



# EdgeOnline System

Special Features

## 1. Introduction

The EdgeOnline system is an ICAZ accredited system which can be used for all the required documentation for Trainee Accountants in the various ICAZ accredited training offices (ATOs). There are 23 training offices currently registered on the system and these include BDO, Bakertilly, Kreston, Old Mutual, National Foods, Delta, Fidelity Life and ZB Bank.

Despite all the basic functionalities of the system that entail the raising of the Technical Skills Review (TSR), Professional Skills Review (PSR) and Assessment Needs Analysis, the system has several special features in place because we are continuously improving the system. The objective of these continuous improvements is to make the documentation process as easy and user friendly as possible and to ensure that the management of training records is efficient.

## 2. Special Features

### Improved Assessment Needs Analysis (ANA) Evidence Display

Improved evidence structure for Trainee, Evaluator and Assessor on ANA review. There is now more detail shown for the Technical Skills Review (TSR) and Professional Skills Review (PSR), namely:

- ✓ PSR/TSR number.
- ✓ Reviewer and Trainee comments.
- ✓ Rating Difference status. (i.e., whether or not a rating difference was accepted). For an accepted rating, the system shows green and then red for a difference which was not accepted.
- ✓ Web Address link to the PSR/TSR showing evidence in the ANA. Once you click on the Evidence rating shown in an ANA you will be redirected to that PSR/TSR where the rating was extracted from.

### **Intelligent System Recommendation**

The system is smart enough to recommend a Development Plan for a trainee depending on the performance of the trainee versus the expected training office ratings from the assessment report that the system automatically generates. This report is based on the Training office's generic training manual that is uploaded onto the system. If the trainee rating for the period is below the expected ratings for the training office, the system will recommend development.

### **Skills Review(s) Listing used in an ANA.**

A list of all the PSRs and TSRs used in an ANA.

### **Dual Role Identification on ANA**

The system automatically dictates dual roles working on a particular ANA, for example same Assessor and Evaluator and then automatically populates the Assessor comments when working as the Evaluator.

### **Back to Trainee Function**

A reviewer can send back a PSR/TSR to a trainee for a re-do before completion. This function allows reviewer to send back an SR to a trainee and give the trainee an opportunity to amend the SR before they go on to review it.

### **Back to Evaluator Function**

An Assessor can send back an ANA to the Evaluator to make the necessary amendments before it is closed.

### **Improved Reporting Structure**

**Trainee, Reviewer, Evaluator, Assessor or Human resource profiles have access to the following reports:**

- ✓ Trainee Progress Report

It shows the ratings on each competence at the trainee's current ANA stage.

✓ Trainee Needs Analysis Report

It shows all the competencies where the trainee has not yet reached the expected rating at that stage according to the ATO's generic training manual.

✓ Timeline Reports

- Trainee Profile

Shows the time that the trainee takes from the point he/she initiates an SR up to the time he/she then signs it off and send to the reviewer.

Shows the time that the trainee takes from the point he/she initiates an ANA up to the time he/she then signs it off and send to the evaluator.

- Reviewer Profile

Shows the time that the reviewer takes from the point he/she receives an SR from the trainee up to the time he/she completes the review of the SR.

- Evaluator Profile

Shows the time evaluator takes from the point he/she receives an ANA from the trainee up to the time he/she completes the review.

- Assessor Profile

Shows the time the Assessor takes from the point he/she receives an ANA from the Evaluator up to the time he/she completes the review.

- Human Resources/Training Officer Profile

Highlights the time it takes from the point a trainee initiates and signs off an SR up to the time the SR is reviewed by the Reviewer. Shows the time it takes from the point a trainee initiates and signs off an ANA up to the time the ANA is evaluated by the Evaluator and assessed by the Assessor.

## Knowledge Base

We have a knowledge base on our website, [www.edgeonline.co.zw](http://www.edgeonline.co.zw) which is a self-serve customer service library that includes information about the system. There are articles and video tutorials on how to use the system and answers to our clients' most frequently asked questions.

We are very thankful to our users for feedback and for also trusting us with their training records. Thank you, Siyabonga, Tatenda. For more information about the system, get in touch with us on 0242-335365-7 or [ropa@tas.cozw](mailto:ropa@tas.cozw)