AUTHORISED TRAINING EMPLOYER (ATE) STATUS

To train BICA students, your organisation needs to become a BICA authorised training employer (ATE). Becoming an ATE is a free and straightforward process. You will need to make sure your organisation can meet our training standards.

ATEs

Authorised training employers can be in practice, public sector as well as commerce and industry.

There are a few steps which are usually performed through an authorisation visit.

To arrange an authorisation visit to become an authorised training employer (ATE), contact us at bica@bica.org.bw or call +267 3972 992.

Meet training standards

To ensure best practice and consistency of training to all BICA students across the country, all authorised training employers (ATEs) must comply with BICA training standards. The five main principles include:

- operate with professionalism and commitment to ACA training;
- provide students with a suitable training environment;
- offer students appropriate supervision and support;
- offer students the opportunity for personal and professional development; and
- offer students appropriate training in professional ethics.

The BICA training standards can be found on our website www.bica.org.bw.

Arrange for an authorisation visit

At this visit, one of our training team will guide you through the process of authorisation. You'll need to be ready to:

- Appoint an individual to oversee student training
- Get the work experience right
- Register your organisation with BICA
- Provide a BICA training agreement and register your student
To remain an authorised training employer (ATE), your organisation must continue to meet BICA training standards and pay any/all appropriate student fees. BICA conducts review and support visits to monitor training compliance.

**Keep in touch with us**

We need to know of any activity/event that may affect your students or your ability to meet the training standards. This includes change of QPRT, change of office status (e.g., into a LLP), amending a training agreement (e.g., redundancies, suspensions, extensions), secondments and/or a change in work experience available to students.

**Appoint an individual to oversee student training**

We call this individual a qualified person responsible for training (QPRT). They have overall responsibility for the delivery of BICA training within your organisation. They should be a member of an IFAC body.

**Get the work experience right**

You’ll need to offer work experience in at least one technical area: Accounting, Audit and Assurance, Tax, Insolvency, Financial Management or Information Technology. You do not have to offer audit experience to students (although audit is covered in the exams). Work experience needs to increase in depth and scope as your student progresses through their training.

**Register your organisation with BICA**

You can register as a single office/organisation with us or as a training office group. This is where a group of offices operate as one business unit and adhere to common training policies and working practices. Registering as a training office group can often help students gain a wider range of work experience.

Provide a BICA training agreement and register your student
Training agreement

A BICA training agreement is a formal written agreement between you and your student that relates solely to BICA training. It requires you to agree a period of approved training for your student and sufficient time for them to gain 450 days of technical work experience.

For a graduate, this will typically be achievable within a three year training agreement; however, you can vary the length of a training agreement according to the type of trainee you have recruited. If you recruit school leavers, you may prefer a five year period of training to allow them enough time to gain the full range of skills and experience.

Some students from other professional bodies or with professional qualifications may be eligible for a two year training agreement and 300 days of technical work experience.

The training agreement does not replace an employment contract which you will also need to supply to your students.

The BICA training agreement must be issued at the office where the student is based.

To help you, we have created a sample training agreement which you can adapt to suit your needs – see our website. Alternatively you can use your own separate version. The sample training agreement can be found on our website www.bica.org.bw.

Registering a student

Ultimately it is your students’ responsibility to register as a BICA student. However, they should not register themselves (and their training agreement) until your organisation has done any necessary employment checks. Once you have performed any of these checks, you should then instruct them to register with BICA.

Please ensure that your student registers as soon as they begin their training and well in advance of any exam entry deadlines. Your students can either register online or send us a completed application form.
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**Keep in touch with us**

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Review and support visits

All authorised training employers (ATEs) are visited at least once every three years as part of a programme of monitoring compliance to BICA training standards and support.

Objectives and notification

These visits are designed to:

- provide support and practical advice to employers;
- update on training issues;
- gain feedback from training employers; and
- ensure training employers continue to meet the BICA training standards.

BICA writes to the qualified person responsible for training (QPRT) to advise that a review visit is due. It is one of our Training and Professional Development Managers who will carry out the visit and they contact the QPRT to arrange a convenient time during the next six months.

An office may also be selected for a review and support visit if there has been a material change in the circumstances of your organisation (eg, change of business activity or management buy-out) or we have received information from other BICA departments.

If you refuse to meet with the Training and Professional Development Manager it is likely that your ATE status will be withdrawn and you will no longer be able to train BICA students.

Preparing for a visit

We do not intend to burden you with excessive processes or forms to complete, but you'll need to have some key documents ready in time. The Training and Professional Development Manager will need to see:

- student training records;
- your latest training agreement(s); and
- the QPRT's record of CPD activity.

You may also like to remind yourself of our training standards.

After the visit
You will receive a letter confirming that your authorisation to train BICA students is continued together with a new authorised training employer (ATE) certificate.