

# CA Foundations

## Overview

CA Foundations is a pathway to the CA Program which is open to all AU or NZ bachelor degree holders (or OS equivalent) and those in the final year of their degree, who require further study in one or more of the CA Program's required prerequisite competency areas. See [CA Program Candidate Admission Policy and Procedure](#) for further details on required prerequisite competency areas.

CA Foundations is a non-award program however its content has been developed to achieve the same required levels of pre-requisite knowledge for the CA Program expected of an accredited tertiary course.

Eligible applicants will continue to have the option of obtaining their prerequisite knowledge via existing accredited tertiary courses such as Masters of Professional Accounting (MPA) programs and this would be the appropriate option if they prefer or need to study at a formal postgraduate level.

### Eligibility and Application

To be eligible for the CA Foundations Pathway you must have your qualifications assessed by CA ANZ to determine that your degree is at least equivalent to an AQF Level 7 AU or NZ Bachelor degree.

If you have completed a [CA ANZ accredited degree](#), you should apply for provisional membership to determine your eligibility.

If you are in your final year of study or have completed a non-accredited degree you will be required to apply for a [Standard Qualification Assessment](#).

Once your qualification has been assessed and it has been determined that you hold the appropriate level qualification you will be advised of any competence area gaps and provided access to enrol in CA Foundations to bridge these gaps.

### Full Unit or Exam Only option

Eligible applicants have the option of enrolling in the full unit or exam only option for each CA Foundations unit.

The Full Unit option provides enrolees with access to the unit's online learning portal and the option to sit their final exam date any time up to 12mths from their enrolment date.

Exam Only enrolees will be automatically allocated to sit the next available exam open for registration. This option is designed for enrolees with significant workplace experience who believe they already have the required level of pre-requisite knowledge and do not need further tuition before sitting the exam.

The July 2021-2022 scheduled CA Foundations exam dates are provided over page to assist eligible applicants plan their individual enrolment and study pathway.

### Online Delivery and Assessment

CA Foundations learning material is delivered by our external CA Foundations education partner, Deakin University, via their online learning platform, CloudDeakin. The online learning materials are designed for self-paced study around work and other commitments.

The recommended study hours per unit is at least 10 hours per week. Applicants can elect to study as many units as they wish concurrently, according to their other commitments.

Each final examination is three hours and consists of authentic, applied short answer and extended response questions.

### Technology Requirements

CA Foundations enrolees must complete the final examination for each unit online using their own laptop or PC via a remote invigilation platform at the date/time scheduled by Deakin University.

Before enrolling in CA Foundations, please refer to [Deakin University's computing requirements](#) to ensure you will be able to access the online learning portal and examination.

## Enrolment

Eligible applicants who wish to commence their full-unit study from 5 July and/or enrol in the exam-only option for the October 2021 Exam Session will be able to submit their online enrolment from 10 May.

From 5 July 2021, all eligible applicants will be able to enrol in and commence their CA Foundations unit/s at any time and select to sit their final exam during one of six exam sessions per year.

## Fees to 30 June 2022

Fees must be paid in full by credit card at the time of online enrolment:

### **Australia (\$AUD)**

\$1135+gst per unit - for full unit

\$565+gst per exam - for exam only

### **New Zealand (\$NZD)**

\$1230+gst per unit - for full unit

\$610+gst per exam - for exam only

Once paid, CA Foundations fees are not refundable.  
Refer to FAQs on page 5 for further details.

## Exam Schedule: July 2021-2022

From 5 July 2021, rolling intake will be available for all CA Foundations units allowing Full-Unit enrollees to commence their online study anytime and select their preferred exam timing from six exam sessions per calendar year. Exam-only enrollees will be automatically allocated to the next available Exam Session open for registration. It is up to individual enrollees to refer to the below schedule and ensure they submit their online CA Foundations enrolment at the right time to ensure they will be able to sit their final exam/s on their preferred date/s.

CAF Exam Sessions		2021 Session 5	2021 Session 6	2022 Session 1	2022 Session 2	2022 Session 3	2022 Session 4	2022 Session 5	2022 Session 6
Exam Session Registration Open Date		Mon 10 May 21	Mon 27 Sep 21	Mon 22 Nov 21	Mon 24 Jan 22	Mon 11 Apr 22	Mon 30 May 22	Mon 25 Jul 22	Mon 26 Sep 22
Exam Session Registration Close Date*		Wed 22 Sep 21	Wed 17 Nov 21	Wed 19 Jan 22	Wed 6 Apr 22	Wed 25 May 22	Wed 20 Jul 22	Wed 21 Sep 22	Wed 16 Nov 22
Exam Session Start Date		Mon 11 Oct 21	Mon 6 Dec 21	Mon 7 Feb 22	Mon 25 Apr 22	Mon 6 Jun 22	Mon 8 Aug 22	Mon 10 Oct 22	Mon 5 Dec 22
Exam Session End Date		Fri 22 Oct 21	Fri 17 Dec 21	Fri 18 Feb 22	Fri 6 May 22	Fri 17 Jun 22	Fri 19 Aug 22	Fri 21 Oct 22	Fri 16 Dec 22
CAF Unit Code	CAF Unit Name								
CAFF1	Accounting Systems and Processes	Mon 11 Oct 21	Mon 6 Dec 21	Thu 10 Feb 22	Tue 26 Apr 22	Tue 7 Jun 22	Mon 8 Aug 22	Mon 10 Oct 22	Mon 5 Dec 22
CAFF2	Financial Accounting – Intermediate	Tue 19 Oct 21	Tue 14 Dec 21	Fri 18 Feb 22	Wed 4 May 22	Thu 16 Jun 22	Tue 16 Aug 22	Tue 18 Oct 22	Tue 13 Dec 22
CAFF2A	Financial Accounting – Advanced	Mon 11 Oct 21	Mon 6 Dec 21	Thu 10 Feb 22	Tue 26 Apr 22	Tue 7 Jun 22	Mon 8 Aug 22	Mon 10 Oct 22	Mon 5 Dec 22
CAFF3	Audit and Assurance	Mon 18 Oct 21	Mon 13 Dec 21	Thu 17 Feb 22	Tue 3 May 22	Wed 15 Jun 22	Mon 15 Aug 22	Mon 17 Oct 22	Mon 12 Dec 22
CAFF4AU	Business Law in Australia	Tue 12 Oct 21	Tue 7 Dec 21	Fri 11 Feb 22	Wed 27 Apr 22	Wed 8 Jun 22	Tue 9 Aug 22	Tue 11 Oct 22	Tue 6 Dec 22
CAFF4NZ	Business Law in New Zealand	Tue 12 Oct 21	Tue 7 Dec 21	Fri 11 Feb 22	Wed 27 Apr 22	Wed 8 Jun 22	Tue 9 Aug 22	Tue 11 Oct 22	Tue 6 Dec 22
CAFF5	Economics	Thu 14 Oct 21	Thu 9 Dec 21	Tue 15 Feb 22	Fri 29 Apr 22	Fri 10 Jun 22	Thu 11 Aug 22	Thu 13 Oct 22	Thu 8 Dec 22
CAFF6B	Finance and Quantitative Methods	Wed 13 Oct 21	Wed 8 Dec 21	Mon 14 Feb 22	Thu 28 Apr 22	Thu 9 Jun 22	Wed 10 Aug 22	Wed 12 Oct 22	Wed 7 Dec 22
CAFF7	Management Accounting	Thu 14 Oct 21	Thu 9 Dec 21	Tue 15 Feb 22	Fri 29 Apr 22	Fri 10 Jun 22	Thu 11 Aug 22	Thu 13 Oct 22	Thu 8 Dec 22
CAFF9AU	Taxation in Australia	Fri 15 Oct 21	Fri 10 Dec 21	Wed 16 Feb 22	Mon 2 May 22	Tue 14 Jun 22	Fri 12 Aug 22	Fri 14 Oct 22	Fri 9 Dec 22
CAFF9NZ	Taxation in New Zealand	Fri 15 Oct 21	Fri 10 Dec 21	Wed 16 Feb 22	Mon 2 May 22	Tue 14 Jun 22	Fri 12 Aug 22	Fri 14 Oct 22	Fri 9 Dec 22
CAFF10	Information and Communication Technology	Wed 13 Oct 21	Wed 8 Dec 21	Mon 14 Feb 22	Thu 28 Apr 22	Thu 9 Jun 22	Wed 10 Aug 22	Wed 12 Oct 22	Wed 7 Dec 22
CAFF11	Business Acumen	Tue 19 Oct 21	Tue 14 Dec 21	Fri 18 Feb 22	Wed 4 May 22	Thu 16 Jun 22	Tue 16 Aug 22	Tue 18 Oct 22	Tue 13 Dec 22
Exam Result Release Date^		Fri 12 Nov 21	Fri 14 Jan 22	Fri 11 Mar 22	Fri 20 May 22	Fri 8 Jul 22	Fri 9 Sep 22	Fri 11 Nov 22	Fri 13 Jan 23

**Please note: No alternate CA Foundations exam dates or supplementary exams will be offered.**

\* Registrations will not be accepted after this Close Date due to time required for online examination allocation and testing.

^ Result Release dates are estimated and may be subject to change. Any required changes will be communicated to enrollees as soon as possible prior to the published date.

## CA Foundations Unit Descriptions

### CAFF1/CAFE1 Accounting Systems and Processes

This introductory financial accounting unit covers basic accounting principles, manual double-entry recording, accounting software use, and preparation of financial statements. Note that CAFE1 is the version for Exam Only.

### CAFF2/CAFE2 Financial Accounting and Reporting – Intermediate

The focus of CAFF2 is on understanding the regulatory and conceptual frameworks that underpin accounting for corporate entities. Understanding these frameworks and accounting standards ensures that the logic behind existing accounting rules and possible alternative approaches can be understood, leading to a deeper understanding of what accounting is trying to achieve. Emphasis will be placed on particular accounting standards related to the accounting elements and specific issues pertaining to group financial reports and statement of cash flows. Note that CAFE2 is the version for Exam Only.

### CAFF2A/CAFE2A Financial Accounting and Reporting – Advanced

The unit deals with some of the more complex financial accounting areas, including accounting for intangible assets, accounting for leases, accounting for employee benefits, accounting for financial instruments, foreign currency issues, and earnings per share. In addition to the more technical areas of accounting, accounting theory and accounting for corporate social responsibility are introduced. Note that CAFE2A is the version for Exam Only.

### CAFF3/CAFE3 Audit and Assurance

This unit aims to provide a thorough understanding of auditing concepts and professional standards required for the professional Auditing practice. The unit provides a foundation for undertaking a financial statement audit. The unit examines auditing and assurance services with a focus on the financial report audit, and the regulatory and legal environment is discussed. Students learn about the planning, execution and reporting phases of the audit process. Note that CAFE3 is the version for Exam Only.

### CAFF4AU/CAFE4AU Business Law in Australia

This unit gives students an advanced and comprehensive understanding of business law in Australia. It discusses relevant legal matters, including contract law, tort law, the law of agency, business structures in Australia and consumer protection. Note that CAFE4AU is the version for Exam Only.

### CAFF4NZ/CAFE4NZ Business Law in New Zealand

This unit provides students with a comprehensive understanding of the New Zealand legal system and the legal environment in which businesses operate. It discusses relevant legal matters, including contract law, tort law, the law of agency, business structures in New Zealand and consumer protection. Note that CAFE4NZ is the version for Exam Only.

### CAFF5/CAFE5 Economics

In this unit, students will explore a total of 10 topics. Topic 1 provides key concepts and definitions related to economics. Topics 2 to 5 focus on microeconomics. Students will learn about demand, supply and market equilibrium, market failure and government intervention and various forms of competition such as monopoly, monopolistic competition, perfect competition and oligopoly. Topics 6 to 10 explore macroeconomics. Students will study economics measurement, the aggregate demand-aggregate supply framework, fiscal policy and monetary policy, international trade and economic and financial crisis, exchange rates and balance of payment accounts money and capital markets. All of these topics will be facilitated with easy-to-understand examples and interactive slides, and students will also have an opportunity, within each topic, to practice short answer as well as multiple-choice questions. The unit will equip students with the most up-to-date knowledge in economics and provide useful tools and frameworks to make well informed decisions in their individual lives and business activities. Note that CAFE5 is the version for Exam Only.

### CAFF68/CAFE68 Finance and Quantitative Methods

The Finance and Quantitative Methods unit comprises two parts. Part A focuses on how business organisations make financial decisions, and Part B covers how quantitative techniques can help us make finance and business-related decisions. Specifically, Part A covers business investment, financing and dividend decisions, theories of the capital market, share valuation, capital budgeting and risk management. Part A of this unit will help students learn about financial concepts, available analytical tools, and various finance issues that provide the necessary foundation to understand and solve many corporate finance problems. Part B is more technical and will cover basic statistics and probability concepts, probability distributions, parameter estimation and hypotheses test, regression analysis, time series analysis, including trend models and autoregressive models. Topics in Part B will help students understand the relationship between different financial variables, financial asset returns, aggregate market movements, and/or different market performances. Note that CAFE68 is the version for Exam Only.

### **CAFF7/CAFE7 Management Accounting**

Management accounting is the area of accounting primarily concerned with generating financial and non-financial information for use by managers in their decision-making roles within organisations. It helps satisfy managers' information needs for setting objectives, managing resources, and adding value to key stakeholders. In this unit, students will learn different techniques and practices that will help them to identify, measure and manage costs for planning and control purposes. Students will also learn how to construct a budget, different budgeting techniques and their behavioural consequences. In the final part of the unit, students will explore financial and non-financial performance measurement systems. Note that CAFE7 is the version for Exam Only.

### **CAFF9AU/CAFE9AU Taxation in Australia**

Tax is a concept that impacts almost everyone in Australia. Both residents of Australia and foreign residents have to determine what needs to be included in their income, what deductions they can claim, and all of this leads to how much tax they need to pay each year. In this subject, we will explore the key concepts regarding tax here in Australia - including the specific requirements and forms of income, how the capital gains tax system works, and what deductions taxpayers may be eligible to claim. At the end of this unit, students will have a strong understanding of the critical steps and issues and apply them to different scenarios. Note that CAFE9AU is the version for Exam Only.

### **CAFF9NZ/CAFE9NZ Taxation in New Zealand**

Tax is a concept that impacts almost everyone in New Zealand. Whether you are a resident or a foreign resident, run a business, are employed, or have property here in New Zealand, it is important to understand our tax obligations. The tax base in New Zealand comprises many different taxes. Some are direct, such as income tax. Some are indirect, such as goods and services tax. When we consider a particular type of tax, we will need to drill down to more specific issues, such as what types of receipts we need to report as income? What expenses can we claim to reduce our tax? If we win the lottery, do we need to pay tax on those winnings? If we find \$1000 in a briefcase at the train station, do we need to pay tax on it? These are the types of questions that we'll explore in this unit. We'll explore the key concepts, essential tax calculations, and at the end of this unit, students will be much more informed on how to approach their tax obligations. Note that CAFE9NZ is the version for Exam Only.

### **CAFF10/CAFE10 Information and Communication Technology**

The Information and Communications Technology (ICT) unit introduces students to key uses of ICT and its relation to accounting practice and organisational business activities in general. Students will enhance their understanding of the effect of documentation techniques and data analytics on organisational activities. It develops a greater awareness of privacy and security related threats to accounting information systems and the use of controls to overcome the risks associated with such threats. The unit familiarises students with issues around data collection, storage, and communication while exploring emerging technologies such as big data, blockchain technologies, XBRL, robotic process automation, and their impact on the accounting practice. An important takeaway for students from this unit is the understanding that information technology is becoming increasingly ubiquitous in accounting practice. Note that CAFE10 is the version for Exam Only.

### **CAFF11/CAFE11 Business Acumen**

Business acumen covers the local and global organisational environment within which a business operates and also covers the features related to business strategy and management. The basic principles of governance, risk management, organisational structure and culture are also addressed. The intent is to provide an understanding of the influences on organisational value-creation. Note that CAFE11 is the version for Exam Only.

## CA Foundations Frequently Asked Questions

### How long will it take for my academic qualifications to be assessed?

You should allow at least four weeks for your standard qualification assessment to be completed. This timeframe can vary depending on current workloads.

### How do I enrol in CA Foundations?

If you are assessed as eligible to undertake CA Foundations, you will be given access to the online enrolment portal via myCA. All CA Foundations enrolments must be lodged online with full fee payment within 24hrs to be confirmed.

### What if I have already completed some of my CA Foundations units before July 2021?

If you commenced your CA Foundations study prior to July 2021 you can enrol in and continue your study seamlessly in the revised post July 2021 version. A [CA Foundations Pathway Map](#) is available on the CA ANZ website to assist you select the correct revised units.

### Should I enrol in the full unit or exam only?

The exam only option is designed for enrollees with significant workplace experience who already have the required level of knowledge to pass the exam without further study. We recommend you review the topics in the unit descriptions on pages 3 and 4 to check your current knowledge levels and if in doubt we suggest you enrol in the full unit.

### Can I withdraw or change my enrolment after it has been confirmed?

You can request to withdraw your confirmed enrolment however once fees have been paid, they cannot be refunded due to the rolling intake/start anytime format. CA ANZ will only consider approving an extension to the 12-month full unit study time or deferral to the next exam-only period at no additional fee in special circumstances that are supported by medical or other documentation.

### Are CA Foundations fees refundable?

Due to administrative, third party and other costs incurred by CA ANZ no transfers, deferrals or refunds are applicable to CA Foundations enrolment fees.

### As a full unit enrollee can I select and reschedule my preferred exam date?

If you are a full unit enrollee, you have 12 months from your enrolment date to register for and sit your final exam. During this 12-month period you will be able to schedule and reschedule your exam date according to the exam registration close dates shown in the Exam Schedule on page 2.

CA ANZ will only consider requests to extend this 12-month period in extenuating, unforeseen circumstances that are supported by medical or other documentation.

### As an exam-only enrollee how can I ensure my preferred exam date?

If you are an exam only enrollee you will be automatically allocated to the exam date for the current open exam session so it is important that you submit your enrolment on or after the your preferred exam session registration open date and before your preferred exam session registration close date shown on the Exam Schedule on page 2.

CA ANZ will only consider requests to defer to the next exam-only period in extenuating, unforeseen circumstances that are supported by medical or other documentation.

### How do I access the unit learning materials?

CA Foundations learning material is delivered by our external CA Foundations education partner, Deakin University, via their online learning platform, CloudDeakin. The online learning materials are designed for self-paced study around work and other commitments.

### How are the CA Foundations units assessed?

To pass each CA Foundations unit or exam-only, applicants must achieve at least 50% in the final examination.

### What is the exam format?

Each final CA Foundations examination is three hours and consists of authentic, applied short answer and extended response questions.

### Are there past CA Foundations exams/questions that I could refer to?

To maintain academic integrity no past CA Foundations exams or questions are released.

### What are the technology requirements to access the online learning and exams?

CA Foundations enrollees must complete the final examination for each unit online using their own laptop or PC via a remote invigilation platform at the date/time scheduled by Deakin University.

Before enrolling in CA Foundations, refer to [Deakin University's computing requirements](#) to ensure you will be able to access the online learning portal and complete the online examination.

### Are there live online tutorials/workshops that I need to attend?

Enrollees are not required to attend any face to face or online tutorials/workshops. CA Foundations online learning materials and activities are designed for self-paced study around the student's work and other commitments.

### What if I don't pass my final exam?

Should you be unsuccessful in a CA Foundations final exam, the full unit or exam only must be retaken and the full fee at the time of re-enrolment is payable.

### Will I receive any certification?

CA Foundations is a non-award program designed to assist enrollees meet the CA Program entry requirements. No formal certification is issued. Results for each unit/exam-only are released online only with the option for students to print.

### Where do I go for further assistance?

Further assistance or information about CA Foundations is available via:



[CA Foundations website page](#)



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



[Member Support Team](#)