

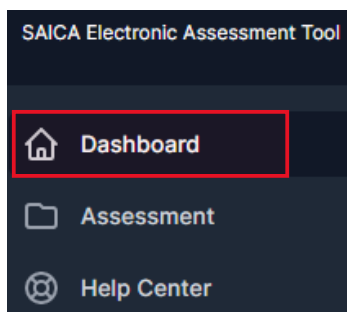
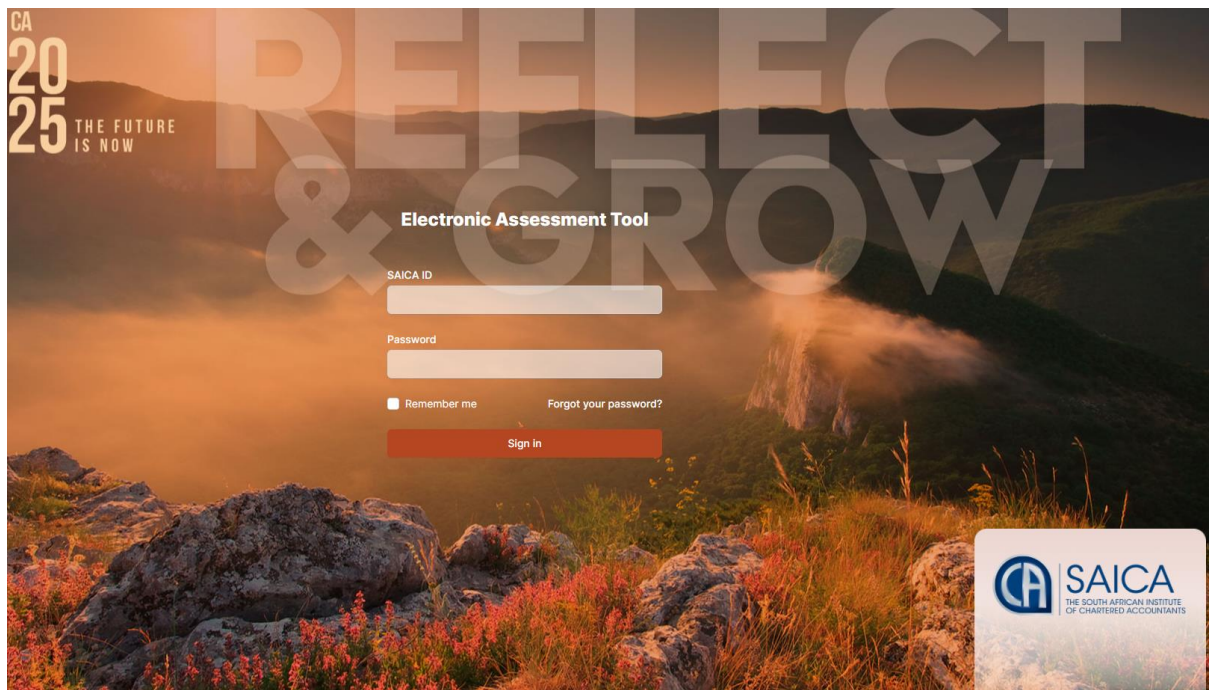


CA2025 TRAINING PROGRAMME

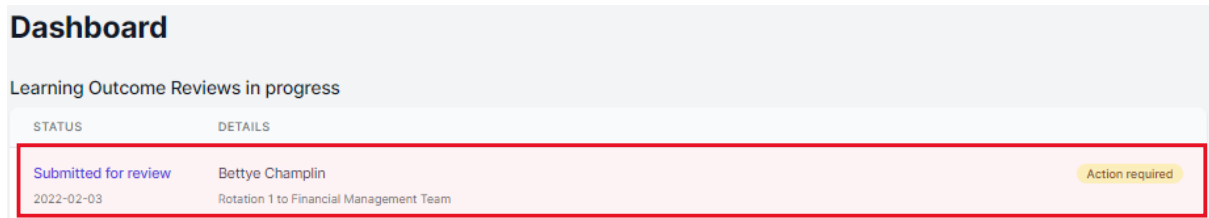
Electronic Assessment Tool

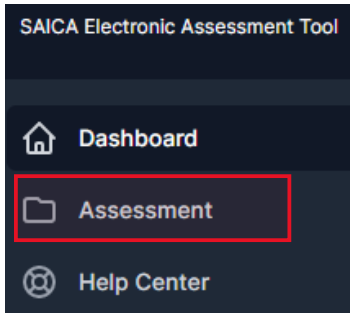
EAT Reviewer Navigation

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



The dashboard is the first screen displayed after reviewer signs into the assessment tool, please note that you may click on “**Dashboard**” located at the right-hand side of the screen for a full overview of the Learning outcome reviews and professional development summaries submitted by trainee.





The below appears when “**Assessment**” is selected. Please note that all feedback will be displayed in highlighted area for both PDS’s and LOR’s.

Assessment Instruments

Learning Outcome Reviews Professional Development Summaries

Create LOR + All roles ▾

SUBMITTED	TRAINEE	DETAILS	STATUS
2022-02-03	Bettye Champlin	Rotation 1 to Financial Management Team Reviewed by Bettye Champlin	Action required 2022-02-03

Click on highlighted “**Professional Development Summaries**” to view all submitted PDS’s.

Assessment Instruments

Learning Outcome Reviews **Professional Development Summaries**

Create PDS + All roles ▾

SUBMITTED	TRAINEE	DETAILS	STATUS
2022-02-10	Bettye Champlin	2022-01-01 to 2022-06-30	Finalised 2022-02-11

Click on the dropdown to filter between different roles.

Assessment Instruments

Learning Outcome Reviews Professional Development Summaries

Create PDS + All roles ▾

SUBMITTED	TRAINEE	DETAILS
2022-02-10	Bettye Champlin	2022-01-01 to 2022-06-30

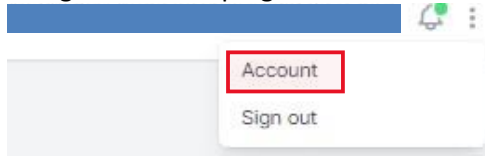
All roles ✓

Trainee

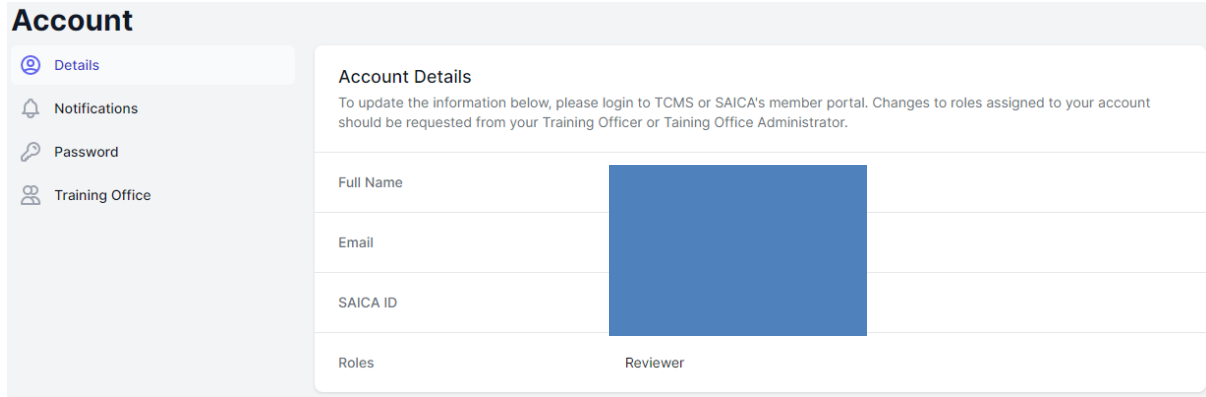
Evaluator

Assessor

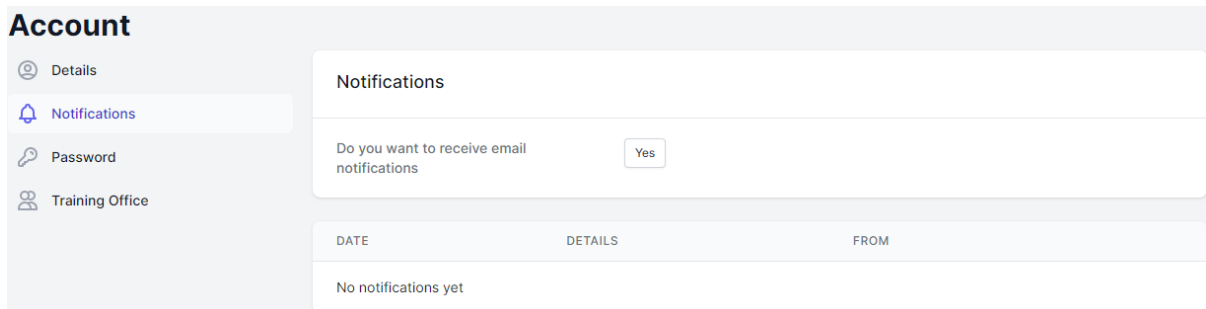
Navigate to the top right-hand corner of EAT screen, Click on **“Account”**.



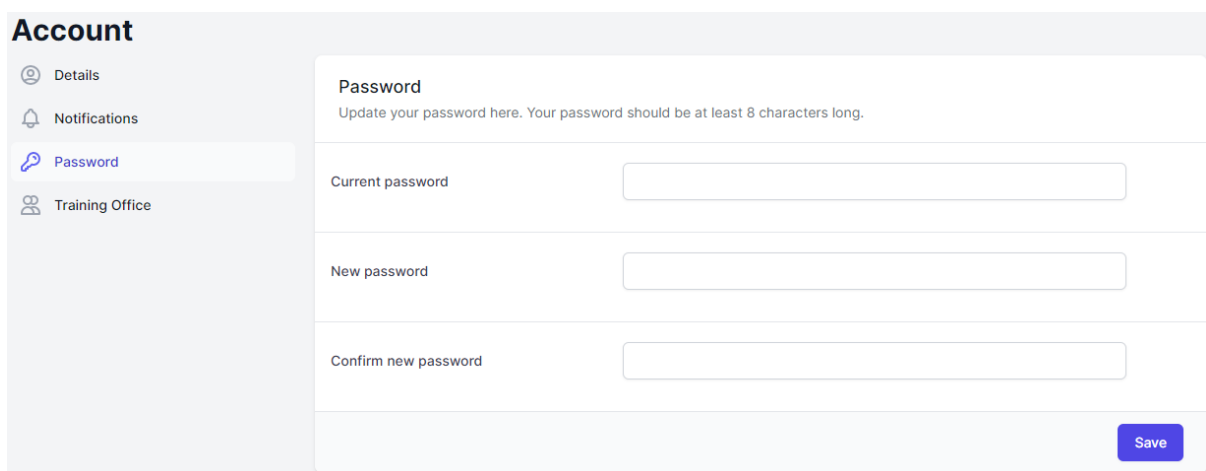
Select **“Details”** to view Reviewer account details.



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.

Account

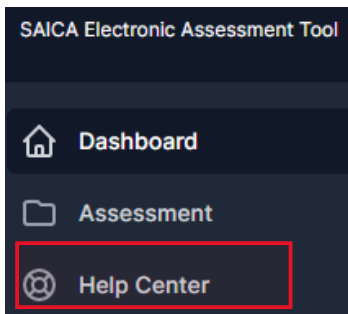
- Details
- Notifications
- Password
- Training Office**

Training Office Details

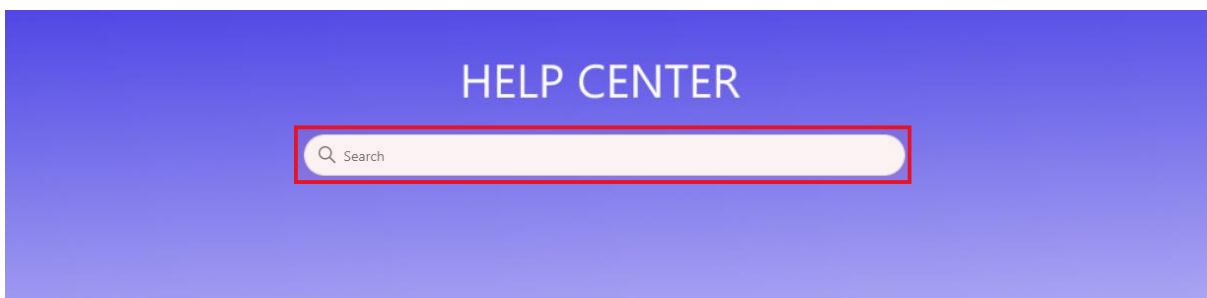
Training Office	Test Training Office
Training Officer	[Redacted]

Training office Administrators

NAME	EMAIL
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]



The below appears when “**Help Center**” tab is selected. To view available guidance please use highlighted search field below or alternatively select specific role to view published guidance for that role.



<p>Training Officer</p> <p>The 'Training officer' is an individual who is responsible for performing the functions and duties ascribed to a trai...</p>	<p>Trainee</p> <p>A person who is employed by an accredited training office and who is serving under a SAICA training contract. Train...</p>	<p>Reviewer</p> <p>The 'reviewer' must be directly involved with the trainee during performance of the tasks by the trainee. The goal of...</p>
<p>Assessor</p> <p>The 'Assessor' must be a CA(SA) or AGA(SA) and registered SAICA assessor. The assessor's main role on the EAT is to...</p>	<p>Evaluator</p> <p>Ideally the 'evaluator' must know and regularly work with (manage, supervise or delegate work to) the trainee. Where ...</p>	<p>Moderator</p>

Reviewer

Follow

The 'reviewer' must be directly involved with the trainee during performance of the tasks by the trainee. The goal of a reviewer is to corroborate evidence (including whether the evidence provided meets the quality requirements) and provide developmental feedback on the LOR. The reviewer will be the only user on the EAT that can review a LOR. The reviewer does not have to be registered with SAICA as an assessor. The reviewer can be anyone of the following: • Trainee's line manager to whom they report • Audit senior • Manager • Director • Partner • Training Officer • Facilitator of an outsourced simulated activity Furthermore, the reviewer must have a full understanding of the SAICA assessment process and assessment instruments and how to measure a trainee's level of proficiency as per SAICA's requirements. Reviewers will only have access to LORs that they have been assigned to. Reviewers will not have any reporting features as they will be able to view all relevant data to fulfil their duties on the LORs assigned to them.

Help Center & Support Request - For Reviewer

Trainee Review of Feedback from Reviewer