



The Institute of
Chartered Accountants
of Pakistan

CA

PAKISTAN



TRAINING ORGANIZATIONS OUTSIDE PRACTICE

TOoP

Profession that ensures Progression in Leadership Roles



60% of the Accountants are employed in Business globally...
70% of ICAP Professionals choose to work in Business after completing their training experience from Practice

These Professional Accountants are diverse, working in commerce, industry, financial services, education, and the public and not-for-profit sectors as employees or advisers. The change in the business landscape has triggered an international trend of accounting Institutes to allow Industrial Training or Training outside Practice.



WHAT IS TOOP SCHEME?

ICAP – the premier regulatory body of accountancy in Pakistan in view of the global changes, presence of ICAP professionals in business and need of specialized expertise in industry has launched the “Training Outside Practice “ and opened doors to the industry to join as training Organizations Outside Practice (TooP) under the TOoP Scheme .

Benefits:

With the businesses growing bigger, wider and more diversified, the challenges are getting complex yet ambiguous and interestingly unique to the business. The Training outside Practice provides the Training Organizations outside Practice following incentives:

- **Build Human Capital** - Opportunity to train and develop highly motivated CA Trainee Students to high-class performers having in-depth organization knowledge and industry specific expertise.
- **Professional Development & Career Advancement opportunities** - Employees working in Training Organizations outside Practice can pursue the CA qualification while continuing with their jobs.
- **Sustainable Human Capital** - The trainees once qualified will be highly valuable resources, having relevant knowledge, industry specific skills and effectively contribute in growth of business, society and planet.

HOW IT WORKS?

CA Pakistan Qualification is the only qualification that prepares individuals with practical experience along with rigorous assessment. It is this combination that makes CA Pakistan Qualification highly sought-after locally and internationally.

Our CA trainees bring with them sound professional knowledge and are highly motivated, capable of being honed into leaders of tomorrow.

KNOW THE TRAINEES

Eligibility Criteria for Trainee:

- CAF qualified student; or
- Four year Graduate / Post Graduate from Specified Degree Awarding Institutes; or
- Graduate from a local or foreign university recognized by competent authority of higher education in Pakistan
 - o Minimum 16 years of education with 45% aggregate marks or equivalent grades; or
 - o Minimum 14 years of education with 45% aggregate marks or equivalent grades

Entitlement of Trainees for Training Organization (TOoP):

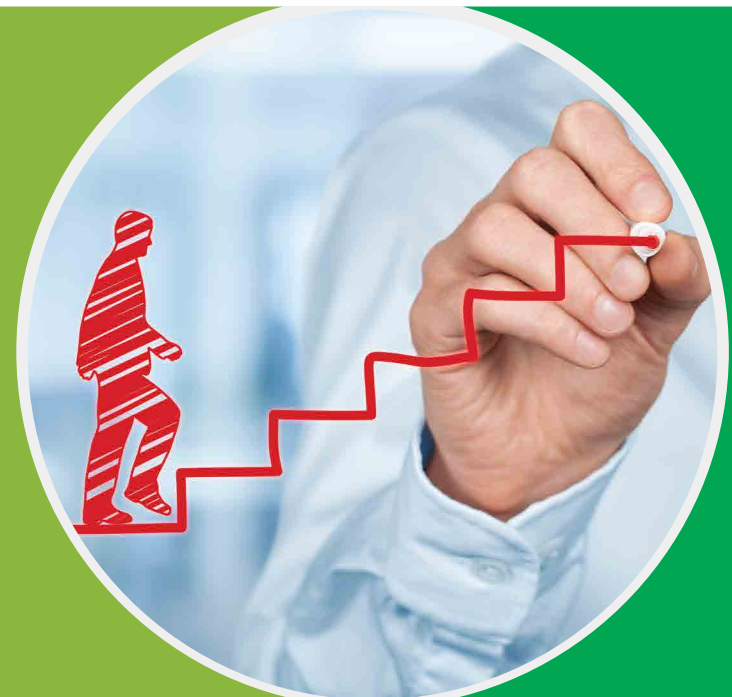
A TOoP shall be entitled to train FIVE trainees per ICAP member employed on full time basis.

KNOW THE COMPETENCE

Training Areas:

TOs shall have a formal mechanism to support the development of technical competencies through on-the-job training. Their commended training areas and allocation of training period to various training areas are as follows:

	Training area	Recommendatory Period allocation
1	Accounting, financial reporting, internal audit and risk management	Not less than 50%
2	Taxation and corporate law	Remaining
3	Treasury, financial management, supply chain management and information technology	
4	Any other area (such as marketing, human resource etc.)	Not more than 20%



KNOW THE DURATION

Training Period:

	Qualification	Period of Training
1	CAF passed or equivalent thereto	3.5 years
2	Four year Graduate / Post Graduate from Specified Degree Awarding Institutes	3 years
3	Others	4 years

KNOW THE TERMS

The majority of regulations for Training Organizations outside Practice (TOoP) are the same as are for Training Organizations In Practice (TOiP). For further details, refer to the Training regulations. The regulations are also available on ICAP's website.

Induction of CA Trainee Students:

The TOoP will have full discretion in inducting the CA Trainee students who satisfy the minimum eligibility criteria. TOoP can announce vacancies, conduct test and interviews as they deem fit as per their requirement. CA students are required to visit ICAP website for opening of the trainee positions in the TOoPs.

Probation Period:

The selected CA Trainee Students will be required to undergo a probationary period (two months) as prescribed by Bye-Laws.

Monthly Stipend:

Trainee Students will be entitled to receive monthly stipend from TOoP, through banking channel, not less than the minimum stipend specified by ICAP.

Leaves:

TOoP shall allow 130 leaves to the trainee students for examination and other purposes. The complete regulations on leaves are available in Training Regulations and Guidelines for Training outside Practice

Service Break:

TOoP can allow service breaks to the trainee students for any reason deemed appropriate. Trainee students can be allowed a break for maximum of Six Months whereas Female trainee students can be allowed a break up to one year on account of marriage and/or maternity; during their entire tenure of training. However, TOoP may not pay stipend during the service break.

Transfer of Training Contract:

The Training Contract can be transferred, by mutual agreement between the TOoP and the Trainee student, to any other TOoP or to any Training Organization Inside Practice (TOiP).

Termination:

TO may terminate the training contract if a trainee is guilty of misconduct, misbehavior or breach of any of the provisions of the Training Contract; or fails to progress satisfactorily as per the criteria established by TO.

Career Progression Plan:

The progression of a trainee may be through the following roles or through any suitable alternate designations with prior intimation to the institute.

- (a) Assistant trainee
- (b) Associate trainee
- (c) Senior Associate trainee

SUPPORT REQUIRED

During the Training Period, the following Human resources will be required from T0oP to ensure the coordination with Institute and its students.

Member Responsible for Student Affairs (MRS):

MRS shall be the focal person in Training Organization for the matters relating to trainees and the Institute and shall:

- (i) execute training contracts with trainees and shall submit such contracts to the Institute;
- (ii) intimate nomination of Technical Supervisors and Mentors to the Institute;
- (iii) intimate allocation of trainees to Technical Supervisors and Mentors to the Institute;
- (iv) maintain record of training of each trainee as prescribed in these Regulations and as may be specified by the Institute;
- (v) coordinate with Technical Supervisors, Mentors, Trainees and the Institute; and
- (vi) ensure compliance with the Regulations by the entity.

Mentors:

A Training Organization may appoint mentors for the trainees. The mentor may:

- (i) act as a trusted, caring and responsible guide and establish a positive and personal relationship with the trainees and maintain regular interaction and consistent support;
- (ii) provide career guidance and help the trainees to develop broader life management skills; and
- (iii) act as a resource broker and guide the trainees in accessing solutions and resources which the trainees may need, rather than to provide those solutions and resources.

HOW TO BECOME T0oP

1. The interested T0oP can send an expression of interest with necessary details which demonstrate that :

- i. Business and operation of the organization shall be considered appropriate by the Institute for the purposes of professional development of trainees;
- ii. At least Five members of the Institute are employed by the entity, and at least two members must have post qualification experience of Five years or more;
- iii. It has nominated a CPD compliant member, being full time employee, as Member Responsible for Student Affairs (MRS); and
- iv. Any other condition as may be specified by the Council.

2. On meeting the pre-requisite criteria, the interested T0oP can apply on the prescribed application form by a person authorized by the management of the entity.

3. The Institute shall conduct an evaluation through visits and/or review of documents and information obtained.
4. Evaluation Report, as may be prescribed, along with documents and information, with recommendation shall be presented to the Chairman ETCOM for approval; and
5. A certificate to the effect that the organization is an Authorized TO shall be issued by the Institute.

Approved Training Organizations Outside Practice (T0oP):

The list of approved T0oP is available on www.icap.org.pk along with their contact details and other related information.

Technical Supervisors:

A full time employee who shall be a member of the Institute as Technical Supervisor is required to be appointed for each trainee. The Technical Supervisor shall:

- (i) at the time of induction, arrange orientation and communicate the attributes on which a trainee would be assessed under these regulations;
- (ii) ensure proper on-the-job training and practical experience as mentioned in these regulations;
- (iii) monitor the career progression plan and assess the progress every six months. The outcome of assessment shall be in recorded form;
- (iv) provide necessary guidance to the trainees for improvement in the areas identified during six monthly assessments; and
- (v) as far as practical, avoid overtime work by trainees, to allow them adequate time for studies. Provided that where overtime is unavoidable, the trainee shall be suitably compensated or granted leaves in lieu of overtime.

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Signature Qualification
that Empowers to Lead



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