



A REPUTABLE LEADER IN DEVELOPING
COMPETENT AND ETHICAL FINANCE
PROFESSIONALS



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!

Our Mission

To regulate and promote excellence in the accountancy profession, championing the highest standards in education and ethics, shaping a future where professionals contribute significantly to Zambia's economic prosperity and global standing.



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 Application Advanced Diploma in Accountancy programme. To commence practical training, one would have obtained a minimum of Technician Membership.

While candidates will be pursuing the CA Application Advanced Diploma 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 Application Advanced Diploma in Accountancy, at least one year of practical training will have been completed.

Registration and Recognition Quality Assurance

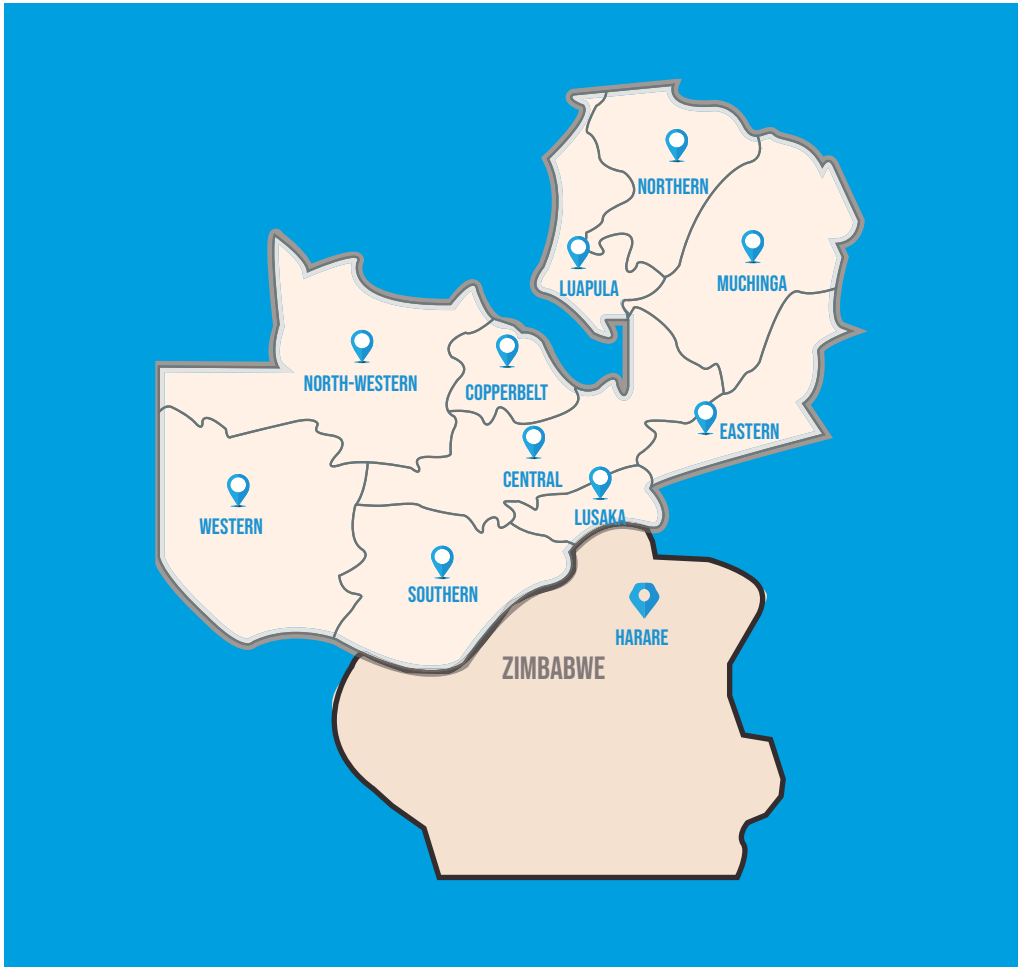
The CA Zambia program certifications namely CA Zambia Certificate in Accountancy, CA Zambia Application Advanced Diploma in Accountancy and the CA Zambia Advisory Professional in Accountancy are quality assured as they are duly registered and accredited by Zambia Qualifications Authority (ZAQA) as level 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 Examination Centres

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

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 on: www.zica.co.zm





Entry Requirements for the CA Zambia Professional Qualification

LEVEL	ENTRY REQUIREMENTS
CA CERTIFICATE IN ACCOUNTANCY	<p>Direct entry route for School leavers should possess a Grade 12 School Certificate or its equivalent with five (5) O' level credits or better including Mathematics and English.</p>
CA APPLICATION ADVANCED DIPLOMA IN ACCOUNTANCY	<p>Non-school leavers who hold the Diploma in Accountancy or other recognised relevant qualifications and possess five (5) O' level credits or better including Mathematics and English.</p>
CA ADVISORY PROFESSIONAL IN ACCOUNTANCY	<p>Non-school leavers who hold a recognised Degree in Accountancy or other recognised professional accounting qualifications and possess five (5) O' level credits or better including Mathematics and English.</p>

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 Practical Training Programme

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 Application Advanced Diploma 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. Practical Training Program if they have attained a minimum of Technician Membership of the Institute.

One will only be discharged from practical training upon successful completion of the program and having completed the CA Advisory Professional in Accountancy.

Course Structure

CA CERTIFICATE IN ACCOUNTANCY

- CA 1.1 Financial Accounting
- CA 1.2 Business Statistics
- CA 1.3 Business Economics
- CA 1.4 Commercial and Corporate Law
- CA 1.5 Management Theory and Practice
- CA 1.6 Business Communication

CA APPLICATION ADVANCED DIPLOMA IN ACCOUNTANCY

- CA 2.1 Financial Reporting
- CA 2.2 Management Accounting
- CA 2.3 Auditing Principles and Practice
- CA 2.4 Taxation
- CA 2.5 Financial Management
- CA 2.6 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:

Business Route

- CA 3.5 Advanced Management Accounting
- CA 3.6 Advanced Financial Management

Public Sector Route

- CA 3.7 Public Sector Audits and Assurance
- CA 3.8 Public Sector Financial Management

Public Practice Route

- CA 3.4 Advanced Taxation
- CA 3.7 Public Sector Audits and Assurance

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

Exceptions at both CA Certificate and CA Application Advanced Diploma levels are available for recognised qualifications that meet at least 80% of a particular subject.

Students seeking exemptions must apply by completing the relevant sections in the student registration form. All applications must be accompanied by validated Zambia Qualification Authority documents.

In addition, detailed syllabi for the subjects that form the basis for the application must be submitted together with transcript of results for the qualifications not yet assessed for exemptions. Official translations should be provided where any of the documents referred to above is not in English

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. If a candidate has over three (3) years Manager level experience, a one (1) year exemption is given.

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 Friday of January	Last Friday of March	Last Friday of July	Last Friday of August
Annual Subscription	1 st January	1 st January	1 st January	1 st January
Examination/ Exemption Fees	First Friday of February	First Friday of May	First Friday of August	First Friday 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 apply online on the ZICA portal, <https://portal.zica.co.zm>. All prospective students to complete the online registration and upload all relevant documents as stipulated, with the proof of the relevant payments. All qualifications including school certificates must be verified by Zambia Qualifications Authority (ZAQA).



Developing Finance and Business Professionals



DO YOU

Desire to develop a recognized career in business and finance?



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Kitwe
Email: kitwe@zica.co.zm

Contact Center: 1982