



CAA
CHARTERED
ACCOUNTANTS
ACADEMY

ca THE INSTITUTE OF
CHARTERED ACCOUNTANTS
OF ZIMBABWE

ICAZ ACCREDITED
TUITION PROVIDER

at Accounting
Technicians
Zimbabwe

Accounting Technician (AT) Program Information Pack 2025

Leader In Nurturing Chartered Accountants

What is the AT program ?

The Accounting Technician Zimbabwe (AT(z)) qualification, awarded by Institute of Chartered Accountants Zimbabwe (ICAZ), is your stepping stone into a successful career in accounting and finance. Whether you are just finishing school, looking to enter the job market, or seeking to formalize your experience, this practical, hands-on qualification equips you with work-ready skills highly valued by employers in Zimbabwe and beyond.

Who's it for

- High School Leavers (O-Level & A-Level)
- Early Career Job Seekers
- Working Professionals Without Formal Qualifications
- Corporate Entry-Level Staff
- Technical College Graduates/ Mature Learners / Career Switchers

Why Choose the Accounting Technician (AT(z)) Qualification?

- We have highly experienced faculty, learn from experienced Chartered Accountants and industry professionals who bring real-world expertise into the classroom.
- CAA Placement Solution At CAA, we do more than just educate – we launch careers.
- Modular-based pricing structure, pay per module allowing you to study at your own pace and budget.
- Flexible learning options, study full-time on campus or part-time fully online.
- Provides recognition and belonging, gain recognition in the industry through ICAZ affiliation.
- Work-ready focus, gain technical skills, practical exposure, and confidence to succeed in any accounting role.

Entry Requirements

To be eligible for the AT program, applicants qualify through various entry pathways:

| Entry Route | Start Level |
|-------------------------------------|-------------|
| 5 O-Levels incl. Maths & English | Level 1 |
| A-Levels incl. Accounting | Level 2 |
| Diploma/NQF 5 Qualification | Level 3 |

No Maths or English at O'level? No worries! We have got you covered with dedicated support and expert tutors ready to help you build your confidence and pass your O'level exams. With the right guidance and resources, success is absolutely within your reach!

Program structure

The AT program is designed to be completed in **2 years**, combining **18 months of education with 24 months** of practical (the education and practical experience can be done concurrently), work-based experience to help you build real-world skills.

Do you have prior work experience in finance and accounting? You may be eligible for **Recognition of Prior Experience (RPE)** allowing you to bypass the **24 months** practical phase and complete the program faster!

Lecture Delivery Model

The AT(Z) program is offered on either a part-time or full-time basis, with the following delivery models:

Full-Time Learning

- On-campus at our Harare campus
- Classes run Monday to Friday (daytime)

Part-Time / Online Learning

- Designed for working professionals or students outside Harare
- Weekend online classes (Saturdays/Sundays: 8:30 AM – 2:30 PM)
- Mix of live virtual classes and pre-recorded content
- Interactive exam prep sessions provided before exam

AT (Z) QUALIFICATION STRUCTURE

Level 1

Certificate in Accounting ZNQF 3

Bookkeeping
fundamentals (BKF)

Business Mathematics
and Statistics (BMS)

Economics (ECN)

Business Fundamentals
& environment (BFE)

Level 2

Diploma in Accounting ZNQF 4

Financial Accounting

Information systems in
digital environment (ISD)

Introduction to
business law (BLW)

Cost Accounting &
Control (CAC)

Level 3

Diploma In Profession Accounting ZNQF 5

Financial Reporting
(FAR)

Management
Accounting & Finance

Financial Controls &
Audit (FCA)

Introduction to
Corporate & Value
Added Tax (TAX)



TUITION COST

- **Per Module: USD \$115**
- **Full Semester (4 Modules): USD \$460**

Flexible payment plans are available. Bank details are provided in your acceptance or registration documents.



CERTIFICATION & CAREER OUTCOMES

As you successfully complete each level of the AT program, you will be awarded the following certifications issued by the Institute of Chartered Accountants of Zimbabwe (ICAZ):

- **Level 1: Certificate in Accounting (ZNQF Level 3)**
- **Level 2: Diploma in Accounting (ZNQF Level 4)**
- **Level 3: Diploma in Professional Accounting (ZNQF Level 5)**

These industry-recognised qualifications open doors to a wide range of in-demand roles in the accounting and finance sector.

Start your career in roles such as:

- Finance Clerk
- Data Entry Clerk
- Accounts Administrator
- Accounts Payable Clerk
- Bookkeeper
- Payroll Administrator
- Tax Assistant/Trainee
- Trainee Accounts Technician

Advance to positions like:

- Senior Accounts Payable Clerk
- Audit Trainee
- Credit Controller
- Payroll Supervisor
- Finance Officer
- Practice Bookkeeper
- Expense Supervisor

With the AT program, you gain practical skills and professional credibility to step confidently into the world of accounting and finance.

FAQ Code



*Ready to launch your accounting career? Join the AT Program today!
Practical. Flexible. Career-focused. AT(Z) is the smart first step to
becoming a qualified accounting professional.*

APPLY TODAY!



Applying Is Simple And 100% Free
Send a "Hi" to **+263 787 062 763**
To Get Started



Landlines:

+263 (0242) 702532-5 | +263 86 8800 7069

Marketing: +263 719 271 465

Client services : +263 782 277 124

IT Helpdesk: +263 712 290 052

VISIT US

2nd Floor, Strachans Building, 66
Nelson Mandela Ave, Harare

Email: marketing@caa.ac.zw

Website: www.caa.ac.zw