

# Chapter 2

## Competence

## 2.2A Time limits

### Calculation of time limits for attaining an appropriate qualification

- 2.2A.1** **R** (1) For the purposes of ■ TC 2.1.1 R, if an *employee* carries on an activity in ■ TC Appendix 1 (other than an overseeing activity), a *firm* must ensure that the *employee* attains an appropriate qualification within 48 *months* of starting to carry on that activity.
- (2) For the purposes of (1), a *firm* must record the date on which the *employee* starts to carry on that activity.
- 2.2A.2** **R** For the purposes of calculating the 48 *months* referred to in ■ TC 2.2A.1 R, a *firm* must:
- (1) aggregate periods of time spent carrying on the activity during different periods of employment; and
- (2) disregard any period of 60 *business days* or more during which the *employee* is not carrying on the activity due to being continuously absent from work.
- 2.2A.3** **R** A *firm* must ensure that any *employee* who does not attain an appropriate qualification within the specified time:
- (1) ceases to engage in the activity to which that qualification would relate; and
- (2) does not resume that activity without first attaining an appropriate qualification.
- 2.2A.4** **G** *Firms* may wish their *employees* to attain an appropriate qualification within an earlier time limit or to place limits on the number of times that qualification can be taken.
- 2.2A.5** **G** *Firms* may wish *employees* who carry on an overseeing activity specified in ■ TC Appendix 1 to attain an appropriate qualification within 48 *months* of starting the activity.

**Record-keeping**

2.2A.6

**R**

A *firm* should, for the purposes of ■ TC 3.1.1 R (Record keeping), make and retain records of the time limits within which the appropriate qualification has been attained.

2