

To: All APT Candidates
From: The APT team

Date: 1 April 2020

Dear Candidate

UPDATE ON THE IMPLICATIONS OF THE 21 DAY COVID-19 LOCKDOWN ON THE 2020 PROGRAMME

The purpose of this letter is to inform you of developments since we last wrote to you on 26 March. All indications suggest that the early lockdown imposed by our President is having the desired effect in slowing down the exponential growth rate in infections seen in other countries. We must act responsibly and honour the call to stay at home, for now is the time to stop the spread of this deadly virus.

With the COVID-19 challenge comes huge opportunity. Our lives and the way we conduct our businesses will be forever changed. Much of this will be for the better. For example, carbon footprints have declined substantially in this period and there are many stories of how the birds have returned to, and the skies cleared over Wuhan.

Likewise, we think that this lockdown will present many of you with the ideal opportunity to get ahead of the 2020 programme. If you are sitting at home with time on your hands, now is the time to start preparing for the APT programme which kicks off on 20 April. Firstly, as we have mentioned previously, given that Class 1 is scheduled for the week beginning April 20, the first week after the lockdown, there will be no attendance classes for Class 1 and candidates will experience this class online. Class 2 is an online class anyway, so you need to think about how you should prepare for online study.

1. Have you created a conducive work space?

You may already have a space at home where you work occasionally. Is this space equipped for working on the APT programme? Make sure it is quiet and that you have good internet access, a power source, and adequate lighting. A clearly defined study space will allow you to develop a routine, be better organised and more confident in your mastery of professional competence.

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2. Can you use the lockdown to be more productive at home?

If you're working from home, take advantage of the time you're not spending on getting ready, commuting, or doing other regular activities. Utilise this time to prepare for the APT programme by brushing up on your technical knowledge or by thinking about current affairs. What are the COVID-19 implications for financial reporting? What are the implications of the credit downgrade for running a business in South Africa?

By Monday 6 April you will receive an SMS and an email with links to the Technical Material which is available on the APT website at <https://apcprogramme.co.za/technical-material/>. This will also include guidance on selected topics, the Programme Introduction and the First Time Candidates Roadmap.

- Effective Business Writing
- Business Research
- Meeting Procedures
- Strategy & Risk Management
- Continuing Professional Development.

You can and should work through these documents now.

For most of you, it is a while since you wrote the ITC and so updating your technical knowledge is important. Again, we think it would be opportune to work through the Technical (Continuing Professional Development - CPD) videos prior to the start of the programme on 20 April.

On Monday 13 April a separate SMS and email will explain how to login and download the material for Class 1.

Repeat Candidates:

The above Material is also relevant to Repeat Candidates, although Repeat Candidates will, during the Course of the week beginning Monday 6 April, receive a Video Link to a Guide on Self Assessment and details of the timing of the first Webinars.

3. Have you optimised your technology?

Make sure your software is up to date and your browser is working properly. Ensure that your device is working well, that you have working versions of Adobe, Word, Powerpoint and Excel. Ensure that your internet speed is adequate. Optimising your technology will allow you to focus on your work rather than wasting time dealing with frustrating technological issues.

4. Will you be able to minimise possible distractions to remain focused?

You need to minimise the distractions when selecting your study space. Is your study space reasonably quiet and away from others? You also need to be careful of potential online distractions as well. The internet is full of fascinating information but ask yourself whether it is relevant for the task at hand?

Hopefully your study space has a door that you can shut and you can ask not to be disturbed when your door is closed. Consider muting your email and turning off your phone while you are working.

5. How will you stick to the APT programme and not procrastinate?

Developing professional competence requires lots and lots of practice. To demonstrate professional competence in the SAICA APC, you need to have worked through a number of case studies from cradle to grave. The APT programme has 7 case studies each with either 8 or 9 tasks. You need to plan to do all of these case studies and all of the tasks. This is also a good time to practice time management skills and to nip procrastination in the bud.

Should you have any questions on the above, you can join a question and answer (Q&A) session on Friday 3 April from 15h00 to 16h00. The link for joining the Q&A is as follows <https://zoom.us/j/245679138>

If you still have questions after the Q&A, please email one of the following email addresses; administration@apt.co.za or info@apt.co.za or support@apt.co.za

Wishing you the best of health.

Regards.
The APT team.