FOUNDATIONS

CHARTERED ACCOUNTANTS ACADEMY · ACCOUNTING FOUNDATIONS PROGRAM

Build the foundation. Begin your accounting career with confidence.

Formerly BCTA. The pre-CTA pathway for working career changers and anyone whose accounting is dated or incomplete.

Inclusive at entry. Robust at exit.



CHARTERED ACCOUNTANTS ACADEMY

ICAZ-accredited tuition provider for CTA, GA(Z) and AT(Z)

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FORMERLY BCTA · NOW THE PRE-CTA PATHWAY

Start right. Build the foundation.

Always wanted a career in accounting, but unsure your background is enough? This is where you begin.

The Accounting Foundations Program builds the accounting base that CTA and GA(Z) assume you already have. You gain the language of accounting, the mechanics of double entry, the core ideas of recognition, measurement and reporting, an awareness of law, ethics, governance and tax, and the digital accounting skills employers expect.

Previously offered as BCTA, it is now a dedicated pathway purpose-built for working career changers and for students whose accounting exposure is dated or incomplete.



5 months

One semester, delivered part-time

Jan & Jul

Two intakes every year

Part-time

Evening and weekend sessions, online and physical

Inclusive at entry. Robust at exit.

You do not need to arrive as an expert. Whatever your starting point, this program meets you there. It then assesses you to a standard that shows you are ready to take on CTA or GA(Z) with confidence.

Take the first step. Apply for the Accounting Foundations Program.

Sound familiar?
Foundations was built for people like you.

The returning graduate

"I studied accounting a while ago, and I am not sure it is enough for CTA."

Refresh your knowledge and close the gaps in one semester, then start CTA on solid ground.

The career changer

"I am good at my job, but my job is not accounting."

Learn the language and mechanics of accounting in the evenings and at weekends, without giving up your income.

The student told to build a base first

"I have been advised to complete a foundation program before CTA or GA(Z)."

This is that program, with a clear route into CTA, CTA with support, or a GA(Z)-first pathway.

Questions we hear often

Can I study and keep working?

Yes. Online evening tutorials and two weekend sessions a month are designed around full-time work.

Do I need to know accounting already?

No. You start with the language and basics of accounting and build up from there.

What if I start to fall behind?

Tutors follow your progress on MyCAA and flag support needs early, and weekend sessions include weak area support.

Where does it lead?

Into CTA, CTA with support, or a GA(Z)-first pathway, with CAA supporting the journey to CA(Z).

Recognise yourself? Take the first step and apply for the January or July intake.

Is this the right start for you?
If you are serious about getting it right, yes.

Who should apply

Career changers
Professionals entering accounting from another field.

Graduates with dated or light accounting
Holders of accounting degrees that are dated or did not carry enough accounting content.

Advised to build a base first
Any prospective CTA or GA(Z) student who has been advised to complete a foundation program before entering.

Not sure whether this is your route? Message CAA on WhatsApp **+263 719 241 465** and we will help you decide.

Why the program is good for you

1

A real foundation
Build the accounting base that CTA and GA(Z) assume you already have, so you begin those programs able to speak the language.

2

Purpose-built for career changers
A structured route for professionals moving into accounting, not a shortened version of CTA.

3

Protecting your investment
Avoid premature entry into a high-pressure program where foundation gaps become expensive failures.

4

Built around work
Blended evening and weekend sessions that fit around full-time employment.

5

Digital and employer ready
Develop the accounting package and Excel skills that employers expect from day one.

6

A clear onward path
Open the route into CTA, CTA with support, or a GA(Z)-first pathway.

You do not need to start as an expert. You need the commitment to build a strong base.

By the end of the semester, you will be able to...

1

Speak the language of accounting

Explain the purpose of accounting, the main forms of business entity and the business context they operate in, and use accounting terminology correctly.

2

Keep the records

Process business transactions through the double entry system, maintain ledgers and books of prime entry, extract a trial balance and perform routine reconciliations.

3

Read and prepare financial statements

Prepare and read a basic statement of profit or loss, statement of financial position and statement of cash flows, and interpret them using simple ratios.

4

Understand law, ethics, governance and tax

Show working awareness of company structures, the roles of directors and shareholders, professional ethics, board and audit committee responsibilities, and the Zimbabwean tax environment (ZIMRA, income tax, VAT and PAYE), including the difference between accounting profit and taxable income.

5

Work digitally with discipline

Record and process transactions on a commercial accounting package and apply sound Excel discipline to your accounting work.

6

Be ready for CTA or GA(Z)

Demonstrate the foundational competence, work habits and professional learning discipline required to enter the CTA or GA(Z) program.

A foundation, not a shortcut.

The program prepares you to enter CTA or GA(Z). It does not aim to make you IAC ready, and it does not teach detailed IFRS standards, advanced financial accounting journals or consolidation mechanics. That remains the work of CTA. What you gain is the footing to take it on well.

Learning that fits around your job and your life.

EVERY WEEK, ONLINE

Evening tutorials

Join a live tutorial through the CAA virtual classroom on Microsoft Teams, from wherever you are. Expect a debrief, worked examples, question and answer, and guided correction.

TWICE A MONTH, ONLINE AND ON CAMPUS

Weekend sessions

Practical accounting, double entry labs and weak area support, alternating between online and physical delivery so you get real time with your tutors and classmates.



Everything you need to study, on MyCAA

- Module notes
- Short video lessons for every topic
- Question banks for practice

Where you will learn

Microsoft Teams for online sessions, and CAA premises for physical weekend sessions.

Blended learning, online and physical, built for people who work full time.

Hear from the people who have made the journey.

Natasha Mkwayira

From BCTA to CTA, now thriving in banking

"Participating in the BCTA programme was a defining turning point that completely bridged the gap between my banking and finance background and the rigorous world of professional accounting. Coming from outside a traditional accounting degree, the comprehensive curriculum and targeted mentorship equipped me with the exact core competencies needed to confidently transition from BCTA to the CTA level.

Today, I am thriving within the banking sector, directly applying the advanced skills and strategic thinking I built along this journey. For anyone without an accounting degree who is hesitant to take this path, my experience is proof that this programme provides the ultimate foundation to completely transform your career trajectory."

Simbarashe Muzavazi

BCTA to CTA Level 1, Treasury Accountant at Zimoco

"I began my BCTA journey in February 2026 and successfully completed it in June 2026. It was certainly not an easy road, as I had to balance the demands of full-time employment and studying while independently funding my tuition. The journey also came with the challenge of transitioning between jobs, which required me to adapt to new environments while remaining committed to my studies. Despite the financial, professional and academic demands, I remained determined and saw it through.

I am currently employed at Zimoco as a Treasury Accountant, a position I have held since May 2026. Having completed BCTA, I have since progressed to CTA Level 1, which I am currently pursuing while preparing for my end-of-semester examinations. Looking back, this journey has taught

Claudia Chikaka

BCTA graduate, now pursuing CTA

"My BCTA journey has been both challenging and rewarding. As a bridging course to CTA, the programme required dedication, hard work, and proper time management. There were times when balancing studies and other responsibilities was difficult, but the challenges taught me resilience, discipline, and perseverance.

BCTA has strengthened my accounting knowledge and prepared me for the next step in my academic and professional journey. I am grateful for the experience and the foundation it has given me as I continue pursuing my CTA qualification and I would encourage anyone considering the programme to take the opportunity and invest in their future."

Mitchell Nipapa

BCTA graduate, now building on the CTA pathway

"I am so thankful for the BCTA programme. It was instrumental in ushering me in the right mindset I needed to get into this journey of becoming a CA. It had been 7 years since I graduated and I really needed this course to refresh some concepts we had learnt at undergrad level and also to transition to the high level stuff in the CTA programme.

Looking back now I am grateful that I started at BCTA because it laid that foundation which I am building on now hoping for success in the future."

Begin your own journey. Apply to CAA.

A clear path onward.
Foundations opens the door.

1

CTA

Move into CTA with the foundation it assumes, ready to follow every module in the language of financial reporting.

2

CTA with support

Enter CTA with support in place, so you keep building confidence as the workload grows.

3

GA(Z)-first pathway

Begin with the General Accountant (Zimbabwe) route. CAA is the ICAZ-accredited provider of GA(Z).

The wider journey CAA supports

Accounting Foundations → **CTA** → **IAC** → **Articles and workplace competence** → **APC** → **CA(Z)**

Route into each stage depends on your results, individual assessment and ICAZ requirements.

Protect your investment

CTA is a demanding program. Entering it with gaps in the basics can turn those gaps into expensive failures. One semester of Accounting Foundations lets you close them first, then begin your chosen route on solid ground.

Not a shortened CTA

Accounting Foundations is its own program, built for career changers. It teaches the base so that CTA can do what CTA does best: build chartered accountants.

Ask us to help plan your route, from Foundations to qualification.

Ready to build your foundation? Your next step is an application.

Support that keeps you moving

MyCAA: your learning materials, practice questions and progress in one place.

Early help: tutors follow your progress and flag support needs before they become problems.

In every session: guided correction in evening tutorials and weak area support at weekends.

Client Services: a team ready to answer your questions before and during your studies.

Key details at a glance

Duration
One semester of five months, part-time.

Intakes
Two intakes a year: January and July.

How to apply

Applications are FREE!

1. Visit **www.caa.ac.zw** and select **Apply Now**, scan the QR code, or WhatsApp CAA for help.
2. Submit your application with your identity document, qualification certificates and full academic results.
3. CAA reviews your application and discusses your route and intake with you.
4. Receive your offer. Review the timetable, fees and enrolment terms before you pay.
5. Accept, complete enrolment and payment, and attend induction.

CAA Client Services
studentsaffairs@caa.ac.zw · WhatsApp +263 719 241 465
2nd Floor, Strachans House, 66 Nelson Mandela Ave, Harare

Apply today. Inclusive at entry. Robust at exit.

Leader in Nurturing Chartered Accountants.

Your accounting career starts with one decision.

Why choose Chartered Accountants Academy

Leader in nurturing Chartered Accountants
Approximately 2,800 qualified CAs have passed through CAA programmes.

ICAZ-accredited
CAA is an ICAZ-accredited tuition provider for CTA, GA(Z) and AT(Z).

Support all the way
From Foundations through CTA, the IAC Board Course and the APC Board Course, delivered with APT South Africa.

Built for working people
Evening and weekend sessions that fit around your job, with tutors who flag support needs early.



Talk to us today

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One decision. One foundation. A whole career. Apply today.

ACCOUNTING FOUNDATIONS PROGRAM · JANUARY AND JULY INTAKES

Apply now.
Visit our website.

Scan the QR code or go to the CAA website and select Apply Now.
Applications are free.

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Scan to apply

Opens the CAA application page

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