



CA ZAMBIA PRACTICAL TRAINING GUIDELINES

The CA Zambia qualification has two (2) components: a 16 examination paper component, and a compulsory 3-years full time equivalent practical training component under the supervision or guidance of a mentor who must be a professionally qualified Accountant. Therefore, the CA Zambia qualification is not completed and the candidate will not be admitted as a member of ZiCA to become a CA (ZM) until both components are completed.

The 3 year practical training component is a requirement in accordance with the International Federation of Accountants (IFAC) standards on the education and training of Chartered Accountants. The practical training can be undertaken in one (1) entity or in a number of entities depending on exposure to variety of roles and availability of such training opportunities. However, the practical training component must be conducted under the guidance of a mentor (a qualified accountant) at all times and must be approved by ZiCA.

Aim of Practical Training

- To give the student supervised opportunities to experience the essential practical tasks emphasized in their professional studies.
- To provide opportunities to apply their acquired skills and knowledge in working life.

Commencement of Practical Training

Commencement should preferably be as one starts the Advisory level or after completing the Examination Component of CA Zambia.

Versions of Practical Training

Below are the versions of Practical Training;

Version 1 – Approved employer

- Find a job placement if not employed and sign employment contract.
- Apply for exemptions from mandatory 3 years if you meet exemption policy
- Select at least 2 of the 9 Technical Competency areas
- Find a mentor to supervise you in your selected Technical areas
- Sign a training contract with your employers and Mentorship agreement with your Mentor
- Develop a training plan in conjunction with the Mentor.
- Document the plan
- Record the demonstrated work experience onto the Competence Review Form (CRF) every quarter
- Ensure the CRF (record of experience) (CFR) is signed off quarterly and submitted to ZiCA every quarter
- Complete and submit the Yearly/Half-Yearly Assessment form to ZiCA every year or six months respectively

- Update the Practical training logbook every year end

Version 1 – Alternative

- Where organisation cannot provide a mentor, a mentor may be seconded from outside the organisation.
- Develop and document the training plan in conjunction with the Mentor.
- Record the demonstrated work experience onto the Competence Review Form (CRF) every quarter
- Ensure the CRF (record of experience) (CFR) is signed off quarterly and submitted to ZiCA every quarter
- Complete and submit the Yearly/Half-Yearly Assessment form to ZiCA every year or six months respectively
- Update the Practical training logbook every year end

Version 2

This version of the practical training policy is applicable to a student who is currently working and is eligible to commence practical training but the student's employer has not yet signed up the MoU and the organization has professionally qualified Accountant (s) who are qualified to mentor the student. The requirements of version 2 are as follows:

- i) The student should identify a mentor (from the available qualified accountants internally) who must be an Associate or Fellow member of ZICA in good standing with the Institute.
- ii) The Trainee and the Mentor must sign a Mentorship Agreement prescribed by ZICA.
- iii) The trainee should then keep a record of work undertaken under each competency area which will be validated by the Mentor after the serving the practical training period depending on the exemptions given (if any).
- iv) At the end of the practical training period, the Mentor must sign off the Practical Training Experience Log Book for the Trainee to confirm achievement of the competencies.
- v) A trainee accountant whose Practical Experience Log book has been signed off and meets the ZICA expectations will then be required to sit for a Practical Training Competence Interviews to confirm the competency.
- vi) The exemptions in the current policy shall apply to Version 2 of the Practical Training too.

Version 3

This version of the practical training policy is applicable to a student who is currently working and is eligible to commence practical training but the employer cannot qualify to be an approved employer because it has no professionally qualified accountants or the student is the highest person in the Accounts department or the organization as the case maybe for students who are owners or CEOs of firms. The requirements of version 3 are as follows:

- i) The trainee should keep a record of work undertaken under each competency area which will be attested by the supervisor or other external assurance persons (CEO of the organization if applicable or other authorities such as external or internal

- auditors for students who maybe CEO or owners of firms) after serving the relevant practical training period depending on the exemptions given (if any).
- ii) At the end of the practical training period, the supervisor or other external assurance persons (CEO or other authorities such as external or internal auditors for students who maybe CEO or owners of firms) must attest achievement of the competencies.
 - iii) A trainee accountant whose Practical Experience has been attested under (ii) above will then be required to sit for a Practical Training Competence Interviews to confirm the competency.
 - iv) The exemptions in the current policy shall apply to Version 3 of the Practical Training too.

Using version 3 of the practical training, Commencement will only be recorded once a formal letter addressed to the Director Education & Training is received, indicating the name of the supervisor who will be attesting the competencies for ZICA's record and also which Technical competence areas the trainee will specialise in.

- Record the demonstrated work experience onto the Competence Review Form (CRF)
- At end of the practical Training period, the Supervisor must attest achievement of competencies (a half yearly submission will be appreciated so that we check your progress)
- Once the competencies have been attested and submitted to ZiCA , you will be ready to sit for a Practical Training Competence Interviews

Practical Training Period and Exemptions

IFAC IES 5 - Initial Professional Development – Practical Experience, IES 5 recognizes that practical experience is relevant in developing the competence of an aspiring professional accountant. Additionally, it promotes greater flexibility in measuring practical experience; permits practical experience supervisors to direct, advise, and assist an aspiring professional accountant's experience; and requires practical experience to be recorded in a verifiable and consistent form.

The period of practical experience should be a minimum of three (3) years but CA Zambia Practical Training Policy provides for Exemptions.

If a trainee holds a manager level position (Manager level experience is interpreted as having worked as an Accountant, or Internal Auditor, or Audit Supervisor and above) – they may request for some exemptions in the number of years to undertake the practical training. This is done by putting it in writing and sending to ZICA with the Curriculum Vitae for assessment. Once the assessment of the CV is done, ZICA shall advise whether a trainee is eligible for exemption or they will need to do all the three years practical training.

Exemptions

- 3 to 5 years manager level experience in a relevant accounting role = **1 year exemption.**

- More than 5 years manager level experience in a relevant accounting role = **2 years exemption.**

Below is the order in which documents must be submitted by the trainee;

Roles of Trainees

- Completing at least three year work experience in a relevant accounting role
- Searching for prospects to gain sufficient length, breadth and depth of experience
- Finding a mentor and managing the relationship, by communicating and meeting with the mentor. Formally, meet with the mentor and record competency progress every quarter.
- Developing the training plan in conjunction with their mentor, and taking responsibility for documenting the plan
- Updating the practical experience assessment tool (CRF) with the demonstrated work experience to achieve competencies every quarter
- Ensuring the records of experience (CFR) are signed off quarterly and submitted to ZiCA every quarter
- Submitting the assessment form to ZiCA every six months or yearly, along with the quarterly mentor review
- Advising ZiCA of any change in their situation (for example, change of mentor or employer)
- Complying with all requirements of the ZICA Practical Training Policy and Guidelines
- Acting in accordance with IFAC IAESB ethics requirements of accountants International Ethics Standards Board for Accountants (IESBA) Code of Ethics for Professional Accountants

Competence Areas

There are two types of competencies that a trainee needs to demonstrate achievement:

- **Technical Skills**
- **Non-Technical Skills (Professional skills)**

Technical Skills

Trainee must choose and demonstrate competence in at least two, one of which must be from the core areas.

Core

- Financial Accounting and Reporting
- Audit and Assurance
- Taxation

- Management Accounting
- Financial Management

Non-core

- Strategic Business Analysis
- Information Technology
- Accounting Education
- Financial Advice

Non-Technical Skills

The trainee must demonstrate competence in all 6 areas; these are the professional skills, values and behaviour:

- Team work and Leadership
- Organisational skills
- Analytical, Research and Evaluation
- Intellectual Skills
- Ethical and Professional Behaviour
- Communication and Interpersonal skills

Order of Completing Practical Training documents

Documents to be completed before commencement

1. Practical Training Contract (Version 1 trainees only)
2. Mentorship Agreement (Version 1 & 2 trainees only)
3. Practical Training Plan (acceptable within 1 month of starting)

Documents to be completed during practical training

1. Competence Review Form
2. Yearly/Half yearly Assessment Form
3. Practical Training Experience Logbook
4. Mentors Final Report

Note: All Trainees should be keep these documents in their Training File

Practical Training Competence Interviews

Trainees on version 2 and 3 will undergo an interview at the end of the practical training period.

1. The interview process shall enable students make presentations in the competences achieved during their training.
2. The interview shall be done by a team of experts/evaluators to be constituted in all the 9 Technical competence areas and will also assess the soft skills of the trainees using professional judgment.
3. The team of Assessors to be led by a member of the Education & Training Committee who is a ZICA member and already accredited as a mentor. The total

number of assessors shall be three (3) including the team leader.

4. The assessors will first independently undertake a desk review of the submitted competence review form and grade whether competent or not on the excel assessment score sheet.
5. The trainees will be called for an interview once the desk reviews are concluded.
6. The trainee must demonstrate competence in all competencies they are being assessed to pass the test.
7. Assessments to be done three (3) times in a year March, July and October