



**CHARTERED  
ACCOUNTANTS  
ACADEMY**

# **Competence Learning Solutions TRAINING OFFICE SUPPORT BROCHURE**



## Definition of Terms

Term	Definition
CAA	Chartered Accountants Academy
ICAZ	The Institute of Chartered Accountants Zimbabwe
CA(Z)	Chartered Accountant (Zimbabwe)

## Executive Summary

Chartered Accountants Academy (CAA) is currently the sole provider of training office support services to entities that are registered as training offices by the Institute of Chartered Accountants of Zimbabwe (ICAZ). Our service offerings for training offices compliments the educational programs that we provide to trainee accountants in their journey to becoming Chartered Accountants. We have worked closely with the institute for over 10 years. Our services offerings include a cloud-based training records management system (Edge online), support for new training office set up, trainings for various role players in the running of the training programs that include new trainees trainings, reviewers trainings and assessor trainings.

## Our Services

### New training office set-up

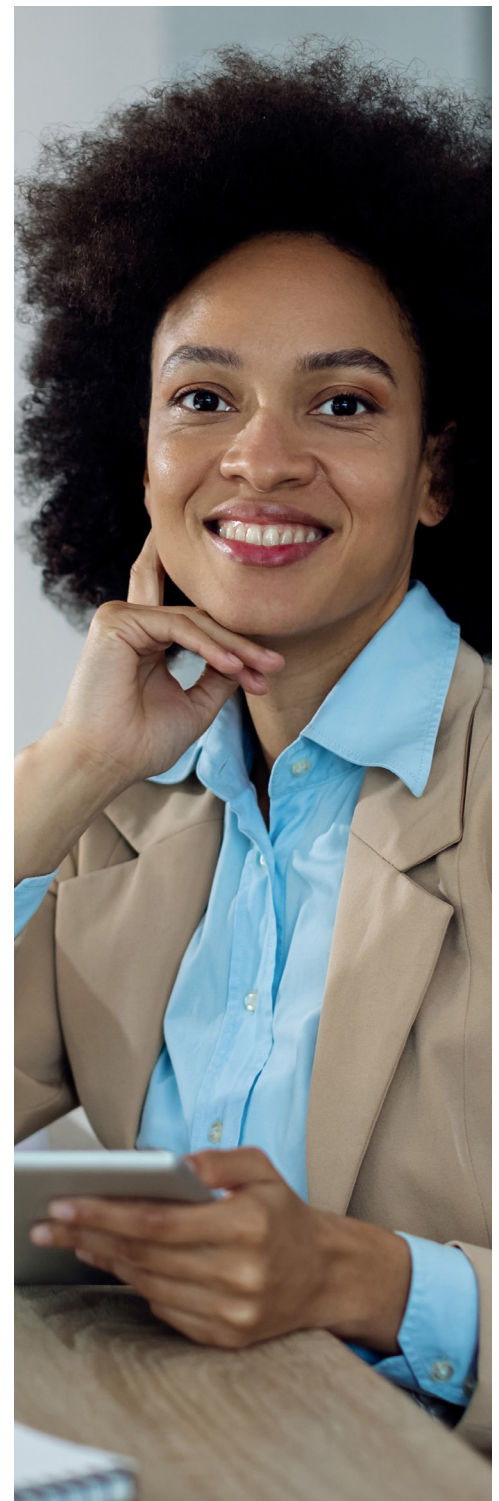
CAA will assist the entities that are interested in becoming ICAZ registered training offices with the accreditation process by providing support in the preparation of necessary documents, performing a training needs analysis, and preparing an application. This includes submitting the application to ICAZ and liaising with ICAZ for any required follow-up.

**Fees: Once of payment of \$1,000**

### Cloud based training records management system – Edge Online

Trainees are required to keep a record of the work that they would be doing as part of the training program as guided by the training regulations from ICAZ. To aid with the recording and assessment of the work-based learning that trainees will be exposed to CAA has a cloud-based training records management system – Edge Online, The platform is offered to training offices on a subscription basis payable per each trainee accountant enrolled on the platform. The subscriptions are payable either monthly or annual or any payment cycle that may be negotiated with us.

**Fees: \$10 per month per trainee.**



## **Trainees training**

We offer induction training to new trainee accountants to ensure understanding of what is expected of them during the training programme. The induction training covers the following 2 broad areas:

- Understanding of the ICAZ training programme regulations.
- How to do their training records i.e preparing a Technical Skills Review (TSR), Professional Skills Review (PSR) and Assessment Needs Analysis (ANA).

We offer this training on a quarterly basis, where



we bring trainees from various training office (see attached for the 2025 training calendar). This training is offered on an inhouse basis for those training offices that may want to have their own scheduled dates.

**Fees: \$115 per trainee**

## **Training of Reviewers and Evaluators.**

Assigned reviewers and evaluators are assigned individuals who assist with the review of the training records generated by the trainee accountants. CAA provides, specialized training to these individuals to enable them to understand the training program for Chartered Accountants and enhance their skills in reviewing training records generated by trainee accountants. We offer this training on a quarterly basis, where we bring reviewers and evaluators from various training office (see attached for the 2025 training calendar). This training is offered on an in

house basis for those training offices that may want to have their own scheduled dates.

**Fees: \$60/reviewer or evaluator**

## **Training of Administrators**

To support the program, the client must appoint a training program administrator responsible for overall administrative oversight. The administrator, ideally from the Human Resources department, will participate in training sessions organized by CAA to ensure a thorough understanding of the program's expectations and procedures.

## **Simulations**

CAA can develop simulation case studies tailored to the client's needs to address specific competencies and review trainee work as a way to bridge any existing skills gaps. These simulations serve as a practical tool for trainees to demonstrate their abilities in real-world scenarios.

**Fees: \$100 per trainee.**

## **Assessor training**

Each training office is required to have at least one registered assessor and as CAA we assist ICAZ with the facilitation of assessor trainings. On successful completion of the assessor training program an individual received a registered assessor certificate from ICAZ.

## **Benefits of becoming an Accredited ICAZ training Office.**

### **High Quality Trainees**

The ICAZ qualification is renowned for its emphasis on technical proficiency and the expectation that trainees integrate classroom learning seamlessly with practical workplace application. Employers commonly observe notable enhancements in the performance of ICAZ trainees as they advance through their training, surpassing the progress seen in employees enrolled in other programs

### **Recruit and retain the best talent**

Having accredited training office status simplifies the recruitment of top talent and fosters employee retention. Many high-achieving students from universities aspire to become Chartered Accountants, and an ICAZ accredited training office, can attract and retain the finest talent

Moreover, given that the ICAZ contract spans only three years, there is the flexibility to choose not to renew contracts for trainees who do not meet expectations. This ensures that you are not obligated to retain under performing employees.

When hiring trainees, they are not confined to specific roles, providing you with the flexibility to move them across various departments. This enables a comprehensive assessment of their strengths and weaknesses, facilitating their placement in suitable departments.

## Accessible to all

ICAZ offers various entry routes for graduates, A level school leavers and those with other accounting professional qualifications. Credit for prior learning

is available to students depending on their degree or previous qualification or work experience. This flexibility allows the employers recruitment policy to be easily integrated with ICAZ requirements

## Return on investment

Establishing a foundation in core learning during the early stages enables students to achieve rapid productivity and ensures a favourable return on your investment ICAZ training and educational costs are competitive when compared to other qualifications and post graduate programs

## Flexibility

The ICAZ program structure provides flexibility with various exam routes, and multiple tuition options allow you to customize your students' training to



align with your operational requirements. You can guarantee that students remain available during peak business period

## Clients

CAA's robust credentials are evidenced by our current and past work achievements, providing compelling proof of our capacity to deliver the required services.



1	Nature of work	Training office support	Client	Old Mutual
	Detail of Work	<ul style="list-style-type: none"> <li>a. Update of the training policy document</li> <li>b. Creation of a rotational plan</li> <li>c. Training for trainees</li> <li>d. Training for reviewers</li> </ul>		
2	Nature of work	Training Office Support	Client	National Foods
	Detail of Work	<ul style="list-style-type: none"> <li>a. Development of the Training policy document.</li> <li>b. Training of Reviewers</li> <li>c. Review of their RPL's</li> <li>d. Training of trainees</li> </ul>		
3	Nature of work	Training Office Set Up	Client	TSL Limited, Unki mine, Mimosa, First Mutual Life, Getbucks
	Detail of Work	<ul style="list-style-type: none"> <li>a. Assistance in the application for accreditation with ICAZ.</li> <li>b. Training for trainees</li> <li>c. Training for reviewers.</li> <li>d. Formulation of the Training Policy Document.</li> </ul>		
4	Nature of work	Training Office Support	Client	Deloitte, Econet
	Detail of Work	<ul style="list-style-type: none"> <li>a. Training for trainees.</li> <li>b. Training for reviewers.</li> <li>c. Training for evaluators and assessors</li> <li>d. Development of simulations.</li> </ul>		