



APPLICATIONS PROCEDURES FOR PATHWAYS ENTRY INTO CA ZAMBIA

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Introduction

The purpose of this document is to detail the Pathways applications requirements for admission to CA Zambia membership of ZICA.

This route to membership is referred to as the *experience* route. Candidates must meet the eligibility requirements and pass an Examination of Experience, as detailed below. The examination details are the subject of a separate document.

Pathways membership requirements

You must be an eligible applicant

To be eligible to apply for Pathways entry route, applicants must meet all the following eligibility criteria, the applicant *must be*:

1. a Fellow member of the ZICA who became a member using either the ZICA professional qualification or a foreign professional accountancy qualification from recognized Professional Accountancy Organisations,
2. a member in good standing without a disciplinary record, and
3. compliant with the CPD requirements of the Institute i.e. applicant must have submitted his/her CPD returns in the last five years – this must be confirmed by membership department.

Exemptions applicable

The CA Zambia qualification has two key components: examinations and practical training. Through the Pathways route, exemptions shall be granted to applicants on the two key components based on their professional qualifications as indicated in the table below:

Professional Qualification	Examination Component (CA Zambia)	Practical Training Component (CA Zambia)
ZICA Professional	Exempted from all CA Zambia papers at no fee	Must pass Examination of Experience
ACCA – with Advanced Audit and Assurance	Exempted from all CA Zambia papers at a prescribed fee	Must pass Examination of Experience
ACCA – without Advanced Audit and Assurance	Exempted from all CA Zambia papers at a prescribed fee except for CA3.2 – Advanced Audit and Assurance	Must pass Examination of Experience
CIMA	Exempted from all CA Zambia papers at a prescribed fee except for CA3.2 – Advanced Audit and Assurance	Must pass Examination of Experience
ICAEW – CA route	Exempted from all CA Zambia papers at a prescribed fee	Must pass Examination of Experience
SAICA – CA route	Exempted from all CA Zambia papers at a prescribed fee	Must pass Examination of Experience
SAICA – Financial Management route	Exempted from all CA Zambia papers at a prescribed fee except for CA3.2 – Advanced Audit and Assurance	Must pass Examination of Experience
All Other Professional Accountancy qualifications holders - with Advanced Audit Assurance	Exempted from all CA Zambia papers at a prescribed fee	Must pass Examination of Experience
All Other Professional Accountancy qualifications	Exempted from all CA Zambia Papers except for CA3.2 – Advanced Audit and Assurance	Must pass Examination of Experience

Exemptions fees

100% of the applicable examination fees for that year shall be charged as exemption fees for all CA Zambia subjects. Those that will be required to write CA3.2 – Advanced Audit and Assurance will have to pay CA Zambia examination fee rate for the subject at the prevailing for that year.

Examination of Experience

Candidates for Pathways membership are required to pass the Pathways examination of experience. The examination requirements are the subject of a separate document ***Pathways Examination***.

The Examination has four (4) windows for submission – (January to February, April to May, July to August, October to November) and is submitted online. Results are released in April for Jan–Feb submission, July for April-May submission, October for July-August submission, and January for October-November submission.

Skills required for Pathways applications

The skills requirements for Pathways membership recognise:

- The skills developed under the CA Zambia qualification to which a Pathways variant must pay attention to and, where relevant, recognise as being appropriate for Pathways membership, and
- Additional skills, based on experience, that Pathways candidates would reasonably expect to demonstrate as relevant criteria for Pathways membership of ZICA.

To this end, the following skills matrix recognises all the headings for skills expression that are identified for CA Zambia members qualified under the examination route.

Additionally, Pathways members would have had significant experience gained in their workplace, at senior levels, that would not ordinarily feature as part of the work experience gained for candidates under the examination route, largely because they would not have held the seniority that would be associated with a range of experiences. To this end, the skills matrix for Pathways applications extends the scope of relevant experience beyond that described in the CA Zambia that would be considered as part of a Pathways application.

The Pathways Skills Matrix (PSM) detailed in **Appendix 1**.

The key expression of the PSM is that it identifies:

1. Key competencies that detail the *skills required*, and
2. Key processes where competencies *are expressed*.

The detail of the key competencies required and the key processes are the subject of a companion document **3 Skills requirements for Pathways membership of CA Zambia**.

Application procedures

Requirements

You must meet the Pathways membership requirements, detailed in paragraph above.

Your application will consist of:

Part A

1. A completed application form (see Appendix 2). Email form to examinations@zica.co.zm
A review of your eligibility will then be undertaken and, if accepted, you will then be required to pay a fee and submit the remaining documents as described in Part B.

Part B

1. Payment of fees due
2. A completed Examination of Experience

Guidance

You are likely to be successful in your application if:

1. You are an eligible applicant,
2. You are concise, detailed and relevant in what you say in your examination. Detailed guidance to the examination is provided in the examination document,
3. You can evidence what you say and are credible in your achievements,
4. Your examination form is complete and you have paid the relevant fee, and
5. You are not barred from making a further attempt at the examination.

Appendix 1 Pathways Skills Matrix

Assessed skills	Challenges and issues	Actions to resolve	Resolution
Understanding the problem (UP)			
Understanding the subject matter and identifying issues	Candidates comprehend the challenge or issue from a scenario	Candidates determine problems and corresponding actions that address the challenges and issues	Candidates resolve the challenges or issues from the actions chosen and make recommendations and assess outcomes.
	Performance criteria: UP1	Performance criteria: UP2	Performance criteria: UP3
Accessing, evaluating and managing information	Candidates identify, categorise and summarise data or information to address challenges and issues	Candidates summarise and categorise information to address problems and are able to identify information gaps.	Candidates resolve the challenges or issues from the actions chosen, make recommendations and assess outcomes.
	Performance criteria: UP4	Performance criteria: UP5	Performance criteria: UP6
Providing a solution (PS)			
Using analytical tools	Analytical tools are employed to solve straightforward problems for the challenges and issues identified	Candidates determine the appropriate tools to employ and the corresponding actions that address the challenges and issues	Candidates resolve the challenges or issues from the actions chosen and make recommendations and assess outcomes.
	Performance criteria: PS1	Performance criteria: PS2	Performance criteria: PS3
Analysing and evaluating problems	The outcomes and limitations of analysis from employing specified tools are understood in a broader context, including ethical dimensions.	Candidates determine problems and corresponding actions that address the challenges and issues in analysing and evaluating problems	Candidates resolve the challenges or issues from the actions chosen and make recommendations and assess outcomes.
	Performance criteria: PS4	Performance criteria: PS5	Performance criteria: PS6

Assessed skills	Challenges and issues	Actions to resolve	Resolution
Implementation (Im)			
Teamwork and leadership	Candidates understand when teamwork is required and leadership needed for the challenges and issues of implementing a plan, including ethical and professional matters Performance criteria: Im1	Candidates determine the teamwork and leadership actions to resolve the challenges and issues faced in implementing a plan, including ethical and professional matters Performance criteria: Im2	Candidates resolve the challenges or issues from the actions chosen to implement a plan and assess outcomes, including ethical and professional matters Performance criteria: Im3
Organising	Candidates understand the resourcing requirements needed to respond to the challenges and issues of implementing a plan, including issues where interpersonal and communication skills where needed Performance criteria: Im4	Candidates prepare a resourcing plan of action to resolve the challenges and issues faced in implementing a plan, including issues where interpersonal and communication skills where needed Performance criteria: Im5	Candidates resolve the challenges or issues from the actions chosen to implement a plan and assess outcomes, including issues where interpersonal and communication skills where needed Performance criteria: Im6

Appendix 2 Application form for CA Zambia Pathways membership

Part 1

PERSONAL		
First name		
Family name		
Membership Number		
Date of birth		
Address		
Telephone(s)	1	2
Email <i>We will use this email to contact you</i>		

Part 2

PROFESSIONAL	
Current employer	
Job title	
Description of main role	
Employer address	
Telephone	
Email	
Qualifications	
1	
2	
3	
4	
5	
Signature	
Date of application	