

Audit Development Programme (ADP)- Reloaded: PoE – Guidance

The Audit Development Programme (ADP) is a period of work experience undertaken by a qualified professional accountant, currently SAICA’s Chartered Accountants (CAs), which is relevant to the work of a Registered Auditor (RA). The work experience enables the individual’s development of professional competence in the workplace and provides a means whereby individuals can demonstrate the achievement of professional competence in a RA firm.

Registered Candidate Auditors (RCAs) are required to report to the IRBA on a six-monthly basis on their progress throughout the ADP. Final assessment is through the submission of a Portfolio of Evidence (PoE). There is no written assessment. The PoE must be submitted to the IRBA when the Oversight Registered Auditor (ORA) is satisfied that the RCA has completed the minimum period of 18 months, 1 500 productive hours in audit and assurance and has achieved the required competencies.

The quality of the submitted PoE will determine the length of time it takes for the IRBA to assess and conclude on whether the RCA is signed-off, it is therefore important to ensure that documents submitted reflect the required depth and breadth of competence and this has been appropriately and sufficiently documented.

The PoE is made up of the following:

- Initial progress report.
- Final progress report.
- RCA’s latest performance appraisal.
- Professional curriculum vitae of the RCA.
- A copy of the CPD hours undertaken during the ADP.

Each of the elements of the PoE will now be discussed in detail:

Element of the PoE	Template	Overview
Initial Progress Report	Initial Progress Report  Initial Progress Report.xlsx	<p>RCAs are required to submit the initial progress report immediately after completing six months on the ADP. This is a work in progress document and may be updated throughout the ADP period as the RCA advances on the programme.</p> <p>On completion of the ADP, the RCA is required to submit all the progress reports, as part of the PoE. The initial progress report comprises of category 1 competencies which must be achieved on the job. The RCA must EXPLAIN in detail HOW they have achieved each competency and provide examples or scenarios from clients where the competencies were achieved.</p>

		<p>There are two levels of complexity, intermediate and advanced.</p> <p>Intermediate - The competencies were achieved on engagements where the RCA was not independent because there was partner/senior manager intervention to provide guidance and develop the RCA.</p> <p>Advanced - The competencies were achieved on engagements where the RCA was independent because there was none or minimal partner/senior manager intervention to provide guidance to the RCA.</p> <p>At the end of the 18 months, the RCA must have achieved all the competencies at an advanced level. It is important to note that the progress reports must be updated throughout as and when there are changes in the development of the RCA.</p> <p>To ensure objectivity and independence, RCAs must not indicate the following in the progress reports:</p> <ul style="list-style-type: none"> - RCA Name - ORA Name - Firm Name - Client Names – Clients must be identified by a reference number, this reference number must be a random number decided by the RCA. It may not be a reference that is decided by your firm and it must not be traced to your files. <p>RCAs will be identified using the RCA number.</p> <p>ORAs will be identified using the ORA's RA number. The POE must be submitted WITHOUT delay upon completion of the 18 months.</p>
<p>Final progress report</p>	<p>Final progress report</p> <p style="text-align: center;">  Final Progress Report.xlsx </p>	<p>The final progress report is submitted at the end of 12 months on the ADP. This is also a work in progress document and must be updated at the end of the 18 months focusing on how the developmental areas noted through the programme were resolved and the actions taken thereof. The final progress report focuses on category two competencies which are</p>

		<p>competencies which can be achieved on the job or through other intervention. Other intervention can be through webinars, seminars, workshops, e-learning etc.</p> <p>The RCA is then required to reflect on their learning and demonstrate how the competency could be achieved on an audit engagement based on their understanding.</p> <p>The final progress report must be accompanied by the initial progress reports if there were any changes made. At the end of the 18 months, the updated progress reports, with all the competencies achieved at advanced level must be submitted as part of the POE.</p> <p>RCA's are required to evaluate themselves on the competencies and then complete the last two columns of the self-assessment. The columns must be completed as follows:</p> <ul style="list-style-type: none"> • Achieved (Yes/No): <ul style="list-style-type: none"> - Under this column RCA's are required to indicate whether they have demonstrated the competence in question. Indicate this with a simple 'yes' or 'no'. • Explain HOW the competency was achieved: <ul style="list-style-type: none"> - RCA's must describe how they have had exposure on the competencies. Reference in this regard will be in the to clients on which the competencies were achieved. - For Category 2 competencies achieved through other interventions, the RCA must refer to the interventions, such as training attended, through which the competences were achieved. RCA's may in this regard provide Names of training attended.
<p>RCA's latest performance appraisal from the firm</p>	<p>No template - Refer to overview column.</p>	<p>The RCA is required to provide the latest performance appraisal from the firm which have been signed off by the partner responsible for the RCA's development.</p>
<p>Professional curriculum vitae of the RCA</p>	<p>NO TEMPLATE – Refer to overview column.</p>	<p>Candidates' must ensure that they respect the confidentiality of firm and client details when drafting their CVs.</p> <p>When drafting their CVs, RCA's must consider the following:</p>

		<p>Personal details section:</p> <ul style="list-style-type: none"> - The personal details section <u>must only</u> include the following: <ul style="list-style-type: none"> • RCA Number - RCAs must identify themselves using their RCA number. There must be no mention of names, surname and ID number. - RCAs must not include their contact details - No gender details - No race details - No addresses <p>Educational History:</p> <ul style="list-style-type: none"> - This section may be dealt with as normally dealt with in a general CV. <p>Work Experience:</p> <ul style="list-style-type: none"> - <u>Current Employment:</u> <ul style="list-style-type: none"> • <u>Firm Name:</u> The current firm of employment must not be mentioned by name, it must be called <u>The RA Firm.</u> • <u>Client Details:</u> client names must not be mentioned. RCAs may detail their work experience using codes for their clients or they may detail their work experience by broadly describing work they have done per period without a mention of client details. - <u>Previous Employment:</u> The section dealing with previous employment may be dealt with as normal, provided the current firm name is not mentioned anywhere. <p>References Section:</p> <ul style="list-style-type: none"> - The reference section of a CV is not required. - RCAs must not provide their ORA details <p>General:</p> <ul style="list-style-type: none"> - The CV should not be accompanied by certificates. All certificates and supporting documents must be retained by the RCAs and not be attached to the
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<p>Copy of the CPD hours undertaken during the ADP</p>	 <p>CPD Activity Report.xlsx</p>	<p>CV.</p> <p>RCAs must report on CPD activities undertaken during the ADP period. Where RCAs are registered with SAICA, CPD reports from SAICA will suffice.</p> <p>The template provided must be completed by RCAs who are not registered with SAICA.</p> <p>It is important to note the CPD activity report's link to Category 2 competencies. Where Category 2 competencies have been achieved through other interventions, the CPD Activity report or SAICA CPD Report must clearly indicate the training covering these competencies. The CPD activity report must, therefore, tie back to the RCAs progress reports.</p>
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Recognition of Prior Learning (RPL)

RCAs who wish to complete the ADP in less than 18 months may do so through RPL. RPL will be considered where the RCAs have experience on a more senior level on entering the ADP. RPL granted is limited to a period of **12 months**. **The PoE requirements as detailed above will be applicable**. RCAs will have to register for the ADP and then indicate to the IRBA that they will be submitting their PoE earlier than 18 months due to prior experience.

The IRBA encourages candidates who are still employed by the firm in their audit department, on a more senior level and have completed their training programme, but have not qualified as Chartered Accountants or have not registered for the ADP to start compiling their PoE. This makes it easier for the candidates to have their PoE ready should they wish to submit their a PoE earlier than 18 months.

International secondment

RCAs who are on international secondment in their capacity as audit managers, may have the international experience recognised as part of the POE provided:

- All applications for international secondment shall be received only from firms which have an RA firm in South Africa. The local firm must have the same audit methodology as the network firm.
- All applications for international secondment shall be supported by confirmation that there will be an ORA who is an RA from South Africa who will take responsibility for the RCA's development throughout the ADP. The must be a designated engagement partner from the office abroad who should be assigned to manage the performance of the RCA and provide regular update to the local ORA. Both the local ORA and designated engagement partner should receive training about the ADP online.
- All the PoE documents shall be reviewed and signed off by the local ORA with the assistance from the designated engagement partner from abroad.

- The office offering the ADP abroad shall provide confirmation that the RCA has been appointed at a managerial position as part of the ADP registration.
- A monitoring visit shall be scheduled at the firm where the RCA will complete the ADP programme abroad online. This visit will be scheduled to take place before the candidate completes the programme.
- The Secretariat shall review and approve international secondment applications at their discretion and on a case-by-case basis.
- A maximum of 12 months international secondment shall be granted to a candidate.

Other supporting documents

All other documents supporting the RCA's competence, but are not listed in the PoE above must not be submitted as part of the PoE. These documents must be retained by the firm for a period of at least five years. The IRBA may, on a sample basis through its ADP monitoring processes, call for these supporting documents.

Compiling the PoE

The IRBA encourages RCAs to take responsibility for compiling the PoE. The ORA plays an oversight role to ensure that all ADP requirements are met. The IRBA encourages the RCAs to start compiling the PoE from the very first day on the ADP.

Assessment of the PoE

The final assessment of whether an RCA has met the requirements to register with the IRBA as an RA is the responsibility of the IRBA. The IRBA will appoint an assessment panel to evaluate the PoE. Every PoE will be evaluated by three members of the panel. To ensure objectivity and independence, each panel member will evaluate the PoE independent of the other members and send their comments to the IRBA.

Should all members agree in their initial assessment of the PoE, the IRBA will communicate this decision to the RCA. If the members don't agree, the IRBA will collate the three members' individual comments and send to all three members. This affords the members an opportunity to consider the other members' comments. The identity of the members will not be revealed, each member will be allocated a number to ensure that objectivity and independence are maintained. On this second review, the members will once again send all their comments to the IRBA. If they are in agreement, the IRBA will communicate the decision to the RCA. If they are not in agreement, the IRBA reserves the right to call for an interview between the panel, the ORA and the RCA. This will be the first time the three panel members meet. The interview will afford the members an opportunity to clarify matters with the ORA and the RCA.

The results of the assessment will be:

- "Successfully completed the ADP" or "ADP not yet complete".

In cases where the result is "ADP not yet complete" the panel members will give clear motivation for the assessment result and the RCA must amend the POE accordingly.

For more information on the ADP, refer to the ADP website <https://www.irbalearning.co.za/> or contact the ADP team at adpadmin@irba.co.za .