

## 2019 Training Schedule

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		Training Platform	Duration	Jan '19	Feb '19	Mar '19	Apr '19	May '19	Jun '19	Jul '19	Aug '19
<b>BASIC LEVEL</b>	Basic Working Paper Preparation	PJhb	3 days	15-17							
		PPta	3 days	22-24							
	Bodies Corporate Simulations	VT	1 day			27					
	Accounting for Attorneys' Trust Accounts	VT	1 day				1				
	Junior Audit Engagement Simulation (No Software)	VT	1 day			4					
<b>Training based on CaseWare</b>	Junior Audit Engagement Simulation	PJhb	5 days		11-15						
		PPta	5 days		4-8						
<b>Training based on Draftworx</b>	Junior Audit Engagement Simulation	PJhb	5 days		18-22						
		PPta	5 days		11-15						
		VT	5 days			4-8					
	Draftworx Fundamentals	VT	1 day			18					
<b>Junior Induction for First Year SAICA Trainees</b>		PJhb	1 day	7	5						
		PPta	1 day	7	12						
		VT	1 day	14	18	25	29				
	Session 1: The Accounting Profession	W	2 hrs	24							
	Session 2: The Assessment Process	W	2 hrs	24							
	Session 3: Professional and Business Etiquette	W	2 hrs	25							
<b>Junior Induction for First Year Trainees in a Formal Logbook Training Programme (Excl. SAICA)</b>		VT	1 day		5, 26						
<b>INTERMEDIATE AND ADVANCED LEVELS</b>	Performing analytical procedures (including practical examples)	VT	1 day				8		7		
	The auditor's responsibility towards Fraud in an audit and Review Engagement	VT	1/2 day				16				
	The auditor's responsibility towards Internal Control within an Audit	VT	1/2 day				17				
	The auditor's responsibility towards Non-Compliance with Laws and Regulations	VT	1/2 day				15				
	Perform Value Added Tax Calculations and complete returns (SAQA US ID 114735)	VT	2 days					2-3			
	Performing a Compilation Engagement	VT	1 day	29							
<b>Training based on CaseWare</b>	Auditing of Attorneys' Trust Accounts	VT	2 days				11-12				
	Performing an Independent Review	VT	2 days			28-29		6-7			
	Performing a Compilation Engagement	PJhb	1 day	18							
		PPta	1 day	25							
		VT	1 day	21		28	15				
	Planning the audit engagement	VT	2 days	30-31		25-26		13-14			
	Finalising the audit engagement	VT	2 days		1-2		1-2	15-16			
	Sampling - CaseWare	VT	1 day				25				
Review of the Audit Engagement/Improving Audit Quality	VT	1 day	14		18	5					
<b>Training based on Draftworx</b>	Auditing of Attorneys' Trust Accounts	VT	2 days				8-9				
	Performing an Independent Review	VT	2 days			11-12		6-7			
	Performing a Compilation engagement	VT	1 day			19					
	Planning the audit engagement	VT	2 days		19-20						
	Finalising the audit engagement	VT	2 days		21-22						
	Sampling and selecting items for testing	VT	1 day					8			

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<b>ALL LEVELS</b>	Money Laundering and the Financial Intelligence Centre Act	VT			19					
	Money Laundering Update	W								
	Financial Intelligence Centre Act Update	W								
	Independence & ethical requirements applicable	W								
	Assessing control risk during the audit of financial statements	W								
	Audit procedures to perform to address audit risk during an audit of financial statements	W								
	Ethics and Independence (NOCLAR) Webinar	W			27					
	Trading under insolvent circumstances	W								
	Access to auditing working papers	W								16
	Reporting requirements for auditors and independent reviewers	W								
	XBRL, 1 July 2018, is your company ready?	W			15					
<b>TAX</b>	Property developers and VAT	W		18						
	Guide on medical tax credits	W						14		
	Withholding tax on interest and dividends	W								
	Royalties and their tax consequences	W								
	Foreign currency, transactions and translations - the old rules and IN101	W								
	Trusts: Loan accounts and other current tax issues	W					16			
	What you need to watch out for in the second provisional tax payment and related penalties	W	23							
	Year-end update Parts 1 and 2	W								
	Resolving disputes with SARS	W				4				
	Tax issues for Small Business	W			14					
	Provisional tax and penalties: What you need to know for the 2019 first provisional return	W								15
	2019 Budget Speech highlights	W		28						
	CGT Masterclass	W				25				
	Company distributions and profit distributions: dividends, salaries and loan accounts	W							18	
	Dealing with SARS penalties and objections	W							20	
	Key issues in payroll and employees tax risk	W		14						
	Monthly Tax Update	W		14	14	11	16	20	18	15
<b>ETHICS</b>	Basic Compulsory Ethics Programme for SAICA Trainees	VT		15	19	4	27			
	Professional ethics case studies	W								
	The Code of Professional Conduct	W								
	The importance of the I in ethics	W								
<b>EXCEL TRAINING</b>	Basic Excel 2016 Essentials	PJhb	1 day	14						
		PPta	1 day	21						
		VT	1 day			17				
	Basic Excel - Session 1: Introduction to Excel /First Time User	W			25					
	Basic Excel - Session 2: Exploring/Creating Formulae	W			25					
	Basic Excel - Session 3: Data Filtering/Sorting/ Searching/Editing/Extraction	W			26					
	Basic Excel - Session 4: Pivot Tables/Tables/Graphs /Creating Visual Reports	W			26					
	Excel Refresher	W	2 days	10	25		18			
	Advanced Excel focused on the Accounting Profession	VT	1 day				23			

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<b>IFRS FOR SMES</b>	Session 1: Introduction to Concepts and Financial Statements	W	2 hrs							23	
	Session2: Consolidations, Accounting Policies Errors and Estimates, and Liabilities & Equity	W	2 hrs								7
	Session 3: Financial Instruments	W	2 hrs								21
<b>SOFT SKILLS</b>	Building an Effective Team	W	2 hrs								
	Excellent Customer Service	W	2 hrs								
	Making Successful Presentations	W	2 hrs								
	Effective Communication	W	2 hrs								
<b>RESIDUAL SKILLS TRAINING FOR SAICA TRAINEES</b>	Management Decision Making and Control-Budgeting	VT	1 day		21		5	20			
	Financial Management - Business valuations	VT	1 day		14	18		16			
	Financial Management - Financing and investment decisions	VT	1 day	24		29		13			
	Internal Auditing/Internal Controls	VT	1 day			5	15	27			
	Management Decision Making and Control-Performance Measurement	VT	1 day				1	23	3		
	Risk Management and Governance	VT	1 day		25		8	30			
	Perform VAT Calculations and complete returns (Residual skills)	VT	1 day		11			17	21		
<b>TRAINING FOR TRAINEES AS PART OF A LOGBOOK TRAINING PROGRAMME (EXCL. SAICA)</b>	Management Accounting - Budgeting and Forecasting	VT	1 day		21		5	20			
	Management Accounting - Business Valuations	VT	1 day		14	18		16			
	Management Accounting - Financing and Investment Decisions	VT	1 day	24		29		13			
	Internal Controls	VT	1 day			5	15	27			
	Management Accounting - Performance Measurement	VT	1 day				1	23	3		
	Management Accounting - Risk Management and Governance	VT	1 day		25		8	30			
	Perform VAT Calculations and complete returns	VT	1 day		11			17	21		
<b>FINANCE TRAINING FOR NON-FINANCIAL MANAGERS</b>	Cashflow management	VT	1 day		8			9			
	Basic accounting principles	VT	1 day			8		17			
	Budgeting for success	VT	1 day					28	5		
<b>BLOCKCHAIN/BITCOIN</b>	Module 1: Blockchain, Bitcoin terminology and basic concepts and principles	VT	3 hrs		13			8			
	Module 2: Blockchain applications	VT	3 hrs		20			15			
	Module 3: Blockchain Cryptocurrencies, Altcoins, ICOs – all you need to know	VT	3 hrs		27			22			
	Module 4: Blockchain Smart contracts	VT	3 hrs			27		29			
	Module 5: Blockchain The taxation environment	VT	3 hrs				3		12		
	Module 6: Blockchain The regulatory environment: comparing SA to other countries' responses	VT	3 hrs				10		19		
	Module 7: Blockchain Legal issues and the future	VT	3 hrs				17		26		
	Module 8: Blockchain Auditing issues, challenges and considerations	VT	3 hrs				24			3	
<b>MONTHLY LEGISLATIVE UPDATES</b>	Morning session	W	2 hrs	18	18	15	12	17	14	12	16
	Afternoon session	W	2 hrs	28	25	29	26	31	28	26	30

(Please save these dates. They will be open for registration on the 1st of every month)

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<b>TRAINING IN ASSOCIATION WITH TALL TREES LEADERSHIP PROFILES</b>												
<b>Ethics courses</b>	Compulsory ethics programme for SAICA trainees - From a Tall Trees perspective	VT	1 day	18	11	4		6				
	Ethics for Corporates: Creating an Ethical Culture from a Tall Trees Perspective	VT	1 day	28		29	25					
	Ethics for Senior Auditors/ Audit Supervisors/ managers - From a Tall Trees Perspective	VT	1 day	16	1	11						
<b>Tall Trees Leadership Profile courses</b>	Tall Teams	VT	1 day						7			
	Final Year Trainees - Workplace readiness	VT	1 day	11								
	Communication and Conflict Resolution	VT	1 day			15		10				
	Capacity Building	VT	1 day				26					
	Auditor / Senior-In-Charge Must-have Tools	VT	2 days	21-22			11-12					
	Basic Tall Trees Leadership Profile (TTLP) course		PJhb	1 day	8	6						
			PPta	1 day	8	13						
		VT	1 day	15	6, 19	26	30					
	Productivity and Positive culture	VT	1 day					24				
<b>Tall Trees Temperatment and Leadership Styles Knowledge</b>	Temperament Talk	VT	3 hrs		28							
	Fields of Greatness	VT	3 hrs				9					
	Frostbite	VT	3 hrs				16					
	Forest Fires	VT	3 hrs				23					
	Fast Forward	VT	3 hrs					7				
	Forces Within	VT	3 hrs					14				
	Fertilizer	VT	3 hrs					21				
<b>SPEED COACHING</b>	Conflict management	VT	1 hr									
	Finding work-life balance for your temperament type	VT	1 hr									
	Finding your passion	VT	1 hr	25								
	How do you deal with stress	VT	1 hr	25								
	How to be a real success, by John Maxwell	VT	1 hr	25								
	How to inspire by just being you	VT	1 hr									
	Live your dream	VT	1 hr	25								
	My strengths are assets... or are they?	VT	1 hr	25								
	Put your dream to the test	VT	1 hr	25								
	Relationships: Building bridges instead of walls	VT	1 hr	25								
	Taking the edge off emotions	VT	1 hr									
	Temperament and planning styles – the sweet spot between busking it	VT	1 hr									
<b>LUNCH 'n LEARN FREE SESSIONS</b>	15 Invaluable Laws of Growth - FREE	VT	45 mins	29								
	Put your dreams to the test - FREE	VT	45 mins		22							
	Becoming a person of influence - FREE	VT	45 mins				2					

**For more information on any of these courses, or to register please visit our Website: <http://bookings.probetatraining.co.za>**

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