

Examination Centres

Students will be required to sit for examinations at any of our ZICA accredited examination centres, for further details on the centres and centre codes visit the ZICA website: www.zica.co.zm

Diploma in Accountancy – exemptions

Students seeking exemptions must apply by completing the relevant sections in the student registration form.

All applications must be accompanied by certified copies of certificates and results transcript (academic record) issued by the relevant examining body. In addition, detailed syllabi for the subjects which form the basis for the application must also be submitted. Official translations should be provided where any of the documents referred to above is not in English.

Exemptions are only available for subjects at Level 1. No exemptions shall be granted at Level 2.



FOR FURTHER DETAILS CONTACT:

The Director – Education and Training
Zambia Institute of Chartered Accountants
Plot Number 2374/a Thabo Mbeki Road
P.O. Box 32005
Lusaka
Phone: +260 211 374550/9
Fax: 0211 374560
Email: education@zica.co.zm

Or

ZICA Northern Region Office
Zambia Institute of Chartered Accountants,
2nd Floor Mukuba Pension House, Room 333
President Avenue
P.O Box 23593,
Kitwe
Tel: +260 212 222002
Email: kitwe@zica.co.zm
Website: www.zica.co.zm

DIPLOMA IN ACCOUNTANCY

ZICA Background

The Zambia Institute of Chartered Accountants (ZICA) is a self-regulated body for the accountancy profession in Zambia. It was established by an Act of Parliament of 1982 and repealed by the Accountant's Act of 2008. The primary mandate of the Institute is to promote the accountancy profession through the regulation of the accountancy practice and education.

ZICA is a member of the International Federation of Accountants (ZICA), Pan African Federation of Accountants (PAFA), and Chartered Accountants Worldwide (CAW).

Our Vision

"A reputable leader in developing finance and business professionals"

Our Mission

"ZICA will protect public interest through the regulation of the accountancy profession to the satisfaction of stakeholders"

DIPLOMA IN ACCOUNTANCY PROGRAMME

The Diploma in Accountancy aims to develop, downstream and intermediate level accounting personnel capable of preparing various statutory returns and reports that support value addition of the accounting profession to the private and public sector organisations.

The programme has 12 modules divided into two levels:

Level 1: The first level comprises seven (7) subjects that introduces candidates to the field of business and accounting in particular.

Level 2: Comprises five (5) subjects and prepares students to demonstrate a grasp of accounting skills required to prepare various statutory returns and reports that support value addition of the accounting profession to various businesses and public sector.

Course Structure

LEVEL 1	LEVEL 2
DA1 Financial Accounting	DA8 Financial Reporting
DA2 Quantitative Analysis	DA9 Management Accounting
DA3 Business Economics	DA10 Taxation
DA4	DA11 Principles of Auditing
DA5 Cost Accounting	DA12
DA6 Business Law	
DA7 Principles of Management	

Entry Requirements

Grade 12 School Certificate or its equivalent with five (5) O level subjects, including English and Mathematics, of which two (2) of these subjects should be at Credit or better; or

Grade 12 School Certificate or its equivalent with six (6) O level subjects, including English and Mathematics, of which one (1) of these subjects should be at Credit or better.

Mode of Study

The programme has a flexible mode of study to cater for the different groups of learners. The available modes of study are as follows:

Full Time Study: Students on full-time are required to enrol at a ZICA accredited tuition provider.

Part Time Study: Students on part-time are required to enrol at a ZICA accredited tuition provider.

Self-Study: It is recommended that students on self-study should make use of the ZICA recommended study materials. These can be purchased from any ZICA office.

Examinations

There are Four (4) Examination sessions for the Diploma in Accountancy annually: March, June, September and December.

Registration

Registration forms can be obtained from ZICA offices in Lusaka and Kitwe or from any accredited ZICA tuition provider. Alternatively, the forms can be downloaded from the ZICA website, www.zica.co.zm. All prospective students are encouraged to complete the form and attach all relevant documents as stipulated. All statement of results or qualifications attached must be certified.

Important Dates and Deadlines

ACTIVITY	MARCH EXAMS	JUNE EXAMS	SEPTEMBER EXAMS	DECEMBER EXAMS
Registration/ Re-Registration Fees	31 st January	30 th April	31 st July	31 st October
Annual Subscription	1 st January	1 st January	1 st January	1 st January
Examination/ Exemption Fees	7 th February	8 th May	7 th August	6 th November



Student Fees

The entry, Subscription and Examination fees are revised annually and can be obtained from the ZICA Website on www.zica.co.zm