

# Standard Assessment

## WHO SHOULD COMPLETE THIS FORM?

- Applicants who have commenced Australian or New Zealand study and are yet to be awarded a qualification. eg. Degree or Diploma and would like a formal assessment.
- Applicants who have completed a qualification outside of Australia or New Zealand.
- Applicants who wish to have their overseas degree confirmed prior to applying for a full assessment.

**Please note:** If you have completed an accredited Australian or New Zealand qualification and believe you have satisfied the competence areas you can apply for provisional membership. For a list of Accredited Tertiary Courses, please refer to our website. If you do not satisfy the requirements we will email you advising of any additional study requirements. Please refer to our website for information on how to apply for provisional membership.

## DOCUMENTARY REQUIREMENTS

Tertiary (university) qualifications

**Academic award** Degree/diploma certificate stating the title of the award, name of the awarding institution, the year the degree was conferred and the grade achieved.

**Statement of academic record** 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.

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/Polytechnic diploma and academic record or official result slips supporting cross-institutional study at another university).

**University/college handbook or course outlines** (non-accredited and overseas qualifications only) A handbook, or certified copies of the relevant sections of the handbook, or course outlines, which show details of the subject content (syllabus) of all completed units 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.

If this information is publicly available on the Internet, you may print course outlines from the web and provide us with a URL to verify. If the years and subject names on your statement of academic record do not correspond, documentation from the university must be supplied to state that the information applies to the years in which you completed your study.

## CERTIFICATION OF DOCUMENTS

All documents submitted must be officially certified as true copies of the original document and must all accompany this form. For information on "who can certify" your documentation please refer to our website on **certification requirements**.

Please do not have your tertiary institution(s) send your documents directly to us unless otherwise specifically requested.

**Please note:** Chartered Accountants Australia and New Zealand (CA ANZ) reserves the right to request original documentation, if required or deemed necessary.

Peoples Republic of China: Chinese degree awards and academic transcripts must be verified through the Vocational Educational Training and Assessment Services (VETASSESS), New Zealand Qualifications Authority (NZQA), Aohua or CHESICC. The original VETASSESS verification report should be sent directly to CA ANZ to continue your assessment. For more information about the Chinese verification, please visit [www.vetassess.com.au](http://www.vetassess.com.au)

## 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](http://www.naati.com.au) for a list of available translators in your state territory.

Applicants residing in New Zealand may also use one of the translation services listed on the website of the New Zealand Department of Internal Affairs (DIA).

Applicants residing outside Australia or New Zealand 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).

Once you have had your documents translated by an official agent, you will need this to be officially certified. Refer to certification of documents above.

Please fill in your **Membership Number**, if known (please use a **BLACK** pen)

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Applicants who have commenced Australian or New Zealand study are encouraged to complete a self assessment using our Accredited Tertiary Course (ATC) Lists available on our website. Once a self assessment has been completed, if you still require a Standard Assessment complete this form.

Please complete **ALL** the sections (1-12) below, and return your application with payment to CA ANZ (see page 7 for contact details). **Please print in BLOCK LETTERS. Note:** It is essential that you read the '**Explanatory Notes**' on pages 1 & 8 **prior** to completing this form.

### Section 1 – Membership type

Chartered Accountant (CA)     Accounting Technician (AT)

### Section 2 – Personal details

Title     Mr     Mrs     Miss     Ms     Other [.....>](#)      
Given name/s (in full)        Family name      
Preferred name        Date of birth (DD/MM/YYYY)     /  /

### Section 3 – Contact details

#### 1. RESIDENTIAL CONTACT DETAILS

Street address        Suburb/City      
State        Postcode        Country      
Phone (home)            Phone (business)            Mobile      
Email (preferred)      
Email (alternative)   

#### 2. MAILING CONTACT DETAILS (IF DIFFERENT TO ABOVE)

Company name (if applicable)      
Position title      
Street address        Suburb/City      
State        Postcode        Country   

### Section 4 – Current employment details

Company name      
Company address        Suburb/City      
State        Postcode        Country      
Position Title        Commencement Date     /  /

## Section 5 – Required competence areas

In order to satisfy our academic requirements applicants must complete study in specific competence areas.

The left hand column below lists the competence areas that CA ANZ may recognise. Please indicate in the blank columns details of the subject/s you have completed that you consider should be assessed for recognition of the relevant competence area/s:

CA COMPETENCE AREAS	EQUIVALENT SUBJECT/S COMPLETED (Please include the subject name and paper code. Eg. For the Economics competence area – ECON100 Microeconomics and ECON200 Macroeconomics)
Accounting Systems & Processes	
Financial Accounting & Reporting	
Audit & Assurance	
AU or NZ Business Law	
Economics	
Finance and Financial Management	
Management Accounting	
Quantitative Methods	
AU or NZ Taxation	
Information Technology	
Ethics	

AT COMPETENCE AREAS	EQUIVALENT SUBJECT/S COMPLETED
Accounting Systems & Processes	
Financial Accounting & Reporting	
Management Accounting	
NZ Business Law	
Economics	
Finance and Financial Management	
NZ Taxation	
Ethics	

## Section 6 – Current course of study

Please list the details of the academic qualification you intend to complete in the next 12 months. You must provide certified copies of your academic transcript and syllabus information for each subject that you have already taken or intend to study as part of the completed academic award.

Country of qualification to be awarded

State (If relevant)

Name of academic institution

Name of degree to be completed within the next 12 months

Date Commenced  → Expected degree completion date

I confirm that it is my intention to complete the qualification outlined in Section 6 of this form within the next 12 months and understand that if I do not complete my study within 12 months of the date of this application a reassessment will be required.

## Section 7 – Completed academic qualifications

Please list the details of your completed academic qualifications. Certified copies of your qualifications – degree/diploma certificate(s) and transcript(s) must be attached.

(If additional space is required, please photocopy this page and attach to this application.)

### QUALIFICATION 1:

Country where qualification was awarded	<input type="text"/>	State (if applicable)	<input type="text"/>
Name of academic institution (eg. university / college)	<input type="text"/>		
Name of degree/diploma (eg. Bachelor of Commerce)	<input type="text"/>		
Date commenced	<input type="text" value="/ /"/>	→ Date completed	<input type="text" value="/ /"/>

### QUALIFICATION 2:

Country where qualification was awarded	<input type="text"/>	State (if applicable)	<input type="text"/>
Name of academic institution (eg. university / college)	<input type="text"/>		
Name of degree/diploma (eg. Bachelor of Commerce)	<input type="text"/>		
Date commenced	<input type="text" value="/ /"/>	→ Date completed	<input type="text" value="/ /"/>

### QUALIFICATION 3:

Country where qualification was awarded	<input type="text"/>	State (if applicable)	<input type="text"/>
Name of academic institution (eg. university / college)	<input type="text"/>		
Name of degree/diploma (eg. Bachelor of Commerce)	<input type="text"/>		
Date commenced	<input type="text" value="/ /"/>	→ Date completed	<input type="text" value="/ /"/>

## Section 8 – Further study

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

- Chartered Accountants Foundations (only available if you intend to become a CA)\*
- Accredited study at a tertiary institution → please specify preferred institution below (if known)

\* Please note that as content for our Chartered Accountants Foundation courses, Business Law and Taxation, is based on Australian Taxation and Law, these units are not suitable if you wish to provide accounting services in New Zealand. All New Zealand candidates must complete our Taxation and Business Law competence areas in full at an Accredited Tertiary Institution, if they are required to hold a Certificate of Public Practice. This may also affect you when studying the TAX (New Zealand) module of the CA program if you have completed CAF010 Taxation, instead of a New Zealand-based equivalent at an approved tertiary.

**PRIVACY STATEMENT****IMPORTANT: YOUR CONSENT TO DISCLOSURE**

By providing personal information to us in this form you consent to CA ANZ:

- (a) Disclosing to third parties your (current or former) status as a member or candidate of CA ANZ;
- (b) Disclosing to regulators, law enforcement bodies, professional associations and government or statutory bodies the details of any final adverse determinations (including sanctions) in relation to your professional and/or ethical conduct that are made by CA ANZ's Professional Conduct bodies; and
- (c) Collecting from third parties information relating to your membership of a trade or professional association or union, your criminal record (if any), your health, religious beliefs or affiliation, racial or ethnic origin and any other sensitive information to the extent that it is reasonably necessary for one or more of the functions or activities of CA ANZ.

We collect, use and disclose your personal information in connection with your application, the management and administration of members and/or programs, the provision of products and services and/or to communicate with you.

If you do not provide your personal information, we may be unable to process your application. We may disclose your information to agents, contractors and service providers such as where we outsource functions and to other third parties such as local and international professional bodies, ASIC and other regulators and government bodies. By completing this form, unless you opt-out, you consent to us also using and disclosing your information for promotional and marketing purposes. You can opt-out or change your communication preferences by contacting us at [privacy@charteredaccountantsanz.com](mailto:privacy@charteredaccountantsanz.com) or on 1300 137 322 in Australia or 0800 469 422 in New Zealand. We may also have collected information about you from a third party, for instance from other professional bodies with which we have reciprocal arrangements. Your information will also be used and disclosed as set out in CA ANZ's Privacy Policy, available at [www.charteredaccountantsanz.com/privacy](http://www.charteredaccountantsanz.com/privacy). It is likely that your personal information will be disclosed to overseas recipients (as provided in our Privacy Policy, including the location of those entities). The Privacy Policy sets out how CA ANZ handles your personal information including how you can seek to access and correct your information or raise a privacy concern with us and how it will be dealt with as well as details about the disclosure of your information to entities overseas.

This Privacy Statement also applies to and is adopted by the New Zealand Institute of Chartered Accountants (**NZICA**). NZICA may collect, store, use and disclose your personal information in the performance of its regulatory functions under the New Zealand Institute of Chartered Accountants Act 1996 (NZ) in accordance with this Privacy Statement.

CA ANZ is formed in Australia. Our members are not liable for our debts and liabilities.

I have read, understood and agree to CA ANZ's Privacy Policy and the important information contained in the Privacy Statement above.

**ADDITIONAL PROVISIONS FOR EU DATA SUBJECTS**

The following additional provisions apply to you if the (EU) 2016/679 General Data Protection Regulation (**GDPR**) applies to you. GDPR will apply to you if you are or become a resident of the member states of the EU, Norway, Iceland and Liechtenstein (**EU data subjects**).

**Lawful grounds:** Under the GDPR, we are permitted to process your information for the purposes described above, by relying on one or more of the following lawful grounds: (a) you have explicitly agreed that we may process your information for a specific reason; (b) the processing is necessary to perform the agreement we have with you or to take steps to enter into an agreement with you; (c) the processing is necessary for us to comply with our legal obligation; or (d) the processing is necessary for our legitimate interests, which include: (i) to protect our business interests; (ii) to ensure that complaints, including complaints about member conduct, are appropriately investigated; (iii) to evaluate, develop or improve our products and services; or (iv) to keep our members informed of relevant products and services, unless you indicate that you do not wish us to do so. We generally rely on your specific consent to process special categories of personal data (i.e., 'sensitive information'). However, in some cases (for example, relating to an alleged offence), we may need to use some of that information to comply with our legal obligations.

**Withdrawing your consent:** Where you have consented to our processing of your information (including special categories of personal data), you may withdraw your consent at any time. To do so, contact us using the details set out in our Privacy Policy. In some cases we may lawfully continue to process your information even after you withdraw your consent, by relying on the legal bases described above. Other important information such as transferring your personal data outside the European Economic Area information, your specific GDPR rights over your personal data and how and when we retain and destroy your personal data is explained in our Privacy Policy.

We would like to send you relevant marketing materials about our products, services, activities and events. Please tick this box if you are happy for us to send such direct marketing materials by post and electronic means. You can opt-out at any time by following the directions set out in the Privacy Statement and Privacy Policy.

I declare that the information I have given in this application is complete, correct and up-to-date.

I acknowledge and agree that by checking this box I will be taken to have signed this Form by hand for the purposes of all relevant laws, that I warrant the accuracy and truthfulness of the information provided in this Form, and that Chartered Accountants Australia and New Zealand is entitled to and will rely on my checking this box as if I had signed this Form by hand.

Chartered Accountants Australia and New Zealand consents to you executing this Form by checking the boxes above.

Signature  Full name   
Date

## Section 10 – Payment details

### ASSESSMENT FEES PAYABLE (Please select **ONE** only)

The cost of this assessment is based on your academic qualifications. Failure to provide the required level of payment will delay the assessment process. If you only require confirmation that your overseas degree is acceptable eg. no assessment of individual subjects, no fee is required.

#### If residing in New Zealand:

- |   |                               |
|---|-------------------------------|
| <input type="checkbox"/> I have <b>commenced/completed</b> study of an accredited degree in New Zealand and/or Australia, reside in New Zealand and require a formal assessment for CA. Please refer to our accredited tertiary list for a <a href="#">list of our accredited degrees</a> | NZ\$210.00<br>(GST Inclusive) |
| <input type="checkbox"/> I hold an overseas academic qualification and reside in New Zealand and require a formal assessment for CA   | NZ\$422.60<br>(GST Inclusive) |
| <input type="checkbox"/> I have <b>commenced/completed</b> study of a non-accredited degree in New Zealand and/or Australia. Please refer to our accredited tertiary list for a <a href="#">list of our accredited degrees</a>  | NZ\$422.60<br>(GST Inclusive) |
| <input type="checkbox"/> I have studied outside of New Zealand, reside in New Zealand and require a formal assessment for AT or have completed a non-accredited qualification in New Zealand and require a formal assessment for AT   | NZ\$324.50<br>(GST Inclusive) |
| <input type="checkbox"/> I have commenced an accredited New Zealand qualification, reside in New Zealand, and require a formal assessment for AT  | NIL                           |

#### If residing in Australia/overseas:

- |  |            |
|--|------------|
| <input type="checkbox"/> I have <b>commenced/completed</b> study of an Australian or/and New Zealand qualification, reside in Australia or Overseas and require a formal assessment for CA . Please refer to our accredited tertiary list for a <a href="#">list of our accredited degrees</a> | AU\$175.00 |
| <input type="checkbox"/> I hold an overseas academic qualification and reside in Australia or overseas and require a formal assessment for CA  | AU\$350.00 |
| <input type="checkbox"/> I have commenced/completed study of a non-accredited degree in Australia and/or New Zealand. Please refer to our accredited tertiary list for a <a href="#">list of our accredited degrees</a>  | AU\$350.00 |

#### If requesting confirmation of your qualification/s:

- |  |     |
|--|-----|
| <input type="checkbox"/> I seek no assessment of individual subjects. I hold an overseas degree and seek confirmation that it is considered equivalent to an Australian or New Zealand Bachelor's degree | NIL |
|--|-----|

#### PAYABLE BY:

- Chartered Accountants Amex    Amex    Visa    MasterCard    Diners Club

Card number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Expiry date

<input type="text"/>	/	<input type="text"/>
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Cardholder's name

<input type="text"/>
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Cardholder's signature

<input type="text"/>
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## Section 11 – Checklist

### All applicants are required to:

- Complete **ALL** relevant sections
- Provide a **certified** copy of each degree certificate
- Provide a **certified** copy of each academic transcript corresponding to each degree

### Applicants who hold a qualification from a country other than Australia or New Zealand are required to:

- Provide certified copies of translated academic documents if the original material is not in English (MANDATORY)
- Provide certified copies of your official course syllabus material or handbook which is relevant to the year you completed the subject (MANDATORY)
- Provide an original Letter of Good Standing (dated within 3 months of this application) if you are a member of another professional body. This should confirm that you are a full and current member, and that you have not been subject to any disciplinary action (applicable if you are a member of an overseas body).
- Provide any other information to assist in the evaluation of your overseas study

## Section 12 – Submitting your application form

### HOW TO SUBMIT YOUR FORM

Please email your completed form to:

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

**OR**



If you have a 'digital signature'  
simply click the submit button

### ANY QUESTIONS

If you have any questions you can contact the Member Support Team at:

**EMAIL** [service@charteredaccountantsanz.com](mailto:service@charteredaccountantsanz.com)

**PHONE** **AUSTRALIA** 1300 137 322  
+61 2 9290 5660 (outside of Australia)  
8AM–6PM (AEST) Monday – Friday (excl. Public Holidays)

**NEW ZEALAND** 0800 4 69422  
+64 4 474 7840 (outside of New Zealand)  
8AM–6PM (NZ time) Monday – Friday (excl. Public Holidays)

**WEBSITE** [charteredaccountantsanz.com](http://charteredaccountantsanz.com)

# Standard Assessment

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## CHARTERED ACCOUNTANTS FOUNDATIONS

Chartered Accountants Foundations is open to:

- applicants who have completed an accredited qualification from an Australian or New Zealand university, or have a qualification assessed by CA ANZ as equivalent to the educational Level 7 (or higher) of an Australian or New Zealand Bachelor degree.
- applicants who are in their final year of studying towards an accredited qualification from an Australian or New Zealand university, or a qualification that has been assessed by CA ANZ as equivalent to the educational level of an Australian or New Zealand Bachelor degree (Level 7) or higher.

## CHARTERED ACCOUNTANTS PROGRAM

To qualify to become a provisional CA Member and enrol in the Chartered Accountants Program, applicants must:

- hold an accredited qualification from an Australian or New Zealand university, or a qualification assessed by CA ANZ as equivalent to the educational Level 7 (or higher) of an Australian or New Zealand Bachelor degree; and
- have obtained passes in approved subjects covering the required competence 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.

## ACCOUNTING TECHNICIAN

To be admitted as an AT member of Chartered Accountants ANZ (CA ANZ), applicants will need to hold one of the following academic qualifications:

- NZ Diploma of Business (Level 5) Accounting Strand (1 year full-time study NZQA2459)
- NZ Diploma of Business (Level 6) Accounting Strand (1 year full-time study NZQA2460)
- NZ National Diploma in Business Level 6 (2 years full time study NZQA1499) with specified topic coverage
- Completed at least the first year of study of a CA ANZ accredited degree and passed subjects in required AT competency areas (refer to AT Approved Academic Course List 2019)
- Overseas or other non-accredited qualification equivalent to at least NZQF Level 5 assessed by CA ANZ as covering required AT competency areas
- AAT Level 4 Professional Diploma qualification and New Zealand Taxation (completion of NZDipBus Taxation 606 or equivalent) or AAT Level 4 Diploma in Accounting (CA ANZ) AQ2013 including NZ Indirect Tax, NZ Personal Tax and NZ Business Tax.

## FOR CHARTERED ACCOUNTANTS PROGRAM

These competence areas are:

- Accounting Systems & Processes
- Financial Accounting & Reporting
- Audit & Assurance
- Business Law (Australian or New Zealand)
- Economics
- Finance and Financial Management
- Management Accounting
- Quantitative Methods
- Taxation (Australian or New Zealand)
- Information Technology
- Ethics

## FOR ACCOUNTING TECHNICIAN PROGRAM

These competence areas are:

- Accounting Systems & Processes
- Financial Accounting & Reporting
- Management Accounting
- NZ Business Law
- Economics
- Finance and Financial Management
- NZ Taxation
- Ethics

Information on the Chartered Accountants Program and membership is available on CA ANZ's website at [charteredaccountantsanz.com](http://charteredaccountantsanz.com)