



GUIDELINES FOR ACCREDITATION OF TUITION PROVIDERS

July 2017

1.0 BACKGROUND

The Zambia Institute of Chartered Accountants (ZiCA) is a self-regulated professional body for the accountancy profession in Zambia. The Institute was established by an Act of Parliament - Accountants Act of 1982 and as repealed by the Accountants Act of 2008.

2.0 MANDATE OF ZiCA

The primary mandate of the Institute is to promote the Accountancy profession through the regulation of the Accountancy practice and education. Arising from this mandate the Institute has powers among others to accredit local and foreign Institutes and Qualifications.

3.0 THE GUIDELINES

3.1 These guidelines shall provide a framework for establishing the basis for accreditation of tuition providers for the ZiCA programmes.

3.2 The objective of these guidelines is to ensure that training Institutions meet the minimum training standards and thus result into quality tuition being offered in all ZiCA accredited Institutions in Zambia.

4.0 ACCREDITATION GRADES & CRITERIA

4.1 A training Institution that wishes to be accredited as a tuition provider for the ZiCA programmes shall apply using the prescribed application form and pay the appropriate non-refundable accreditation fees as prescribed by Council from time to time.

4.2 ZiCA shall conduct an onsite inspection of the training institution to verify the information provided in the application form.

4.3 Based on the inspection visit report, an institution that meets the minimum training standards shall be graded in accordance with the following grades and criteria.

4.4 The accreditation period shall be for a period of three (3) years subject to annual review.

5.0 PRECONDITIONS FOR ACCREDITATION

Qualification	Criteria for Accreditation
CA ZAMBIA	<p>Management</p> <ul style="list-style-type: none"> • At least three (3) members of the management team should have as a minimum a degree qualification or equivalent. • The head of Accountancy studies shall be fully a qualified accountant and a member of ZiCA (if applicable). <p>Lecturing Staff</p> <ul style="list-style-type: none"> • The Lecturing Staff should have as a minimum a professional qualification/degree plus a Master Degree in the respective field of study, or Lecturing Staff without a master’s degree should have as a minimum a professional qualification and five (5) years post qualifying industrial or teaching experience. • The Lecturing Staff should all have a Pedagogical (Teaching methodology) qualification. • The ratio of full time lecturers to part-time lecturers should be 60% to 40% respectively. <p>Student/lecturer/classroom Ratio</p> <ul style="list-style-type: none"> • A student/Lecturer ratio of not more than 40 per subject offered. • A student/Classroom ratio of not more than 40 students per class. <p>Library facilities</p> <ul style="list-style-type: none"> • A Student/Book ratio of not more than 5 students per book in the library for each subject • Minimum of one (1) hour Library time for each class per day. <p>Furniture condition</p> <ul style="list-style-type: none"> • Classroom furniture in good condition. • Library furniture in good condition. <p>Sanitary facilities</p> <ul style="list-style-type: none"> • Adequate toilet and other sanitary facilities for students and staff as per public health requirements.
Diploma in Accounting	<p>Management</p> <ul style="list-style-type: none"> • At least two (2) members of the management team should have as a minimum a degree qualification or equivalent. • The head of Accountancy studies shall be fully a qualified accountant and a member of ZiCA (if applicable).

	<p>Lecturing Staff</p> <ul style="list-style-type: none"> • The Lecturing Staff should have as a minimum a professional qualification or degree or its equivalent in the respective field of study. • The Lecturing Staff should all have a Pedagogical (Teaching methodology) qualification. • The ratio of full time lecturers to part-time lecturers should be 60% to 40% respectively. <p>Student/lecturer/classroom Ratio</p> <ul style="list-style-type: none"> • A student/Lecturer ratio of not more than 40 per subject offered. • A student/Classroom ratio of not more than 40 students per class. <p>Library facilities</p> <ul style="list-style-type: none"> • A Student/Book ratio of not more than 5 students per book in the library for each subject • Minimum of one (1) hour Library time for each class per day. <p>Furniture condition</p> <ul style="list-style-type: none"> • Classroom furniture in good condition. • Library furniture in good condition. <p>Sanitary facilities</p> <p>Adequate toilet and other sanitary facilities for students and staff as per public health requirements.</p>
Diploma in Taxation	<p>Management</p> <ul style="list-style-type: none"> • At least two (2) members of the management team should have as a minimum a degree qualification or equivalent. • The head of Accountancy studies shall be fully a qualified accountant and a member of ZiCA (if applicable). <p>Lecturing Staff</p> <ul style="list-style-type: none"> • The Lecturing Staff should have as a minimum a professional qualification or degree or its equivalent in the respective field of study. • The Lecturing Staff should all have a Pedagogical (Teaching methodology) qualification. • The ratio of full time lecturers to part-time lecturers should be 60% to 40% respectively. <p>Student/lecturer/classroom Ratio</p> <ul style="list-style-type: none"> • A student/Lecturer ratio of not more than 40 per subject offered. • A student/Classroom ratio of not more than 40 students per

	<p>class.</p> <p>Library facilities</p> <ul style="list-style-type: none"> • A Student/Book ratio of not more than 5 students per book in the library for each subject • Minimum of one (1) hour Library time for each class per day. <p>Furniture condition</p> <ul style="list-style-type: none"> • Classroom furniture in good condition. • Library furniture in good condition. <p>Sanitary facilities</p> <p>Adequate toilet and other sanitary facilities for students and staff as per public health requirements.</p>
<p>Diploma in Public Sector Financial Management</p>	<p>Management</p> <ul style="list-style-type: none"> • At least two (2) members of the management team should have as a minimum a degree qualification or equivalent. • The head of Accountancy studies shall be fully a qualified accountant and a member of ZiCA (if applicable). <p>Lecturing Staff</p> <ul style="list-style-type: none"> • The Lecturing Staff should have as a minimum a professional qualification or a degree in the respective field of study. • The Lecturing Staff should all have a Pedagogical (Teaching methodology) qualification. • The ratio of full time lecturers to part-time lecturers should be 60% to 40% respectively. <p>Student/lecturer/classroom Ratio</p> <ul style="list-style-type: none"> • A student/Lecturer ratio of not more than 40 per subject offered. • A student/Classroom ratio of not more than 40 students per class. <p>Library facilities</p> <ul style="list-style-type: none"> • A Student/Book ratio of not more than 5 students per book in the library for each subject. • Minimum of one (1) hour Library time for each class per day. <p>Furniture condition</p> <ul style="list-style-type: none"> • Classroom furniture in good condition. • Library furniture in good condition. <p>Sanitary facilities</p> <ul style="list-style-type: none"> • Adequate toilet and other sanitary facilities for students and staff as per public health requirements.

6.0 GRADING CRITERIA

Training Providers will be assessed based on their ability to meet the training standards as outlined for each qualification category. ***For an Institution to qualify for accreditation, it should score a minimum of 50% on each accreditation criterion above.***

The grade/ status for each Institution will be determined as indicated in the table below:

GRADE/STATUS	CRITERIA
PLANTINUM (*****)	An Institution to qualify for Platinum will meet 90% and above of the training standards as outlined for each qualification category
GOLD (*****)	An Institution to qualify for Gold will meet 85% to 89% of the training standards as outlined for each qualification category
SILVER (***)	An Institution to qualify for Silver will meet 70% to 84% of the training standards as outlined for each qualification category
BRONZE (**)	An Institution to qualify for Bronze will meet 50% to 69% of the training standards as outlined for each qualification category
UNGRADED	Has attained less than 50% of the training standards as outlined for each qualification

7.0 ACCREDITATION

- 7.1 Accredited Institutions will be given Certificates that will be valid for three years after which they will need to apply for renewal.
- 7.2 Accredited Institutions will be subjected to annual inspection, based on which the accreditation grade may be raised, lowered or withdrawn.
- 7.3 ZiCA will publish names of accredited Institutions in the public media annually.

8.0 RENEWAL OF ACCREDITATION

- 8.1 Training Institutions are required to apply for renewal of accreditation three (3) months before the expiry of the subsisting every three years.

8.2 Renewal of accreditation will follow the same process as that of initial application.

9.0 ADJUSTMENT & WITHDRAWAL OF ACCREDITATION

9.1 The accreditation grade of an institution will be adjusted upwards when the findings of the annual inspection show that the institution has met the accreditation criteria of a higher Grade institution as defined in 6.0 than was the case at the initial inspection of the running three (3) year accreditation.

9.2 The accreditation grade will be adjusted downwards when the findings of the annual inspection show that the institution no longer meets the accreditation criteria for that Grade as defined in 6.0 than was the case at the initial inspection of the running three (3) year accreditation.

9.3 The accreditation of an institution will be withdrawn when the findings of the annual inspection show that the institution no longer meets the accreditation criteria as defined in 6.0 contrary to the situation at initial inspection.

9.4 Institutions whose application for accreditation is denied may apply for accreditation after one (1) year. On the other hand, institutions whose accreditation has been withdrawn will only apply for accreditation after a period of two (2) years.

10.0 AMENDMENTS TO APPLICATION

10.1 Amendments to the information provided in the application form for accreditation or renewal of accreditation may be carried out from the time of applying to the time of inspection.

10.2 No amendments shall be made to the supplied information after inspection has been carried out.

10.3 Amendments to the information in the data base for accredited institutions shall be done during annual inspections.

11.0 COMPLAINTS

11.1 Tuition providers, students, industry, parents/guardians and all other stakeholders may seek ZiCA intervention when they are dissatisfied with the service being provided at a given training institution or institutions.

11.2 Complaints shall be made in writing to the: *Secretary and Chief Executive, Zambia Institute of Chartered Accountants, Box 32005, Lusaka, Zambia.*

11.3 The complaints shall include the following information:

- Full name and contact address of the complainant.
- The name of the institution(s) against which the complaint is being made.
- Particulars of the complaint together with copies of any documentary evidence where necessary or possible.
- The likely nature of the harm that has been suffered by the complainant or others as a result of the action taken by the institution.
- The relief being sought.

12.0 RESOLUTION OF COMPLAINTS

Once the complaint has been received, ZiCA shall acknowledge receipt of the complaint within 48 hours, and follow the Institute's laid down procedures for resolving complaints.