

Developing Chartered Accountants and Business Leaders



CA ZAMBIA

Not just an Accountant but a
"CHARTERED ACCOUNTANT"





If you are thinking about a career in accountancy and desire to develop a successful, respected, distinctive, and globally recognized career in business and finance, then the Chartered Accountant Zambia will help you achieve your career aspirations.

Make the Right Choice!

CA ZAMBIA PQ

Not just an Accountant but a

"CHARTERED ACCOUNTANT"

Why the CA Zambia?

The Chartered Accountant (CA) brand is an internationally recognised professional accountancy designation. It is a globally respected brand that will open doors to many opportunities. The CA Zambia is a premier professional accountancy qualification suitable for those that seek to be professionally qualified in finance and business. The CA equips individuals to think outside the box as graduates will serve as business advisors, finance experts, game changers, problem solvers, thought leaders and decision makers in both private and public sectors of the economy. The rich blend of courses guarantees graduates with technical skills to help organisations thrive regionally and globally.





Career Options

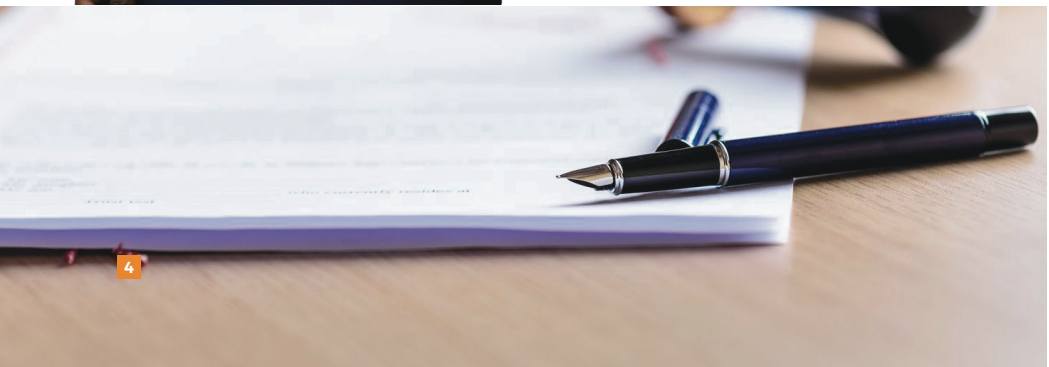
CA Zambia is designed to ensure that graduates are highly trained to hold innumerable senior and advisory roles in both private and public sectors of the economy.

A CA can be a Finance Manager, Senior Auditor, Tax Manager, Financial Analyst, Finance Director, Audit Senior, Chief Financial Officer, Chief Operating Officer or Chief Executive Officer. Graduates of CA Zambia will definitely join the leading network of business leaders of today and the future.

Chartered Accountants are destined to be the most versatile, influential and highly trained professionals working in the business of tomorrow.

Endorsements

Various organisations have endorsed the CA Zambia including State Owned Enterprises, public practice firms such as the Big 4, the Office of Auditor General, Office of Accountant General, Office of Controller Internal Audit, Bank of Zambia, and the mining industry among others.



What makes the CA Zambia Professional Qualification different?

The CA Zambia PQ is a versatile, all-inclusive and fit for purpose qualification that trains talented and the best accounting and business professionals. The CA Zambia PQ is globally respected and equips members with professional expertise needed to succeed in the World of business.

Recruitment of the best talent

Attracts the best and outstanding talents who desire a prestigious qualification.

Access to accredited learning institutions

ZICA has partnerships with accredited colleges and universities to offer CA Zambia.

Membership with leading accountancy bodies

ZICA is recognised by leading Chartered Accountancy bodies such as Chartered Accountants Worldwide. ZICA is also a member of IFAC and PAFA.

Competence and Skills acquisitions

The CA Zambia PQ develops highly competent business and finance professionals who are skilled to lead and provide advice on how to manage businesses.

Competitive pricing that is second to none

The registration and examination fees and study materials of the CA Zambia PQ are highly competitive.

Helps to uphold the highest ethical standards

The programme teaches values that enable professional accountants to make the right choices and good judgement as they uphold the highest ethical standards.

Professional designation

Individuals who complete the CA Zambia PQ will automatically be admitted into the professional ranks of the Institute. They will immediately use the designation CA (ZM) after their names and will be Associate members of ZICA. After the CA Zambia completion, a member shall have met the three years of practical training which is a requirement for admission into the professional ranks as prescribed by the International Education Standard (IES) of the International Federation of Accountants (IFAC).

Compulsory Practical Training

Under the CA Zambia PQ, candidates will be expected to commence their practical training immediately they enroll for CA Advisory Professional in Accountancy programme. While

candidates will be pursuing the CA Advisory Professional in Accountancy of the CA Zambia PQ, they will also be undergoing mentored or supervised practical training to gain the necessary prescribed competencies. Practical training will be conducted in public practice, public and the private sectors. By the time the student completes CA Advisory Professional in Accountancy, at least one year of practical training will have been completed.

Registration and Recognition Quality Assurance

The CA Zambia program certifications namely CA Zambia Certificate in Accountancy, CA Zambia Application Advanced Diploma in Accountancy and the CA Zambia Advisory Professional in Accountancy are quality assured as they are duly registered and accredited by Zambia Qualifications Authority (ZAQA) as level 4 (certificate qualification type), level 7 (Bachelor's degree qualification type) and level 9 (Master's degree qualification type) on the Zambia Qualifications Framework respectively.

Accredited Tuition Centres

The CA Zambia Students will attend classes at accredited tuition providers. To get the best quality tuition, visit the ZICA website www.zica.co.zm for the latest listing of accredited tuition centres.

Accredited Examination Centres

The Accredited Examination Centres, are in all provincial centres as shown below:

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





Entry Requirements for the CA Zambia Professional Qualification

LEVEL	ENTRY REQUIREMENTS
CA CERTIFICATE IN ACCOUNTANCY	School leavers: Grade 12 School Certificate or its equivalent with five (5) O'level Credit Grades or better including Mathematics and English
CA APPLICATION ADVANCED DIPLOMA IN ACCOUNTANCY	CA Certificate in Accountancy, Diploma in Accountancy or any other level 4, Level 5 or Level 6 qualification approved by the Institute, with 5 O'level credits or better including Mathematics and English
CA ADVISORY PROFESSIONAL IN ACCOUNTANCY	CA Application Advanced Diploma in Accountancy or any other equivalent level 7 or level 8 or level 9 qualification recognised by the institute and Grade 12 School Certificate or its equivalent with five (5) O'level credits or better including Mathematics and English

Programme outline and structure

CA Certificate In Accountancy

The programme opens doors to your career to work in positions such as a Cashier, Bookkeeper, Accounts Clerk and Accounts Assistant. It has 6 modules.

Education Pathway

The CA Certificate in Accountancy enables graduates wishing to undertake further studies in accountancy to study the ZICA Diploma in Accountancy level or as an entry qualification for the CA Application Advanced Diploma in Accountancy or other relevant accountancy qualifications offered by recognised Institutions of learning.

CA Application Advanced Diploma in Accountancy

CA Application Advanced Diploma in Accountancy programme aims at developing Accountants with extensive knowledge and skills in business and core accountancy functions needed to perform the role of an accountant or auditor in both the private and public sectors of the economy. This level has 6 modules.

CA Advisory Professional in Accountancy

The CA Advisory Professional in Accountancy covers four (4) modules prepares graduates for high advisory

accountancy work which requires making professional judgements and evaluations. It has two (2) compulsory models in Advanced Financial Reporting and Advanced Audit and Assurance. With the three (3) option routes in the programme, the CA Advisory Professional in Accountancy programme develops Accountants and Business leaders capable of providing appropriate advice to both private and public sector organizations in Zambia and globally.

CA Zambia Programme Practical Training

The three (3) year compulsory practical training Programme is a requirement of IFAC for admission as a Professional Accountant. The practical training framework is in compliance with prescribed requirements for training of professional accountants. On the commencement of the CA Zambia Advisory Professional in Accountancy stage, candidates simultaneously are expected to commence their practical training program. The mentored practical training will be offered at approved training partners which may be offered in industry, public practice or public sector. Upon the successful completion of the practical training program, candidates are awarded the CA Zambia Program Charter designation and admitted to the membership of the Institute as Associate Members.

Course Structure

CA CERTIFICATE IN ACCOUNTANCY	
CA 1.1 Financial Accounting	CA 1.4 Commercial and Corporate Law
CA 1.2 Business Statistics	CA 1.5 Management Theory and Practice
CA 1.3 Business Economics	CA 1.6 Business Communication
CA APPLICATION ADVANCED DIPLOMA IN ACCOUNTANCY	
CA 1.1 Financial Accounting	CA 2.1 Financial Reporting
CA 1.2 Business Statistics	CA 2.2 Management Accounting
CA 1.3 Business Economics	CA 2.3 Auditing Principles and Practice
CA 1.4 Commercial and Corporate	CA 2.4 Taxation
CA 1.5 Management Theory and Practice	CA 2.5 Financial Management
CA 1.6 Business Communication	CA 3.3 Strategic Business Analysis
CA ADVISORY PROFESSIONAL IN ACCOUNTANCY	
CA 3.1 Advanced Financial Reporting	
CA 3.2 Advanced Audit and Assurance	
Choose any one of the following routes:	
Public Practice Route	Public Sector Route
CA 3.4 Advanced Taxation	CA 3.7 Public Sector Audits and Assurance
CA 3.7 Public Sector Audits and Assurance	CA 3.8 Public Sector Financial Management
Business Route	
CA 3.5 Advanced Management Accounting	
CA 3.6 Advanced Financial Management	
PRACTICAL TRAINING	
Three (3) year compulsory practical training period covering Technical and Non-technical skills under the supervision of a qualified professional accountant	

Duration

The CA Zambia programme can be completed within five (5) years covering all modules as outlined in the course structure. Upon completion of the taught components, candidates are expected to complete the mandatory three (3) years practical training to be conferred with the CA (ZM) Charter designation.

Exemptions

There are NO exemptions under the CA Advisory Professional in Accountancy. However exemptions are available for practical training period to a maximum period of 2 years if a student has over five (5) years of Manager level experience in a relevant accounting role.

ZICA Learning support

ZICA has affordable learning resources and study guides which are available to all CA Zambia students regardless of the chosen mode of study. The study packs include e-versions of the study manuals and revision kits, past examination questions and answers and examiners' reports.

Flexible Study Modes

The study modes available to CA Zambia students are flexible.

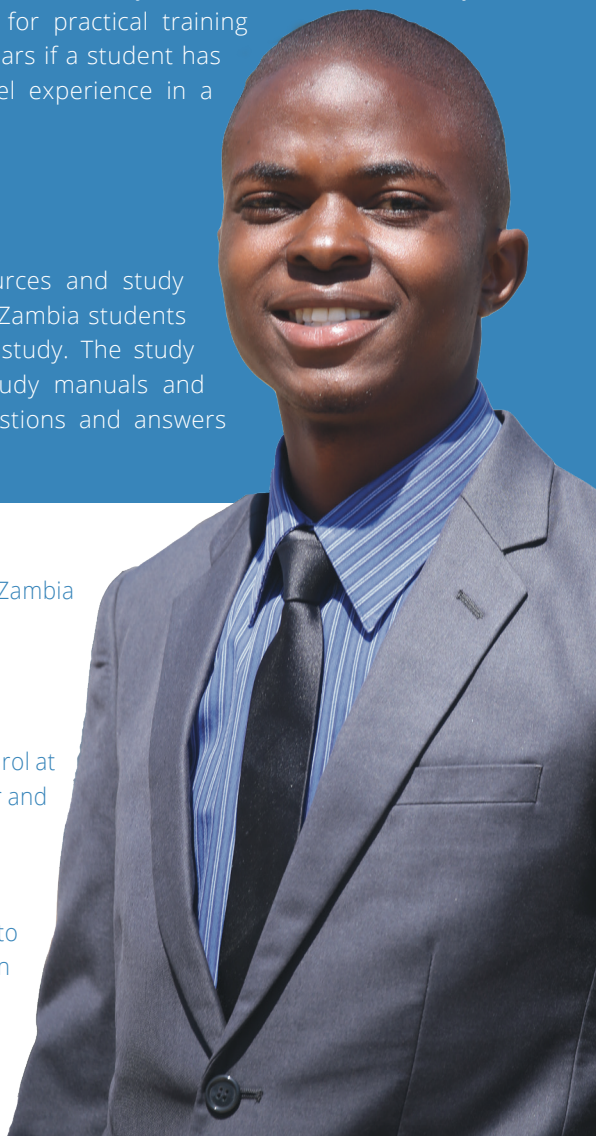
These include the following:

Full Time Study:

Students on full-time are required to enrol at a CA Zambia accredited tuition provider and attend tuition classes.

Part Time Study:

Students on part-time are required to enrol at a CA Zambia accredited tuition provider and attend tuition classes.



Important Dates and Deadlines:

ACTIVITY	MARCH EXAMS	JUNE EXAMS	SEPTEMBER EXAMS	DECEMBER EXAMS
Registration/ Re-Registration Fees	Last Week of January	Last Week of March	Last Week of July	Last Week of August
Annual Subscription	1 st January	1 st January	1 st January	1 st January
Examination/ Exemption Fees	First Week of February	First Week of May	First Week of August	First Week of 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/student-fees/

Examinations

There are Four (4) Examination sessions for the CA Zambia annually: March, June, September and December.

How to register

Learners wanting to register for the CA Zambia PQ should obtain Registration Forms from ZICA offices in Lusaka and Kitwe or from any accredited CA Zambia accredited tuition provider. Alternatively, the forms can be downloaded from the ZICA website, www.zica.co.zm. All prospective students are encouraged to complete the registration form and attach all relevant documents as stipulated, with the proof of the relevant payments. All statement of results or qualifications attached must be certified.

Please note that candidates who pursued and completed other ZICA qualifications are exempted from submitting certified copies of their ZICA qualifications when applying for exemptions.



Contact Details

For any clarifications, you may contact the following:

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 374551/9
Fax: 0211 374560
Email: education@zica.co.zm

The Regional Office- North
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

