



## APT 2019 APC PROGRAMME

### Frequently Asked Questions

1. **Not receiving emails from APT?**

Check your spam or junk folder!

Sometimes APT emails bypass your inbox and go straight into your email's junk folder.

2. **How do I change my details once I have enrolled?**

Please email your changes to [enrolments@apt.co.za](mailto:enrolments@apt.co.za)

3. **What are APT's contact details?**

All areas including Online:

**Query Type**

**Email**

Academic

[academic@apt.co.za](mailto:academic@apt.co.za)

Enrolments and General

[enrolments@apt.co.za](mailto:enrolments@apt.co.za)

Invoices/Payment

[administration@apt.co.za](mailto:administration@apt.co.za)

Material

[info@apt.co.za](mailto:info@apt.co.za)

All Gauteng Queries

[jhb@apt.co.za](mailto:jhb@apt.co.za)

**Telephone Numbers**

**Fax Numbers**

Cape Town Office

021 761 3468

086 535 8316

Johannesburg Office

082 801 9304

086 60 79970

4. **What are APT's banking details?**

Bank:

Standard Bank

Branch:

Rondebosch

Bank Code:

025 009

Current Account Number:

071 464 824

Name of Account Holder:

Accounting Professional Training

SWIFT CODE:

SBZAZAJJ

(Standard Bank of SA Ltd does not use an IBAN Code.)

5. **How do I receive my programme material?**

Candidates attending contact sessions will collect their initial programme material at major centres or receive them at the first contact session.

Online Learning candidates will be contacted via email regarding programme material.

**accounting professional training**

PO Box 490, Plumstead, 7801 | [enrolments@apt.co.za](mailto:enrolments@apt.co.za) | [www.apcprogramme.co.za](http://www.apcprogramme.co.za) | T: 021 761 3468 | F: 086 535 8316  
Facebook: APT\_APCProgramme | Twitter: @APT\_APC Program

Directors: PJM Bourne, B Marx, HC Calvert, DH Joubert, LR Maseko, A Mohammadali Haji, A vd Watt, MP Wormald  
Accounting Professional Training (Pty) Ltd | Reg. No. 1981/007606/07

**6. If my fees are outstanding may I still collect my material?**

You may collect your programme material if your firm is paying for the Course. However, if you are paying in your personal capacity, we require proof of payment.

**7. What are the prescribed books for APT?**

There are no prescribed books as such. The programme is a Professional Competence Development Programme and students would be expected to consult such books as are necessary in the circumstances. Guidance will be provided in the developmental course material and contact sessions.

**8. What is *aptassist*?**

*aptassist* is the APT Learning Support website. It is an electronic testing platform which monitors candidates' individual performance against a specific set of deliverables. We primarily liaise with candidates via this platform. You are therefore required to interact with *aptassist* regularly. A Guide to *aptassist* is available in the Global Resources site and we urge you to familiarise yourself with the platform as soon as you have access.

**9. What is my APT student number?**

It is your User ID for *aptassist*. You will automatically receive an email stating that you have been loaded onto *aptassist*. This email will display your exam/student number. We will use this number when we display your APT Assessment results to ensure that your results are confidential (i.e. your personal details will not be displayed next to your assessment results).

**10. Where do I find the contact session schedules, the venues and directions to the venues?**

From the commencement of the programme, this information will be available on *aptassist* (Under the Global Resources site).

**11. What is the 75% attendance requirement for contact sessions?**

In order to pass APT you need to attend 75% of the contact sessions.

Candidates will have access to video recordings of the classes in order to meet the attendance requirement.

**12. May I attend other contact sessions in other venues or centres if I miss any of mine?**

Please email [info@apt.co.za](mailto:info@apt.co.za) for permission.

**13. What are the 2019 APT assessment dates?**

The **provisional dates** are 22 June and 25 September.

*Catchup Programme candidates - provisional dates are 05 August and 25 September.*

**14. What is eWriting?**

Detailed information will be emailed to you in this regard once the Programme commences.  
**PLEASE NOTE – eWriting is mandatory for your first assessment.**

**15. What material/books are allowed in APT assessments?**

Candidates may bring The **SAICA Students Version Handbook** and The **SAICA Legislative Handbook** into the examination room.

Candidates may also bring one Lever Arch file containing such other documents as they deem appropriate provided that the thickness of the contents of the file does not exceed 8 cm.

**16. Do I need to take my ID document and APT student number to APT assessments?**

Yes and please write your APT Student Number on the top right hand corner of your APT Assessment Script. **Please memorise your APT Student Numer.**

**17. How do I arrange an invigilator for an APT assessment?**

Assessment letters are emailed before for each assessment with these details.

**18. When are APT assessment results released?**

Assessment results are generally released on *aptassist* three weeks after the APT Assessments have been written. All students will be notified when results have been released.

*We are your Programme Provider – your BEST opportunity to pass the APC.*

*The APT Team*

