit a Learning outcome review during the month will be displayed.

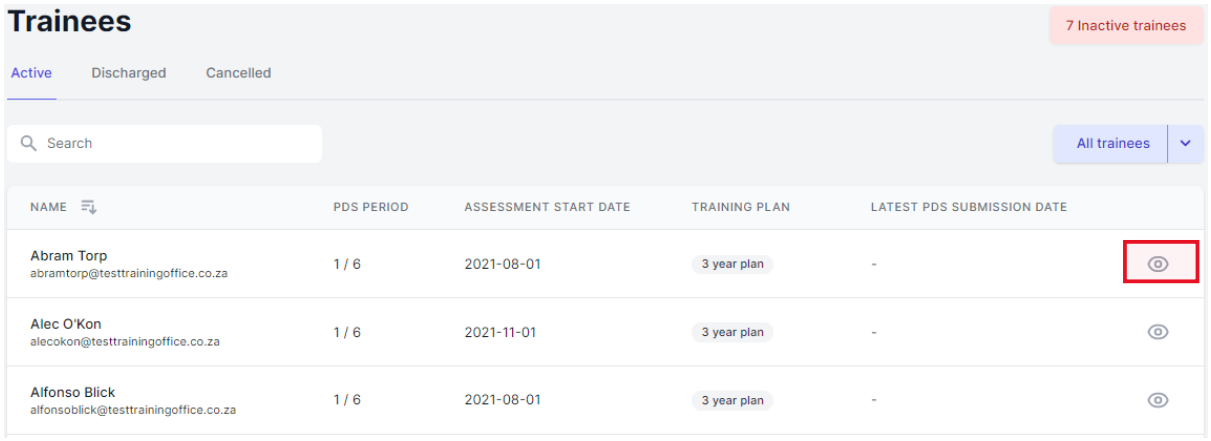


Click on the highlighted to activate trainee.

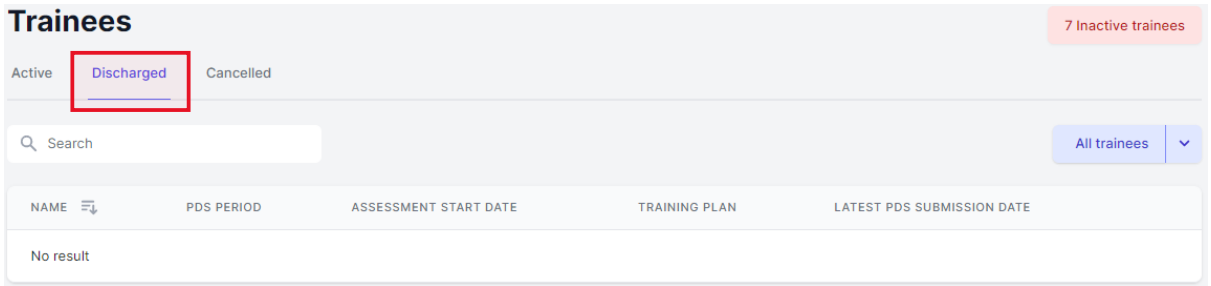




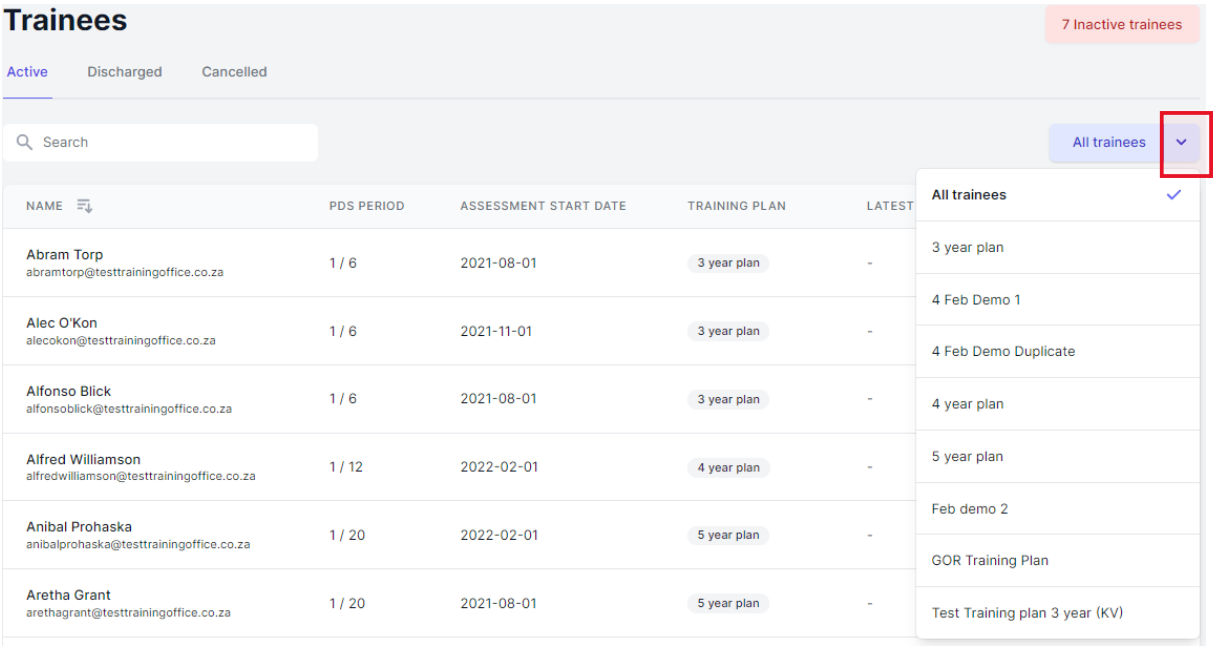
The below appears when **"Trainee"** tab is selected, please click on highlighted to view the trainee's details.



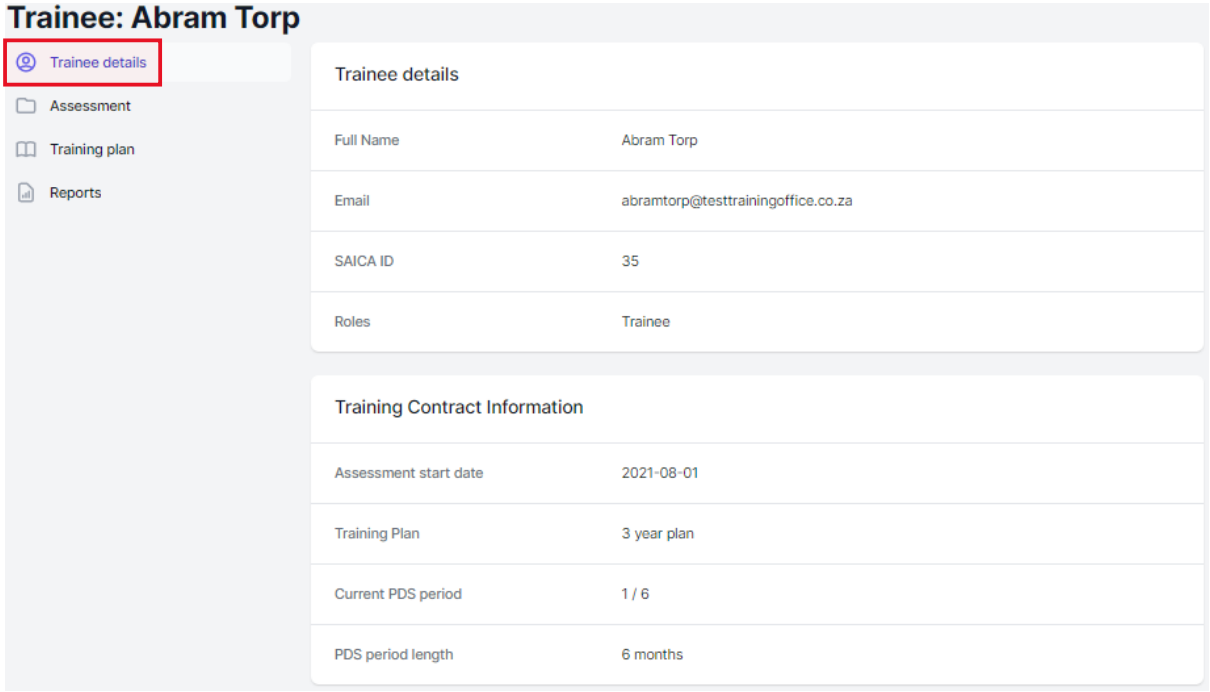
Please note that you may click on **"Discharged"** or **"Cancelled"** to view trainees that have been discharged or contract has been cancelled.



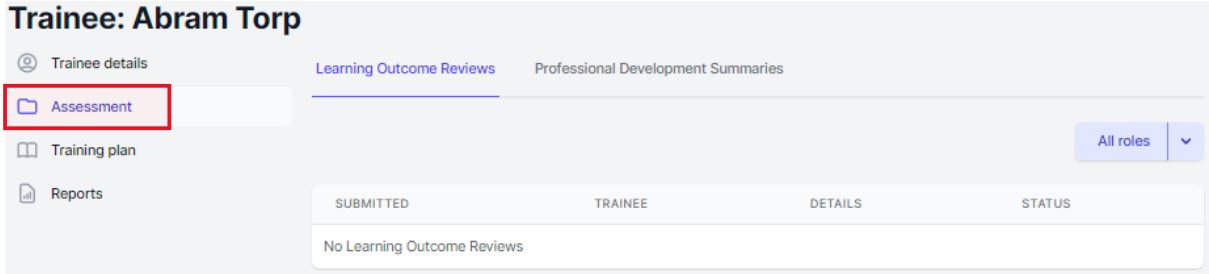
Click on the dropdown to filter trainees.



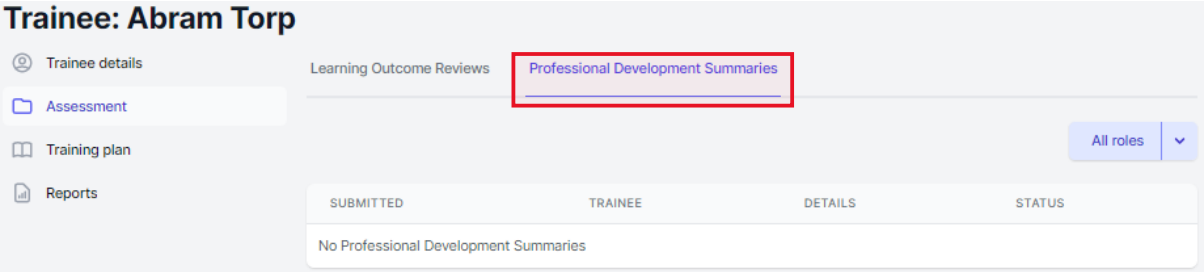
Once trainee has been selected, the trainees' details and training contract information will be displayed.



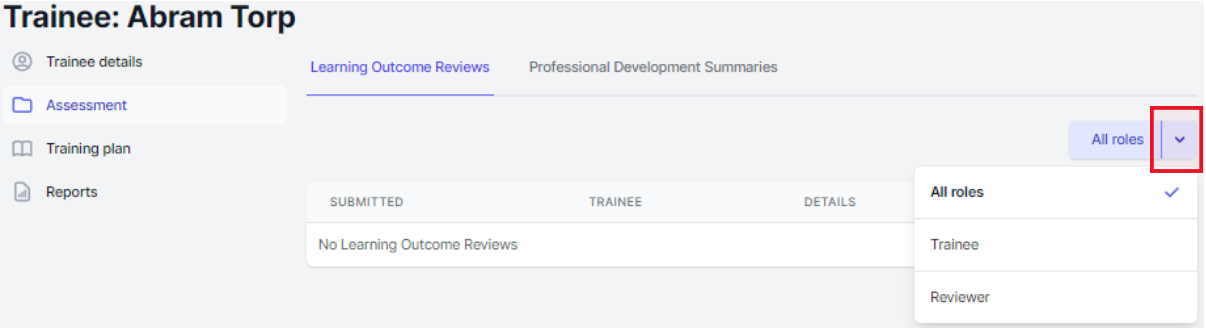
Select **“Assessment”** to view learning outcome review or professional development summaries submitted by the trainee.



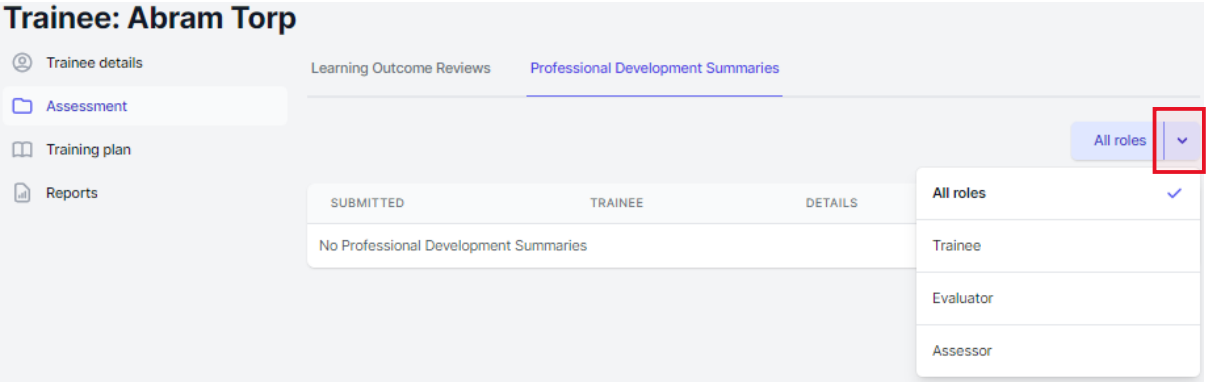
Please note that you may view professional development summaries submitted by the trainee by clicking on highlighted area.



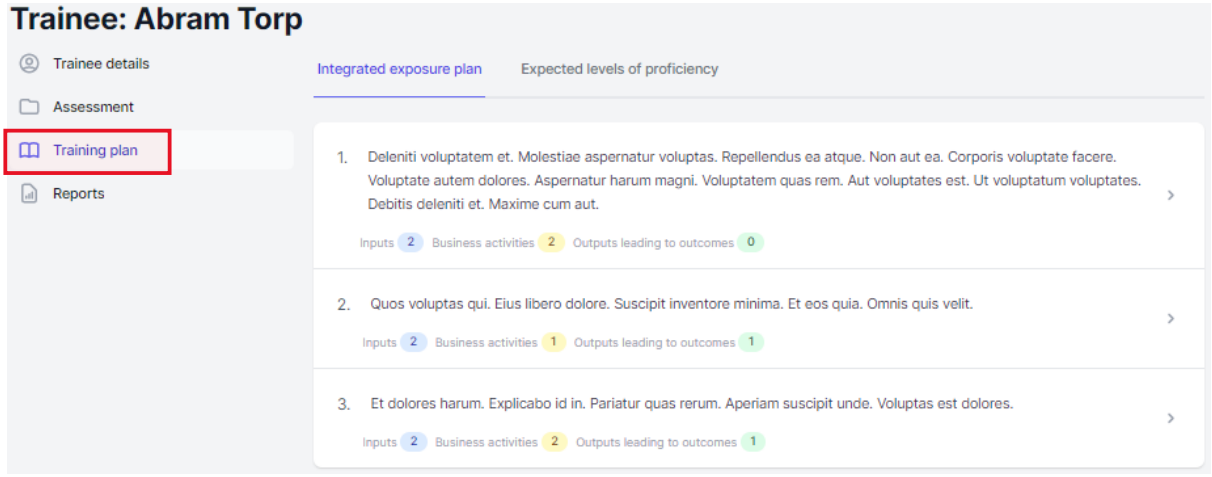
Click on the dropdown to filter between different roles.



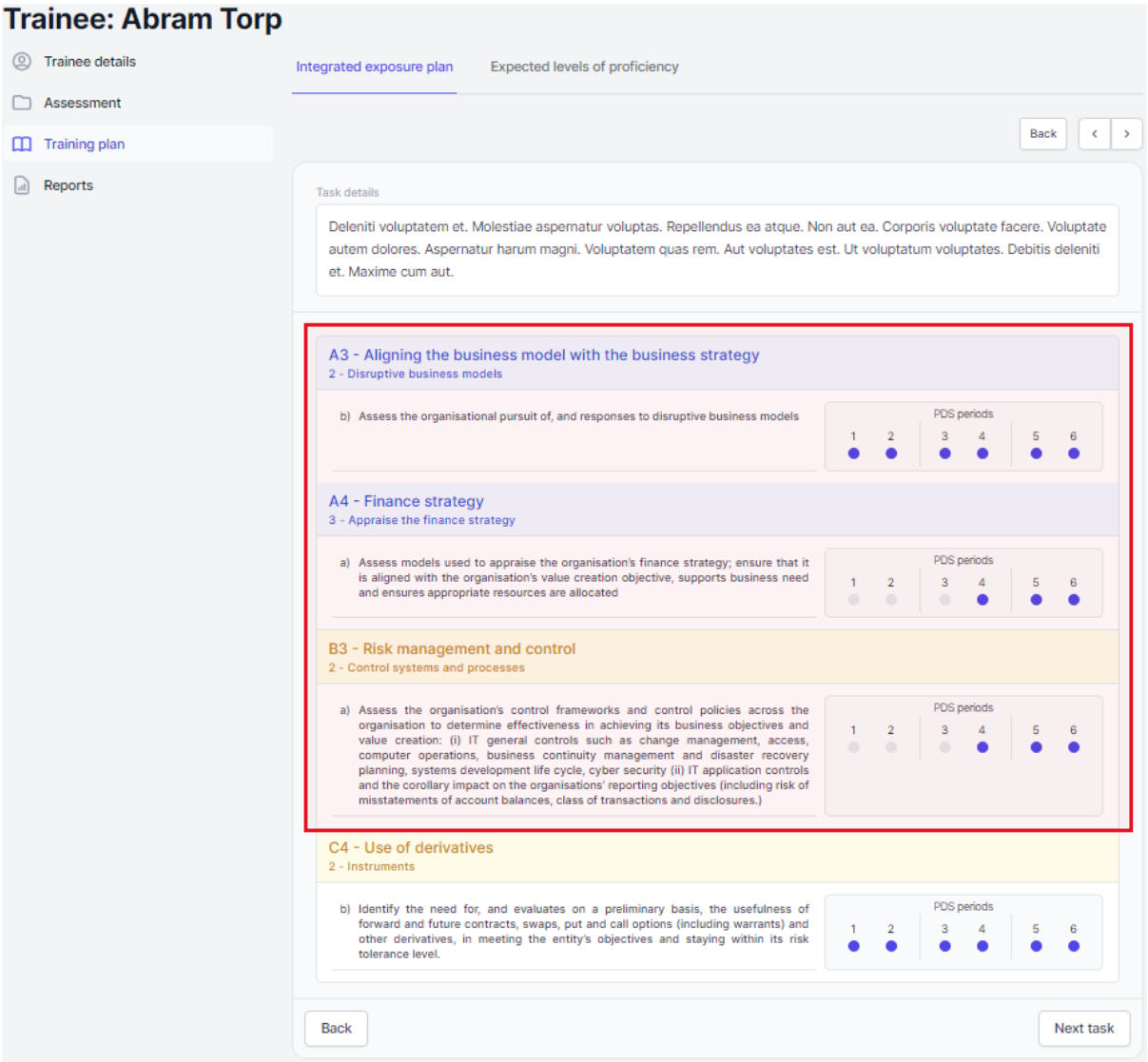
Click on the dropdown to filter between different roles.



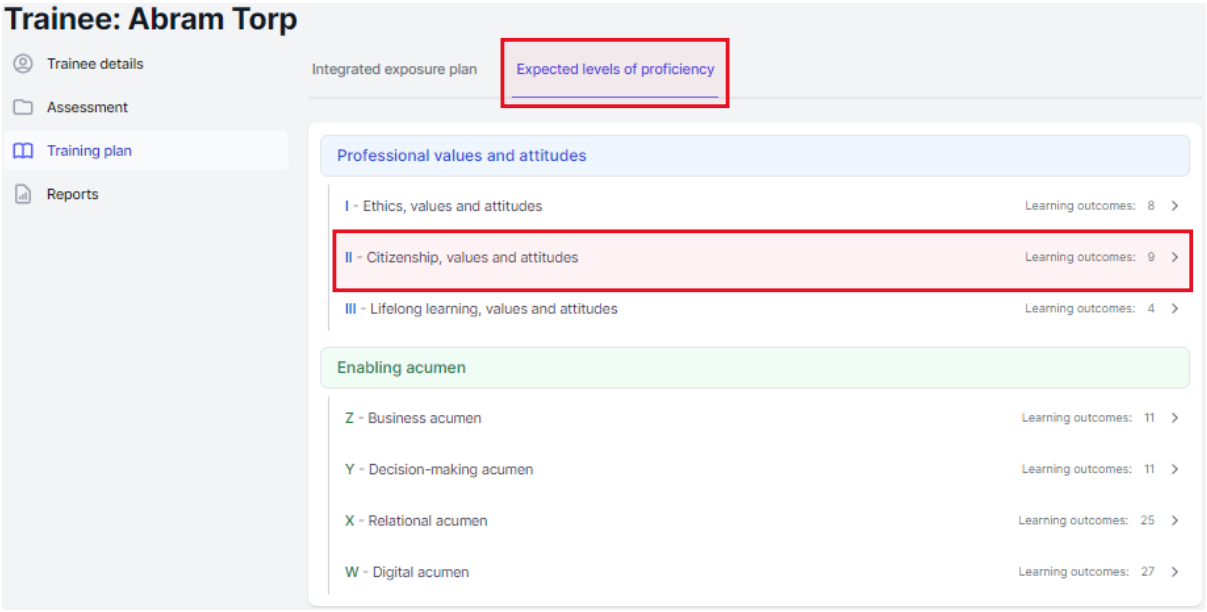
Select **“Training Plan”** to view the details for training plan assigned to the trainee. Select any of the below integrated explosure plan tasks.



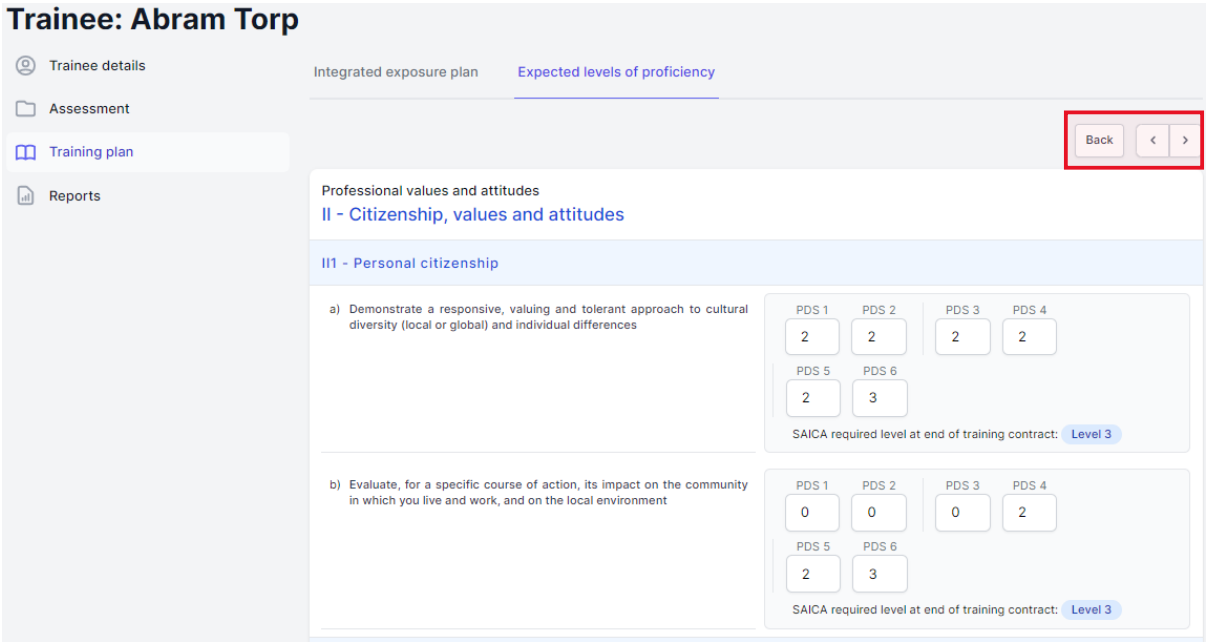
The below appears when integrated explosure plan task is selected.



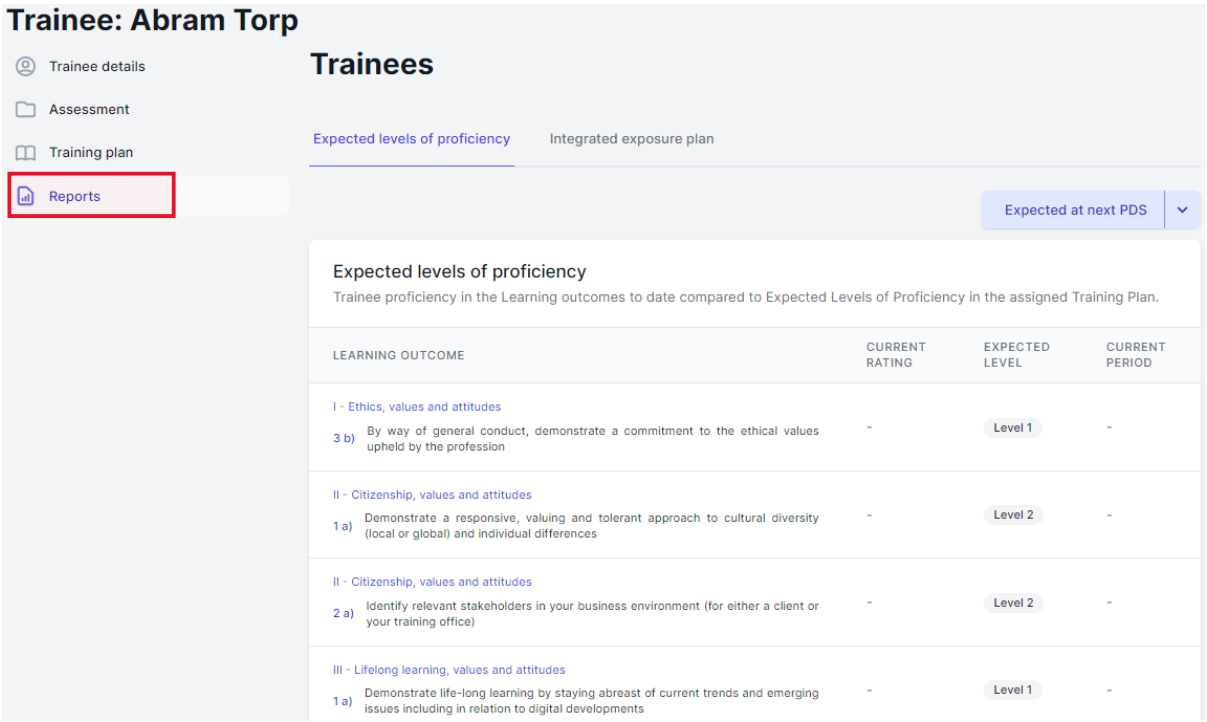
Select **“Expected levels of proficiency”** to view Professional values and attitudes or acumen. Select any of the below



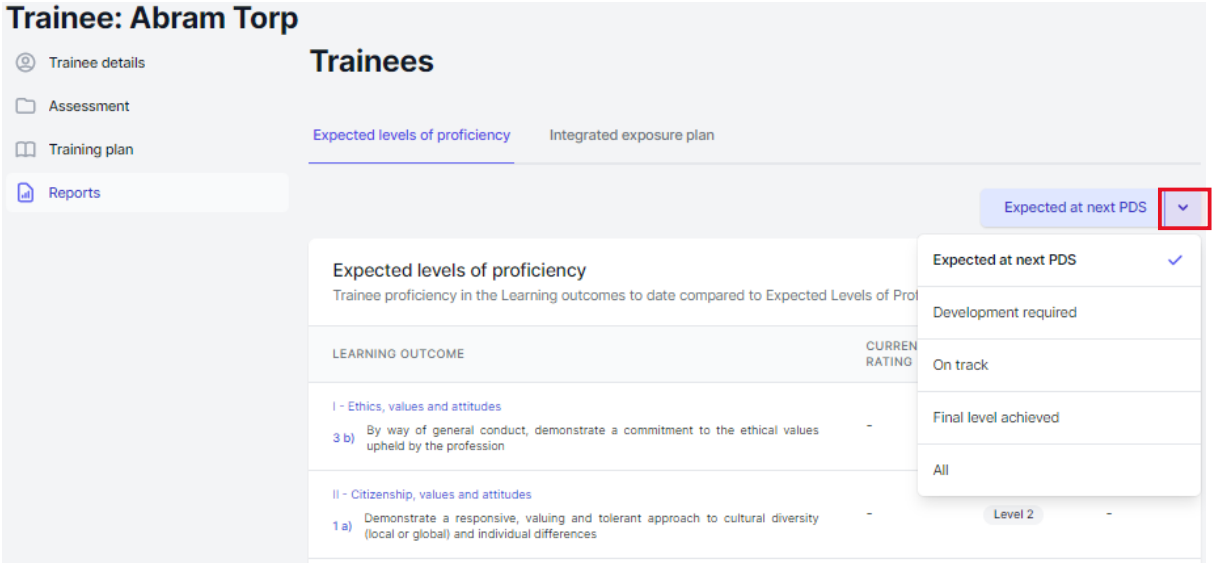
The below appears when integrated explosure plan task is selected. Please note that you may use that highlighted to navigate between different Professional values and attitudes or acumen.

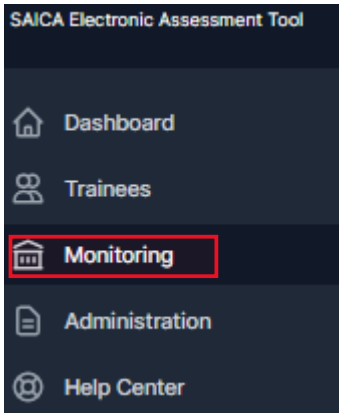


Select **“Reports”** to view the Trainee proficiency in the Learning outcomes to date compared to Expected Levels of Proficiency in the assigned Training Plan.

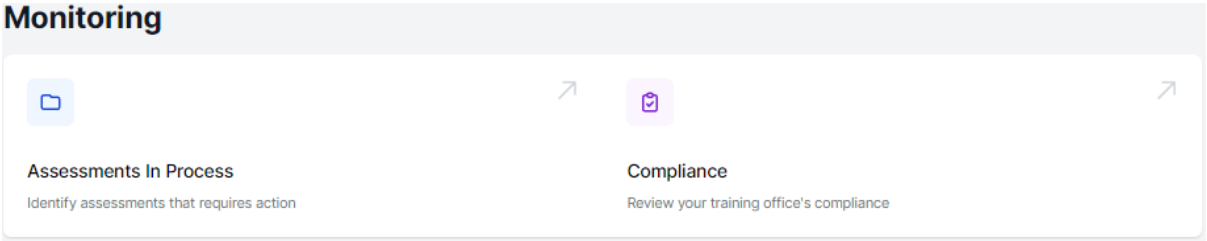


Click on the highlighted to filter to different view such as Expected at next PDS, Development required, On track, Final level achieved and All.

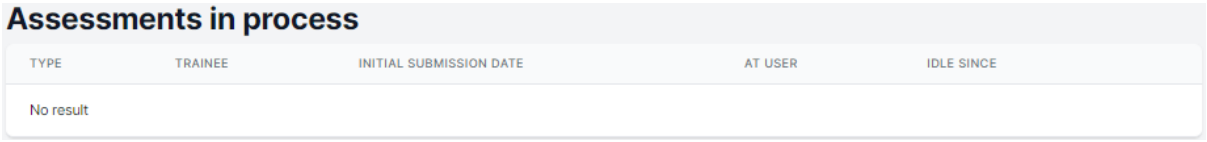




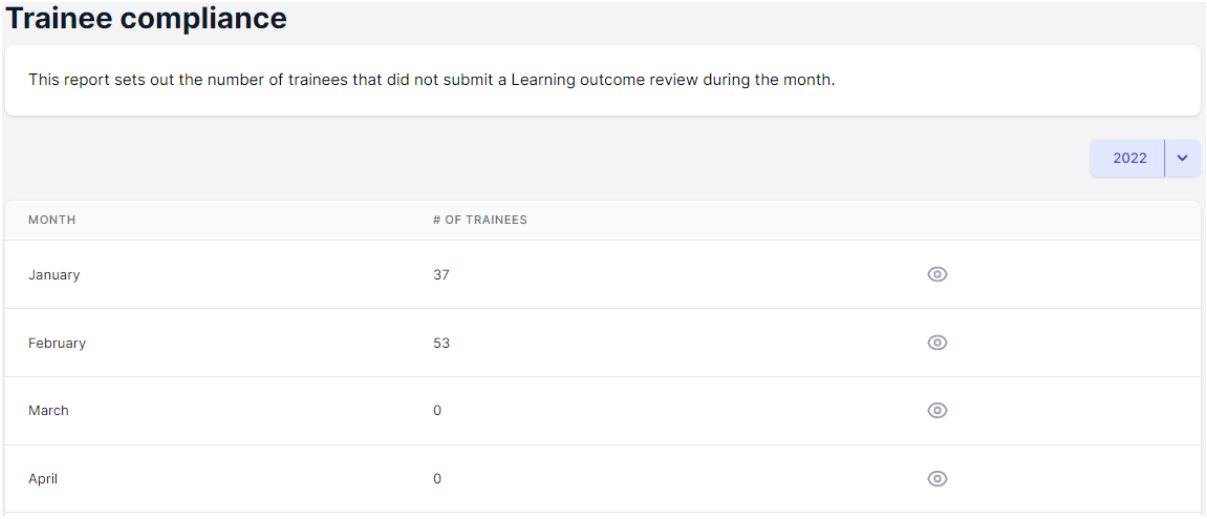
The below appears when **"Monitoring"** is selected.



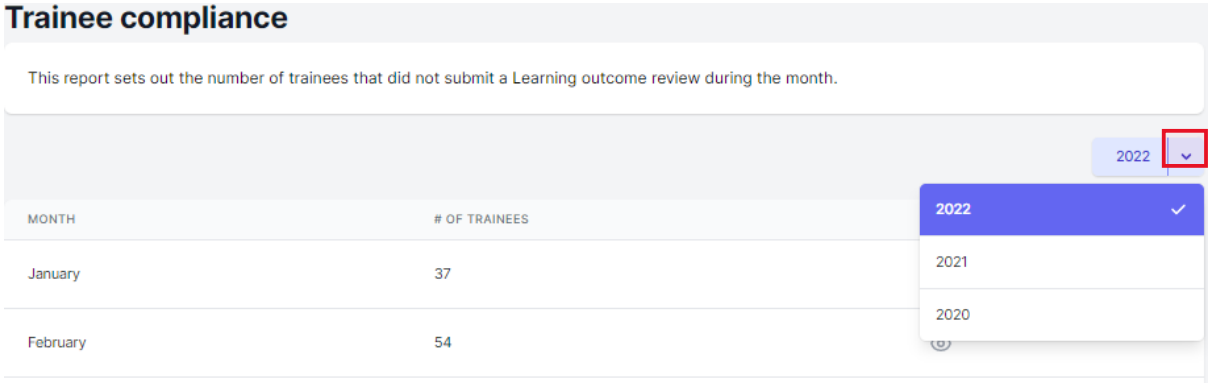
The below appears when **"Assessments in process"** is selected. Identify assessments that requires action.



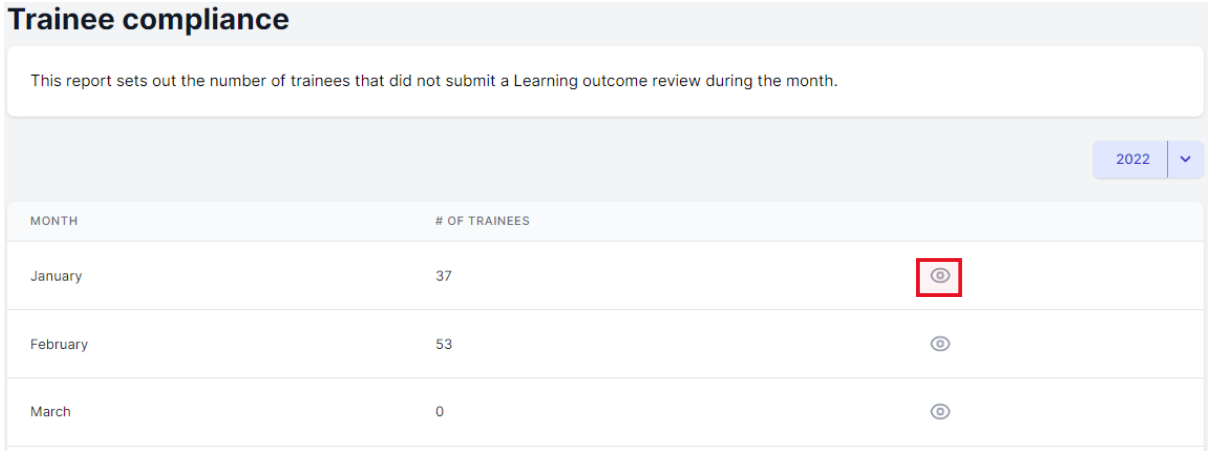
The below appears when **"Compliance"** is selected. This report sets out the number of trainees that did not submit a Learning outcome review during the month.



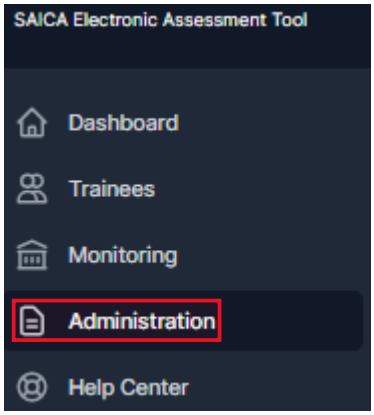
Click on the drop down to filter between the different years.



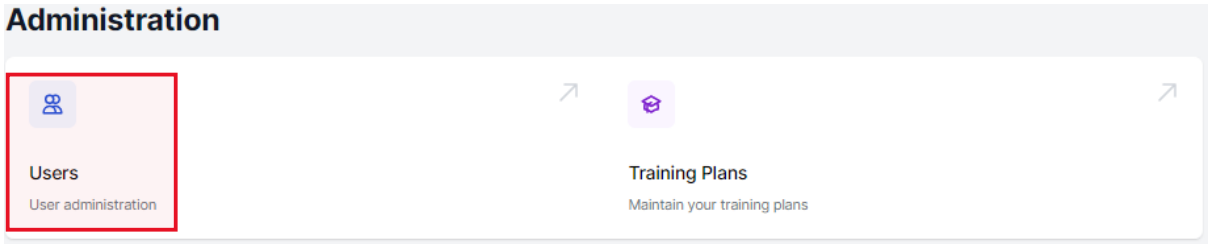
Click on highlighted **"view"** the number of trainees that did not submit a learning outcome review during the month.



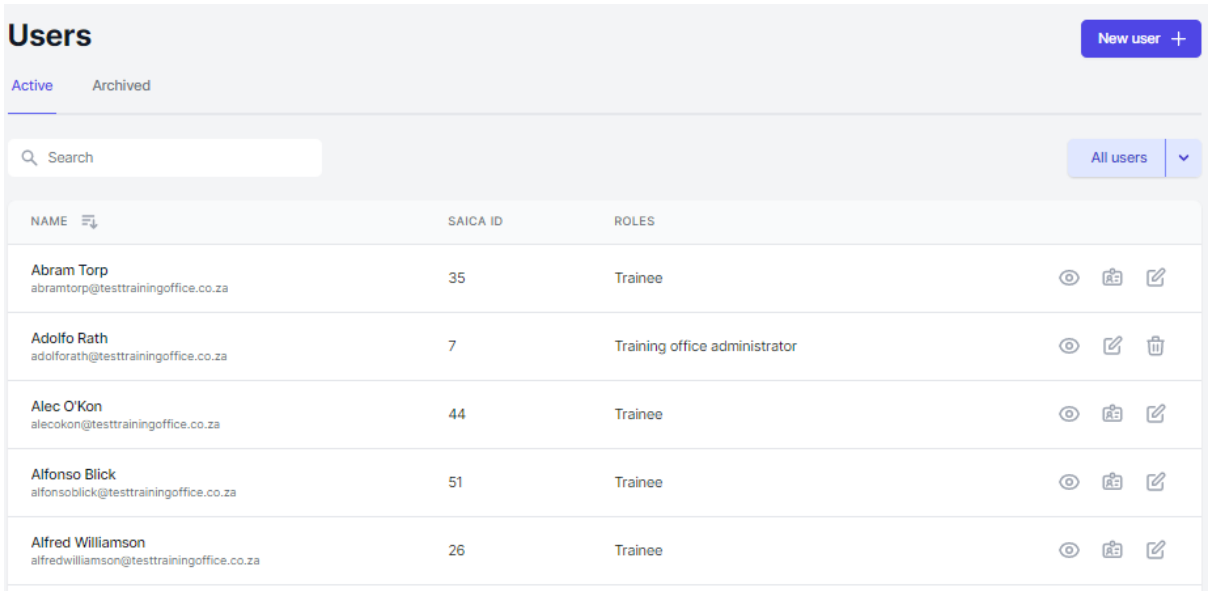
Click on highlighted to view the trainees details.

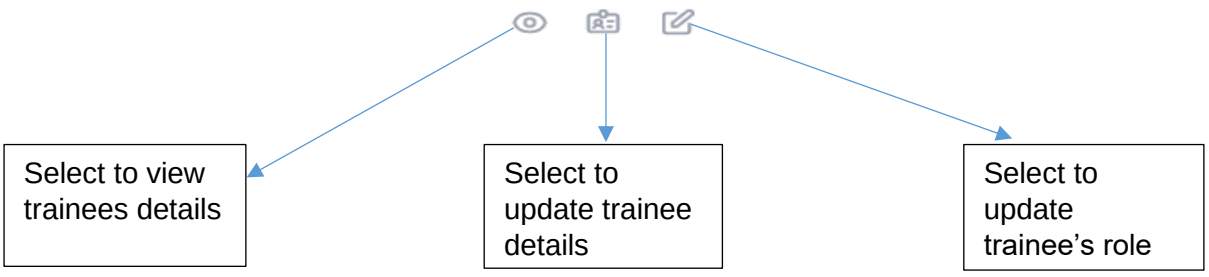


The below appears when **"Administrator"** is selected.

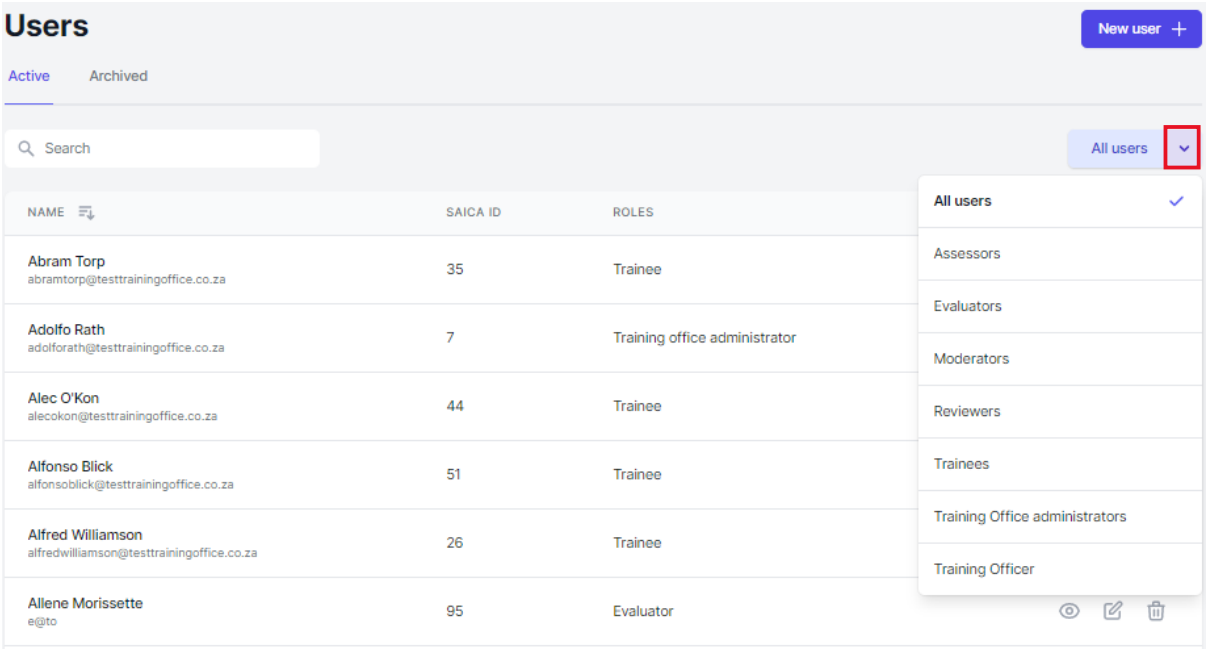


The below list of users appears when **"Users"** is selected.

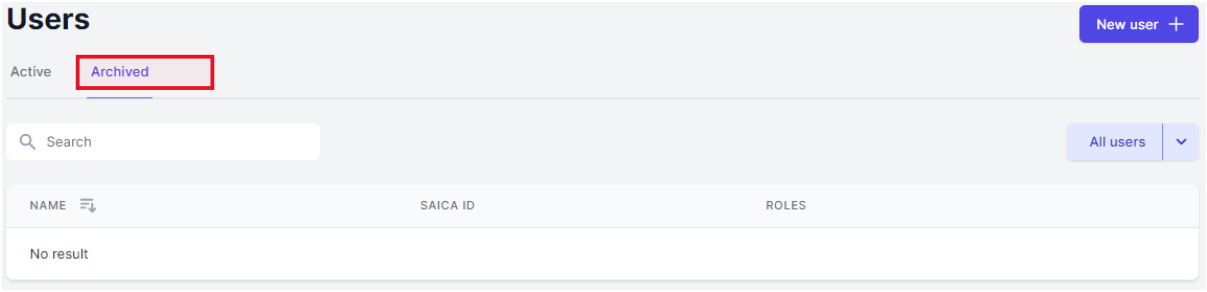




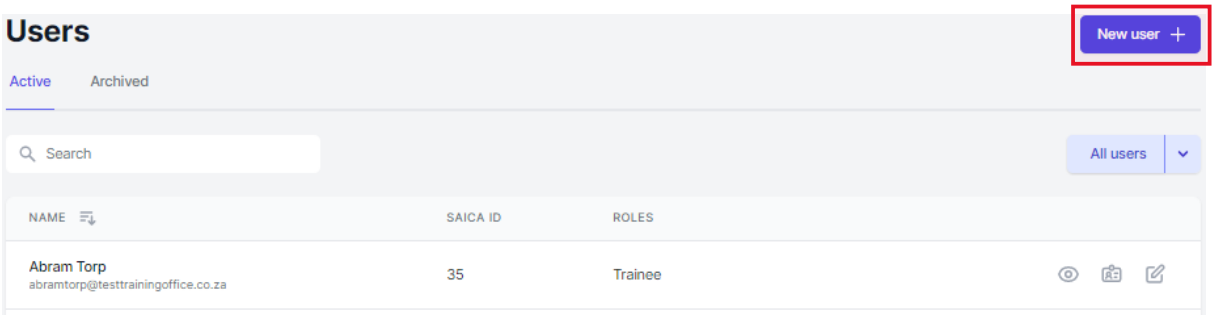
Click on the highlighted to filter to different roles.



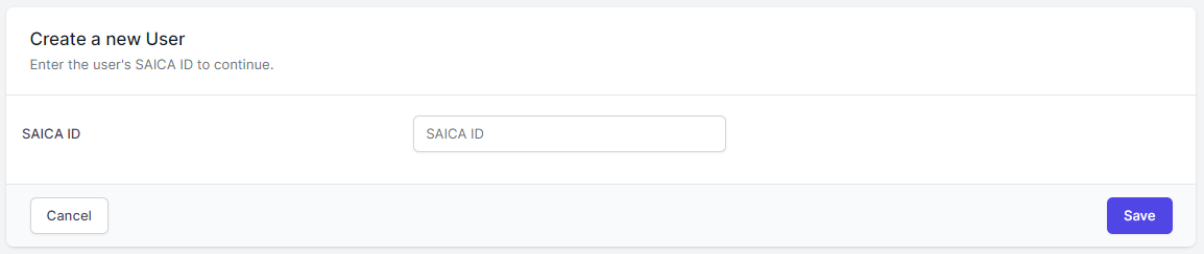
Select **"Archived"** to view



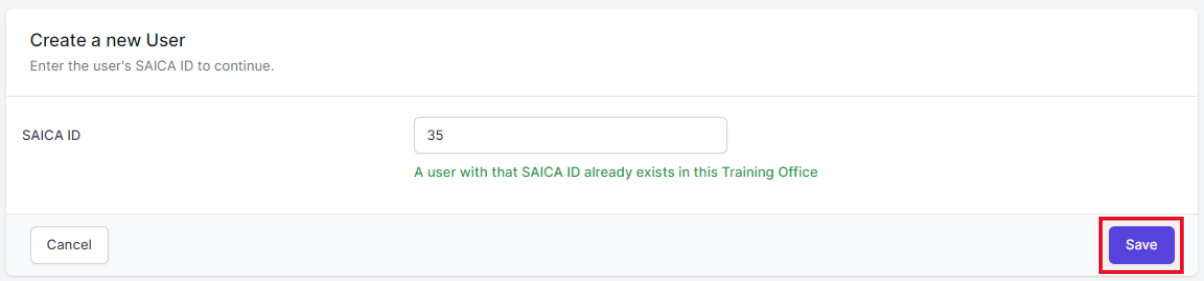
Select **"New user"** to create new user.



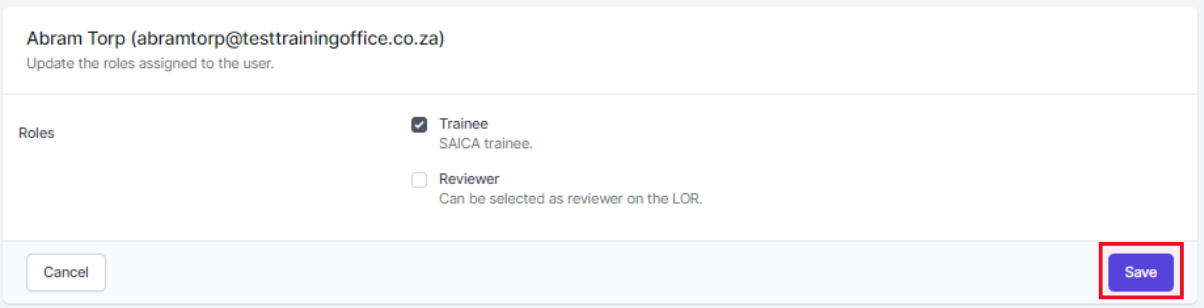
The below appears when **“New user”** is selected. Enter the user’s SAICA ID to continue.



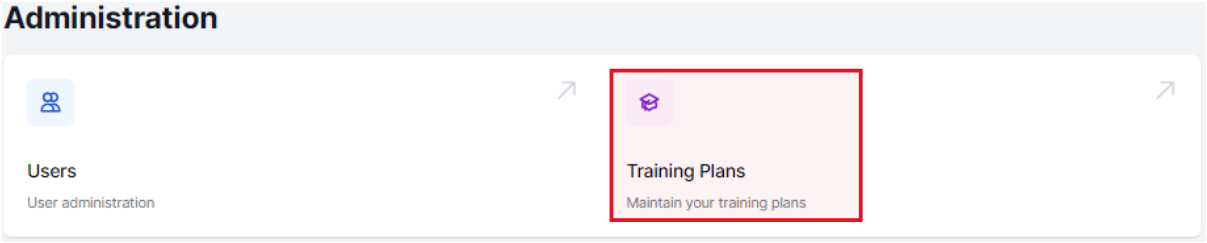
Please enter SAICA ID and click save to proceed.



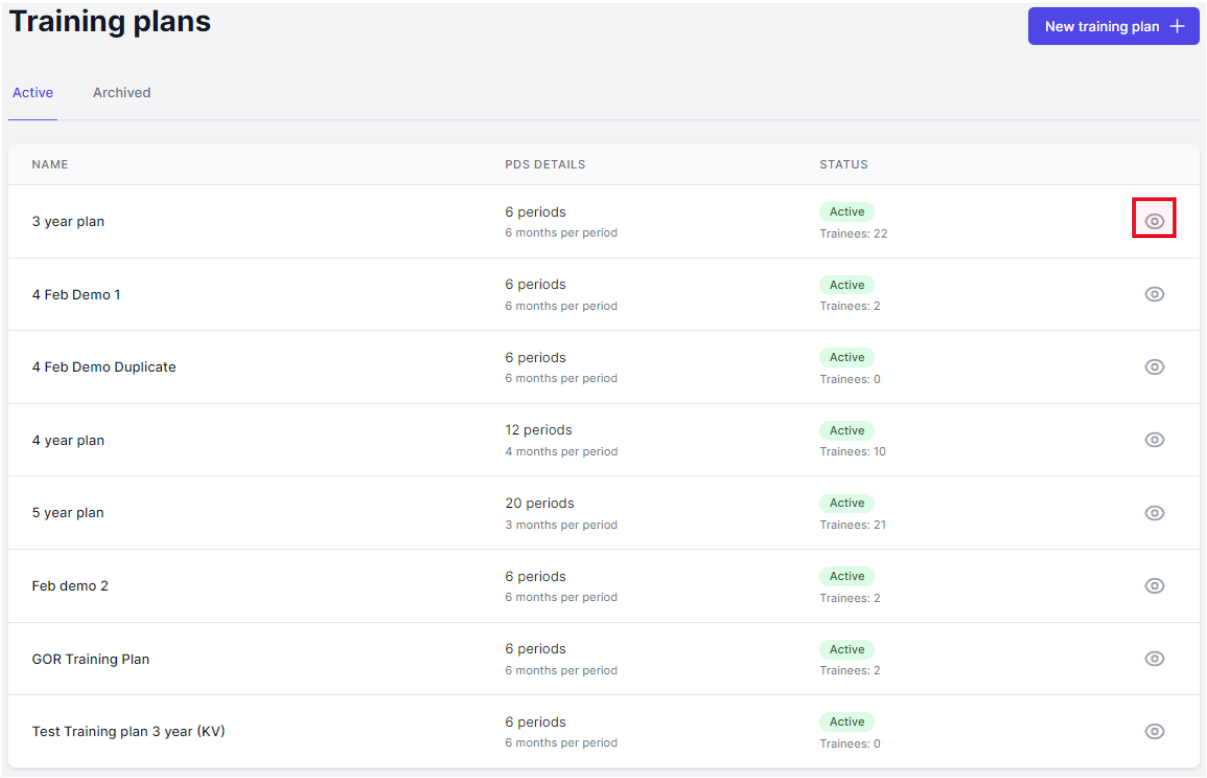
Assign user a role and click save to proceed.



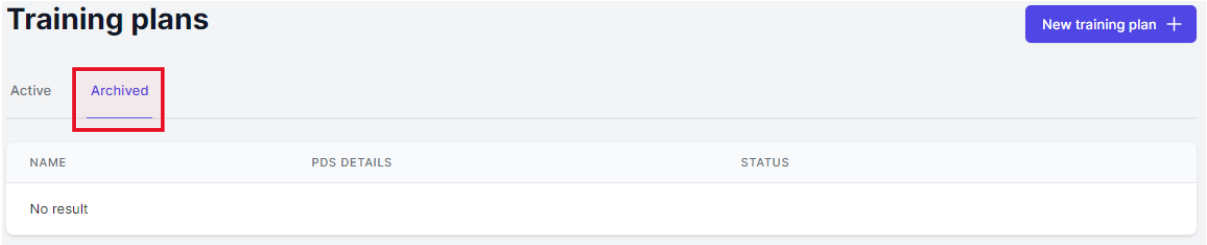
Select **“Training Plans”** to maintain your training plans.



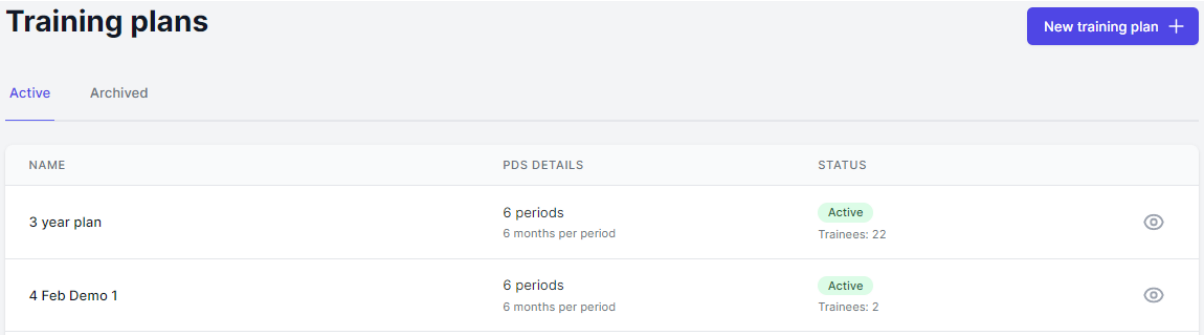
The below list of active training plans appears when **“Training Plans”** is selected.



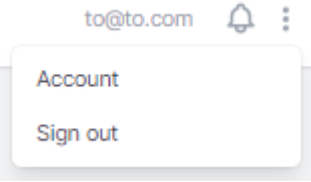
Please note that you may select **“Archived”** to view archived training plans.



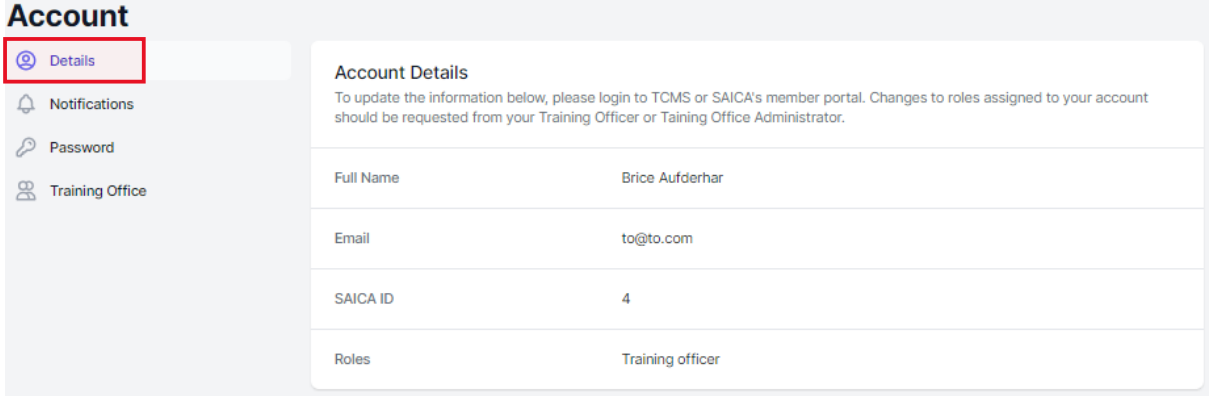
Select **“New training plan”** to create new training plan. Please refer to guidance on uploading a training plan.



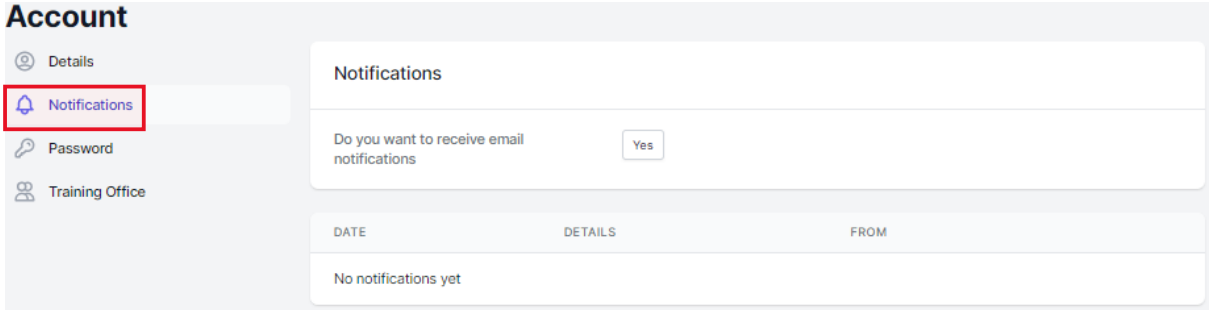
Navigate to the top right-hand corner of EAT screen, Click on **“Account”**.



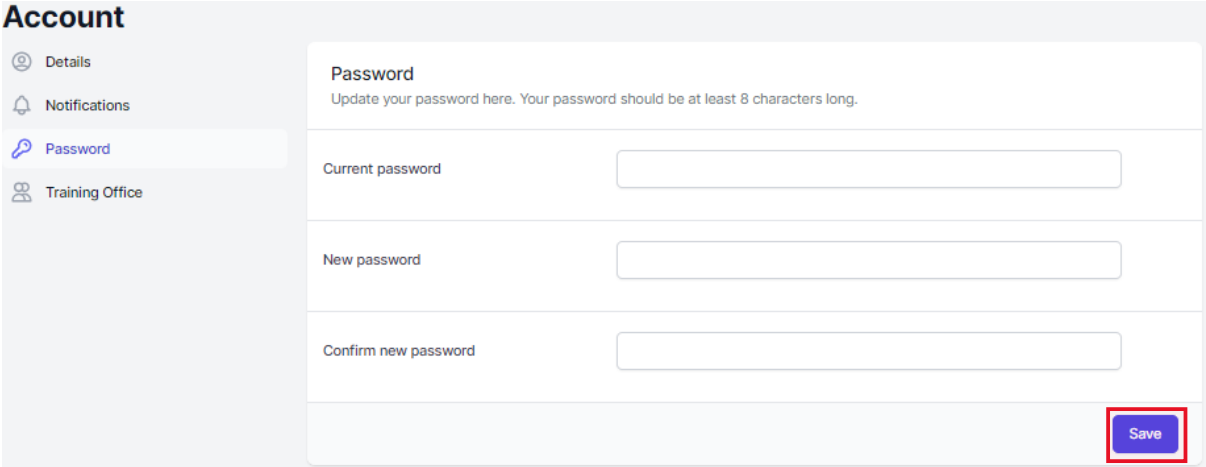
Select **“Details”** to view account details.



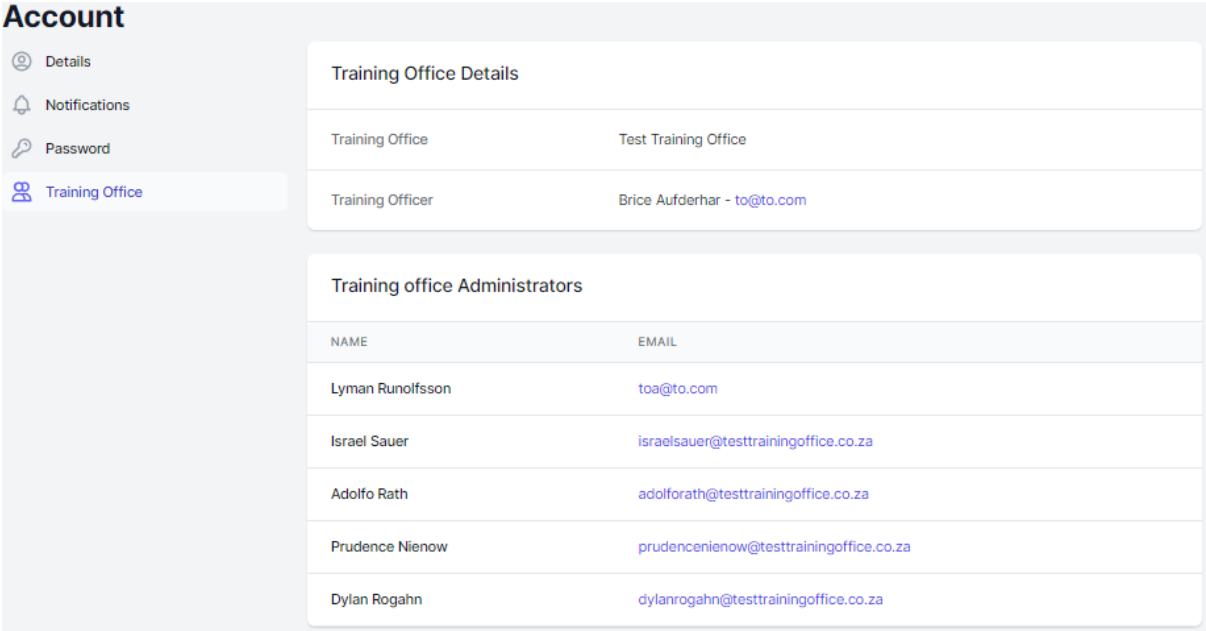
Select **“Notifications”** to view notifications and enable receive email notifications from the EAT.

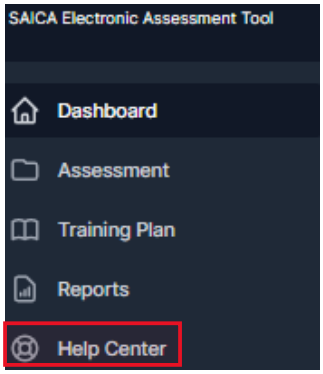
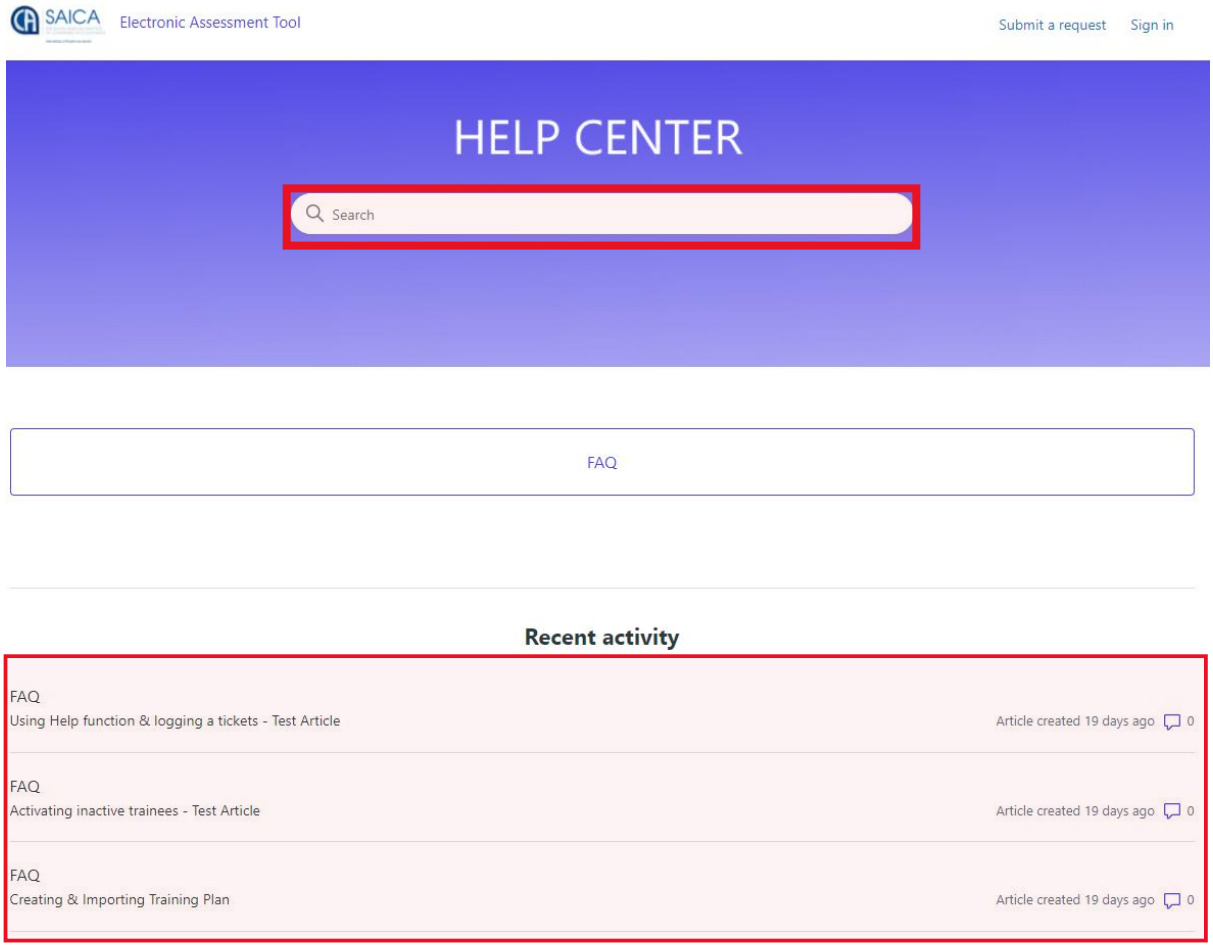


Select **“Password”** to change your password, please note that password should be at least 8 characters long.



Select **“Training Office”** to view the training office details.





The below appears when **“Help Center”** tab is selected. To view available guidance please use highlighted search field below or alternativley nevagate to the bottom of the screen where a list of published guidance will be displayed.