



The Institute of Chartered Accountants in Australia  
**Training & Development Record Form**

**4. Summary of T&D activities completed during the triennium**

Year (dd/mm/yy)	Specialist hours								General hours
	A	B	T	BA	L	AF	S	R	
/ / to / /									
/ / to / /									
/ / to / /									
/ / to / /									
/ / to / /									
<b>Total hours</b>									

**Training & Development activity information**

Training & Development activities undertaken need **not** necessarily be **accounting related** but should be appropriate to your field of work.

**The following are examples of activities that qualify as Training & Development:**

- > Congresses, conferences, forums, conventions, courses, seminars, workshops, lectures and other professional educational activities presented by the Institute
- > Meetings of Institute or other professional accounting body technical discussion groups
- > Appropriate educational activities provided by the member's employer or practice entity, either in-house or externally by individuals or organisations engaged by the employer
- > Tertiary courses presented by educational institutions
- > Appropriate educational and developmental activities presented under the auspices of academic institutions, commercial establishments or other professional bodies
- > Researching and writing technical publications, preparation and delivery of technical papers. As a guide, three hours preparation may be claimed for each presentation hour

- > Service on technical or research committees under the auspices of the Institute, other professional bodies or organisations
- > Programmed self-study through a third party provider, including self-study video or audio packages
- > Chartered Accountants Program Workshops and examination markings.

**Please note:**

Of the 120 hours of Training & Development to be completed over the triennium, up to 30 hours may be achieved by reading of professional journals, technical bulletins, etc.

From 1 July 2004, holders of licenses or registrations in a specialist area must devote a minimum of 40 per cent of their minimum Training & Development activity to each specialisation (ie. 40 per cent of 120 hours over the course of the triennium for **each** specialisation).

From 1 July 2008, any individual or affiliate member signing a Self Managed Superannuation Fund audit report is required to undertake training in this area as detailed in R7/1002.2.

**Section 3 – Acknowledgement**

I hereby confirm that the information recorded herein is a true record of my Training & Development activity for the period stated.

Signature

Date

D	D	M	M	Y	Y	Y	Y
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**Section 4 – Submitting your T&D Record form**

**Please submit your completed form to:**

<b>Mail</b>	Professional Standards The Institute of Chartered Accountants in Australia GPO Box 9985, Sydney 2001 Australia
<b>Fax</b>	+61 2 9262 1310

**OR**

<b>Submit by email</b>	Click the ' <b>Submit by email</b> ' button to email this form to <b>training.audit@charteredaccountants.com.au</b>
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**For further enquiries or additional information** please contact the Chartered Accountants Service Centre on:

<b>Web</b>	charteredaccountants.com.au
<b>Phone</b>	
Australia	1300 137 322
Overseas	+61 2 9290 5660
<b>Email</b>	service@charteredaccountants.com.au
<b>Fax</b>	+61 2 9262 1310

**Privacy statement**

The Institute of Chartered Accountants in Australia respects the privacy of individuals and acknowledges that the information you provide on this form is 'personal information' as defined by the Commonwealth *Privacy Act*. The information may be used for the purposes listed in the Institute's privacy policy – a copy of which is at [charteredaccountants.com.au/privacy\\_policy](http://charteredaccountants.com.au/privacy_policy)