

Professional Experience for Membership

1. Overview

Adequate training is required for Passed Finalist to demonstrate that they have gained technical competence, Professional skills, Professional values, Ethics and Attitudes which are necessary for performing this role. One year's period of Professional Experience / Training should be completed by students followed by participation to People & Leadership Skills (PLS) workshop to become a member of the association.

Assessment Method

Input Assessment

A minimum of 220 working days of practical work experience per year should be obtained and recorded in the Training Record Book.

Output Assessment

- Skill Assessment Report by the supervising member has to be submitted bi-annually
- Training record book content and trainee evaluation through one-to-one interview by an assessing member (annual assessment)
- Viva Voce Presentation
- Development of Professional Values, Ethics and Attitudes

Minimum Requirement for obtaining Training / Practical Work Experience

Complete one year of Training / Practical Work Experience with a minimum of 220 working days per year.

Special Note: A working day shall be a day with a minimum of 7 and a maximum of 8 working hours. A half-day will be considered on a proportionate basis. Working hours gathered on part time basis or weekend's assignments will not be considered equivalent to a working day.

Minimum Requirement for Monitored Training

Experience Category	Public Practice	Non Public Practice
Financial Accounting	40	100
Audit & Assurance	80	
Taxation	10	10
Management Accounting and Financial Management	5	20
Information Technology	20	20
General Management and Secretarial Practice	5	10

Minimum Requirement Non Monitored Training

Experience Category	Minimum Requirement
Financial Accounting	100
Audit & Assurance	
Taxation	10
Management Accounting and Financial Management	20
Information Technology	20
General Management and Secretarial Practice	10

*Please refer to relevant record form available in website (<https://aatsl.lk/index.php/en/training/non-monitored-training>)

2. Methods of obtaining Training / Practical Work Experience

2.1. Monitored Training

Professional training under Monitored agreement method can be obtained from an approved organization in the Audit or Non-Audit sector under the direction of a member of CA Sri Lanka with the intention to claim exemptions for the training requirement at CA Sri Lanka. The approved training organizations list is available in the CA Sri Lanka website (casrilanka.com).

Special Note: To be eligible to claim "One Year" of exemption from CA Sri Lanka training requirement, Trainee is required to undergo "Two Years" of training under monitored training agreement.

Documents and Procedure

- Select a practicing firm/Audit firm or non-audit sector organization recommended by AAT Sri Lanka and CA Sri Lanka. (You should undergo the training under the supervision of a Chartered Accountant)
- Submit a letter issued by the supervising member at your training organization expressing his willingness to be the supervising member. (The Letter should include Student Name, Student Registration number, Date of Appointment of the students and Designation.)
- Obtain a slip from the Education & Training division to purchase the training record book along with the training agreements once you submit the letter issued by the training partner.
- Get the signatures from the Supervising member at your training organization for all 3 copies of the agreements (Trainee's Copy, Training Organization's Copy, AAT Institutes' Copy).
- Submit the Signed and Completed agreements to the Education & Training Division of AAT Institute within two weeks.
- Collect your copy (Trainee's copy) of the Agreement once the letters are posted to your training organization by AAT institute.

Backdating Training records

Training records can be backdated only by 3 months from the agreement received date (only up to the latter date of your AAT registration date or training commencement date).

Submitting Quarterly records

- First two quarter summaries of training records can be submitted at once after the 6 month of training prior to the 7th month end from the agreement commencement date.
- Third and Fourth quarter summaries of training records should be submitted after the each quarter. (Within one month subsequent to the quarter ending date).

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2.2 Non-Monitored Training

Professional training under Non-Monitored agreement method can be obtained without entering into an agreement with the training organization and AAT institute. Student can opt for Non-Monitored training under the below mentioned instances.

- If the student has already completed training or worked at an organization in Finance/Accounting related field without a valid agreement as prescribed by AAT Sri Lanka.
- If your training organization is a firm/ organization other than an approved organization of CA Sri Lanka or your supervising member has qualification other than CA membership.

Training under Non-Monitored training can be obtained in any proprietorship, partnership, Corporate Body, Government organization, Bank and Financial Institution or any other institution under the direction on a supervising member as accepted by AAT Sri Lanka. Examples for places eligible to undergo non-monitored training by a student would be as follows.

- A Ministry
- Government Department
- State Corporation
- Statutory Authority
- Banking Institution
- Hotel
- Limited Liability Company
- Firm of Chartered Accountants
- Tax Consultancy
- Management Consultancy
- Approved Audit Firm

Documents and Procedure

- Download Relevant format of "Practical Accounting Experience Record Form" from AAT website (<https://aatsl.lk/index.php/en/training/non-monitored-training>) and obtain adequate copies of this Form (Minimum 52 copies per year) and fill them appropriately. (All the pages and the summary sheet should be bound as a booklet prior to submission.)
- There are two formats for those who commenced training before 1st October 2020 and need those who commenced training after 1st October 2020. Make sure to download the relevant format.
- The applicant's signature, supervising member's signature and company seal should be originally placed on each Experience Record Form.
- A copy of the supervising member's certificate for the relevant qualification. (If supervising member is CA or AAT member clearly mention his / her name and CA membership number).
- Service letter which covers the training period.

Backdating Training records

Training records can be backdated up to the registration date with AAT Sri Lanka or the date you commenced the training whichever is later, with the approval of Education Training Division of AAT Sri Lanka.

Qualification/s the Supervising member can possess to be eligible to supervise AAT trainee

- Member of AAT Sri Lanka
- Member of CA Sri Lanka
- Member of CIMA (UK)
- Member of ACCA (UK)
- Member of IBSL
- Member of CMA Sri Lanka
- A Government Accountant
- Holder of the Certificate in Certified Business Accountant (CBA) of CA Sri Lanka
- Holder of HND in Accounting
- Holder of Degree specialized in Accountancy / Finance
- Holder of Masters Degree specialized in Accounting / Finance

2.3 Exemption Route

Students who have already covered training to fulfill CA Sri Lanka training requirement are eligible to claim exemption for practical training of one year (minimum 220 days) from AAT Sri Lanka.

Documents and Procedure

- Contact CA Sri Lanka training division (Provide Name, CASL registration number, CASL Agreement Number) and request them to directly confirm training summary via email to AAT training division (training@aatsl.lk)
- Submit all the relevant documents along with the membership application.

PEOPLE & LEADERSHIP SKILLS (PLS) WORKSHOP

People and Leadership Skills (PLS) workshop focuses on developing & strengthening the overall soft skills that are required for accounting professionals to effectively utilize their technical skills. These Skills are mostly sought after by employers.

Key Areas	Weightage (%)
Networking and Social Skills	15
Interpersonal and Communication Skills	15
Presentation Skills	15
Adaptability, Flexibility and Team Work	15
Personal, Leadership and Organizational skills	20
Personal, Leadership and Organizational skills	20
Total	100

Students should participate for 2 days of Peoples Leadership Skills (PLS) Workshop conducted by AAT Business School prior to applying for the membership.

IF YOU NEED FURTHER CLARIFICATION, INSTRUCTIONS OR GUIDANCE PLEASE CONTACT;

Education & Training Division

Tel. 2 559 669 - Ext 211

AAT Business School

Tel. 2 559 670 [Direct] Tel. 2 559 669 - Ext 206

Or visit www.aatsl.lk