

SAICA Electronic Assessment Tool



Report	SAICA Required Exit Levels Of Proficiency for PVAA's
Generated on	2025-01-31 10:24

Type	Competency	Competency Area	Learning Outcome Nr	Learning Outcome	SAICA Level Required
PVA	Personal ethics	I - Ethics, values and attitudes	1 a)	Act honestly and demonstrate personal integrity, accountability and trustworthiness INCLUDING while interacting with others	Level 3
PVA	Business ethics	I - Ethics, values and attitudes	2 a)	Consider the impact of ethics within a specific business environment (a client or your training office) AND evaluate how ethics is managed in that context	Level 3
PVA	Business ethics	I - Ethics, values and attitudes	2 b)	Demonstrate how you contributed to the ethical culture of your business environment	Level 3
PVA	Business ethics	I - Ethics, values and attitudes	2 c)	In the context of ethical dilemmas that arise relating to organisational ethics and corporate culture or when rendering professional services, use an ethical reasoning process (based on professional values and attitudes and the code of professional conduct) to - (i) Identify threats to ethical principles, AND (ii) Analyse all courses of potentially unethical action as well as the consequences of each, AND (iii) Choose the appropriate course of action to solve the dilemma, AND (iv) Report ethical issues to higher levels of management, SAICA, legal or regulatory authorities, or others WHEN NECESSARY	Level 3
PVA	Professional ethics	I - Ethics, values and attitudes	3 a)	Apply the following fundamental ethical principles when rendering services: (i) integrity, and (ii) objectivity, and (iii) professional competence and due care, and (iv) confidentiality and (v) professional behaviour (including personal branding, business etiquette and use of communication channels such as social media and the ability to control and express emotions appropriately). Remember to clearly identify which fundamental principle is being demonstrated through the evidence you are submitting.	Level 3
PVA	Personal citizenship	II - Citizenship, values and attitudes	1 a)	Demonstrate a responsive, valuing and tolerant approach to diversity (local or global) AND individual differences	Level 3
PVA	Personal citizenship	II - Citizenship, values and attitudes	1 b)	Describe the impact you have made on the community in which you live and work, through e.g. acts of philanthropy, social responsibility and environmental stewardship.	Level 3
PVA	Corporate citizenship	II - Citizenship, values and attitudes	2 b)	For a business decision, weigh up the short-term financial benefits of that decision against its long-term strategic and/or societal impact (sustainability).	Level 2
PVA	Corporate citizenship	II - Citizenship, values and attitudes	2 d)	Consider the degree to which an organisation's (the training office or a client) strategy and/or business model aligns with the 17 SDGs (the Sustainable Development Goals as published by the United Nations)	Level 2
PVA	Self-development	III - Lifelong learning, values and attitudes	1 a)	Demonstrate life-long learning by staying abreast of current trends and emerging issues OR by acquiring new knowledge, skills and experiences to remain relevant, INCLUDING in relation to digital developments	Level 3
PVA	Self-development	III - Lifelong learning, values and attitudes	1 b)	Demonstrate responsibility for your own development needs and opportunities AND set and monitor personal learning and development objectives	Level 3
PVA	Adaptive mind set and agility	III - Lifelong learning, values and attitudes	2 b)	Work in an agile way by adapting and responding to changing practices, management and leadership styles, cultures, roles and /or work contexts	Level 3
EA	Business internal environment	Z - Business acumen	1 d)	Consider how an organisation creates value through its business model INCLUDING specific reference to its use of the six capitals referred to in the King IV report (Financial, Manufactured, Intellectual, Human, Social and Relationship and Natural)	Level 2

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EA	Business external environment	Z - Business acumen	2 a)	Evaluate the influence of the external environment (political, economic, tax policy, social, technological, legal and environmental) AND / OR industry factors (competitive advantage and threats, industry trends, emerging technology/industry disruptors, market opportunities, stakeholder focus) on an organisation's strategy, business model or processes	Level 2
EA	Innovation and creativity	Z - Business acumen	3 a)	Identify the need to address a problem or situation from a fresh perspective and challenge existing paradigms and ways of doing business AND / OR describe an innovative solution you came up with to address a business problem AND how you implemented this solution	Level 2
EA	Critical thinking	Y - Decision-making acumen	1 b)	Use critical thinking to identify and question/challenge information or assumptions and potential bias behind received, discovered or researched information.	Level 3
EA	Critical thinking	Y - Decision-making acumen	1 c)	Use critical analysis and reasoning to uncover key and/or underlying issues, and/or identify connections or patterns across diverse situations	Level 2
EA	Integrated thinking	Y - Decision-making acumen	2 a)	Synthesise and make sense of ideas and information from a variety of sources to analyse and evaluate financial or non-financial information, create a design, formulate a plan, arrive at a viable solution to a problem, OR obtain a broader understanding of an issue, etc.	Level 3
EA	Problem solving	Y - Decision-making acumen	3 a)	Use a questioning mind-set during problem identification, analysis and resolution.	Level 3
EA	Problem solving	Y - Decision-making acumen	3 b)	Seek assistance from experts/specialists OR consult with others to obtain information, solve problems, maximise benefits from opportunities, expedite problem-solving, decision-making and/ or reach conclusions	Level 3
EA	Judgement and decision-making	Y - Decision-making acumen	4 b)	Determine for alternative courses of action: (i) likely outcome, AND (ii) apparent effectiveness of addressing the root causes of problems, AND (iii) feasibility of effective implementation, AND (iv) stakeholder support for effective implementation, AND (v) ranking in relation to the other identified courses of action AND then, having done this, select the most appropriate course of action.	Level 3
EA	Professional scepticism	Y - Decision-making acumen	5 a)	Apply a diligent and impartial mind-set when making decisions, making enquiries or questioning others	Level 3
EA	Communication skills	X - Relational acumen	1 a)	Apply effective listening, interviewing AND/OR discussion techniques to obtain and clarify relevant information	Level 3
EA	Communication skills	X - Relational acumen	1 b)	Communicate verbally using clear and concise messaging that is professional, appropriate to the audience and situation, AND considers cultural and language differences (where necessary). Or Communicate in writing using clear and concise messaging that is professional, appropriate to the audience and situation, considers any legal, ethical, regulatory and business requirements (where appropriate), AND considers cultural and language differences (where necessary) Take care to indicate clearly whether your evidence relates to verbal communication or to written communication.	Level 3
EA	Leadership skills	X - Relational acumen	2 b)	Proactively influence others to deliver high quality work that supports organisational goals through role-modelling of appropriate behaviour, providing training, advice, support and/or mentorship; and/or by transferring knowledge, skills and experience	Level 2
EA	Leadership skills	X - Relational acumen	2 d)	While leading OR managing others, treat them respectfully, courteously and equitably	Level 3
EA	People skills	X - Relational acumen	3 a)	Display personal influence AND / OR negotiation skills to persuade others and/or build consensus	Level 3
EA	Relationship-building skills	X - Relational acumen	4 b)	Identify AND apply strategies to proactively build relationships that extend professional networks, alliances and/or cross-functional business partnerships	Level 2
EA	Teamwork	X - Relational acumen	5 a)	Work effectively with others as a resourceful and trustworthy team member through sharing knowledge, cooperating and / or collaborating to achieve team goals	Level 3
EA	Teamwork	X - Relational acumen	5 c)	Display effective delegation skills	Level 2

Type	Competency	Competency Area	Learning Outcome Nr	Learning Outcome	SAICA Level Required
EA	Teamwork	X - Relational acumen	5 d)	Manage conflict between individuals AND / OR across teams by: (i) Recognising constructive versus destructive conflict and managing that conflict; AND / OR (ii) Assuming shared responsibility for the outcome of conflict; AND / OR (iii) Valuing individual contributions by team members; AND / OR (iv) Providing constructive feedback (both downward and/or upward).	Level 3
EA	Teamwork	X - Relational acumen	5 e)	Oversee team members' progress AND / OR performance in the context of tasks, plans, projects or operational activities	Level 2
EA	Self-management	X - Relational acumen	6 b)	Display time management techniques to allocate resources and to develop, organise and prioritise tasks (recognising their resource constraints) so as to achieve professional commitments/outcomes	Level 3
EA	Emotional intelligence	X - Relational acumen	7 a)	Understand and manage your own emotions in positive ways to communicate effectively, empathise with others, overcome challenges and / or defuse conflict.	Level 3
EA	Computational thinking	W - Digital acumen	1 a)	Decompose a problem into smaller sub-problems AND then find patterns (similarities, shared characteristics) among the sub-problems AND determine relevant characteristics AND / OR discard irrelevant characteristics	Level 2
EA	Computational thinking	W - Digital acumen	1 d)	Write an algorithm to solve a problem, using any programming language (such as Microsoft VBA, Python) OR evaluate the appropriateness of a presented algorithm to solve a problem	Level 2
EA	Data knowledge and strategy	W - Digital acumen	2 g)	Evaluate data strategies or policies that deal with data protection, privacy, intellectual property rights, legal and regulatory requirements, AND / OR ethical issues in data management, data storage, or data transfer.	Level 2
EA	Data analytics	W - Digital acumen	3 b)	Use processes of inspection, extraction, transformation, loading, modelling, and interpreting data (through the use of data analytic software tools such as ACL, IDEA, PowerBI, or advanced Excel™ functions) to solve a defined business or audit problem	Level 2
EA	Automation	W - Digital acumen	4 a)	Identify opportunities to automate AND / OR modernise processes AND evaluate the benefits and risks associated with this.	Level 2
EA	New developments and protocols (e.g. artificial intelligence (AI), blockchain, Internet of Things etc.)	W - Digital acumen	5 a)	Identify opportunities to use new developments and protocols to address accounting and business problems, limitations, risks, etc.	Level 2
EA	User competencies	W - Digital acumen	7 a)	Apply word processing software skills in a manner relevant to an accounting/business context, to enhance communication (e.g., letters, memorandums, reports, working papers, and other written correspondence), so as to meet all legal, ethical, regulatory and business requirements	Level 3
EA	User competencies	W - Digital acumen	7 b)	Apply visualisation techniques and tools (e.g., dashboards or presentation software) in an accounting/business context	Level 2
EA	User competencies	W - Digital acumen	7 c)	Use spreadsheet software in an accounting/business context utilising advanced excel functions such as more complex formula, short cut keys, macros, or pivot tables for example.	Level 3
EA	User competencies	W - Digital acumen	7 d)	Communicate and collaborate with others using a wide range of digital devices, technologies and platforms	Level 3
EA	User competencies	W - Digital acumen	7 f)	Apply cybersecurity processes, tool AND / OR techniques to secure and safeguard information technology resources such as organisational IT infrastructure, laptops (and other portable devices), software, cloud (and other) storage, AND / OR data	Level 3

Learning outcomes no longer required

The SAICA required level of these learning outcomes have been changed to level 0. Accordingly, it is not required to submit evidence for this learning outcomes.

Type	Competency	Competency Area	Learning Outcome Nr	Learning Outcome	SAICA Level Required
PVA	Personal ethics	I - Ethics, values and attitudes	1 b)	Carry out work in a manner that protects public interest, the client, employer and other relevant stakeholders, and put these before your own interest	Level 0
PVA	Business ethics	I - Ethics, values and attitudes	2 d)	Display ethical behaviour whilst interacting with the organisation's stakeholders	Level 0

Type	Competency	Competency Area	Learning Outcome Nr	Learning Outcome	SAICA Level Required
PVA	Professional ethics	I - Ethics, values and attitudes	3 b)	By way of general conduct, demonstrate a commitment to the ethical values upheld by the profession	Level 0
PVA	Corporate citizenship	II - Citizenship, values and attitudes	2 a)	Identify relevant stakeholders in your business environment (for either a client or your training office)	Level 0
PVA	Corporate citizenship	II - Citizenship, values and attitudes	2 c)	Evaluate the extent to which a business demonstrates a responsive, valuing and tolerant approach to cultural diversity and individual differences	Level 0
PVA	Corporate citizenship	II - Citizenship, values and attitudes	2 e)	Contribute to the community at large through, for example, acts of philanthropy, social responsibility and environmental stewardship	Level 0
PVA	Professional citizenship	II - Citizenship, values and attitudes	3 a)	Perform work in a manner that protects the public interest	Level 0
PVA	Professional citizenship	II - Citizenship, values and attitudes	3 b)	Evaluate, the impact of an action taken by a professional individual (yourself or someone else) on public interest, the profession and on society	Level 0
PVA	Adaptive mind set and agility	III - Lifelong learning, values and attitudes	2 a)	Acquire new knowledge, skills and experiences to remain relevant and find opportunities to empower others by transferring this knowledge, skills and experience to others	Level 0
EA	Business internal environment	Z - Business acumen	1 a)	Evaluate whether the business model of a client or your training office is primarily driven by business success (e.g. profitability, cash flow and market orientation) or by value creation (with reference to the six capitals)	Level 0
EA	Business internal environment	Z - Business acumen	1 b)	Distinguish between different types of entities (profit, non-profit and public sector) and the roles they play in society	Level 0
EA	Business internal environment	Z - Business acumen	1 c)	Evaluate how an organisation creates value through the business model	Level 0
EA	Business internal environment	Z - Business acumen	1 e)	Use a holistic perspective to analyse an organisation's business processes (including how it serves stakeholders such as customers, employees, surrounding community and investors)	Level 0
EA	Business external environment	Z - Business acumen	2 b)	Evaluate the influence of the external environment (political, economic, tax policy, social, technological, legal, and environmental) on an organisation's strategy, business model or processes	Level 0
EA	Business external environment	Z - Business acumen	2 c)	Use a broad perspective (taking into account, for example, competitive advantage and threats, industry trends, emerging technology/industry disruptors, market opportunities, stakeholder focus) together with an organisation's mission/strategy, to evaluate an organisation's business model	Level 0
EA	Innovation and creativity	Z - Business acumen	3 b)	Describe an innovative solution you came up with to address a business problem and how you implemented this solution	Level 0
EA	Innovation and creativity	Z - Business acumen	3 c)	Empower and develop others by acting as a role model and by providing advice, support and mentorship	Level 0
EA	Critical thinking	Y - Decision-making acumen	1 a)	Select and manage information (quantitative as well as qualitative) from multiple sources and perspectives through research, analysis, synthesis and integration	Level 0
EA	Integrated thinking	Y - Decision-making acumen	2 b)	Use the above in the interpretation, analysis and evaluation of financial and non-financial information for decision-making	Level 0
EA	Judgement and decision-making	Y - Decision-making acumen	4 a)	Only exercise judgement and make decisions based on sound and logical reasoning in collaboration with affected stakeholders	Level 0
EA	Judgement and decision-making	Y - Decision-making acumen	4 c)	Use evidence, experience and technical competencies to solve problems or make insightful decisions through an interrelated process	Level 0
EA	Communication skills	X - Relational acumen	1 c)	Present information appropriately to improve your audience's processing and digesting of that information	Level 0
EA	Communication skills	X - Relational acumen	1 d)	Prepare written correspondence following due processes considering any legal, ethical, regulatory and business requirements	Level 0
EA	Communication skills	X - Relational acumen	1 e)	Display awareness of language differences in all cross-cultural communication	Level 0
EA	Leadership skills	X - Relational acumen	2 a)	Motivate and facilitate others' efforts to excel	Level 0
EA	Leadership skills	X - Relational acumen	2 c)	Empower and develop others by acting as a role model and by providing training, advice, support and/or mentorship	Level 0
EA	People skills	X - Relational acumen	3 b)	Display conflict resolution skills to minimise the impact of or resolve conflict	Level 0
EA	People skills	X - Relational acumen	3 c)	Consult with others to obtain information, solve problems and/or maximise benefits from opportunities	Level 0
EA	People skills	X - Relational acumen	3 d)	Display self-management skills to work independently, and to manage time and work pressure and its impact on others	Level 0

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EA	People skills	X - Relational acumen	3 e)	Adapt to the different management and leadership styles and cultures of an environment	Level 0
EA	Relationship-building skills	X - Relational acumen	4 a)	Seek opportunities to build strategic professional relationships (also cross-functional business partnerships) to achieve common goals	Level 0
EA	Teamwork	X - Relational acumen	5 b)	Share knowledge and demonstrate cooperation and collaboration to achieve team goals (including interactions within and between multi-functional, multi-cultural and multi-disciplinary groups)	Level 0
EA	Self-management	X - Relational acumen	6 a)	Work independently, diligently and with persistence	Level 0
EA	Emotional intelligence	X - Relational acumen	7 b)	Display persistence, resilience and balance in pursuing goals despite obstacles and setbacks	Level 0
EA	Computational thinking	W - Digital acumen	1 b)	Find patterns (similarities, shared characteristics) among the sub-problems	Level 0
EA	Computational thinking	W - Digital acumen	1 c)	Determine relevant characteristics and discard irrelevant characteristics	Level 0
EA	Computational thinking	W - Digital acumen	1 e)	Evaluate the appropriateness of a presented algorithm to solve a problem	Level 0
EA	Data knowledge and strategy	W - Digital acumen	2 a)	Interpret underlying characteristics of basic data concepts (such as data structures, data files, databases, normalisation of data and metadata), taking cognizance of how these influence and interact with one another	Level 0
EA	Data knowledge and strategy	W - Digital acumen	2 b)	Identify and evaluate sources of data (financial and non-financial, structured and unstructured)	Level 0
EA	Data knowledge and strategy	W - Digital acumen	2 c)	Access and store data (e.g., own location, service provider, cloud, etc.)	Level 0
EA	Data knowledge and strategy	W - Digital acumen	2 d)	Evaluate the risks compliance requirements and consequences associated with the specific environments in which data is stored (including geographical legal restrictions in some areas (e.g., POPI in SA , GDPR)	Level 0
EA	Data knowledge and strategy	W - Digital acumen	2 e)	Identify and distinguish between the ways in which access to data should be controlled (data classification), and determine the consequent risks if the necessary controls are not implemented	Level 0
EA	Data knowledge and strategy	W - Digital acumen	2 f)	Identify and distinguish between the ways in which local data and data-in-transit should be controlled (including data in transit between systems, and the interfaces involved in the process), and determine the risks (including not reaching a business objective) if the necessary controls are not implemented	Level 0
EA	Data analytics	W - Digital acumen	3 a)	Identify the practical challenges of data analytics (e.g., data volume and quality, and privacy, regulatory and ethical issues)	Level 0
EA	Data analytics	W - Digital acumen	3 c)	Use data analytic software tools to analyse data (e.g., ACL, IDEA, advanced Excel™ functions)	Level 0
EA	Data analytics	W - Digital acumen	3 d)	Interpret the results to solve a defined business or audit problem and suggest further steps to be taken	Level 0
EA	Automation	W - Digital acumen	4 b)	Evaluate the need for cognitive computing systems in the automation process	Level 0
EA	New developments and protocols (e.g. artificial intelligence (AI), blockchain, Internet of Things etc.)	W - Digital acumen	5 b)	Apply, in a non-complex simulation with semi-structured information general, application and data controls to selected new developments and protocols in order to mitigate risks	Level 0
EA	Cyber security	W - Digital acumen	6 a)	Apply cybersecurity processes, tool and techniques to mitigate cyber risks on the organisation	Level 0
EA	User competencies	W - Digital acumen	7 e)	Apply visualisation techniques and tools to develop simple dashboards	Level 0