

Accounting Technicians Program FAQs

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1. Rationale and overview

Q1.1 When did the current version of the AT Program commence?

The new AT Program commenced in March 2023.

Q1.2 What are the benefits of completing the Accounting Technicians Program?

This program is designed either for early career individuals who are looking to improve their accounting skills, or experience professionals with more than five years of relevant experience who are looking to build their confidence and stay up to date with the latest developments in the accounting profession. As a member, one will be a part of a network of over 136,000 financial professionals who make a difference to businesses and communities. More on membership benefits you may find [here](#).

Q1.3 How long will it take to complete AT Program?

AT program consist of two components. AT Program (ATP) course and AT Supervised Practical experience. ATP course has a total of forty-five learning and assessment hours that is completed over 8 weeks. All provisional members will be required to complete a minimum of 1-2 years of supervised practical experience through ATSPE (Accounting Technicians Supervised Experience) logbook depending on the entry pathway. Candidates must complete both components within a maximum eight-year provisional membership period to qualify for full AT membership.

Q1.4 Is this program offered to candidates living outside of New Zealand?

This AT program is offered to New Zealand residents only. However, if a candidate decides to move out of New Zealand at any point during the program, they will still be able to complete the AT program and obtain the designation.

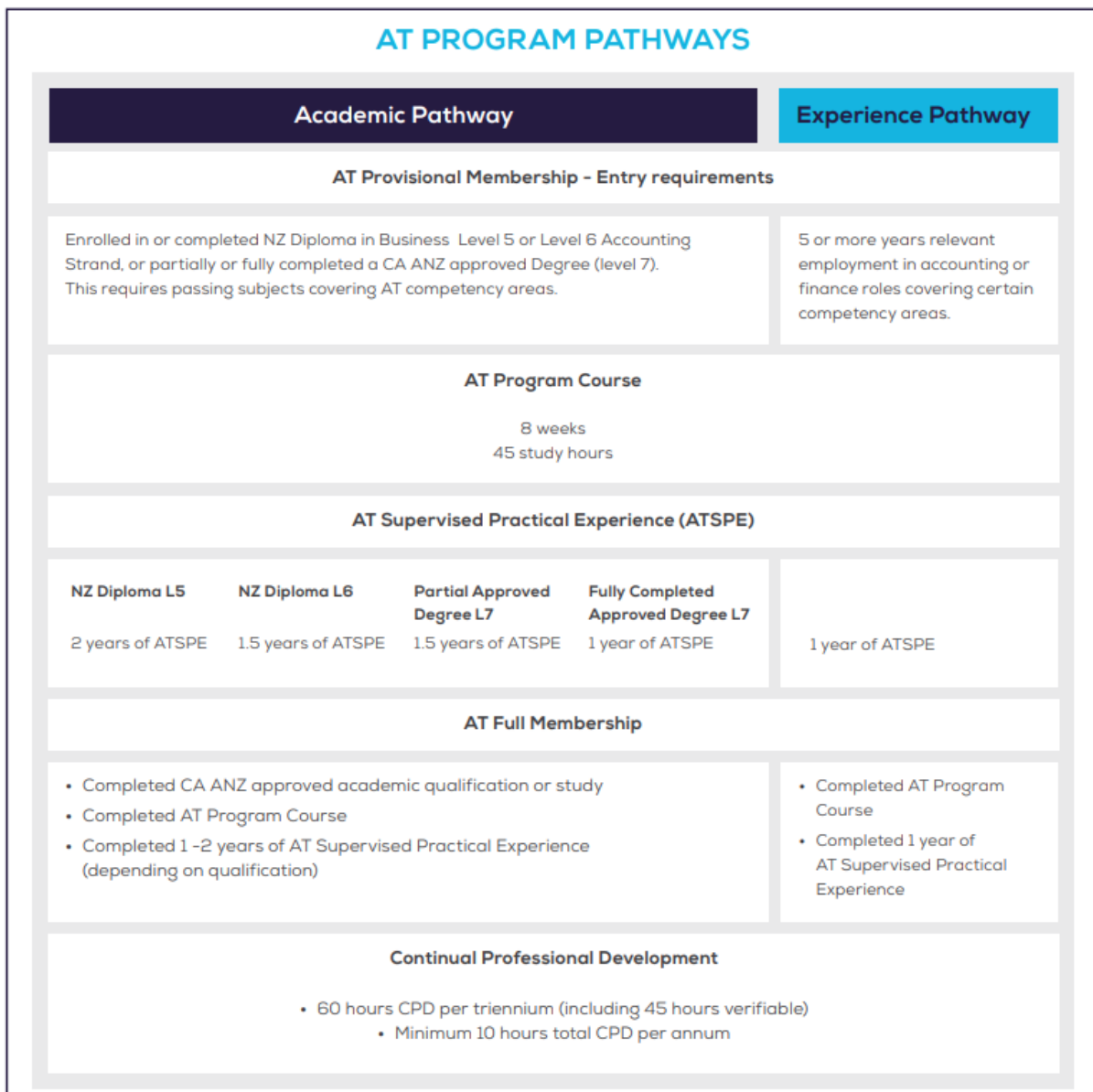
Q1.5 Is there a direct pathway from AT to CA designation?

Unfortunately, at the moment there is no direct pathway from AT to CA designation. However, our [Flexible Pathways](#) are designed to help candidates from diverse backgrounds and educational experiences to start their Chartered Accountant education journey, no matter where it began. For example, you can now start CA Foundations if you have:

undertaken undergraduate studies in a discipline other than accounting or business, an accounting or business diploma from a Polytech or other government registered higher education provider. More information about the CA program and entry requirements can be found on our website.

2. Structure

Q2.1 What does the AT Program look like?



Q2.2 Where do I find details about competency areas for the AT Program?

The AT Program consist of two main components, ATP course and AT Supervised Practical Experience.

Depending on the entry pathway you take, through AT Supervised Practical Experience (ATSPE) you will need to demonstrate confidence in certain number of professional and technical competencies.

Professional Competencies

- Effective communication
- Collaboration and relationships
- Customer Focus (Internal and External)

Core Technical competencies (TCA)

- Financial Accounting Fundamentals
- Preparation of Financial Statements
- Management and Cost Accounting
- Goods and Services Tax

The Specialised Technical competency areas (STCA)

- Auditing and Assurance
- Personal Tax
- Business Tax
- Cash and Treasury Management
- Credit Management
- Governance and Risk Management

All details regarding competencies can be found in ATSPE Logbook.

Q2.3 What is the structure of the ATP course?

The ATP course offers a blended learning program comprising three elements.

1. Accounting Technicians Essentials: A single course consisting of three content topic areas, an introduction and conclusion section and auto-marked formative assessments at the end of each topic.
2. Accounting Technicians Workshop: The accompanying workshop focuses on revision of all topics and exam preparation.
3. Accounting Technicians Assessment: A summative exam will be scheduled at the conclusion of the course.

Content Area	Details	Hours	Format
Guided study	3 content topic areas, and introduction and conclusion sections	38	Online
Assessment	1 × 120 mins exam	2	Online
Workshop	1 × 2 hr virtual workshop/ webinar	2	Collaborative Online Workshop
Independent learning	Independent revision and self-study activities	3	Self-directed

The candidates will also need to complete a minimum of 1 – 2 years of AT supervised practical experience (ATSPE) through logbook depending on the entry pathway.

Q2.4 What is covered in the ATP course?

ATP course with real scenario-based learning is focused on three technical and three professional competencies.

Technical competencies:

- Ethics and Integrity
- Accounting Information Technology Systems and Controls
- Digital Acumen and Data Analysis

Professional competencies:

- Effective Communication
- Collaboration & Relationship
- Customer Focus

Q2.5 How long does it take to complete the ATP course?

ATP course has a total of forty-five learning and assessment hours that is completed over 8 weeks. We recommend that candidates participate in the two-hour virtual workshop after working through the learning resources.

Q2.6 What are the recommended study times for ATP course?

We recommend 5 hours of personal study and preparation each week.

Q2.7 Will print copies of the ATP course be available for download?

All course material will be available for download, however for better learning experience we recommend the use of the online platform as some of the tools such as skills checker, videos and practice assessment will only be accessible online.

Q2.8 Can I start the ATP course before I gain employment?

There is no particular order in which any of these two components need to be completed. Candidates can start the course and/or supervised practical experience at any point of time. To enrol in the ATP course or start the AT supervised experience, a candidate needs to be approved as a provisional AT member.

Q2.9 Will there be face to face workshops in the ATP course?

There is one online interactive 2-hour workshop that occurs at the 8th week from the course commencement. For the exact time and date please refer to the MyCapability Learn platform. This workshop is optional but highly recommendable to attend and will be focused on revision of all topics and exam preparation.

Q2.10 How do I register for the workshop?

There is no need to register for the workshop. ATP candidates can find workshop date and time on the MyCapability Learn platform.

Q2.11 Will there be a recording of the workshop if I can't attend it?

The recording of the session will be available to view once the workshop session has concluded. All the information will be available on MyCapability Learn platform.

Q2.12 Where can I provide feedback regarding this program and how does CA ANZ use the feedback I provide?

All candidates will be able to provide feedback by sending an email to ATProgram@charteredaccountantsanz.com. There will also be the opportunity to provide feedback regarding workshop experience during the AT Program Workshop.

Feedback from candidates is considered by CA ANZ academic and professional staff, CA ANZ management, the CA ANZ Education Board, and the CA ANZ Board. It is used to improve teaching, learning, and assessment, as well as the broader candidate experience through processes such as enrolment and candidate wellbeing support services and informs strategic planning and quality assurance activities.

3. Assessment and Academic Integrity

Q3.1 How will the AT Program incorporate authentic methods of assessment?

Assessments must assure that all course learning outcomes are demonstrated. This means that, in addition to assuring that graduates can demonstrate advanced technical knowledge and the capacity to apply this knowledge, assessment must assure that graduates can communicate effectively in a range of modalities and to a range of stakeholders, collaborate effectively within and outside their professional discipline, respond to complex, unforeseen ethical issues and reflect their own personal and professional capacities to support continuous improvement and respond to change.

Q3.2 How many exams will be there?

There is only one 2-hour summative online invigilated exam with multiple – choice questions at the end of the course that will be conducted in the form of assessment.

Q3.3 Is this an open book exam?

The exam is closed book. Candidates are permitted to have a digital or clean printed hard copy of the NZICA Code of Ethics, snacks and drinks.

Q3.4 What platform do you use to support ATP course?

The AT Program is supported by a number of integrated software systems to form the MyCapability ecosystem, which work together to provide a seamless learner experience for our candidates. Some of these systems include: D2L brightspace, online exams using Janison Insights and Proctortrack, and a range of other software tools to create an engaging learner experience.

Q3.5 Where do I find dates of the ATP course exam?

All dates including enrolments, exam and workshop dates are available on our website at the [ATP course description page](#).

Q3.6 Does the AT program provide an academic transcript upon completion?

There will be no official academic transcript upon the completion of the AT Program course. Once candidates become a full AT member, they will receive a certificate confirming their AT designation.

Q3.7 What is required to pass the ATP course?

ATP candidate will be deemed competent in a minimum of 70% of the online exam assessed questions to attain an assessment outcome/result of 'Competent (CO)'.

Q3.8 What happens if I do not pass the ATP course the first time I attempt it?

Candidate will have to re- enrol into another offering of the ATP course and pay the full course fee.

Q3.9 What happens if I have been impacted by serious, unexpected and uncontrollable adverse circumstances that has had impact prior or during my assessment?

Candidates can apply for special considerations by emailing the AT Program team at ATProgram@charteredaccountantsanz.com. We encourage to apply as soon as possible, or within the standard timeframes, which is at least 5 (five) days before the assessment day. For terms and conditions refer to the [website](#).

Q3.10 Employee Assistance Program?

All ATP candidates have access to the Employee Assistance Program (EAP). The EAP service is designed to enhance your emotional and psychological well-being by providing early intervention and solution-focussed support from independent professionals, such as counsellors and psychologists. This confidential free of charge program supports you and members of your family through counselling services and can be accessed 24 hours, seven days a week. You can call EAP New Zealand on 0800 327 669 or alternatively, you can email ATProgram@charteredaccountantsanz.com to request this support.

4. Admission to provisional membership, course enrolment and timetable

Q4.1 Where can I view the AT Program and course enrolment timetable?

Candidates can apply for provisional membership at any point of time if they meet the entry requirements. Once they become a provisional AT member, they will be able to enrol in the course once the enrolments are open. AT Program course enrolments dates are available on our [website](#).

Q4.2 How do I apply for provisional membership?

Designed for early career or experienced professionals, there are two pathways into the AT Program, no matter what stage of your career.

To apply through the [experience pathway](#), candidates need complete the provisional application form and send it to Assessment@charteredaccountantsanz.com.

To apply through the [academic pathway](#), candidates will need to create MyCA account or log and apply for the AT provisional membership through our member portal.

You must either provide an official transcript of completed courses or provide proof of enrolment into an approved study course, if you're applying via academic pathway.

Q4.3 I have four years of experience and no formal qualifications, what is the best pathway for me to choose?

Candidate can either choose to apply through experience pathway once they have completed 5 years of relevant experience. Or they could enrol into an approved course, e.g., NZ Diploma in Business L5 or L6, Accounting Strand, and at the same time apply for provisional membership under the academic pathway. We suggest that candidates go through the logbook for further information on competencies required depending on the pathway they choose.

Q4.4 I am studying NZ Diploma in Business L5 – Accounting Strand. Do I need to wait to complete the diploma before I apply for AT provisional membership?

Candidates can apply for provisional membership via academic pathway, at any time while studying. They will need to submit a transcript of Diploma enrolment while applying for provisional membership. When applying for full membership they will need to ensure that they have submitted the certificate of completed qualification.

Q4.5 I have noticed that my qualification is not listed under the approved course list. Do I still qualify for the AT Program?

A Standard Assessment is required for everyone who holds an overseas degree or has completed non-approved qualification with New Zealand tertiary provider. A Standard Assessment is an evaluation of a qualification to determine two things. Firstly, that the degree is at the appropriate level for the candidate to be accepted as a Provisional Member. Secondly, which of our required competence areas the candidate needs to complete to meet the entry requirements. Please refer to the [FAQ Standard Assessment](#) for more details.

Q4.6 I come with overseas qualifications that are approved by NZQA as level 7. Do I qualify for the AT Program?

All candidates with overseas qualification will have to apply for standard assessment before applying for provisional membership. Our assessment team will identify any gaps in competencies and advise on any additional study requirements that need to be met before applying for provisional membership. Upon applying for provisional membership, candidate will need to upload the course enrolment as a proof, and consequently complete those courses to meet the criteria to apply for full membership. Please refer to the [FAQ Standard Assessment](#) for more details.

Q4.7 How much does the AT Program cost?

There is a one-off application fee of NZ\$109 including GST, payable before your provisional membership application can be assessed. (If your application is declined, you will receive a full refund) An annual pro-rated provisional membership fee of NZ\$215 will also be invoiced once your application is approved. The ATP Course fee is \$405 including GST. For the updated fees please refer to our website.

Q4.8 How do I enrol in the ATP course?

All AT provisional members can enrol in ATP course through MyCA platform. Please refer to the AT Program course timetable and [MyCapability – AT Program Course Enrolments Guide](#) for further details.

Q4.9 What is the best way to start planning my learning pathway?

Before enrolling into the ATP Course:

- Check the ATP Course outline.
- Ensure you have 5 hours a week available for studying.
- Ensure you have read the ATP Enrolments Terms and Conditions.

To set yourself up for success, once the course is released, we encourage you to spend some time to navigate around the subject home page on MyCapability Learn platform to familiarise yourself with the topics and learning resources. It is important that you keep up to date and proactively plan your study schedule. Use of available tools such as skill checker, case studies, and practice assessment is highly recommendable. We also advise that you participate in the discussion forum and two-hour virtual workshop after working through the learning resources.

Q4.10 What payment options are available for paying the fees for the ATP course?

Full upfront payment of AT course fees is required at the time of enrolment into a course. Payment may be made by credit or debit card (we accept American Express, Visa, Mastercard). Employers can't be invoiced; however, payment arrangements can be made in between the candidate and the employer.

5. AT Supervised Practical Experience (ATSPE)

Q5.1 What is ATSPE?

ATSPE gives a candidate an opportunity to develop both professional and technical skills and meet the competency standard requirements while being supported by our member, their supervisor. They will be guiding the candidate through the professional development plan and assisting in mastering competencies.

Q5.2 How do I complete ATSPE?

To complete ATSPE, candidates must meet the following three requirements:

- Undertake ATSPE under the guidance of an eligible supervisor.
- Complete 1 -2 years full-time experience depending on their entry pathway in a relevant accounting role.
- Demonstrate that they have:
 - Met competency requirements in core technical areas and one of the specialised technical areas.
 - Met all professional competency requirements.
 - Completed all progress recording and tracking requirements, including attending supervisor meetings at least every six months.

Candidates are expected to demonstrate the majority (at least 70%) of elements to achieve their required competency. Upon applying for full membership, AT provisional members are required to submit the [Accounting Technician Supervised Practical Experience form](#), filled out by their supervisor. This will confirm that all relevant requirements related to ATSPE have been completed.

Q5.3 How do I know if I need to complete the logbook or not?

All provisional AT members who have joined on or after March 1, 2023, will need to complete the logbook. Those who obtained provisional membership before March 1, 2023, must satisfy the criteria in effect at the time of their CA ANZ membership application. Please contact ATProgram@charteredaccountantsanz.com for further guidance.

Q5.4 Can I start AT supervised practical experience after I have completed the ATP course?

All provisional AT members can start ATSPE at any point throughout the program. This can be done prior, during or after candidate has completed the ATP course.

Q5.5 What are the requirements for the supervisor?

A supervisor that is supporting ATs through the logbook can be anyone who is full Chartered Accountant (CA), Associate Chartered Accountant (ACA), or Accounting Technician (AT)).

Upon applying for full membership, a member declaration must be signed by a full member of CA ANZ. for at least 3 years. The person completing this reference must not be related to the applicant and must have been a member of Chartered Accountants Australia and New Zealand or a recognised professional body for 3 years. A recognised professional body being any Global Accounting Alliance (GAA) body Chartered Accountants Australia and New Zealand has a current Reciprocal Membership Agreement with.

Q5.6 What are the roles and responsibilities of the candidate and supervisor?

To complete the ATSPE, candidate will need to collaborate with their supervisor to sign off required competencies depending on the entry pathway they choose. Please refer to the Accounting Technicians Supervised Practical Experience (ATSPE) Logbook for further information.

Q5.7 Is CA ANZ responsible for finding me a supervisor?

No. All candidates are responsible for finding their own eligible supervisor. It is preferable that the supervisor is an experienced member of CA ANZ in the candidate's workplace, but if that is not an option, an experienced external supervisor is acceptable.

Q5.8 What are the technical competencies of the ATSPE?

Depending on the entry pathway candidates will be expected to cover certain number of core technical, specialised and professional competencies Please refer to the ATSPE logbook to confirm competencies that apply to the specific pathway.

Q5.9 How do I track my competencies for the ATSPE?

Competencies are expected to be tracked in the ATSPE paper-based logbook. All instructions and examples are available in the ATSPE logbook.

Q5.10 How can candidates register for ATSPE?

There are no other requirements for the official registration of the ATSPE. The candidate and the supervisor will be responsible for the completion of the ATSPE.

While applying for your full membership candidate will be expected to submit an AT Supervised Practical Experience Form signed off by CA ANZ full member to acknowledge the candidate has met all logbook requirements.

Q5.11 What happens if a candidate needs to change their supervisor during the ATSPE period?

All the details about the change of your supervisor can be recorded in ATSPE logbook. Final supervisor will be the one signing off the full membership form.

Q5.12 Can I credit my previous experience towards my ATSPE?

Depending on your pathway and/or qualification we may recognise up to 12 months of your previous experience. Please refer to the ATSPE Program logbook section 1.2 for further details. All the information will be captured on the application for full membership within Accounting Technician Supervised Practical Experience form.

Q5.13 Will candidates need to submit their logbook when applying for full membership?

Candidates will not need to submit their logbook; however, it is recommended that they keep the records until they complete the program in case of audit requirements.

While applying for their full membership candidate will need to submit the AT Supervised Practical Experience Form in which supervisor will verify that the candidate has met the logbook requirements, which include required reporting, time period and competency requirements.