



2019

Professional Competence Development Programme

2019 ROADMAP PROGRAMME FOR REPEAT CANDIDATES

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APT PROFESSIONAL COMPETENCE DEVELOPMENT PROGRAMME

PROGRAMME FOR REPEAT CANDIDATES

REPEAT PROGRAMME

Because we have made significant changes to Case Study 1 – Constructco – we have made the academic decision that Repeat Candidates should redo the full 2019 APC Programme with the following exceptions:

- The pre Programme work related to the review of the 2018 Scripts.
- Class 1 is replaced by Repeat Class 1 – A Contact Session that has a focus on aspects from the 2018 APC and a different focus when compared to Class 1 for First Time Candidates.

Thereafter, Repeat Candidates continue with the same programme as the First Time Candidates.

Please note that:

- Case Studies 2 through 7 will be different to those that we used in 2018.
- This implies that the content of Classes 2 through 10 will be different to the 2018 content.

GENERAL

References to Weeks typically indicate the date of the Mondays beginning the weeks.

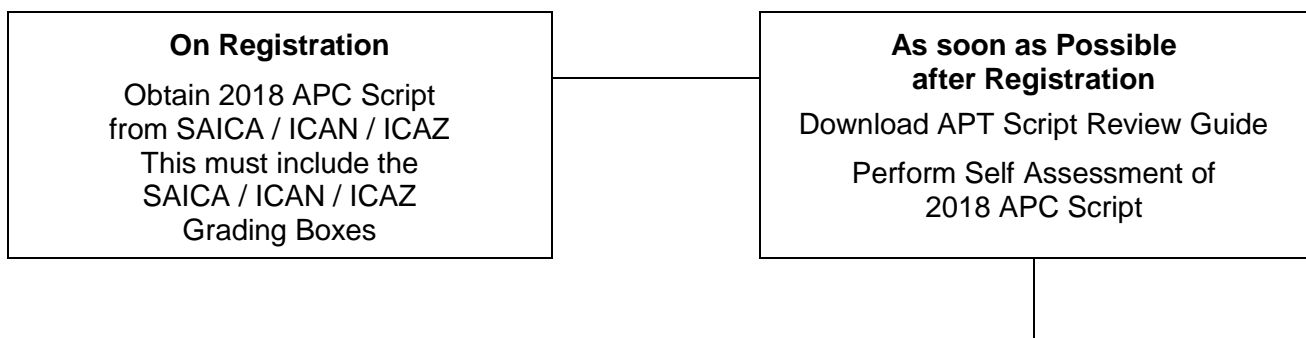
“Guidance Material” may include downloadable print material in PDF format, Podcasts, Audio Sound Bites, Video Clips or any combination of these.

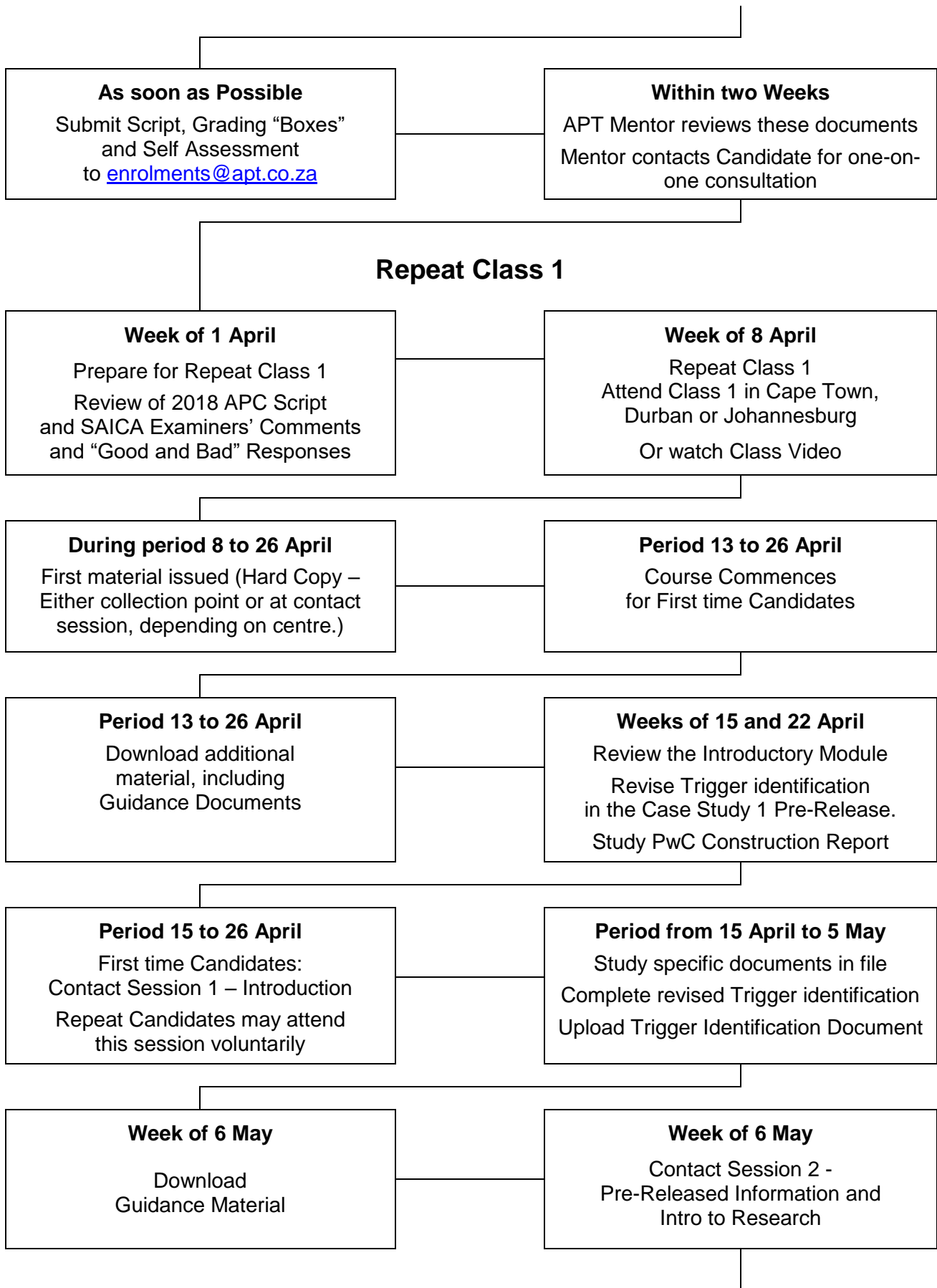
The Programme includes regular On-Line Assessments during most course weeks. On-Line Assessments are neither intended to be onerous nor time consuming.

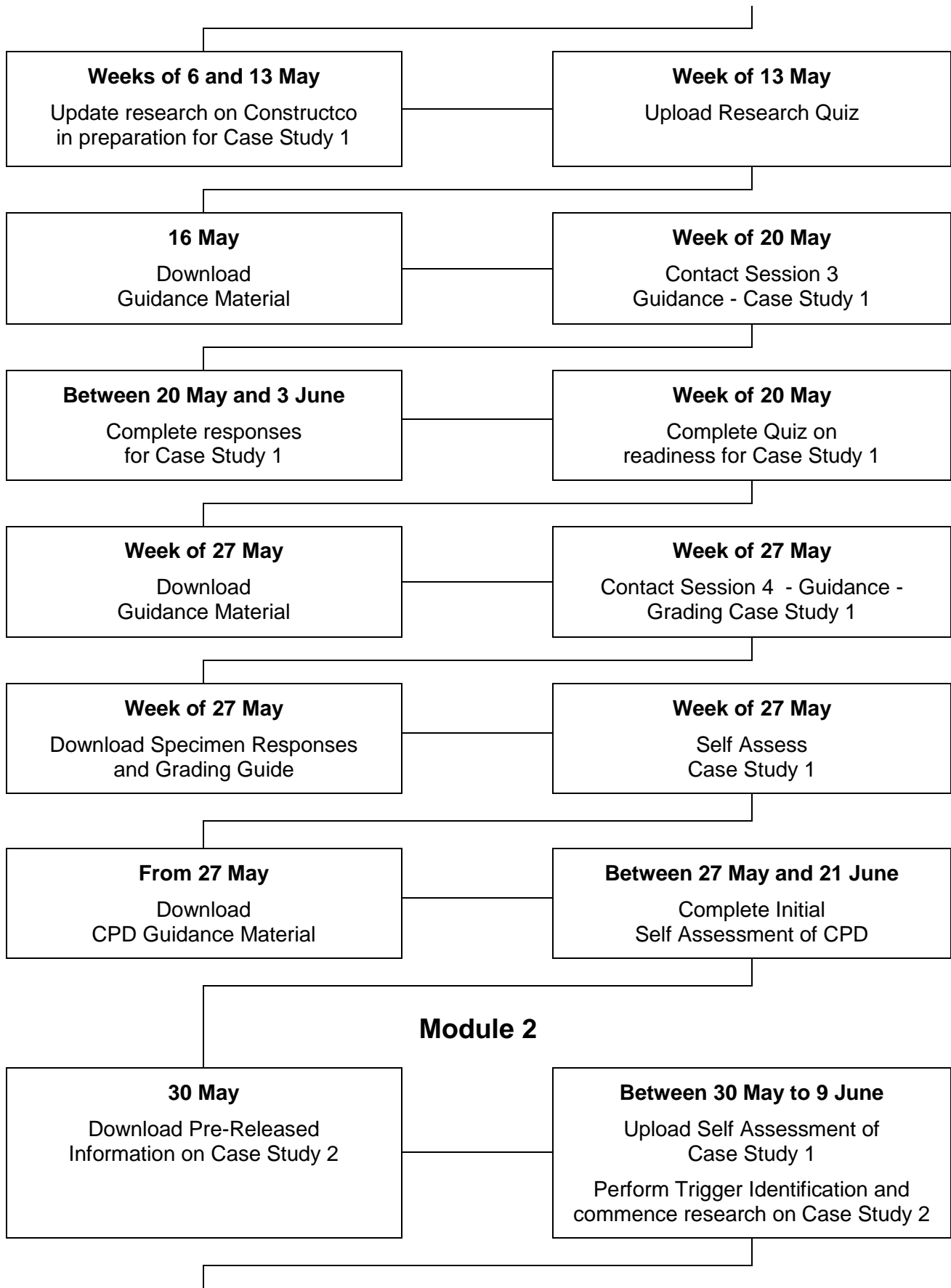
These are used as monitors to enable students and APT staff to confirm and assess progress.

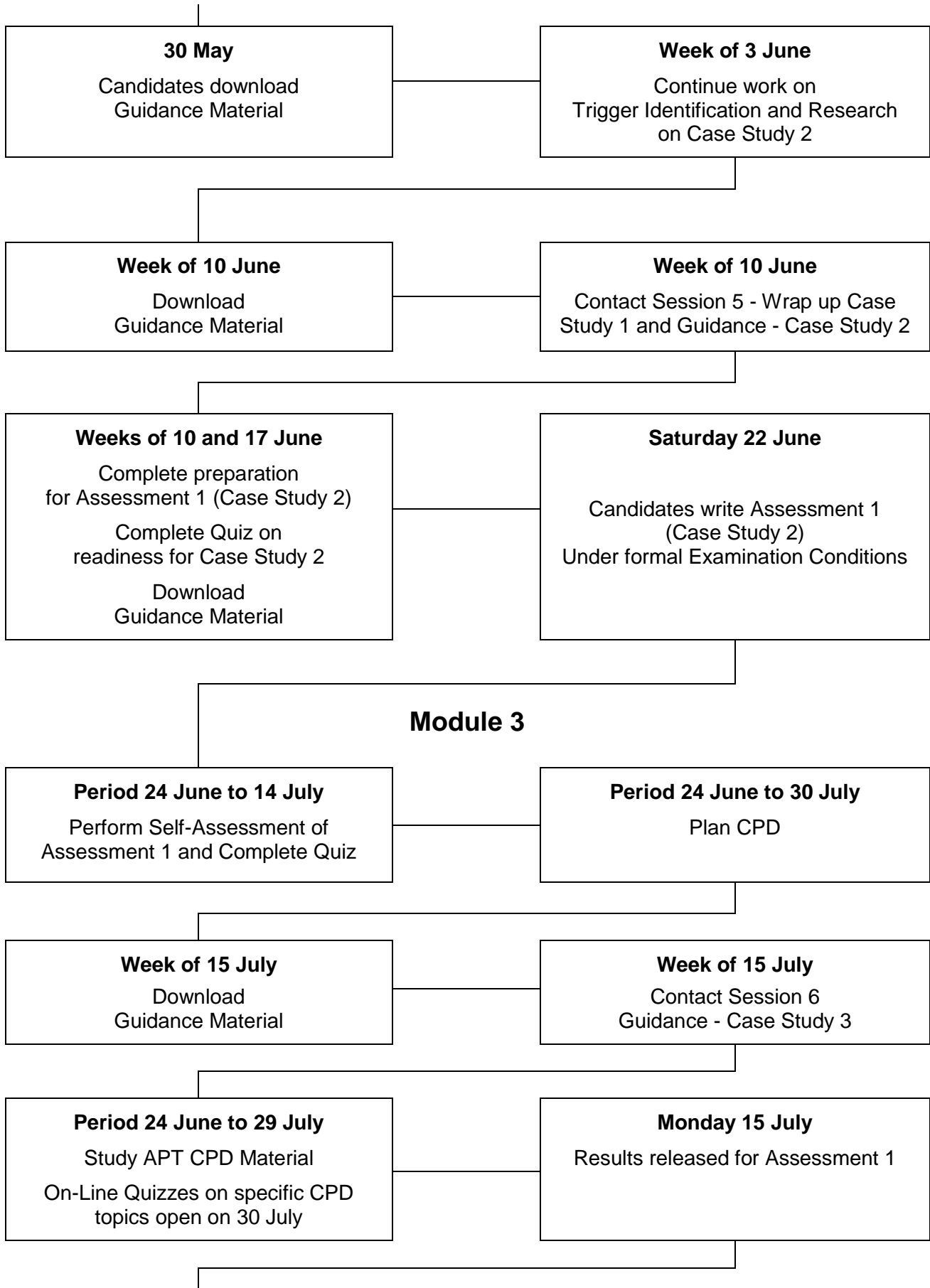
Details are set out on Page 16.

Pre Programme Work

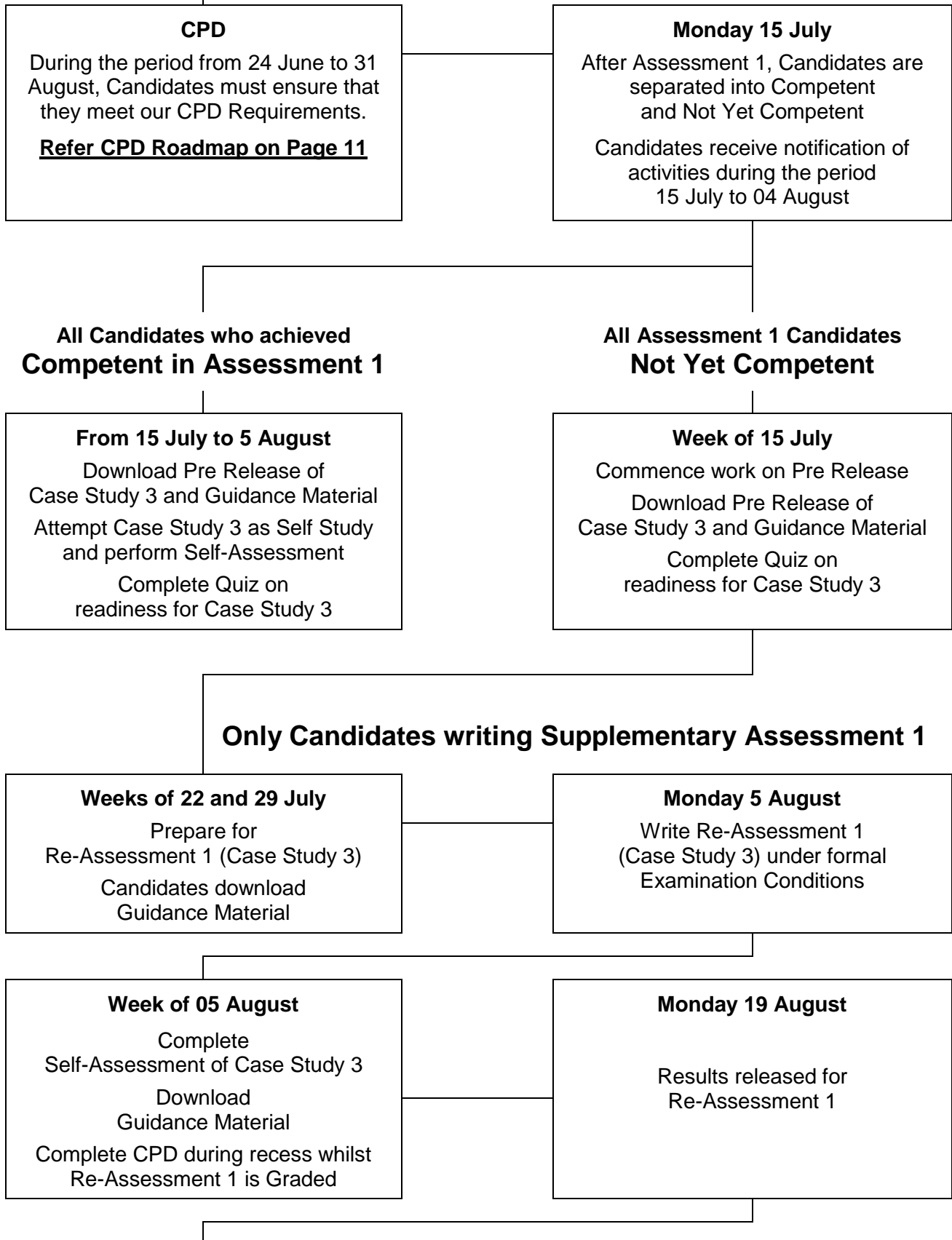




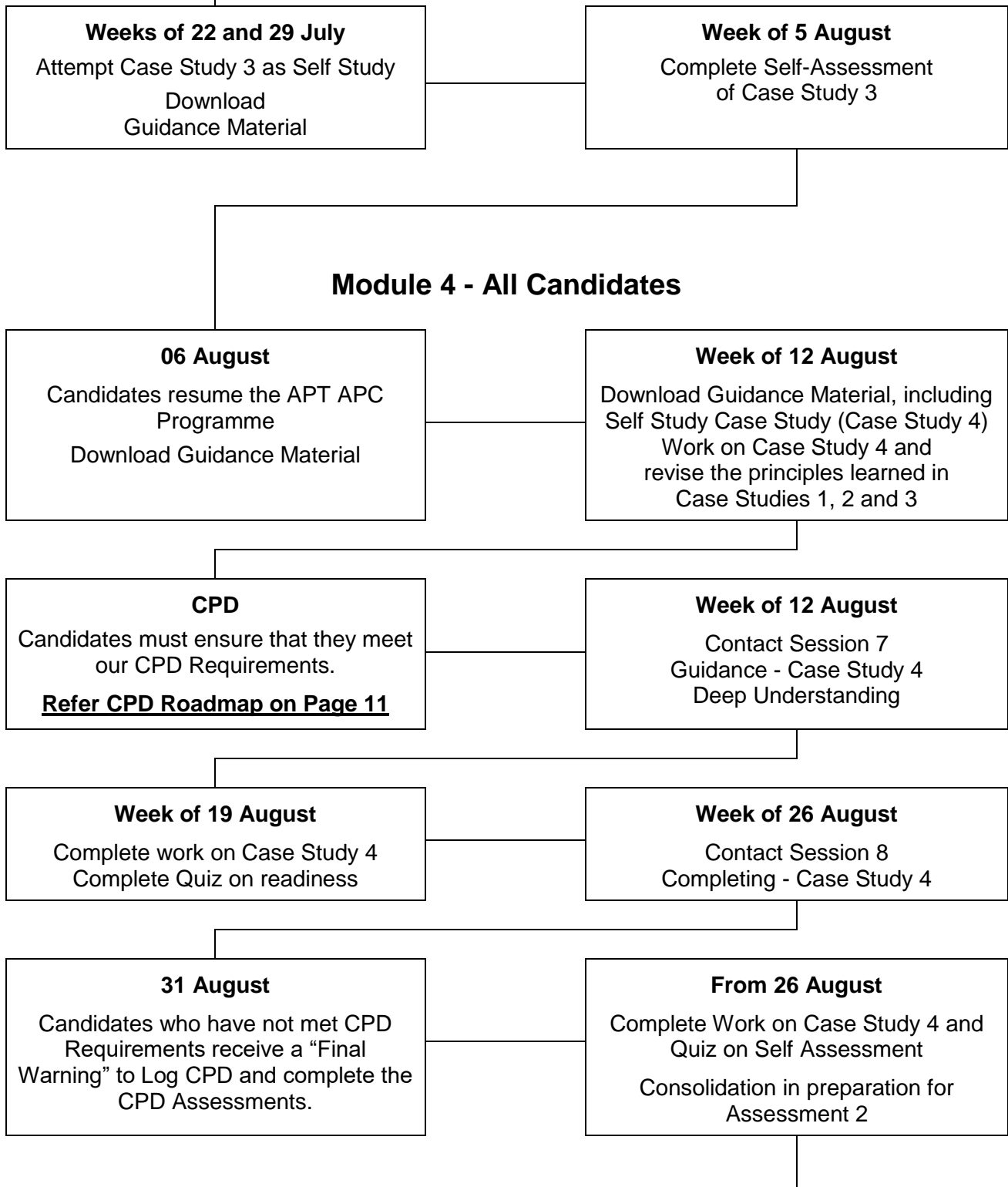




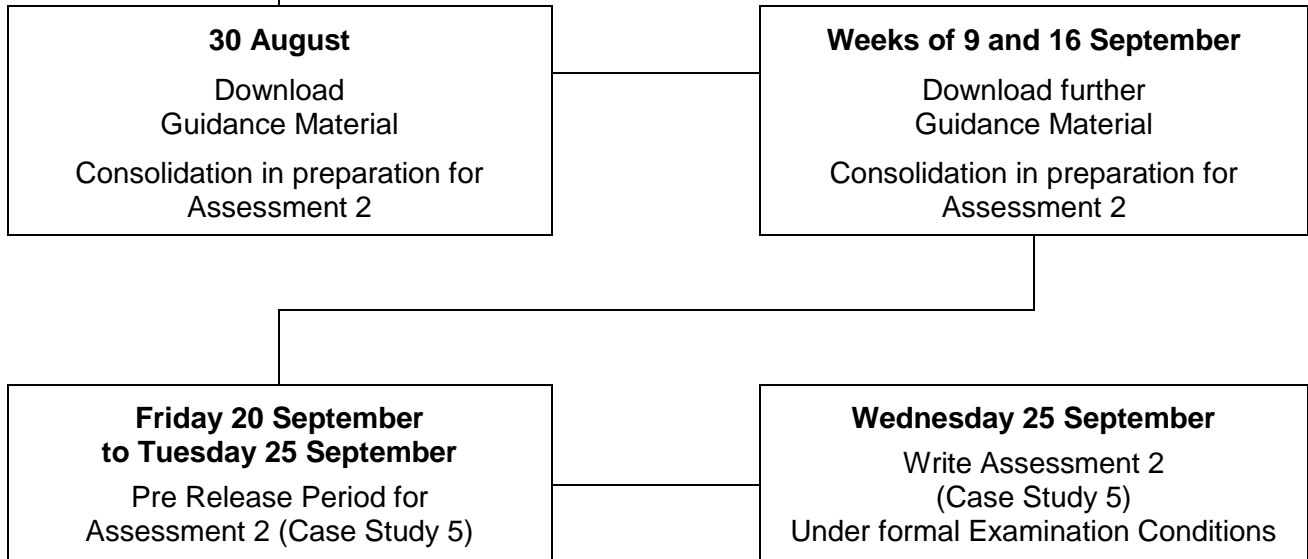
Module 3



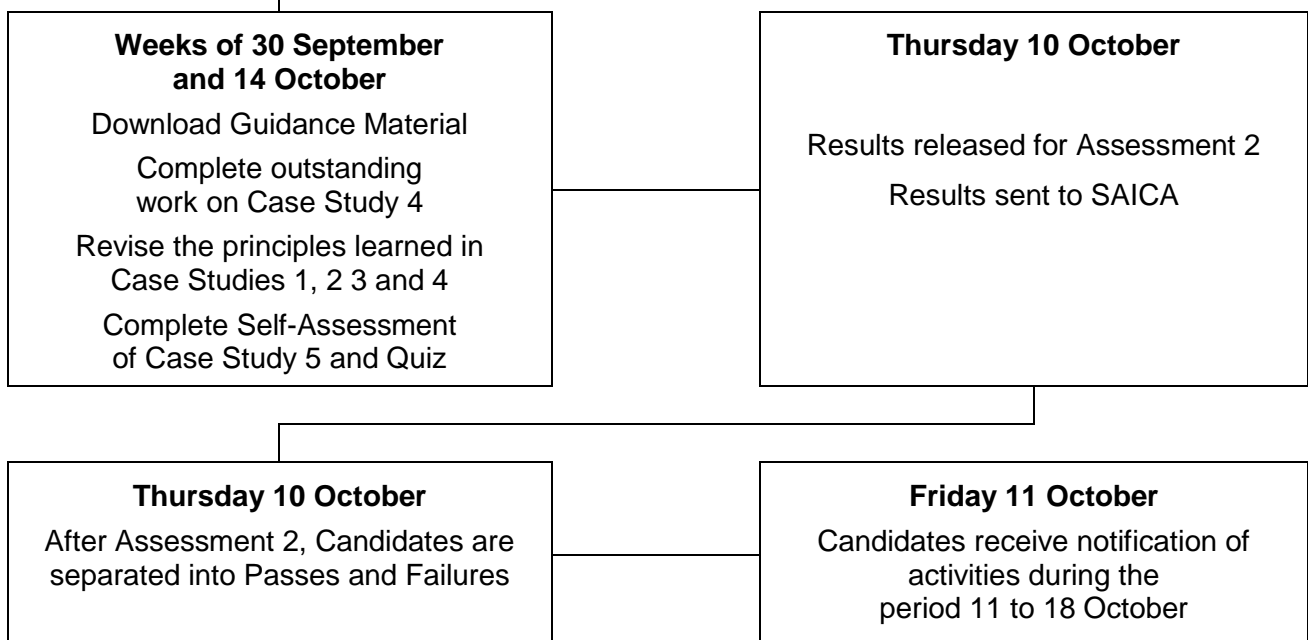
Candidates NOT writing Supplementary Assessment 1

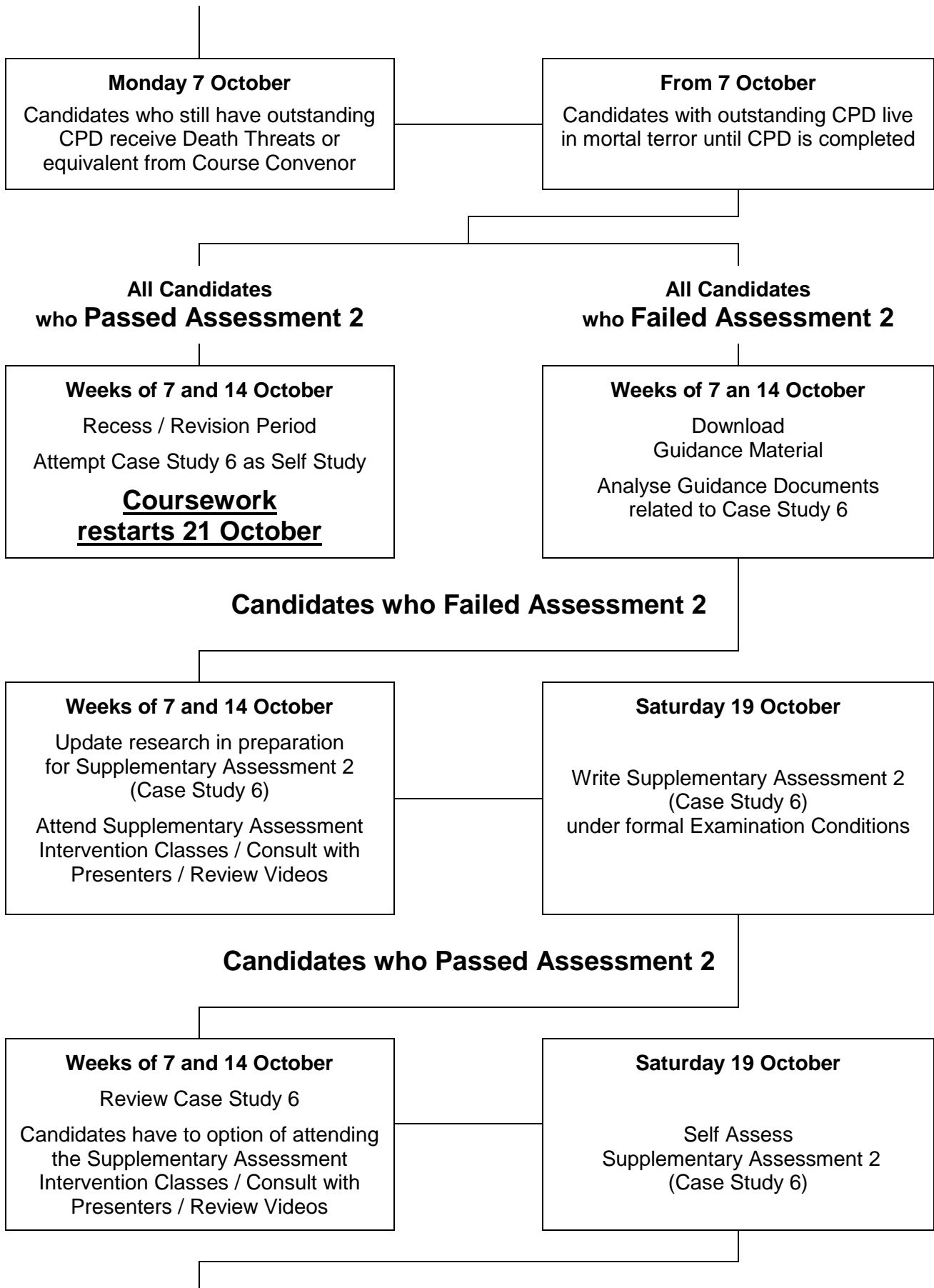


Module 5 - All Candidates

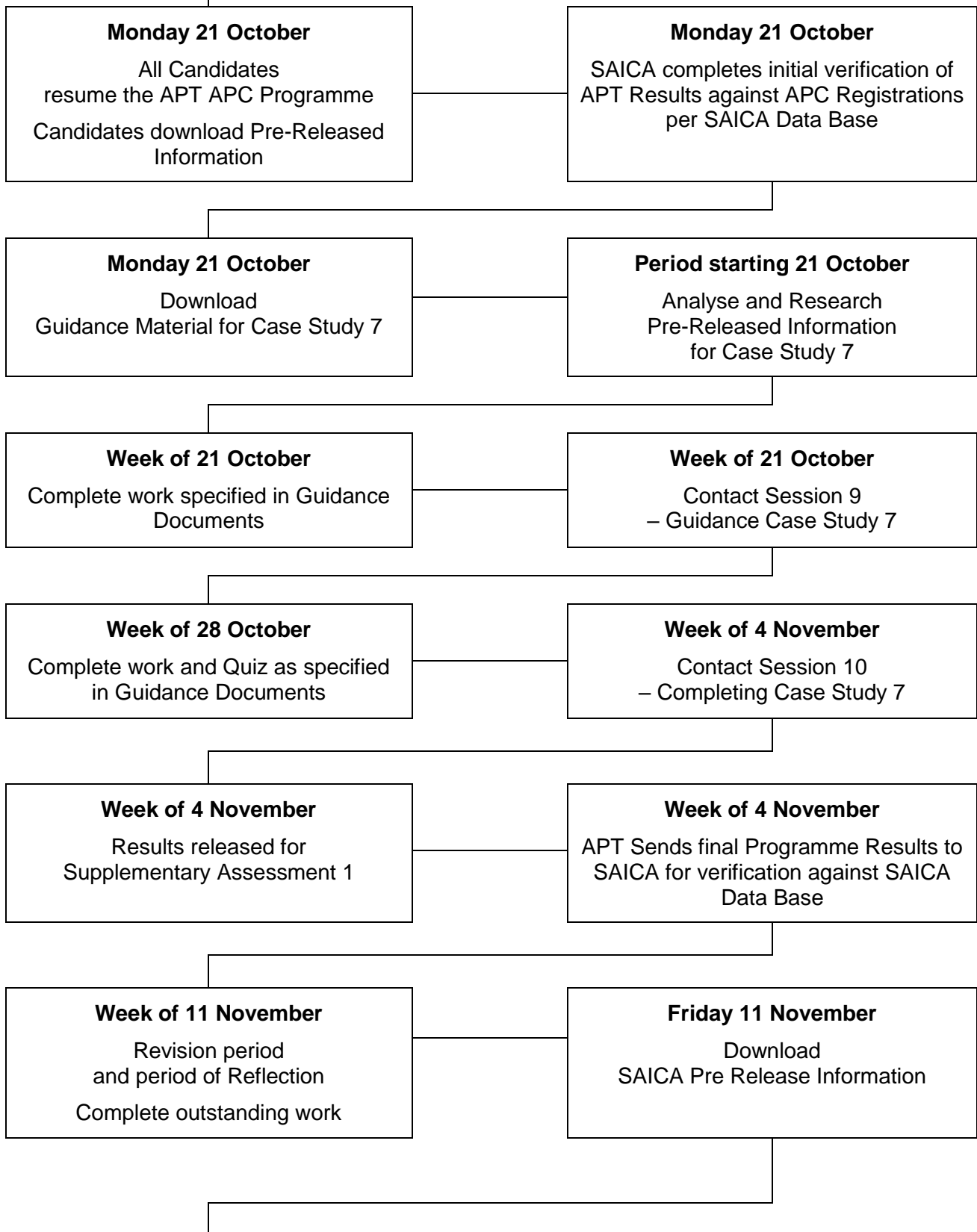


Module 6 - All Candidates





Module 7 - All Candidates



THE 2019 APC

**Friday 15 to
Tuesday 19 November**

Prepare for the APC

**Wednesday
20 November**

Write the APC Examination

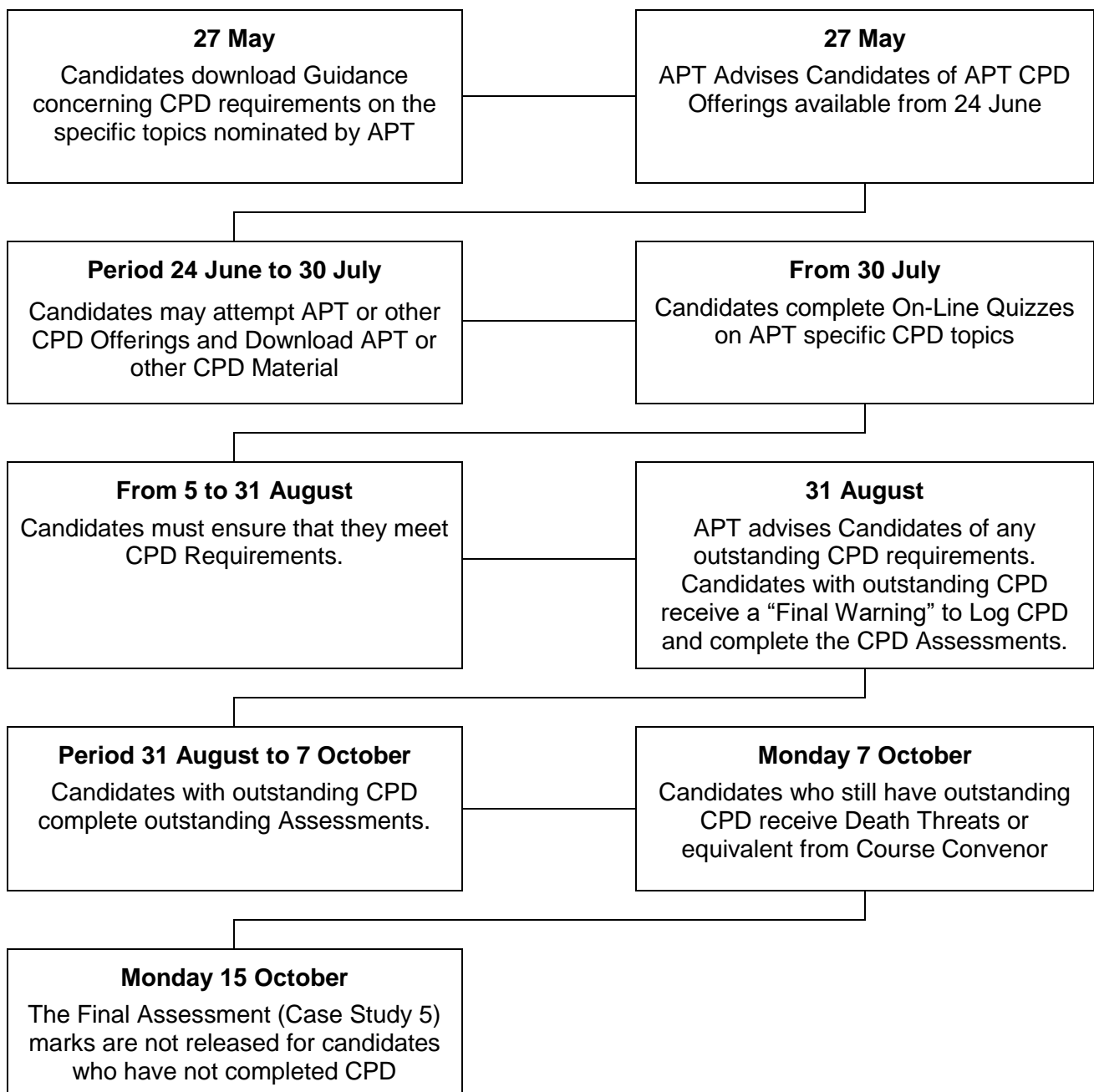
APT PROFESSIONAL COMPETENCE DEVELOPMENT PROGRAMME

2019 CPD (Continuing Professional Development) ROADMAP

References to Weeks indicate the date of the Mondays beginning the weeks.

“CPD Material” may include downloadable print material in PDF format, Podcasts, Audio Sound Bites, Video Clips or any combination of these.

On-Line Assessments are neither intended to be onerous nor time consuming. They are used as a straightforward monitor to enable students and APT staff to confirm and assess progress.



APT PROFESSIONAL COMPETENCE DEVELOPMENT PROGRAMME

CONTACT SESSION OUTLINES

The following outlines set out the topics planned for the various contact sessions.

Note however, that the nature of the Programme is such that planning the content of individual Contact Sessions is a dynamic process dependent on student progress throughout the Programme.

For this reason, whilst the planned content of each Contact Session includes core issues which must be addressed, APT reserves the right to alter the exact content of individual Contact Sessions and/or introduce additional sessions where necessary.

All contact sessions will be available as Video recordings.

CONTACT SESSION 1 - INTRODUCTION

- Nature of the SAICA APC
- Structure of the APT Programme
- Roadmap
- Introduction to the SAICA CPD policy and CPD processes
- APT CPD Programme and requirements
- Programme principles
- Competencies to be developed and how these will be developed
- How grading takes place
- Open book opportunities
- Communication policy principles
- Introduction to Case study 1
 - Pre-Released information
 - The principles underpinning “signals” (triggers)

CONTACT SESSION 2 – PRE RELEASED INFORMATION

- Change management where signals (triggers) identified incorrectly
- Identify the signals in the Pre-Released information
- Identify what work needs to be done and how to do that work
- Conducting research
- Aspects of strategy and risk management
- Open book opportunities
- Anticipation of the required

CONTACT SESSION 3 – GUIDANCE CASE STUDY 1

- Discussion of workflow
- Opportunity to check that understanding of the Triggers is clear
- Analysis and discussion about preparatory research and what should be taken into the exam
- Analysis and discussion of Information on the Day and the Required
- Communication aspects

CONTACT SESSION 4 - GUIDANCE GRADING CASE STUDY 1

- Discussion of grading
- The assessment process
- Work through the Gradings
- Candidates bring their own attempt to class
- Guided graded of certain sections
- Examples of deal breakers – that constitute “Not Competent”
- Introducing the workflow

CONTACT SESSION 5 – WRAP UP CASE STUDY 1 AND INTRODUCTION CASE STUDY 2

- Discussion (Tutorial) Groups
- “Bringing it together” on case Study 1
- Discussion of workflow
- Introduction Case Study 2
- Identifying and discussing triggers
- Preparatory work
- Aspects of strategy, risk management and business communication

CONTACT SESSION 6 - GUIDANCE CASE STUDY 3

- Feedback on the original assessment and improving performance
- Signals (Triggers)
- Preparatory work
- Aspects of strategy, risk management and governance

**CONTACT SESSIONS 7 and 8 – “DEEP UNDERSTANDING” - CASE STUDY 4
(CASE STUDY 4 IS SELF STUDY)**

- “Deep Understanding”, based upon:
 - Embedded principles
 - The workflow
 - Using what was learned from case studies 1 through 4
 - Signal identification/Communication/Focussing Context/Responding to the tasks

**CONTACT SESSION 9 - GUIDANCE CASE STUDY 7
(CASE STUDY 5 IS THE FINAL ASSESSMENT;
CASE STUDY 6 IS THE SUPPLEMENTARY ASSESSMENT)**

- Embedded principles
- Using previous case studies
- Signal identification/Communication/Focussing Context/Responding to the tasks
- Context of Case Study 7 and Revision

**CONTACT SESSION 10 – COMPLETING CASE STUDY 7
FINAL REVISION AND “EXAM TECHNIQUE”**

- Entrance to SAICA APC
- Individual revision
 - Case Study 7
 - The process
 - Previous case studies
- Support from APT
 - E-mail, On-Line, Consultation
 - Guidance Material

APT PROFESSIONAL COMPETENCE DEVELOPMENT PROGRAMME

ON-LINE ASSESSMENTS TESTS AND QUIZ OUTLINES

The following outlines set out the topics planned for the main Tests and Quizzes.

APT will introduce additional On-Line Assessments as the Programme progresses. On-Line Assessments are neither intended to be onerous nor time consuming. These are used as a monitor to enable students and APT staff to confirm and assess progress.

All Tests and Quizzes are On-Line.

Our IT system sees an On-Line Submission as a “Test or Quiz” in that the “question” is “please attach your submission” and the “correct answer” is that the submission was received.

Tests, Quizzes and On-Line Submissions are compulsory and Candidates will not progress on the Programme unless Tests, Quizzes and On-Line Submissions are up to date.

Candidates who fail to submit or who do not pass a Test or Quiz will be given 24 hours in which to re-submit. Should a candidate still not pass the assessment after three attempts, he/she will be contacted by APT in order to resolve any issues.

Quiz 1 - Between 15 April and 6 May
On-Line Quiz on Introductory Module, including On-Line submission identifying signals (triggers) in the Pre-Released Information

Quiz 2 - Between 13 and 27 May
On-Line Quiz evaluating the quality of preparation and research

Quiz 3 - Between 20 May and 3 June
On-Line Quiz related to preparation work on Case Study 1

Quiz 4 - Between 30 May and 17 June
On-Line Quiz on candidates' completion work on Case Study 1, including On-Line submission of Self Assessment of Case Study 1

Quiz 5 - Between 10 24 June

On-Line Quiz related to preparation for Case Study 2 (Assessment 1)

QUIZZES 6 TO 9 DO NOT APPLY TO CANDIDATES WHO COMMENCED THE PROGRAMME IN APRIL. THESE QUIZZES APPLY ONLY TO CATCHUP CANDIDATES

Quiz 10 - Between 24 June and 8 July

On-Line Quiz related to Self Assessment of Case Study 2 (Assessment 1)

Quiz 11 - Between 15 and 29 July

On-Line Quiz related to preparation for (Case Study 3 (Supplementary Assessment 1)

Quiz 12 - Between 19 August and 2 September

On-Line Quiz related to preparation for Case Study 4

Quiz 13 - Between 26 August and 9 September

On-Line Quiz related to Self Assessment of Case Study 4

Quiz 14 - Between 27 September and 11 October

On-Line Quiz related to Self Assessment of Case Study 5 (Assessment 2)

Quiz 15 - Between 28 October and 11 November

On-Line Quiz related to Self Assessment of Case Study 6 (Supplementary Assessment 2)