



TRAINEE SURVEY

(COMPLETED/ DISCHARGED / CANCELLED)

INTRODUCTION

1. Objectives

- 1.1 To establish the experiences of trainees in respect of:
- The learning and development culture of the training office;
 - The opportunities for training and experiential learning offered by the training office; and
 - The HR practices of the training office.
- 1.2 To establish the attitudes of the trainees referred to above in respect of:
- The role of the PAAB in respect of their training contracts; and
 - Their future in the chartered accountancy profession.
- 1.3 To enable the PAAB and training officers to take steps to address any shortcomings identified by the trainees in respect of the aspects listed above.

2. Implementation and timing

It will be compulsory for trainees to complete this questionnaire before

- they exit the training office due to the cancellation of their training contracts; and/or
- their training contracts are discharged, even if they are to remain at the training office thereafter.

3. Results

- Every six months the results of surveys completed by the trainees of each training office will be provided to the relevant training office in an aggregated format.
- The PAAB will use the results of the surveys –
 - As one of the inputs into the training office monitoring processes (including re-accreditation processes); and
 - To take steps and develop initiatives to address any shortcomings identified by the trainees in the areas covered by the survey.

COVERING NOTE TO SURVEY

Dear Trainee

The training contract period is a vital step in the road that will eventually lead to you qualifying as a Chartered Accountant (Na).

The Training Unit of the PAAB continually seeks ways in which to improve the quality of the experience and training offered in training offices.

Your responses to this survey will provide us with essential information in this regard, and will enable us to take steps and develop initiatives to address any shortcomings identified by you in the areas covered by the survey.

Accordingly, it is absolutely essential that you complete this survey as honestly, objectively and constructively as possible.

Please be assured that your responses will be treated in the strictest confidence, and that the results of the survey will only be published in an aggregated format.

EDWIN BEUKES

Chair: Education and Training Committee

SURVEY

SECTION 1: BIOGRAPHICAL INFORMATION

1. ID Number:
2. Training route (TIPP/TOPP)
3. Surname:
4. Full first names:
5. Race:
6. Gender:
7. Training office:
8. Training officer:
9. Start date of contract:
10. End date of contract:
11. Date of last working day at the training office as a trainee accountant:
12. Please select the statement below that refers to your current situation:
- 12.1 I am leaving my current training office
- 12.2 My contract has come to an end, but I will be remaining at the training office
13. If you selected 11.1 above, please indicate the reason why you are leaving the training office:
- My contract has been cancelled
- My contract is being transferred to another training office
- My contract has come to an end and is being discharged
14. Contact details:
- Tel no:
- Fax no:
- E-mail address:
- Postal address:
- Postal code:
- Physical address:
- Postal code:
15. Highest academic achievement to date:
- | | | | | | |
|--------|------|-----|-----|----------|-------|
| Matric | BCom | CTA | QE1 | QEII/PPE | Other |
|--------|------|-----|-----|----------|-------|

SECTION 2:

Please rate how strongly you agree or disagree with each of the following statements by clicking in the appropriate box

INDUCTION

1. The induction I received upon joining the training office informed and prepared me adequately for my role and responsibilities as a trainee accountant

Strongly disagree	Disagree	Neutral	Agree	Strongly agree
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2. During my induction, I was adequately informed of the technical and professional competencies I had to achieve by the end of my training contract

Strongly disagree	Disagree	Neutral	Agree	Strongly agree
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3. My training office gave me adequate exposure to the training regulations and the requirements of the PAAB according to the PAA ACT

Strongly disagree	Disagree	Neutral	Agree	Strongly agree
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TRAINING AND EXPERIENCE

4. I received adequate on-the-job experience to enable me to achieve the competencies prescribed by the PAAB

Strongly disagree	Disagree	Neutral	Agree	Strongly agree
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5. My training office provided me with on-the-job experience that was not unnecessarily repetitive and that was of increasing complexity

Strongly disagree	Disagree	Neutral	Agree	Strongly agree
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6. If I could not achieve one or more competencies through on-the-job experience, I received adequate supplementary training

Strongly disagree	Disagree	Neutral	Agree	Strongly agree
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MENTORING, COMMUNICATION AND SUPPORT

7. I received adequate on-the-job coaching

Strongly disagree	Disagree	Neutral	Agree	Strongly agree
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8. I received regular, timeous and constructive feedback about work I performed

Strongly disagree	Disagree	Neutral	Agree	Strongly agree
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9. My training office always provided me with adequate on-the-job supervision and guidance

Strongly disagree	Disagree	Neutral	Agree	Strongly agree
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10. My training office encourages input from trainees

Strongly disagree	Disagree	Neutral	Agree	Strongly agree
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11.	My training office provided effective communication channels that allowed me to raise concerns about my experience and training	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
12.	My training office generally gives all trainees a reasonable opportunity to supervise or manage others	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
13.	My training office generally gave me a reasonable opportunity to supervise or manage others	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
14.	At my training office, all trainees are treated equally and given the same opportunities, irrespective of religion, language, race and gender	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
15.	My training office has taken adequate steps to keep me informed of developments in the profession (e.g. new statements, legislation, etc.)	Strongly disagree	Disagree	Neutral	Agree	Strongly agree

ACADEMIC

16.	I received sufficient information about and fully understand the PAAB's academic progress requirements	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
17.	My training office supports trainees in their academic studies by regularly discussing their academic progress with them and providing sufficient time off to prepare for examinations	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
18.	My academic studies have prepared/are preparing me adequately for the requirements and demands of my training contract period	Strongly disagree	Disagree	Neutral	Agree	Strongly agree

ASSESSMENT OF TRAINEES' COMPETENCE

19.	I clearly understand the objectives of the trainee assessment process	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
20.	The assessment process has been of benefit to me and added value to my training contract period	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
21.	The assessment process functions effectively in my training office – i.e. I received regular and timeous feedback on my PRs and DNAs (in the case of TIPP) or my IRNAs (in the case of TOPP)	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
22.	My training office takes adequate steps to address development areas identified through the assessment process	Strongly disagree	Disagree	Neutral	Agree	Strongly agree

THE PAAB

23. I believe that my academic studies and practical experience will give /have given me all the knowledge and skills that I will need to perform my future role as a CA(Na)	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
24. The PAAB provides trainees with adequate support when required	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
25. I am satisfied with the amount and quality of the communication and information I receive from the PAAB	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
26. The PAAB generally has the best interests of trainees at heart	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
27. I intend to qualify as a CA(Na)	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
28. I am positive about my career choice to become a CA(Na)	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
29. I would recommend my training office to other prospective trainees	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
30. I am positive about my choice to of training programme (TIPP or TOPP, as applicable)	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
31. If I were to choose again I would again consider selecting the TIPP or TOPP training programme (as applicable)	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
32. If I were to choose again I would again consider training to become a CA(Na)	Strongly disagree	Disagree	Neutral	Agree	Strongly agree