



# International Pathway Program (IPP) - 2019

## Frequently Asked Questions

### Application and Enrolment

**Q: Why does Chartered Accountants ANZ offer the IPP?**

A: CA ANZ offers this membership pathway to recognise and build upon the professional education and experience of Chartered Accountants who have completed their qualification program outside Australia and New Zealand. The IPP is designed to cater for CA professionals from a broad range of experience, education and cultural backgrounds to provide them an opportunity to demonstrate the knowledge application and professional skills expected of all CA ANZ CA members.

**Q: What does the IPP cover?**

A: The IPP focuses on the role of the CA in the current Australian and New Zealand business environment. IPP content encourages participants to evaluate and demonstrate the way in which they may apply their technical knowledge and professional skills to add value to their clients or employer as a 'business partner'.

The IPP requires participants to analyse and evaluate business scenarios and communicate solutions or make recommendations in the capacity of a professional accountant. In doing so the participant considers the regulatory environment, and the code of ethics. Current topics of interest to the professional accountant are also discussed in teams during the IPP workshop.

**Q: What workload is involved for the IPP?**

A: The workload for the IPP includes:

- approx 40 - 45 hours of personal study; and
- mandatory attendance at a two-day workshop in Sydney or Melbourne; and
- team activities, individual oral presentation and individual written examination which is integrated within the workshops.

**Q: What is the value of the IPP workshops?**

A: The workshop will:

- enhance previous and current accounting and business experience;
- provide networking opportunities;
- present case studies about genuine business challenges; and

- examine solutions to business problems based on commercial realities.

**Q: Who is eligible for the IPP?**

A: To be eligible to undertake the IPP, applicants must meet all of the following criteria:

1. Be a current CA member in good standing of one of the following member bodies:
  - Institute of Chartered Accountants of Sri Lanka (CA Sri Lanka)
  - The Institute of Chartered Accountants of India (ICAI)
  - The Institute of Chartered Accountants of Nepal (ICAN)
  - The Institute of Chartered Accountants of Pakistan (ICAP)
2. Admitted to membership through their home body's CA qualifying program;
3. Have a minimum of 5 years' CA membership with their home body;
4. Currently living in Australia or New Zealand;
5. Have a minimum of 5 years post membership relevant experience including a period in a senior position i.e. manager, senior manager, partner or director etc.

**Q: Is the IPP pathway only available to eligible overseas members living in Australia and New Zealand?**

A: Yes. This pathway is only available to CA members of each of the designated overseas CA bodies who are currently living in Australia or New Zealand.

**Q: Upon successful completion of the IPP will I be eligible for a Chartered Accountants ANZ membership?**

A: Upon successful completion of the Program, you will be eligible to apply for membership to Chartered Accountants ANZ as a CA. However, admission as a member via this pathway does not include completion of the Graduate Diploma of Chartered Accounting and you will not qualify for recognition by the Global Accounting Alliance (GAA) or the eligibility and mobility status attached to it.

**Q: How much does it cost?**

A: There will be a Program fee of AUD \$1,500 + GST for Australian applicants or NZD \$1,590 + GST for New Zealand applicants, which includes online learning materials, assessment fees, a study guide and workshops. There is no additional fee charged for registration.

**Q: Where can I study the IPP?**

A: Chartered Accountants ANZ currently only offers IPP workshops in Sydney and Melbourne. Anyone who is eligible and willing to travel to Sydney or Melbourne to attend these 2-day weekend workshops can undertake the Program. We will consider other locations for the Program if a demand for it exists.

**Q: What if I am not able to attend the scheduled workshops in Sydney or Melbourne?**

A: If you are not able to attend scheduled workshops in Sydney or Melbourne, you may apply for the Capstone Module of the CA Program (Capstone) as an alternate pathway. Capstone is

currently offered at many locations across Australia and New Zealand. Membership with Chartered Accountants ANZ can be gained on successful completion of either the IPP or Capstone module.

**Q: Does the five years relevant post membership experience have to be consecutive?**

A: Participants need to have completed the required period of relevant post membership experience in full at the date of their application. But this does not necessarily have to be completed in consecutive years.

If you are a fully qualified member of a Designated Overseas CA Body but have taken a recent career break, you may still be eligible for this pathway. That said, you must meet the required criteria and have sufficient relevant experience to enable you to participate effectively in the IPP

**Q: How can I apply for the IPP?**

A: An IPP application form will be available to download from the [Chartered Accountants ANZ website](#) from enrolment open date and applicants will be required to submit this form with the following documentation by the enrolment close date:

1. A certified colour copy of your passport that confirms your name and includes your photo;
2. A certified copy of a letter of Good standing from your membership body, dated within 3 months of your application, confirming:
  - a. your membership number;
  - b. your date of admission as a CA member;
  - c. you have been a full member for a minimum of 5 years;
  - d. you are currently a CA member;
  - e. you completed their CA qualifying program;
  - f. you are in good standing and are compliant with all CPD requirements.;
3. A certified copy of a bill or other mailed document dated within 3 months of your application showing your name and current address in Australia or New Zealand;
4. A copy of your curriculum vitae (CV) showing your full employment history;
5. Employer letter/s on company letterhead verifying senior level experience including position title and employment period.

**Q: Do I have to submit originals of my documentation?**

A: No, certified copies of your original documentation should be submitted to us. [Click here](#) for information about who can certify your documents.

**Q: How will applications be assessed?**

A: Each IPP workshop requires a minimum of 12 participants to run and each intake is capped to a maximum of 30 participants.

Priority will be given to the earliest enrolments of each Group identified below, with applicants from Group 1, taking priority followed by Group 2, 3 and then 4.

1. Group 1 means Applicants who have:

- a. fully completed all enrolment documentation, including accurate provision of all supporting documents prior to enrolment close date;
  - b. not attempted the IPP previously;
  - c. not completed the CA Program or the Capstone module of the CA program in the last 3 years; and
  - d. paid the fee for the IPP.
2. Group 2 means Applicants who have:
- a. fully completed all enrolment documentation, including accurate provision of all supporting documents prior to enrolment close date;
  - b. not attempted the IPP previously; and
  - c. paid the fee for the IPP.
3. Group 3 means Applicants who have:
- a. fully completed all enrolment documentation, including accurate provision of all supporting documents prior to enrolment close date; and
  - b. paid the fee for the IPP.
4. Group 4 means Applicants who have:
- a. fully completed all enrolment documentation, including accurate provision of all requirement materials after cut-off date; and
  - b. paid the fee for the IPP.

## IPP Workshop preparation activities

### **Q: How much time do I need to spend on the workshop preparation activities?**

A: Prior to the workshop participants are required to complete the activities. We have estimated that the work would require approximately 40 - 45 hours. Depending on knowledge and experience, the actual time required in preparation will vary greatly across participants. It is expected that participants who are currently employed providing “solutions as business partners” in Australia/New Zealand will need to spend less time on the workshop preparation activities.

### **Q: What is the point of the workshop preparation activities?**

A: The workshop activities are linked to these preparation activities. The objective of the preparation activities is to ensure all participants have an understanding of the business case studies that will be discussed in the workshop, ensuring that they are able to fully participate in the workshop.

### **Q: How should I approach the workshop preparation activities?**

A: The activities are independent of each other. However, we suggest you work through them in number order. You should read through each activity, taking particular note of the 'Required' section and the 'Output' section of each activity. Then you should look at the resources; using these resources, or any others you access, to answer the required questions.

**Q: Do I have to use the resources identified in the workshop preparation activities book?**

A: No. You are free to use whatever sources you identify to answer the required questions. Please record the sources you use.

**Q: How should I prepare for the workshop and exam?**

A: Completion of the workshop preparation activities will be sufficient preparation for the workshop. Fully participating in the workshop, together with completing the workshop's preparation activities will be sufficient preparation for the exam. For further details about the examination see below.

**Q: What business tools should I use with the activities?**

A: The only specific business tools you are required to use are SWOT, risk radar, stakeholder analysis, FRICTO and financial ratios. These business tools are commonly used in business. We have provided a brief outline of each of these tools in the 'Business tools' document available on myLearning. Participants unfamiliar with any of these tools are encouraged to engage in further research prior to the workshop.

**Q: Will there be model answers for the workshop activities and workshop preparation activities? Will my workshop preparation material be marked? Do I have to hand in any work?**

A: The output from the workshop preparation activities will only be used during the workshop as the basis of workshop activities. It will not be marked nor will any model answers be provided for any of the activities, before or during the workshop.

## **IPP use of myLearning**

**Q: What is myLearning?**

A: myLearning is Chartered Accountants ANZ's online learning management system offering an online learning portal for IPP participants during their pre-workshop preparation.

**Q: Why do IPP participants need to access to myLearning?**

A: It is the primary tool for communication with you from program commencement until the workshop. It is also how we provide you access to course material. In myLearning you will find three important documents:

- The Program introduction
- The Workshop preparation activities book
- The IPP Case Study

In addition, myLearning offers the following features and content:

- Participant Discussion Board
- Links to various resources
- Announcements from the workshop leaders - these will also be emailed to you using the email you provided to Chartered Accountants ANZ
- Contact details for IPP queries
- IPP policies

**Q: What is the discussion board?**

A: The discussion board provides an online discussion forum for participants to ask questions and share information with their fellow participants. In addition to asking queries, other potential uses of the discussion forum include sharing links to related resources that you have identified, responding to fellow participants' questions and sharing examples of parts of your responses to the questions.

**Q: Will the workshop leaders be involved with the discussion board**

A: Yes. However, we will encourage all participants to join in the discussions before the workshop.

## IPP Workshop

**Q: Do I need to attend both days of the workshop?**

A: Yes. While the examination is at the end of Sunday, displaying the oral communication competency will occur throughout the workshop.

**Q: What happens if an emergency occurs and I cannot attend all or part of the workshop?**

A: Before the workshop, email the IPP team (details below). During the workshop talk to the Workshop leaders.

**Q: What do I need to bring to the workshops?**

A: The most important items will be your notes from the workshop preparation activities. These are essential. A calculator will be useful. For those that write notes or store resources on electronic devices you are welcome to bring them. You will also need to bring your Chartered Accountants ANZ provisional membership number.

**Q: Will there be Wi-Fi?**

A: Yes.

**Q: Will there be meal breaks?**

A: Yes. There will be morning and afternoon tea breaks for 15 minutes and a 30-minute lunch break. Morning and afternoon tea and lunch will be provided.

**Q: Is there a dress code?**

A: Yes, business casual.

**Q: What should I expect in the workshop?**

A: The workshop will be based on the case teaching method. A number of cases will be used during the workshop, all of which the participants will be familiar with prior to the workshop from their workshop preparation activities. During the workshop, the workshop preparation activities will be built on, to enable the development of meaningful evaluation for specific business problems.

The workshop is limited to 30 participants with two leaders or facilitators. The workshop will comprise of syndicate discussions and whole of workshop discussion lead by the workshop leaders. This is not a classroom training session.

**Q: How will we be allocated into syndicate teams?**

A: The workshop leaders will allocate you into syndicate teams and your seating arrangement for the workshop. Wherever possible we will aim for diverse teams as much of the work is based on sharing your knowledge and experience. Each team will consist of 5 or 6 participants

**Q: Will I get additional material during the workshop?**

A: No. the workshop will be based on discussion of the cases which you will have seen in the workshop preparation materials.

## IPP Examination

**Q: What is the structure of the IPP examination?**

A: The examination is a hand written examination – 100 minutes writing time plus 15 minutes reading time. The examination questions will be based on a fictitious case study. The format of the case study will be similar to the case study we will work through during the workshop, although the business, its problems and the industry will be different. You will provide your response in the answer booklet provided.

**Q: Will there be information about the examination case study provided before the exam?**

A: Yes. This material will be made available to you on the second workshop day - we will discuss the examination case study in the workshop session before the examination.

**Q: Is the examination an individual or team task?**

A: It is an individual, hand written task.

**Q: Are participants issued an individual exam mark and result.**

A: All participants that meet the required competency level will pass. Participants will not be issued an individual exam mark or ranking.

## IPP Results and Completion

**Q: When do I get my IPP results?**

A: You will receive your IPP results within a month of completing the workshop. Refer to the Program Overview for specific result release dates.

**Q: How do I get my results?**

A: IPP Results are only released online via myLearning and you will be able to log in and check your results on the result release date.

**Q: If I fail, can I reattempt the IPP?**

A: You may repeat the IPP once, allowing a maximum of two attempts to pass the IPP.

**Q: What if I fail both IPP attempts?**

A: You can apply to sit the Capstone module of the CA Program. If you pass the Capstone module within two attempts, you can apply for CA membership.

**Q: When I pass the IPP, do I need to consider anything else before applying for Chartered Accountants ANZ membership?**

A: Yes, you are strongly encouraged to ensure that you will be able to meet all membership requirements as outlined in the [Application for Special Admission to Membership Form](#) - including provision of two (2) CA member references in support of your membership application.

**Q: When I pass the IPP, how do I apply for CA membership of Chartered Accountants ANZ?**

A: Complete the [Application for Special Admission to Membership Form](#) and send it to us at [assessment@charteredaccountantsanz.com](mailto:assessment@charteredaccountantsanz.com)

Please read the application form carefully to understand the requirements. Please contact the Enrolments and Admissions team with any specific questions at

[assessment@charteredaccountantsanz.com](mailto:assessment@charteredaccountantsanz.com)

Processing times are approximately 20 business days except during peak periods where longer processing times may occur.

**Q: When I'm admitted as a CA member of Chartered Accountants ANZ, do I need to retain membership of my existing overseas CA body?**

**A:** Applicants admitted to CA membership of Chartered Accountants ANZ via the IPP pathway must maintain their home body membership.

## Further Queries

Email any further IPP related queries to: [ipp@charteredaccountantsanz.com](mailto:ipp@charteredaccountantsanz.com)