



## 2024 CTA Brochure

# Become a Chartered Accountant through the CAA ZCTA Program

A profession that guarantee's a wide range of career opportunities and commands respect

### What does being a CA make you?

The Chartered Accountancy qualification opens the door to a vast range of exciting career opportunities, in every sector of business and finance, both in Zimbabwe and internationally. Chartered Accountants are in constant demand both at home and abroad, being recognised for their technical competence, professional standards, and veracity.

### Different roles or pathways of CAs

Role	Responsibility
<b>Management Accountant</b>	Management accountants are responsible for preparing budgets and internal reports, to assist management to make financial decisions on, for example, the introduction of new product lines.
<b>External Auditor</b>	The role of the external auditor is to independently verify the accuracy of the financial statements prepared by a company. The role is determined by legislation and regulations as all listed companies must be audited by a registered auditor.
<b>Financial Manager/Chief Finance Officer</b>	Responsible for the financial wellbeing of the organisation. Duties include preparing financial reports, investment decisions and funding/financing decisions. Financial managers assist the organisation to make financial decisions.
<b>Internal Auditor</b>	The role of internal auditors is to independently give assurance that the internal controls, risk management and governance of the organisation are sound and effective
<b>Investment Analyst</b>	Investment analysts provide advice and recommendations to fund managers and investors on possible investment opportunities based on the researched data.
<b>Credit Analyst</b>	In a banking environment, credit analysts provide lending advice and recommendations to clients based on the researched risk profile of the client.
<b>Tax Accountant/ Specialist</b>	An accountant who specializes in taxation and in the preparation of company and individual accounts
<b>Company Secretary</b>	Responsible for the administration of the secretarial and corporate governance of organisations.
<b>Entrepreneur Owner/ Managing Director/ Chief Executive Officer</b>	Many chartered accountants are entrepreneurs, managing directors and chief executive officers. This is top position in an organization, responsible for implementing existing plans and policies, improving the company's financial strength, supporting ongoing digital business transformation and setting future strategy.



# The Zimbabwe Certificate in Theory of Accounting (ZCTA) Program

The Certificate in Theory of Accounting this is a post grad program for aspiring chartered accountants. It is the gate way into the chartered accountants career / Journey. CAA provides ZCTA on a full-time basis as well as on part time. Students enrolled for the program will study in the four accountancy core subjects of Financial Accounting, Auditing and Governance, Management Accounting and Finance and Taxation. For you to successfully complete the program you must pass all 4 subjects in one sitting of which you will then receive a Zimbabwe Certificate of Theory in Accounting issued by the Institute of Chartered Accountants of Zimbabwe (ICAZ).

## Applied Financial Accounting and Reporting

Financial accounting is the field of accounting concerned with the summary, analysis and reporting of financial transactions pertaining to a business. This involves the preparation of financial statements available public consumption. Stockholders, suppliers, banks, employees, government agencies, business owners, and other stakeholders are examples of people interested in receiving such information for decision making purposes. Financial accounting is governed by International Financial Reporting Standards (IFRS). It includes the standards, conventions, and rules that accountants follow in recording and summarising and in the preparation of financial statements. IFRS are issued by the International Accounting Standards (IASs).

## Applied Auditing and Governance

Auditing aims to develop knowledge and understanding of the process of carrying out the assurance engagement and its application in the context of the professional regulatory framework. Assurance engagements involve the expression of an opinion, which is “a conclusion designed to enhance the degree of confidence of the intended users other than the responsible party about the outcome of the evaluation or measurement of a subject matter against criteria” (Assurance Framework of the International Auditing and Assurance Standards Board (IAASB)). Under Governance students learn about best practices of good corporate governance.





### **Applied Taxation**

This course includes the taxation of an individual or an entity both of which are complex areas. In addition, the course seeks to address tax planning opportunities to reduce the tax burden while remaining in compliance with laws and regulations.

### **Applied Management Accounting and Finance**

Management Accounting and Finance is divided into two sections, Corporate Finance, and Management Accounting. Although different focuses the two sections complement one another and are based on many common principles. The two sections should be viewed as being inextricably linked. Corporate transactions such as mergers, acquisitions, and divestitures have become commonplace in our global environment. Entities are frequently faced with financing choices which have strategic consequences. Their managers must make capital structure decisions, evaluate short term and long-term financing needs, and choose finance tools that are appropriate to the entity's strategic direction and to the competitive environment within which it operates.

## **CTA Full-time**

### **Enrolment**

CAA offers a unique system for CTA Fulltime of two intakes per year, that is January and a July intake. The benefit of this unique feature is that Fulltime students can start their academic year Chartered Accountants Academy in either January or July. In addition, if a student has been unsuccessful in semester one, they have the option to repeat that semester again, which results in only a 6-month extension of their academic year, and not an additional 12 months.

### **Entry requirements & Duration**

An accounting degree not more than three years old and any other accounting profession, ACCA, CGI formerly CIS also not more than 3 years. The program is done over a year that is it has only 2 semesters.

### **Lectures**

As indicated by the name of the program, students who enrol for the program are expected to be attending classes on a full-time basis. The lectures run from Mondays to Fridays during the day and lectures are done in 1.5-hour sessions. The morning session runs from 0845hrs to 1230hrs with a mid-morning break of 30mins and the afternoon tutorial session runs from 1315hrs to 1430hrs, from 1500hrs to 1630hrs students are supposed to be taking the time to do their allocated assignments and watching of pre-recorded videos in preparation for the following day's lecture.

# CTA Part-time



## What is the CTA Part-time program.

The CTA Part-Time Program is tailored for individuals who are actively engaged in full-time employment, whether with an ICAZ Accredited Training Office (ATO) or any other employer. The program is structured to accommodate the unique challenges faced by working professionals, recognising their limited time availability due to work demands and other responsibilities.

The Part-Time CTA Program spans two years, offering flexibility to accommodate the diverse demands of participants, especially those engaged in full-time employment. The program is structured into two levels:

### Level 1 (First Year):

- The first year is dedicated to Level 1 of the CTA Part-Time Program.
- Participants cover foundational concepts and key topics during this initial stage of the program.

### Level 2 (Final Year):

- The second year focuses on Level 2, building on the knowledge gained in the first year.
- Level 2 delves deeper into advanced topics and ensures a comprehensive understanding of the subject matter.





### Why Spreading the Learning Over Two Years:

- By dividing the program into two levels over two years, participants can manage their learning in a way that aligns with their work commitments and other responsibilities.
- This approach allows for a more gradual and manageable progression through the program.

The Academic year for both the CTA Part-time 1 and 2 programs spans from January to October, organized into two semesters for each program. The details are as follows:

### Academic Year Duration:

- The academic year commences at the beginning of January.
- The academic year concludes in October.

### Semester Structure:

- The academic year is divided into two semesters for both CTA Part-time 1 and 2.

- The 1st Semester runs from January to May.
- The 2nd Semester runs from July to November.

### Semester Break:

- There is typically a break between the end of the 1st Semester in May and the commencement of the 2nd Semester in July.

### Enrolment & Duration

CTA Part-time has only one enrolment that is January Intake. Students go through the CTA part-time program over a two-year period broken down into CTA 1 and CTA 2.

### Requirements

An accounting degree which is not more than 5 years old, any other accounting profession, ACCA, CIMA, CIS not more than 5 years old.

Test	Time Required
Test 1	2 days before exams + 2 test days
End of Semester 1	3 days before exams + 3 test days
Test 2	2 days before exams + 2 test days
End of year exams	1 week before exams + 2 weeks exam days

# Accounting Degree Route



## INITIAL TEST OF COMPETENCE (ITC)

ITC, previously referred to as Board 1, is an exam written after the completion of an accredited CTAProgramme and is an assessment of core technical competence. For candidates who hold a ZCTA that is more than 5 years old they will have to redo the ZCTAProgram for them to be eligible to sit for the ICAZ ITC exams. There are two exam windows for the ITC exams in each calendar year i.e. January and June.

## TWO

## ZIMBABWE CERTIFICATE IN THEORY OF ACCOUNTING (ZCTA)

ZCTA certificate is issued by ICAZ after completion of postgraduate ZCTACourse. The CTAProgram covers the four accounting core courses namely Financial Accounting, Taxation, Auditing and Management Accounting and Finance. For students to successfully complete the CTAProgram and receive the ICAZ post graduate Certificate in Theory of Accounting they should pass all the above 4 modules in one sitting.

## THREE

### TRAINING CONTRACT

As part of the ICAZ qualification requirements trainee accountants should obtain work experience with any ATO. The duration of the training contract depends on the entry level, that is, a trainee accountant that joins a training office after ITC is normally given a 36 months contract while a trainee accountant that joins a training office straight after A-Level is given a 60 months contract.

## FOUR

### Assessment of Professional Competence (APC)

On successful completion of work-based training program and accompanied with passing of APC exams, a trainee accountant then becomes eligible to be admitted as a member of the (ICAZ) professional body.



# How to apply for CAA programs

Enjoy the convenience of applying online for our programs. Visit our website [www.caa.ac.zw](http://www.caa.ac.zw) and select the “apply now” tab. Complete and submit the application form online.

## What you will need for your application.

- Scanned copies of National Identification
- Proof of residence
- Scanned copies of your education certificates and transcripts
- Application fee

**You will receive a response to your application in 7 working days.**



## Fees structure

To be able to access our fee's structure Visit our website [www.caa.ac.zw](http://www.caa.ac.zw) and go to the downloads section and select either BCTA or CTA fees structure.

## What it covers

- Exam fee: (You don't have to pay an additional exam fee to when writing exams)
- Tuition fee
- Learning Material (Course Modules and Question Banks)
- Campus Wi-Fi
- Study facility through use of our campus library
- Study Coaching by an experienced international study coach
- Additional support: our lectures give additional support through consults; students can book for online consults where they have a chance to go one on one with lectures explaining to them on complex concepts.
- All extra-curricular activities







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