

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 / /									
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.

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:

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

OR

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

Web	charteredaccountants.com.au
Phone	
Australia	1300 137 322
Overseas	+61 2 9290 5660
Email	service@charteredaccountants.com.au
Fax	+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