

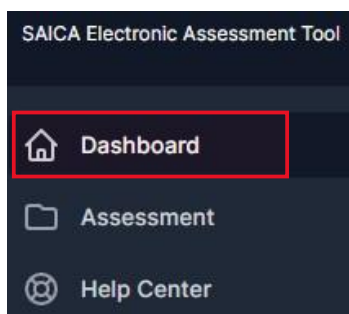
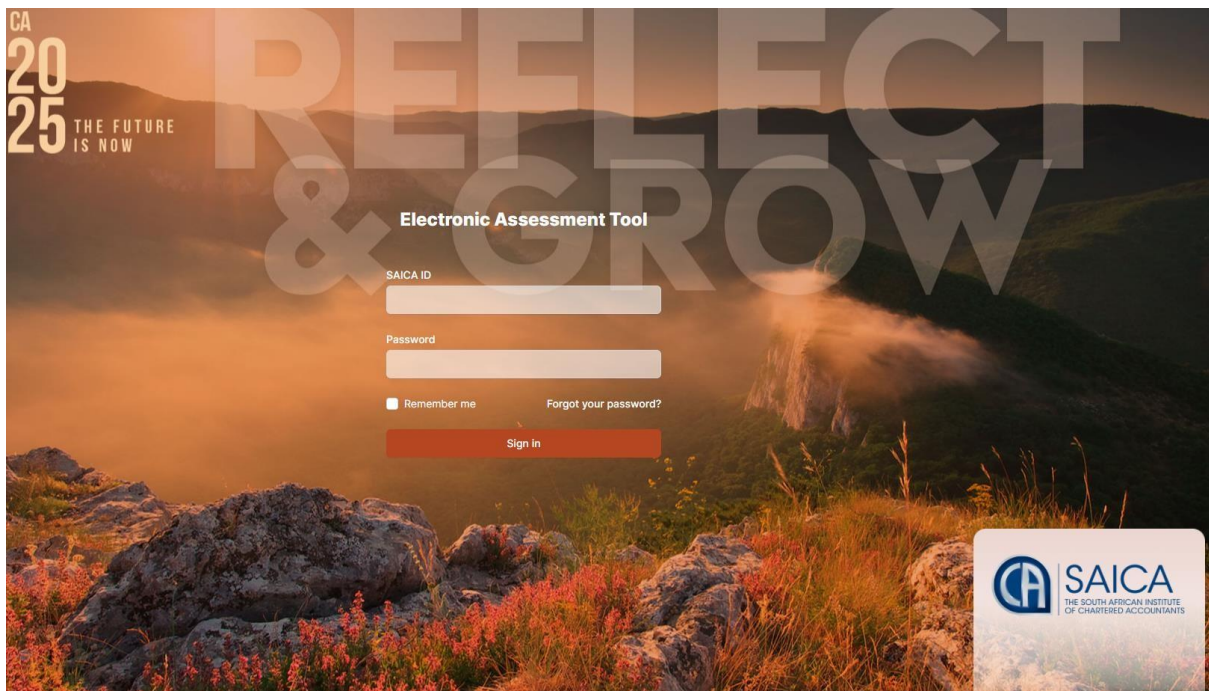


## **CA2025 TRAINING PROGRAMME**

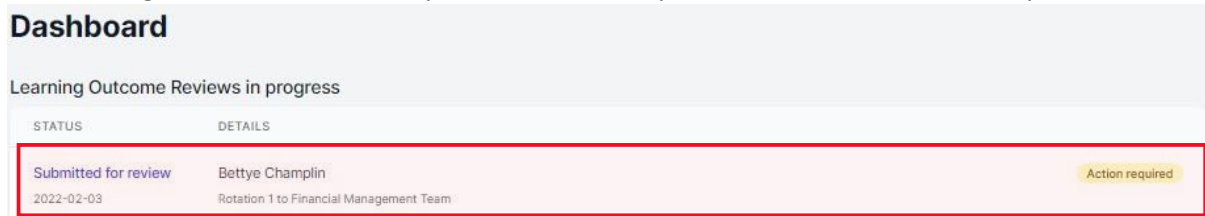
### **Electronic Assessment Tool**

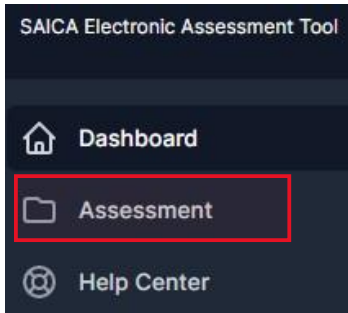
### **EAT Evaluator Navigation**

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

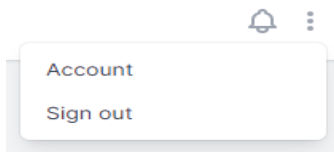
Learning Outcome Reviews   Professional Development Summaries

Create PDS + All roles ▾

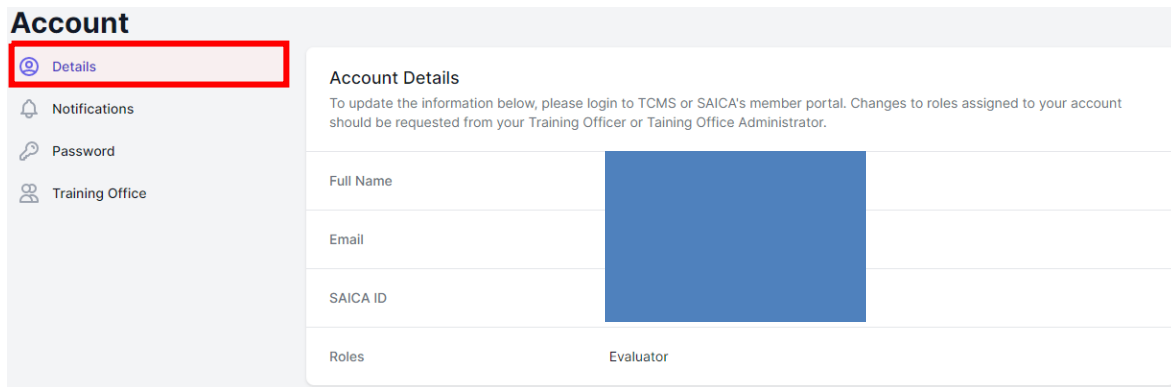
SUBMITTED	TRAINEE	DETAILS
2022-02-10	Bettye Champlin	2022-01-01 to 2022-06-30

- All roles ✓
- Trainee
- Evaluator
- Assessor

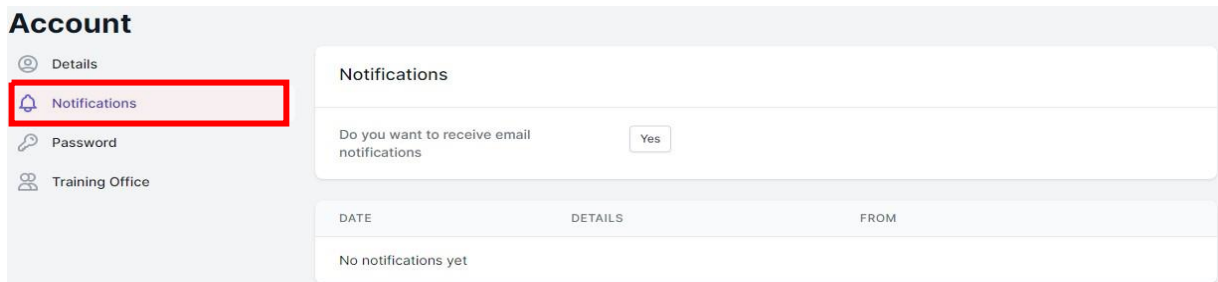
Navigate to the top right-hand corner of EAT screen, Click on **“Account”**.



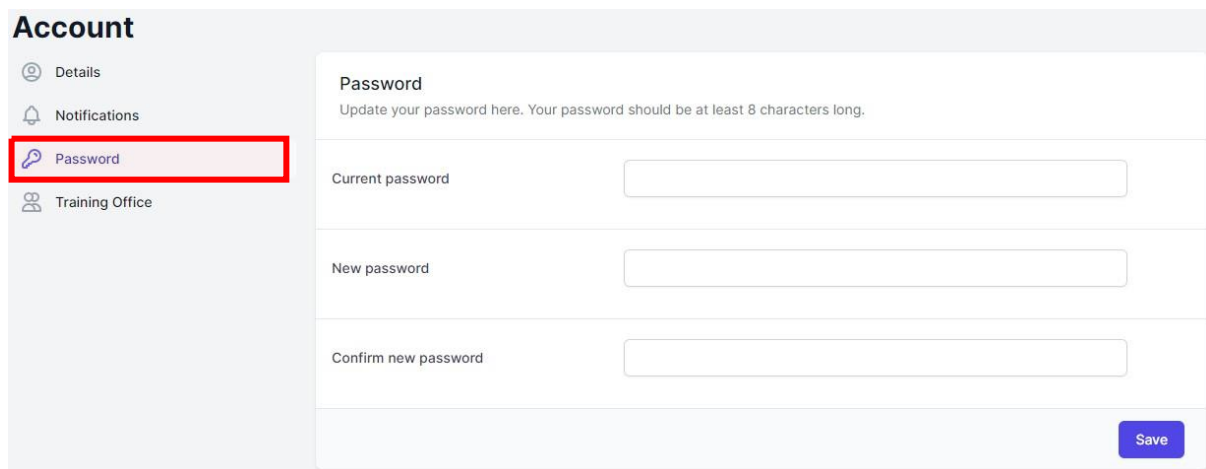
Select **“Details”** to view Evaluator account details.



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**

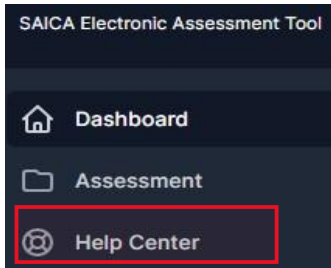
- Details
- Notifications
- Password
- Training Office**

### Training Office Details

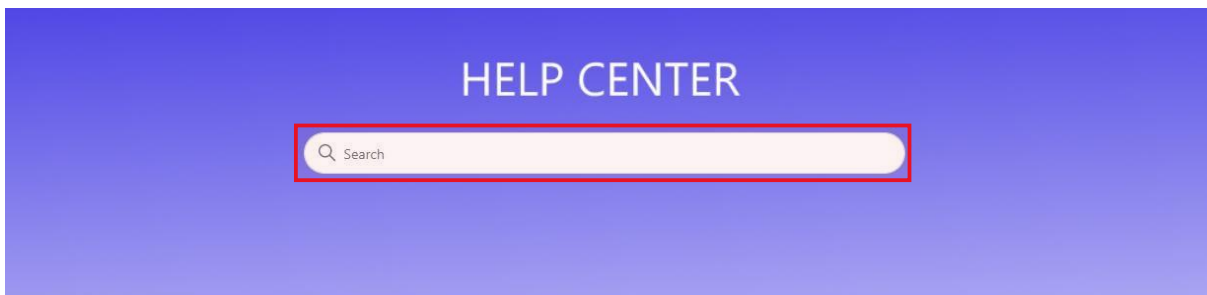
Training Office	Test Training Office
Training Officer	[Redacted]

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

## Evaluator

Follow

*Ideally the 'evaluator' must know and regularly work with (manage, supervise or delegate work to) the trainee. Where the training office is structured as such that evaluators are not directly involved with the trainee on the job, the training office must ensure that there are alternative methods to provide the evaluator with accurate information for purposes of the evaluation. This could, for example, be achieved through evaluation meetings attended by managers and/mentors who have been involved with trainees or individual discussions with reviewers so that the evaluator obtains an understanding of the work performed (context, complexity etc.), the trainee's proficiency in the PVAAs, and development required. The evaluator's main role on the EAT is to evaluate PDSs. The evaluator does not have to be registered with SAICA as an assessor. The evaluator can be anyone of the following: • Manager • Director • Partner • Training Officer Furthermore, the evaluator must have a full understanding of the SAICA assessment process and assessment instruments and how to measure a trainee's level of proficiency per SAICA's requirements. Evaluators will only have access to PDSs that they have been assigned to. Evaluators will not have any reporting features as they will be able to view all relevant to data to enable them to fulfil their duties on the PDSs assigned to them.*

Evaluator PDS Review

Help Center & Support Request - For Evaluator