

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.

2.2A.6

R

Record-keeping.....
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