

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

Year (dd/mm/yy)	Specialist hours							General hours
	A	B	T	L	F	AF	S	
/ / to / /								
/ / to / /								
/ / to / /								
/ / to / /								
/ / to / /								
/ / to / /								
Total hours								

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.

Acknowledgement

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

Signature

Date

		•			•				
Day			Month			Year			

Submitting your T&D Record Form:

<p>Mail Professional Standards The Institute of Chartered Accountants in Australia GPO Box 9985, Sydney, NSW 2001 Australia</p>	<p>Fax +61 2 9262 1310 Email training.audit@charteredaccountants.com.au</p>
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