



ACCOUNTING TECHNICIAN



INFORMATION PACK

Website: www.caa.ac.zw
Contact: +263 78 226 3893

Get Started

YOUR STEPPING STONE TO A SUCCESSFUL FINANCE CAREER

The Accounting Technician (AT) Zimbabwe qualification, awarded by the Institute of Chartered Accountants of Zimbabwe (ICAZ), is your direct path into the world of accounting and finance. This isn't just a course, it's a career launchpad.

We equip you with the work-ready skills that employers in Zimbabwe and beyond are actively seeking.

Is this program for you?

Yes, if you are a:

- School Leaver (O-Level or A-Level) ready to start your career.
- Career Starter looking for your first professional role.
- Working Professional seeking to formalize your experience with a qualification.
- Career Switcher aiming for a stable and rewarding field.
- Corporate Staff in an entry-level role, aiming for advancement.



YOUR PATHWAY TO QUALIFICATION

YOUR ENTRY POINT

Your current qualification	Your starting point
5 O-Levels (incl. Maths & English)	Level 1
A-Levels (incl. Accounting)	Level 2
Accounting Diploma / NQF 5 Qualification	Level 3

No O-Level Maths or English? Don't Worry!

We provide dedicated support and expert tutoring to help you build your confidence and pass these critical exams. Your success is within reach.

A QUALIFICATION DESIGNED FOR THE REAL WORLD

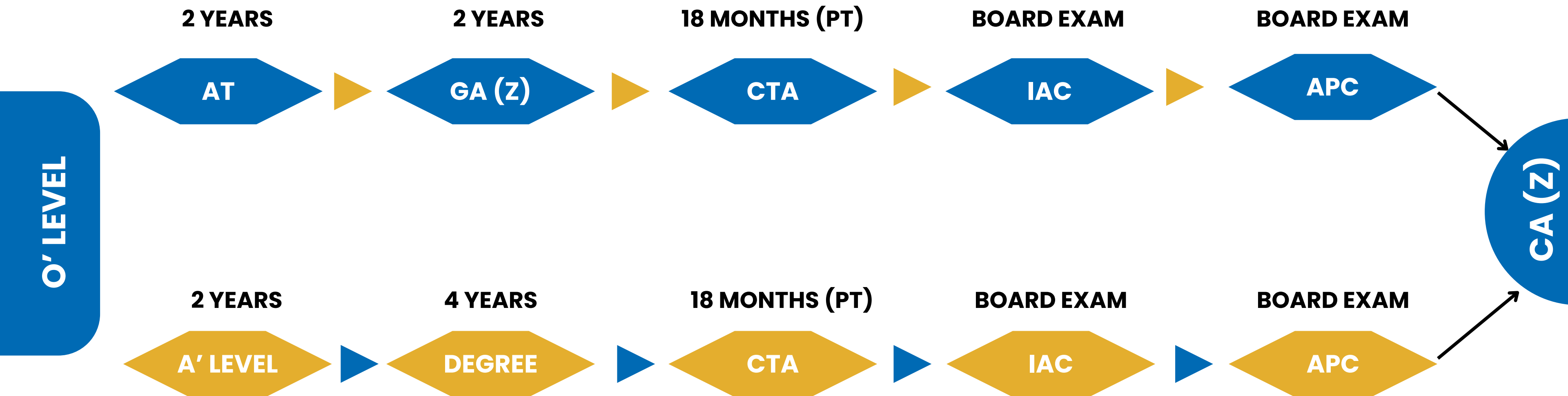
- Total Duration: 2 Years
- Education: 18 months of focused learning.
- Practical Experience: 24 months of work-based experience.
- Education and practical experience can be completed at the same time.

Already Have Experience?

If you have prior work experience in finance or accounting, you may be eligible for Recognition of Prior Experience (RPE), allowing you to complete the program faster by bypassing the practical experience requirement.



JOURNEY TO BECOMING A CA(Z)



YOUR FUTURE ROLES

Start your career in roles like:

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

Advance your career in roles like:

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

INVESTMENT

Full time program

- Per Module: USD \$165
- Full Semester (4 Modules): USD \$660

Part time program

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

** Exam Fee – USD \$90 per module

**Flexible payment plans are available to support your journey.

** 30% deposit required to register and start classes





JOURNEY TO CERTIFICATION

LEARNING OPTIONS

Full time On-Campus

- Ideal for dedicated, full-time study
- Classes: Monday – Friday (Daytime)
- Location: Harare Campus

Part time Online

- Perfect for working professionals or those outside Harare
- Classes: Weekends (Sat/Sun, 8:30 AM – 2:30 PM)
- Mix of live virtual classes & pre-recorded content



JOURNEY TO CERTIFICATION

LEARNING OUTCOMES

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 PROFESSIONAL ACCOUNTING ZNQF 5

- Financial Reporting (FAR)
- Management Accounting & Finance
- Financial Controls & Audit (FCA)
- Introduction to Corporate & Value Added Tax (TAX)





WHY CHOOSE THE AT QUALIFICATION?

- ICAZ Accredited: Gain a qualification from Zimbabwe's premier accountancy body.
- Career Launchpad: CAA's dedicated placement support helps you find a role.
- Learn from the Best: Our faculty are experienced CAs and industry professionals.
- Ultimate Flexibility: Study full-time on campus or part-time fully online.
- Pay-As-You-Learn: Modular pricing lets you manage your budget and pace.

LET'S TALK ABOUT THE FUTURE

Applying is Simple and 100% **Free**. Send a **"Hi"** to +263 787 062 763 to get **started**



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