

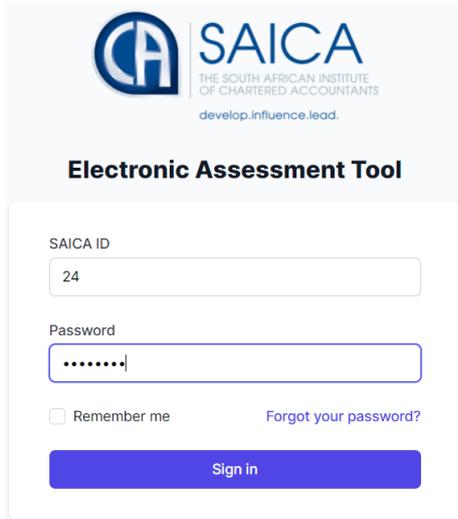


CA2025 TRAINING PROGRAMME

Electronic Assessment Tool

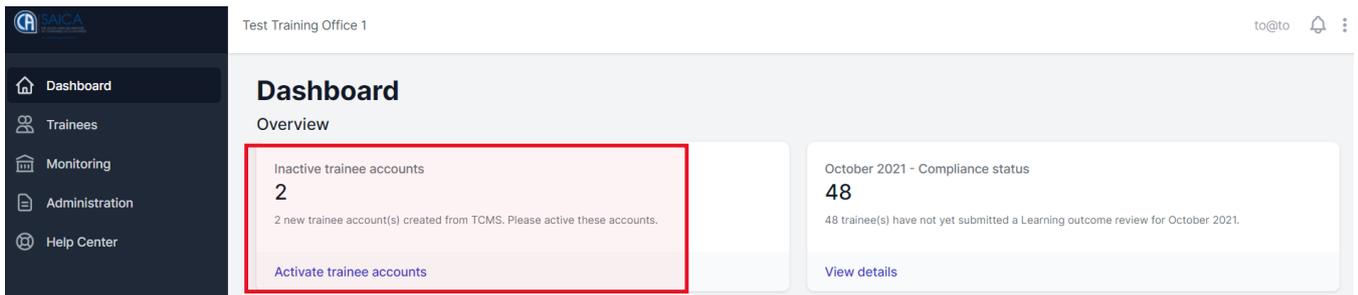
Activating inactive trainees

Please login to the Electronic Assessment Tool using your 8-digit “SAICA ID” followed by your password. Note that only training officers and training office administrators can activate a trainee and allocate a training plan.



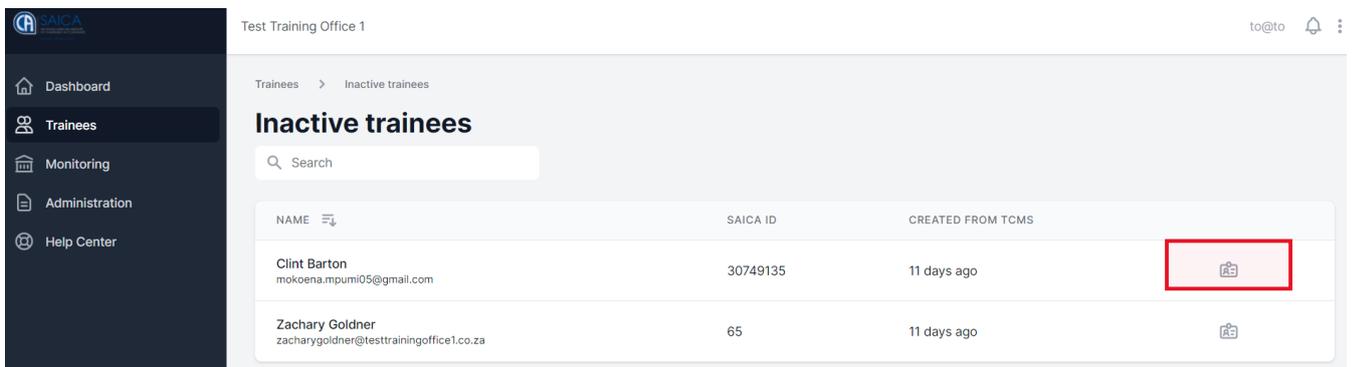
The image shows the login page for the SAICA Electronic Assessment Tool. At the top left is the SAICA logo with the text 'SAICA THE SOUTH AFRICAN INSTITUTE OF CHARTERED ACCOUNTANTS' and the tagline 'develop.influence.lead.'. Below the logo is the title 'Electronic Assessment Tool'. The login form contains a 'SAICA ID' field with the number '24' entered, a 'Password' field with masked characters, a 'Remember me' checkbox, a 'Forgot your password?' link, and a blue 'Sign in' button.

Select “Activate trainee accounts” on dashboard.

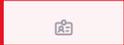


The image shows the SAICA dashboard for 'Test Training Office 1'. The left sidebar contains navigation links for Dashboard, Trainees, Monitoring, Administration, and Help Center. The main content area is titled 'Dashboard Overview' and features two summary cards. The first card, 'Inactive trainee accounts', shows a count of 2 and a note that 2 new trainee account(s) were created from TCMS, with a red box highlighting the 'Activate trainee accounts' link. The second card, 'October 2021 - Compliance status', shows a count of 48 and a note that 48 trainee(s) have not yet submitted a Learning outcome review for October 2021, with a 'View details' link.

Select “trainee account” that you wish to activate.



The image shows the 'Inactive trainees' page in the SAICA system. The left sidebar is the same as in the dashboard view. The main content area is titled 'Inactive trainees' and includes a search bar. Below the search bar is a table with columns for NAME, SAICA ID, and CREATED FROM TCMS. Two trainees are listed: Clint Barton (SAICA ID 30749135) and Zachary Goldner (SAICA ID 65). Both were created 11 days ago. A red box highlights the 'Activate' icon (a person with a plus sign) for Clint Barton.

NAME	SAICA ID	CREATED FROM TCMS	
Clint Barton mokoena.mpumi05@gmail.com	30749135	11 days ago	
Zachary Goldner zacharygoldner@testtrainingoffice1.co.za	65	11 days ago	

Fill in the required fields listed below.

SAICA
Test Training Office 1

to@to

Trainees > Inactive trainees > Activate trainee

Clint Barton - (mokoena.mpumi05@gmail.com)
Trainee details

Assessment start date

Training plan

Current PDS period

Recognition of prior learning

Cancel Save

Select "Assessment start date"

SAICA
Test Training Office 1

to@to

Trainees > Inactive trainees > Activate trainee

Clint Barton - (mokoena.mpumi05@gmail.com)
Trainee details

Assessment start date

Training plan

Current PDS period

Recognition of prior learning

Cancel Save

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Select "Training plan"

The screenshot shows the 'Trainee details' form for Clint Barton. The 'Training plan' dropdown menu is open, displaying the following options: Tonia Lunga Test (selected), 3 year plan, 4 year plan, 5 year plan, Graeme Test, Graeme Test 2, Tonia Lunga Test (checked), and Tonia RPL plan. Other fields include 'Assessment start date' (2022-02-01), 'Current PDS period', and 'Recognition of prior learning'. Buttons for 'Cancel' and 'Save' are visible at the bottom.

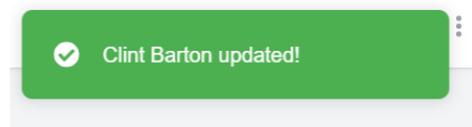
Please note that **"Recognition of prior learning"** is only ticked when relevant. Selecting RPL will create a Professional Development Summary for RPL purposes.

The screenshot shows the 'Trainee details' form for Clint Barton with 'Recognition of prior learning' ticked. The 'Training plan' is set to 'Tonia Lunga Test'. The 'Current PDS period' is set to '6'. The 'RPL Evaluator' and 'RPL Assessor' fields are search boxes with the placeholder text 'Type to search a user'. Buttons for 'Cancel' and 'Help' are visible at the bottom.

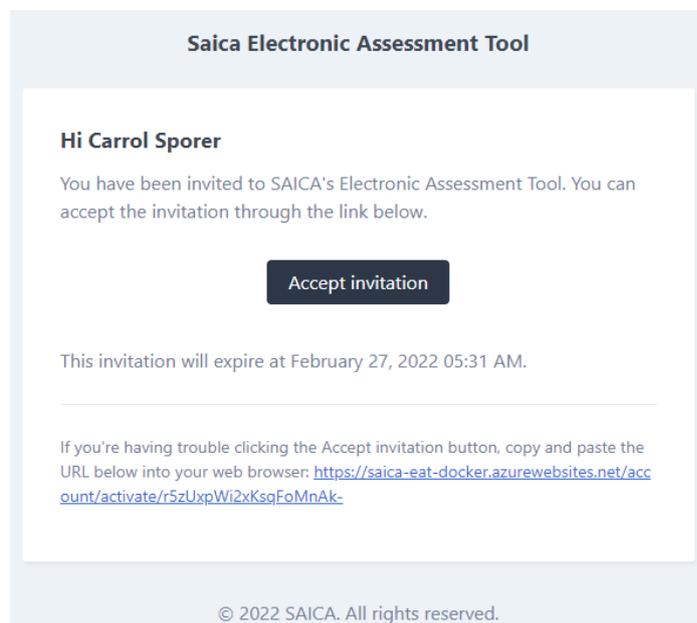
Please note that the below screen only applies to trainees that require “Recognition of prior learning” as indicated in the above statement.

RPL Evaluator	Alyson Abernathy (alysonabernathy@testtrainingoffice1.co.za) ▼
RPL Assessor	Jasper Gulgowski (jaspergulgowski@testtrainingoffice1.co.za) ▼

The below message will appear confirming that changes have been updated.



The trainee will receive the below emails requesting them to accept invitation and activate account.



Please enter a new password in the below field that is at least 8 characters in length, Then click “**Set Password**”.



Activate your account

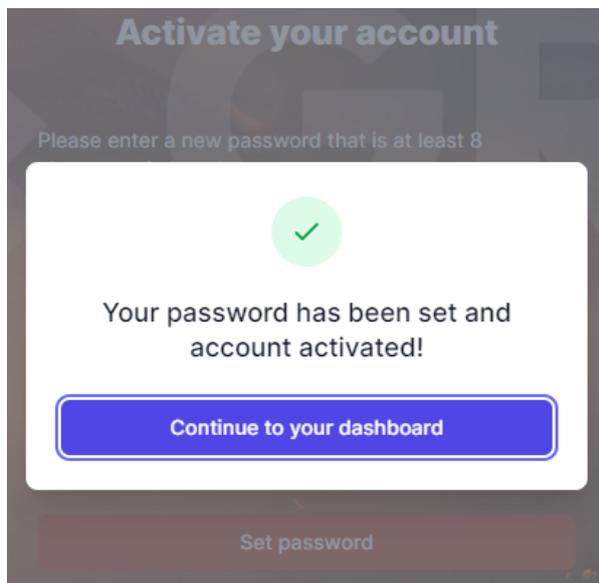
Please enter a new password that is at least 8 characters in length.

New password

Confirm new password

Set password

The below message will appear notifying you that the account has been activated.



Activate your account

Please enter a new password that is at least 8

✓

Your password has been set and account activated!

Continue to your dashboard

Set password