

Application for an assessment for the purpose of entry into the Chartered Accountants Program

Standard Assessment

To qualify for the Chartered Accountants Program, applicants must hold an accredited Bachelor degree or 16-unit Master degree from an Australian university OR hold qualifications that have been assessed by the Institute as comparable to the educational level of an Australian Bachelor degree.

To assess the general standard of overseas tertiary qualifications, the Institute follows the guidelines of the National Office of Overseas Skills Recognition (AEI-NOOSR), an Australian government body <www.aei.dest.gov.au>

When it has been established that your qualifications satisfy our minimum requirements in terms of their educational level, individual subjects are examined to determine coverage of the prerequisite core knowledge areas, some of which are specific to individual modules and others that are required for all modules.

These core knowledge areas are:

1. **Financial Accounting**
 - > Accounting Systems & Processes
 - > Corporate Accounting & Reporting
 - > Accounting Theory, Professional & Regulatory Processes
2. **Management Accounting**
 - > Cost Accounting
 - > Management Accounting
3. **Finance**
 - > Corporate Finance
4. **Auditing**
 - > Audit & Assurance
5. **Commercial & Corporate Law**
 - > Legal Framework & Commercial Law
 - > Australian Corporations Law
6. **Taxation**
 - > Australian Taxation Law

Please refer to the Appendix (pg 8) for further information on module prerequisites

Information on current processing times, the Chartered Accountants Program and membership is available on the Institute's website.

Visit charteredaccountants.com.au

Fee and processing information

The fee for the assessment of overseas tertiary qualifications is **AUD\$350.00** (GST free)

The fee for the assessment of Australian tertiary qualifications and for full members of partially recognised accounting bodies¹ is **AUD\$50.00** (GST free).

¹ **A list of partially recognised accounting bodies can be found on the following page (3) of this form**

The assessment fee will be refunded to you once you have enrolled in the Chartered Accountants Program.

Before assessment commences, applications can be withdrawn at any stage. An administration fee will be charged in all cases. However, if any preliminary work has commenced or the formal assessment has been completed, a refund will **not** be issued.

If you require your assessment letter to be reissued, the cost will be AUD\$25.00

Certification of documents

All documents submitted must be officially certified as true copies of the original document and must all accompany this form. Please do not have your tertiary institution(s) or accounting body send your documents directly to us unless otherwise specifically requested.

The following persons/agents are acceptable authorities for certifying documents.

- > Australian CA / Australian CPA (must include membership number)
- > Australian embassy / consulate / high commission staff
- > University official (must include university stamp in addition to signature)
- > Notary public
- > Solicitor, legal practitioner, Magistrate
- > Justice of the peace
- > Commissioner for declarations / affidavits
- > Commissioner of oaths
- > Registered Migration Agent (must include MARA number)
- > Police Officer (in Australia only)
- > Pharmacist (in Australia only)
- > Postal Manager (in Australia only)

Please note that the Institute reserves the right to request original documentation, if required or deemed necessary.

Translation of documents

Documents in languages other than English must be accompanied by an English translation completed by a certified translator. You must include a certified copy of the original language documents as well as an official translation with your application.

Applicants residing in Australia must enclose an English translation completed by a translator who is accredited by the National Accreditation Authority for Translators & Interpreters (NAATI). Please refer to the Yellow Pages or NAATI website <www.naati.com.au> for a list of available translators in your state territory.

Applicants residing outside Australia must enclose an English translation completed by a translator who is certified by the appropriate authorities of your country of residence. The translation must include the full name of the translator, his/her contact details, the name of the company/dept the translator works for (if applicable) and certification number (and/or stamp) of the translator (if available).

Documentary requirements

Tertiary (university) qualifications

<p>> Academic award</p>	<p>Degree/diploma certificate stating the title of the award, name of the awarding institution, the year the degree was conferred and the grade achieved</p>
<p>> Statement of academic record</p>	<p>Statement of academic record (transcript) showing all subjects studied and grades received. Result slips or web results are not acceptable in lieu of the official academic record. A legend explaining the grading system must be included.</p> <p>If the university has granted you exemptions/advanced standing in any subjects, you will also need to enclose the documents on which the exemptions were based (eg. TAFE diploma and academic record or official result slips supporting cross-institutional study at another university)</p>
<p>> University/college handbook or course outlines (non-accredited and overseas qualifications <u>only</u>)</p>	<p>A handbook, course outlines or a certified copy of relevant sections of the handbook, which show details of the subject content (syllabus) of all units in financial accounting, management accounting, finance, auditing and commercial law and, which correspond with your academic record. If you provide a certified copy of the relevant sections of the handbook, the name of the university/college and the date of the handbook must appear on every page. The course information must apply to the time you completed your studies.</p> <p>If this information is publicly available on the Internet, you may print course outlines from the web. If the years and subject names on your statement of academic record do not correspond with those of the handbook information, documentation from the university must be supplied to state that the handbook information applies to the years in which you completed your study</p>

Recognised professional accounting qualifications

This section applies to full and current members of the following accounting bodies.

Partially recognised accounting bodies:

- > The Chartered Institute of Management Accountants (CIMA, UK);
- > The Institute of Chartered Accountants of India;
- > The Institute of Chartered Accountants of Zimbabwe (admitted prior to 1 Jan 1996);
- > The Malaysian Institute of Certified Practising Accountants (MICPA);
- > The Chartered Institute of Public Finance & Accountancy (CIPFA, UK);
- > The Association of Chartered Certified Accountants (ACCA, UK);
- > The New Zealand Institute of Chartered Accountants (members who are not part of the College of Chartered Accountants).

Full members of partially recognised accounting bodies (see pg 3) must submit:

> Letter of good standing	This letter must be obtained from your accounting body and state that you are a current member in good standing. It should be no more than three (3) months old from the date of application
> Membership certificate	
> Examination results/mark sheets (including corresponding paper names)	
> Current CV of brief employment history	
> Letter(s) of reference from employer(s) (members of MICPA <u>only</u>)	The letter(s) should detail the position held, tasks performed, start and finish dates and should indicate whether you were employed full or part time

Other professional accounting qualifications

Members of other overseas professional associations must provide full details of the examinations; experience undertaken for entry to the association; and a letter of good standing confirming the currency of membership or an explanation as to why membership is no longer current if this is the case.

Important note: applicants with Australian qualifications and full members of partially recognised bodies are not required to submit their course handbook/course outlines.

If you have any questions regarding the documentary requirements, please contact the National Assessment Unit on the following details:

- Phone (61) 2 9290 5732
- Fax (61) 2 9262 1298
- Email service@charteredaccountants.com.au

Personal details

Please complete the following details and return the application to the address overleaf

Title (Mr, Mrs, Miss, Ms, etc) Male Female

Given name(s)

Family name

(If your name is different to that on your documents, please provide evidence of name change)

Date of birth Country of birth

Current postal address

Country Postcode

Phone Fax

Email

Further study

Please indicate how you intend to address any knowledge gaps identified as part of this assessment by checking the appropriate box below.

- Graduate Certificate of Chartered Accounting Foundations (Deakin University)
- Institute's Entrance Exam (Non-accounting graduates only)
- Accredited conversion course / non-award study at another tertiary institution (please specify below)

When do you intend to enrol / register in the course you have selected above?

The Chartered Accountants Program

Please visit charteredaccountants.com.au/education for details of enrolment periods

When do you intend to enrol in the Chartered Accountants Program?

Tertiary qualifications

1.

Name of degree/diploma (e.g. Bachelor of Commerce)

Name of degree/diploma in original language

Name of tertiary institution (university/college)

What is the normal length of time within which your course can be completed?

Duration of study (years) (start) (finish)

2.

Name of degree/diploma (e.g. Bachelor of Commerce)

Name of degree/diploma in original language

Name of tertiary institution (university/college)

What is the normal length of time within which your course can be completed?

Duration of study (years) (start) (finish)

Membership of accounting body (if applicable)

Name of accounting body/professional association

Membership type (e.g. Associate of Fellow)

Date of admission to membership

Please provide details of additional qualifications on a separate piece of paper and attach to this application.

Declaration and Privacy Statement

I declare that the information I have given in this application is complete, correct and up-to-date. The Institute of Chartered Accountants in Australia ('the Institute') respects the privacy of individuals and acknowledges that the information you provide on this form is 'personal information' as defined by the Privacy Amendment (Private Sector) Act 2000. The information is being collected for the purpose of processing your application for the assessment of qualifications for entry into the Chartered Accountants Program. The provision of this information is voluntary, however, if it is not provided the Institute may be unable to process your application.

Signature of applicant

Date / /

Checklist and payment details

- Completed all sections of this form (typed or in legible handwriting)
- Signed this form

Enclosed the following (where applicable)

- Certified copy of each degree certificate
- Certified copy of each academic transcript corresponding to each degree
- Certified copy of university/college handbook for each degree (if applicable)
- Accounting bodies:** original letter of good standing, membership certificate, exam results
- Resume and certified copy of work reference(s)

Payment

The cost of this assessment is based on your academic qualifications. Failure to provide the required level of payment will delay the assessment process. Please refer to pg 2 of this form for further information.

- Assessment fee of AUD\$50 (Australian and recognised professional qualifications) payable by:

OR

- Assessment fee of AUD\$350 (overseas tertiary qualifications) payable by:

- Cash (in person at one of the Institute offices)
- Cheque, bank draft or money order payable to 'Institute of Chartered Accts in Australia'
(Ensure this is securely fastened to your application form)
- Credit card details (below)

Credit card type Mastercard Visa Amex

Card number Expiry date

Cardholders signature Date

Cardholders name (print)

Please submit your application to

National Assessment Unit
 The Institute of Chartered Accountants in Australia
 GPO Box 3921 (33 Erskine Street)
 Sydney NSW 2001
 AUSTRALIA

Appendix - Prerequisites of the Chartered Accountants Program

Module	Prerequisite core knowledge areas
Financial Accounting & Reporting (FIN)	Accounting Systems & Processes Corporate Accounting & Reporting Accounting Theory, Professional & Regulatory Processes Legal Framework & Commercial Law Australian Corporations Law
Management Accounting & Analysis (MAA)	Accounting Systems & Processes Corporate Accounting & Reporting Accounting Theory, Professional & Regulatory Processes Cost & Management Accounting* Finance* Legal Framework & Commercial Law Australian Corporations Law
Audit & Assurance (AAA)	Accounting Systems & Processes Corporate Accounting & Reporting Accounting Theory, Professional & Regulatory Processes Audit & Assurance* Legal Framework & Commercial Law Australian Corporations Law
Taxation (TAX)	Accounting Systems & Processes Corporate Accounting & Reporting Accounting Theory, Professional & Regulatory Processes Legal Framework & Commercial Law Australian Corporations Law Australian Taxation Law*
Ethics & Business Applications (EBA)	Candidates must successfully complete all technical modules to be eligible for EBA

* Denotes a module-specific area

Contact and additional information

Visit our website - charteredaccountants.com.au

Phone 1300 137 322 (Australia)
(61) 2 9290 1344 (Overseas)

Fax (61) 2 9262 1298

Email service@charteredaccountants.com.au