

Academic Requirements Policy

Responsible Officer	Group Executive, Education & Learning (or their delegate)
Contact Officer	Admission Policy Manager, Education & Learning
Superseded Documents	R1 Chartered Accountants Program regulations (retired 1 March 2015)
Effective Date	1 October 2018
Next Review	1 October 2021
Associated Documents	Tertiary Accreditation Guidelines

Version	Authorisation	Approval Date	Effective Date
1.0	Authorised by Chartered Accountants ANZ Education Board	3 March 2015	3 March 2015
2.0	Authorised by Chartered Accountants ANZ Education Board	01 October 2018	1 October 2018

1. Preamble

An applicant wishing to register as a candidate for the Chartered Accountants Program must have satisfied the academic requirements.

2. Purpose

This policy outlines details of the academic requirements.

3. Scope

The policy applies to all applications for registration for the Chartered Accountants Program received by CA ANZ, regardless of the date the applicant commenced or completed a course of study.

4. Definitions

For the purposes of this policy, 'candidates' means all registered candidates of the CA Program. This includes candidates studying offshore or through arrangements with other professional or education bodies.

5. Policy Statement

5.1 Academic requirements

An applicant wishing to register as a candidate for the Chartered Accountants Program must have satisfied the academic requirements. These requirements are:

- a. A CA ANZ accredited degree;

OR

An alternative qualification that has been accepted by CA ANZ as at least equivalent to an Australian or New Zealand Bachelor's degree

AND

- b. Have obtained passes in approved subjects covering the required competency areas related to each module prior to commencing study of that module.. These subjects may be completed as part of an accredited degree, the CA Foundations pathway or separately by way of approved subjects offered by tertiary education providers through a course or as single subjects.

5.2 Required competency areas

The academic requirements prescribe the following required competency areas to be covered in the applicant's academic qualifications prior to commencing a related CA Program module:

Required Competency Area	Related CA Foundations Unit	FIN	AAA	MAAF	TAX
Accounting systems and processes	CAF001	✓	✓	✓	✓
Information Technology	CAF002	✓	✓	✓	
Financial accounting & reporting	CAF003 & CAF004	✓	✓		✓
Management accounting	CAF005			✓	
Audit and assurance	CAF006	✓	✓		
Business Law	CAF007		✓		✓
Economics & Quantitative methods	CAF008		✓	✓	✓
Finance and Financial Management	CAF009	✓	✓	✓	✓
Ethics	Integrated	✓	✓	✓	✓
Taxation	CAF010	✓			✓

These required competency areas and related learning outcomes are defined in detail in the CA ANZ Tertiary Accreditation Guidelines.

6. Implementation

Candidates are required to provide a certified copy of their academic transcript showing evidence of their completion of a degree and the required competency areas at the time of registration for the CA Program.

Candidates who have not completed all required competency areas at the time of registration for the CA Program will be required to provide follow-up evidence of their successful missing subject completion prior to enrolling in related CA Program modules.

7. Roles & Responsibilities

The Admissions Policy Manager is responsible for:

- development and maintenance of the policy and related guidelines
- obtaining Group Executive and Education Board approval.

The Enrolment & Admissions Manager is responsible for:

- implementing guidelines including receiving and assessing CA Program registration applications and confirming academic requirements have been met.
- referring any complex applications to Admissions Policy Manager for advice.

8. Support & Advice

Advice on this Policy can be obtained from the Admissions Policy Manager, Education & Learning

9. Appeals

Where a candidate believes he/she has been treated unfairly or unjustly in terms of this policy and has exhausted all possible remedies then the candidate is entitled to submit an appeal to CA ANZ. Refer to the Candidate Grievance and Appeals Policy.

10. Review

This policy is due for review 12 months from the first date of effect of the first version of this policy, and every three years or as required.

11. Related Guidelines

Please refer to the following for further information and guidance.

- CA ANZ Tertiary Accreditation Guidelines

For further information:

Contact Centre

Australia 1300 137 322

New Zealand 0800 4 69422

service@charteredaccountantsanz.com

