



2021 Repeat Programme Introduction Guide



WELCOME

Dear APC Candidate

This document provides you with guidance to the APT 2021 repeat programme and to get you started with the initial self-assessment process from registration until **25 June 2021**. The 2021 repeat program has the following outline of activities for the year. This will be discussed in more detail in the rest of the document. There is also a more detailed outline in **Appendix A** of this document.

Month	Assessment Dates	Self Reflection	Classes
May		Self-reflection on APC 2021 <ul style="list-style-type: none"> Identify weaknesses Plan improvement strategies to implement 	Webinar Class on each task in APC 2020
Jun			Webinar Class on each task in APC 2020 Focused Feedback Session (Week 2) Technical workshops (Week 4) Submission of self-reflection and development plan to APT for mentorship
Jul	31 Jul	Self-reflection on technical workshops	Technical workshop (Week 1-3) Join Class 6 on the main program
Aug		Write self- assessment (with formal APT marking)	Time Management Class & Ewriting workshop Join Class 7 & 8 on the main program
Sep	8 Sep	Write Self-assessment (with formal APT marking)	Feedback class on Assessment Supplementary intervention class
Oct		Write Self-assessment	Exam Readiness Classes (Week 3-4)
Nov		Self-reflection in preparation of APC 2021	Exam Readiness Classes (Week 1)

1. SELF-REFLECTION

The self-reflection process is crucial to your success in the 2021 SAICA APC. Results have shown that candidates that do a proper self-reflection and engage with the rest of the programme, including the mentorship process, have a significantly better chance in passing the APC in November. It is of vital importance that an honest attempt should be made at performing the self-reflection with sufficient commentary regarding each task as well as on the overall approach to the exam. This is the first step in improving your ability to assess information critically and developing an improved strategy for the 2021 APC exam. Please perform the following steps to get yourself started with the self-reflection process:

- 1.1 Get your copy of your **2020 APC** attempt and level of competence.
- 1.2 Read through SAICA's specimen attempts and comments.
- 1.3 Start with the completion of the APT self-reflection template through the following link:
<https://forms.gle/MheF38LExvpqWvS76>
- 1.4 Attend the following sessions by registering for the Zoom Webinars:
Self-management kick-off session on **Monday, 10 May 2021 (18:00)**:
https://zoom.us/webinar/register/WN_Vzavsw7aSly7LrsjoG4k2A
and the Self-confidence session on **Thursday, 13 May 2021 (18:00)**:
https://zoom.us/webinar/register/WN_EHygFVCMTbKngZGJcRcZBg
- 1.5 After completing your self-reflection, you need to use the developmental areas identified in the self-reflection to start creating your development plan, which will be used as basis for your discussions with the APT mentor from July 2021. The template for your development plan can be found in **Appendix B** of this document.
- 1.6 Attend the APC 2020 Feedback Webinars to get feedback from experienced markers in the APC process to identify further areas of development.
- 1.7 Update your self-reflection and development plan, if necessary
- 1.8 Attend the feedback focus classes early June to get feedback and advice based on data obtained from all candidates' self-reflection performed.
- 1.9 Update your development plan with final areas for further development identified.
- 1.10 Send a copy of your script, your completed self-reflection and development plan to enrolments@apt.co.za

1.11 If you still require one-on-one mentorship, notify enrolments@apt.co.za and APT will allocate you a mentor if there is proof of sufficient self-reflection and a submitted development plan.

1.12 The mentor will contact you to make an appointment for your one-on-one consultation session. There will be regular follow-up from the mentor throughout the year course, however, it is your responsibility to utilise this valuable resource throughout the course to provide regular feedback and guidance on your development areas.

2. APC 2020 FEEDBACK WEBINARS

Feedback will be provided on each task on the APC 2020. The classes will be held on a Webinar platform to assist with flexibility in your tight work schedules. Each task will be unpacked from the PRI right through to execution on the day, showing common pitfalls throughout the process. Webinars will be recorded if you missed a session by any chance.

3. FOCUS SESSION CLASSES

Focus session contact sessions will be arranged at the start of June to give feedback based on the data captured throughout the self-reflection period. These sessions will be valuable to attend to get insights on how to solve common problems in the preparation process, deeper understanding, planning on the day and many more. If you need further guidance from an APT mentor, please submit the necessary documentation in point 1.10 above and a mentor will be allocated to you.

4. TECHNICAL READINESS WORKSHOPS

Technical competence is a fundamental aspect and core in passing the APC exam in November. In June/July, there will be technical workshops on each of the main accounting disciplines (accounting, auditing, tax and MAF) by tackling old technical tasks in previous APC Assessments. These sessions will be face-to-face contact sessions and on Webinar format. The structure and details of each session will be made available 1 week before the session is presented.

5. TIME MANAGEMENT CLASS

Time management and efficiency is an important factor in illustrating professional competence in the APC exam. APT has designed a class to deal with time management techniques in the pre-release period, as well as on the day of the exam. The class sessions will be in webinar format

6. E-WRITING WORKSHOP

The use of E-writing software has become an important factor in the APC in order to deal with time pressures on the day of the exam. APT has introduced E-writing workshops to increase the awareness of the software used in assessments, and to improve the use thereof to ensure more efficiency on the day of the assessment. The workshops will be face-to-face contact sessions, with tasks being executed under exam conditions.

7. SUPPLEMENTARY INTERVENTION CLASS

The supplementary exam intervention class will be based on the class on the main programme. Detailed feedback will be provided on each of the tasks in the September main assessment in preparation for the final assessment in October.

8. EXAM READINESS WORKSHOPS

The exam readiness workshops aims to simulate the APC assessments as much as possible and provides a final opportunity to refine your preparation approach and exam technique before the APC in November. Simulations will be broken down into 4 different sessions and detailed feedback will be provided on each of the tasks in Webinar format.

9. APT MAIN PROGRAMME CLASSES

Class 6-9 will be attended together with the candidates on the main program. These sessions will be available at your firm, as part of public lecture sessions and in video format on aptassist.

10. ASSESSMENTS

Assessments will be written throughout the course. It is imperative that you commit to writing assessments on the programme since it gives you a valuable opportunity to test yourself under exam conditions and get yourself “exam-ready”. It is also an opportunity to track your development goals in your development plan by evaluating your performance in the exam through self-assessment and meetings with your mentor.

Appendix A – Detailed Outline of Repeat Programme

Activity	Date	Day	Time	Method
Self-Reflection Period commences	7 May	Fri	n/a	n/a
Self-management kick-off session	10 May	Mon	18h00-20h00	Online
Self-confidence session	13 May	Thurs	18h00-20h00	Online
APC 2020 Feedback Webinar Sessions				
Task (d) & (h) – Feedback Session	17 & 19 May ¹	Mon/Wed	18h00-20h00	Online
Task (a) & (c)– Feedback Session	24 & 26 May ¹	Mon/Wed	18h00-20h00	Online
Task (e) & (f)– Feedback Session	31 May & 2 June ¹	Mon/Wed	18h00-20h00	Online
Task (b) & (g)– Feedback Session	7 & 9 June ¹	Mon/Wed	18h00-20h00	Online
Focus Group Feedback Classes Candidates can choose one session from the following				
Focused Feedback Session	14 June	Mon	18h00-20h00	Online
Focused Feedback Session	15 June	Tues	18h00-20h00	Online
Self-assessment submission deadline	25 June	Fri	n/a	n/a
Mentorship Kick-Off Session	28 June	Mon	18h00-20h00	Online
Technical Workshop Classes				
Accounting class	30 June	Wed	18h00-20h00	Online
Auditing class	7 July	Wed	18h00-20h00	Online
MAF class	14 July	Wed	18h00-20h00	Online
Tax class	21 July	Wed	18h00-20h00	Online
Watch Class 6 Video of Main Programme Available on aptassist				
Candidates write Assessment 1 – 31 July 2021				
Time Management Webinar Session Candidates can choose one session from the following				
Session 1	10 Aug	Tues	18h00-20h00	Online
Session 2	11 Aug	Wed	18h00-20h00	Online
Watch Class 7 video of Main Programme Available on aptassist				
Watch Class 8 video of Main Programme (online) Available on aptassist				
Watch Ewriting Class video Available on aptassist				
Candidates write Assessment 2 – 8 September 2021*				
Watch Class 9 video of Main Programme Available on aptassist				
APC Exam Readiness Webinar Workshops				
Kick-off Webinar	30 Oct	Sat	08h00-10h00	Online
Task (a-b) Webinar	1 Nov	Mon	18h00-20h00	Online
Task (c-d) Webinar	2 Nov	Tues	18h00-20h00	Online
Task (e) Webinar	3 Nov	Wed	18h00-20h00	Online
SAICA APC 2021: 26 November - 1 December 2021				

¹ This session will be offered in Webinar format. Candidates will be requested to enroll for one of two sessions offered.

Appendix B – Development Plan Template

AREA IN APC EXAMINATION Development needed? Yes/No	STRATEGIES & ACTIONS TO IMPROVE (HOW will you improve the development areas (SMART))	TARGET DATE (Usually assessments are used to measure improvement)	EVALUATION OF DEVELOPMENT (Reassessment of development area after assessments – did I achieve what I wanted to?)
PRE-RELEASE PERIOD			
Trigger identification			
Deeper understanding of triggers (Did I link the trigger & technical research to the problem in the case study? (6 steps of APT))			
Use of group work (Did I rely too much on members of the group?)			
Pre-prepared answers			
Analysis and evaluation of the technical research in context of the case study (Did I ask the relevant “what if” questions as part of my preparation?)			
Industry research			

(Was I able to use industry research into tasks on the day?)				
INFORMATION ON THE DAY (IoD)				
Analysis and evaluation of the IoD (Did I put in enough effort to have a meaningful analysis and evaluation of the IoD?)				
Mindful reading (Did I manage to absorb critical information on the day to understand the context of given tasks?)				
Questioning of information in given emails (Did I manage to question and assess information – for instance audit work done on the Goodwill impairment?)				
PLANNING				

Overall planning on the day (Did I manage to effectively plan time per task?)				
Planning on tasks (Did I spend enough time to reflect and evaluate what the audience expectation is in terms of audience, technical, and context?)				
EXECUTION				
Dumping information				
Technical inaccuracies				
Application to the case study and the problem on the day				
OTHER				
Stress management				
Work responsibilities				
Typing skills				
Critical Reading skills				
Critical Thinking				