

# MY CAPABILITY - INTERNATIONAL PATHWAYS PROGRAM

## Online workshop enrolment quick reference guide

*This quick reference guide covers how to enrol in an IPP workshop session.*

*Please note screenshots displayed in this document are for reference purposes only.*

This guide covers instructions on:

[Online Module Enrolment](#)

[View My Invoice](#)

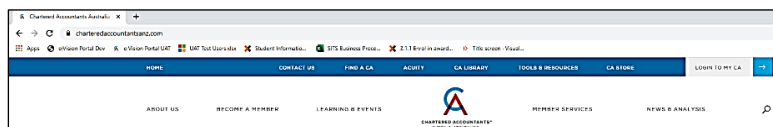
[Online Withdrawal from Workshop](#)

[Timetable](#)

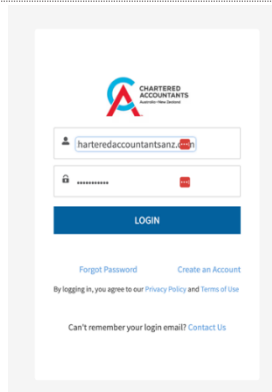
[My Results](#)

### Online Workshop Enrolment

- Navigate to [www.charteredaccountantsanz.com](http://www.charteredaccountantsanz.com)
- Click on **LOGIN TO MY CA** via the top right-hand corner of the page.



- In the login panel, enter your My CA credentials.
- If you have forgotten your password, use the **Forgot Password** link.



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## Online workshop enrolment quick reference guide

### Online Workshop Enrolment

You are now logged in to My CA. Scroll down and select the tile labelled **My Capability Program** under **My Capability** or **Quick links**.

**Quick links**

- [LinkedIn Learning](#)
- [My Questionnaires](#)
- [My Capability Program](#)
- [My Capability Learn](#)
- [Capability+](#)

CHARTERED ACCOUNTANTS ANZ

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Welcome, Test

**My Capability**

**My Capability Program**  
Enrol in subjects and CA Study Masterclasses, view results, update personal details and manage other administrative tasks.

**My Capability Learn**  
Access your subjects and workshops, including CA Study Masterclass sessions.

**Knowledge Centre**  
Find answers to your program, learning or technical questions.

**Support**  
Need help to ensure your study success? We are here to support you throughout your CA Program journey.

Test Test  
Chartered Accountants ANZ  
Membership #: [REDACTED]  
Membership type: Provisional

My Account >  
My Preferences >  
Member Handbook >  
My Support >

- To complete enrolment, select the **Start Enrolment** link for the Year and Term.

### Programs & Subjects

**Programs**

**International Pathway Program (IPP)** Current

Check the [timetable](#) for individual subject close dates

**Current enrolments** **Historic enrolments**

Term	Enrolment open	Enrolment close	Status	
2024, Term 2	10 Jun 2024	04 Oct 2024	<span>Open</span>	<span>Start enrolment &gt;</span>

- To start enrolment, click the **Complete** button next to **Personal details** to confirm and update your address details.

Complete your enrolment

**Personal details**  
Review your personal and contact details.

Complete

- If you require a legal name change then you can request a name change and upload supporting documentation.
- This will be sent to CA ANZ for approval.

**Personal details**

Legal First Name TEST

Legal Middle Name

Legal Last Name ACCOUNT

Request change >

Exit Next

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## Online workshop enrolment quick reference guide

### Online Workshop Enrolment

- Click next to update your addresses.
- Make sure the term residential address is correct as this is how the system determines whether to bill you in Australian or New Zealand dollars.
- All three addresses need to be completed to be able to proceed. If updating your Term Residential or Mailing Address, you will be taken back to MyCA to update. Permanent Home Residential Address is updated within MyCapability.

#### Personal details

##### Confirm your address details

Please amend your address details as required. Once correct, please select Confirm addresses below to continue.

##### Term Residential Address

The term residential address is the address you will be living at for the duration of the term.

L 3 33 ERSKINE ST  
SYDNEY  
NEW SOUTH WALES  
2000 Australia

[Update in MyCA](#)

##### Permanent Home Residential Address

The permanent home residential address is where you come from, and not a temporary address.

33 Erskine Street  
Sydney  
2000 Australia

[Update](#)

##### Mailing Address

The mailing address is the address where you will receive all correspondence.

L 3 33 ERSKINE ST  
SYDNEY  
NEW SOUTH WALES  
2000 Australia

[Update in MyCA](#)

[Back](#)

[Confirm addresses](#)

- Now you are ready to select the workshop that you wish to enrol in.
- Only the workshops timetabled for your program of study for the term are available for you to select.
- Click **Complete** next to Subject selection to select your workshop.



#### Subject selection

Select the subject(s) you wish to enrol in.

[Complete](#)

- To select workshops that are open for enrolment, click on **View List** in International Pathway Program (IPP).

## Subject Selection

### International Pathway Program (IPP)

Please refer to the CAANZ [website](#) for more information

#### Please select your subject(s)

International Pathway Program (IPP)

[View List](#)

- Navigate to the workshop you wish to enrol into and click **Add**.
- Make sure you are selecting the right location for the workshop; it will be listed under the Term & Location column.
- Click "Submit Selections" once you have added your workshop.

#### Subject Selection

##### International Pathway Program (IPP)

Please refer to the CAANZ [website](#) for more information

#### Please select your subject(s)

International Pathway Program (IPP)

[Hide List](#)

Search

Subject	Subject details & pricing	Term & Location	Credits	Add
IPP	International Pathway Program	Term 2 Virtual 1	0	<a href="#">Add</a>
IPP	International Pathway Program	Term 2 Virtual 2	0	<a href="#">Add</a>

Showing 1 to 2 of 2 entries

##### Selected Subjects

Subject	Subject details & pricing	Term & Location	Credits		
IPP	International Pathway Program	Term 2 Virtual 1	0	<a href="#">Remove</a>	<a href="#">Check</a>

[Submit Selections](#)

[Give us your feedback](#)

# MY CAPABILITY - INTERNATIONAL PATHWAYS PROGRAM

## Online workshop enrolment quick reference guide

### Online Workshop Enrolment

- If you wish to see more details about a workshop, click on "International Pathway Program" under the column Subject Details & Pricing for the relevant workshop.
- Once in the Subject Summary screen, click on "View full details of offerings and pricing".

The screenshot shows the 'Search' results for the International Pathway Program. The table lists two offerings: Term 2 Virtual 1 and Term 2 Virtual 2, both with 0 credits. Below the table is a 'Subject Summary' screen for the International Pathway Program (Subject code: IPP, Level: 100, Credits: 0, Places: 17 (estimated), Requisites: None). A red box highlights the link 'View full details of offerings and pricing' in the summary screen.

The 'Subject Details' screen for the International Pathway Program (IPP) shows a list of available offerings. Below the heading 'Subject offerings' is a table with the following data:

Year	Term	Term and Location	Mode	Enrolment open	Late enrolment	Enrolment close	Commencement date	Census date	Exam/Assignment date	Results release
2024	Term 2 (IPP)	Term 2 Virtual 2		15 Jul 2024	N/A	4 Oct 2024	14 Oct 2024	15 Nov 2024	24 Nov 2024	13 Dec 2024
2024	Term 2 (IPP)	Term 2 Virtual 1		15 Jul 2024	N/A	27 Sep 2024	7 Oct 2024	8 Nov 2024	17 Nov 2024	6 Dec 2024

- After submitting your selection, you will be asked to confirm your selection. If you have selected the wrong workshop, you can go back by clicking "Change Selections"
- Click **Next** to proceed and confirm your workshop selection.

The 'Confirmed Subjects' screen shows the confirmed selection for the 2024 Term 2 Virtual 1 offering of the International Pathway Program. It includes a 'Change selections' button and a 'Next' button.

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## Online workshop enrolment quick reference guide

### Online Workshop Enrolment

- You will now need to select a workshop. While an IPP intake may have two workshops per weekend, there will only be one option present at a time. Should the first workshop fill, the next workshop will open if applicable.
- Click "Select Workshop".
- Under Public Workshops, click "Select Workshop" for the option shown to you.
- Click "Save Workshops" to proceed.

#### Workshop Selection

Information: Please ensure you select Save workshops after you have selected your workshops. If you navigate Back or out of the enrolment process without saving, you will need to re-select your workshops when you return to your enrolment.

Select workshop(s)

You have selected a total of 1 subject(s) which total 0 credit(s)

Year	Term	Subject	Subject name	Mode	Workshop selected?
2024	T2C	IPP	International Pathway Program		<div style="border: 1px solid red; padding: 2px;">Select workshop (preference 1)</div> <div style="border: 1px solid red; padding: 2px;">Select workshop (preference 2)</div>

Back Save workshops

#### Available workshops and sessions for IPP: International Pathway Program - T2C, 2024

Filters

Onsite or public? Public Delivery mode Country State/Area Day

#### Public Workshops

IPP204 (PR204 Virtual 1 (IPR404) AUD \$ fee

Virtual Workshop - Australasia (NEW/VC/ACT/TAS Time Friday

Session date	Session time
Friday 15 Nov 2024	4:00pm - 8:00pm
Saturday 16 Nov 2024	9:00am - 5:00pm
Sunday 17 Nov 2024	9:00am - 1:00pm

Select workshop

CANCEL

- Supply details if you require Special Provision. Supporting documentation will need to be provided.
- Click "Next" to proceed.

#### Workshop Selection

Information: Please ensure you select Save workshops after you have selected your workshops. If you navigate Back or out of the enrolment process without saving, you will need to re-select your workshops when you return to your enrolment.

Select workshop(s)

You have selected a total of 1 subject(s) which total 0 credit(s)

Year	Term	Subject	Subject name	Mode	Workshop selected?
2024	T2C	IPP	International Pathway Program		<div style="border: 1px solid red; padding: 2px;">Change workshop</div> <div style="border: 1px solid red; padding: 2px;">Select workshop (preference 2)</div>

Back Save workshops

#### Subject Selection

#### Special Assistance

Assistance is available to candidates whose participation in CA ANZ delivered education courses is impacted due to their living with a disability, medical or health condition, learning need, being the sole carer for someone in these circumstances or other known significant or extenuating commitments.

By registering, you will be assessed for access to ongoing support or appropriate study adjustment to support you in your studies. Applicants will need to provide supporting documentation upon registering. It is important to register as promptly as possible to facilitate the provision of support. For further information please refer to the [Candidate Accessibility and Inclusion Policy and Procedures](#).

If you have previously been approved for ongoing Candidate Special Assistance, you are not required to reapply. We will contact you prior to your first assessment.

Register for Special Assistance support

Back Next

- Select your time zone and click "Submit" so that your workshop timetable is aligned with local time.

#### Subject selection

#### Additional enrolment questions for the 2024 Term 2 enrolment

Please confirm the time zone which will appear on your timetable \*

(+10:00) Sydney Canberra

Back Next

- Click "Complete" for Declaration and Payment.

Declaration and Payment

Review enrolment terms and conditions and proceed to payment.

Complete

# MY CAPABILITY - INTERNATIONAL PATHWAYS PROGRAM

## Online workshop enrolment quick reference guide

### Online Workshop Enrolment

- Review the selected workshop and confirm the Terms and Conditions for Program by clicking "I agree" and "Proceed to payment".

## Enrolment 2024 Term 2

Chartered Accountants Australia & New Zealand is pleased to offer you a place in the following subject(s).

### International Pathway Program (IPP)

Year	Term	Term & Location	Subject	Name
2024	Term 2	Term 2 Virtual 1	IPP	International Pathway Program

**Declaration**

[View Terms and Conditions](#)

By selecting I agree below, I declare that I have read and agree to be bound by the Candidate Enrolment Terms and Conditions, [Chartered Accountants Australia & New Zealand \(CA ANZ\) Privacy Policy](#) and other applicable CA ANZ regulations, policies and procedures as amended from time to time and I consent to this acceptance being relied on as evidence of my intention to be so bound.

Declaration\*  I agree

- You will be presented with the workshop you are enrolling into and the cost.
- N.B. Employer Tokens are not currently accepted for IPP enrolments.
- As you are paying the workshop fees by credit card, continue until you get to the online payment screen and enter your payment details.
- No payment plans or alternative payment options are available.

### My cart

Items in cart [1]	Amount (US AUD)	Order summary	Amount (US AUD)
International Pathway Program, 2024, Term 2	1739.10	Items in cart [1]	1739.10
<input type="button" value="Back to subject selection"/>		Total owing today	1739.10
		<input checked="" type="button" value="Proceed to payment"/>	

---

<p>Merchant Details</p> <p>Chartered Accountants ANZ eWAY - your online payment gateway</p>	<p>Purchase Amount</p> <p style="text-align: right;">\$1739.10 (SAUD)</p>
<p>Customer Details</p> <p>First Name Last Name Email Address City State/ Province/ Region Postcode Country Phone #</p>	<p>Credit Card Details</p> <p></p> <p>Card Number Name on Card Expiry Date: Month 2024 CCV</p>
<p>Product Invoice Information</p> <p>Invoice Number: 102539 Invoice Description: Credit Card Receipt</p>	<input type="button" value="Cancel"/> <input checked="" type="button" value="Pay Now"/>

- You are not enrolled until fees have been paid. Once you have paid your fees your enrolment status will be updated immediately, and an invoice and receipt will be available for you to download.

### Fees

**Enrolment Completion**

There is nothing further for you to action.

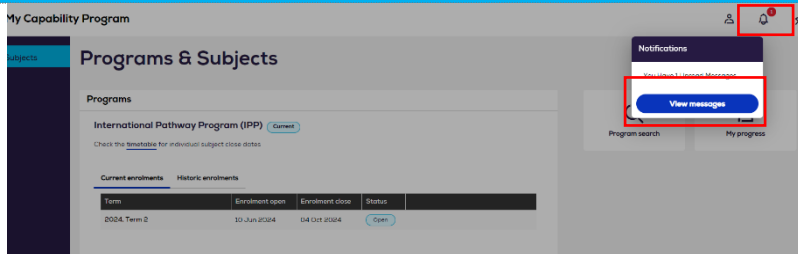
Select Finish to complete the enrolment process.

# MY CAPABILITY - INTERNATIONAL PATHWAYS PROGRAM

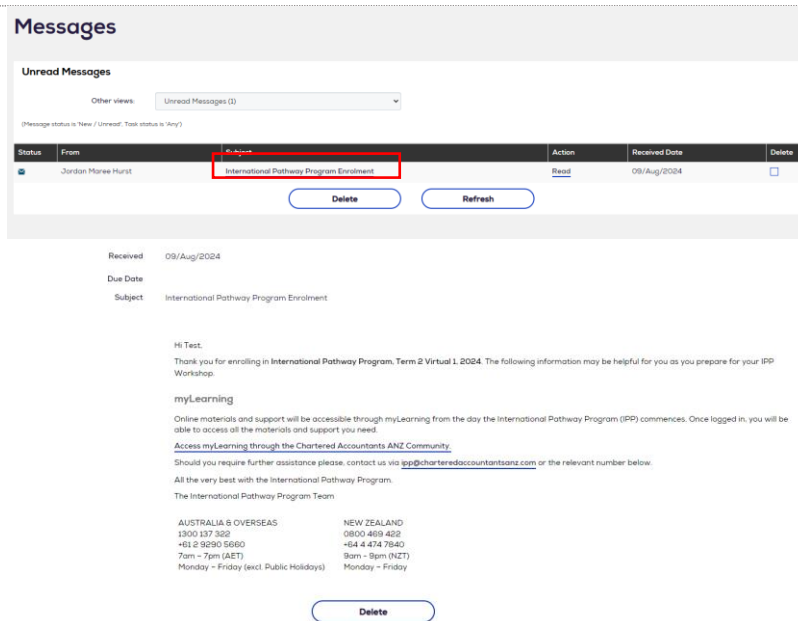
## Online workshop enrolment quick reference guide

### Online Workshop Enrolment

- Your enrolment will be confirmed in a message to your Messages. To access this, click on the Notification Bell in the top right corner and then select "View messages".



- To access your enrolment confirmation message, select the Subject of the message.
- Your enrolment confirmation message will be loaded, and it will confirm the term and location of your workshop enrolment.

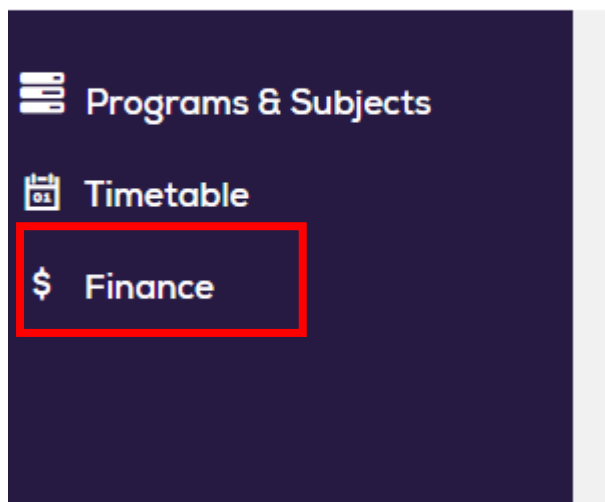
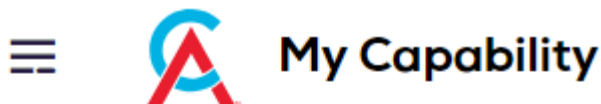


# MY CAPABILITY - INTERNATIONAL PATHWAYS PROGRAM

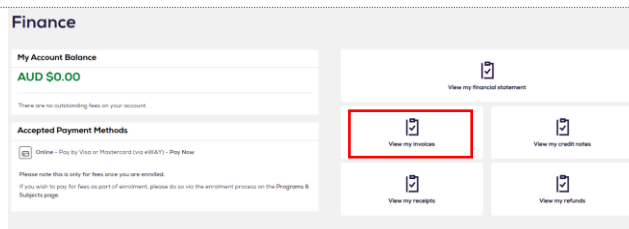
## Online workshop enrolment quick reference guide

### View my Invoice

- To view and download a copy of your Enrolment invoice, click on **Finance**.



- Once in the Finance screen, click on "View my invoices".



- You will be taken to the My Invoices screen. Here you can download copies of your paid invoices.



### Online Withdraw from Workshop

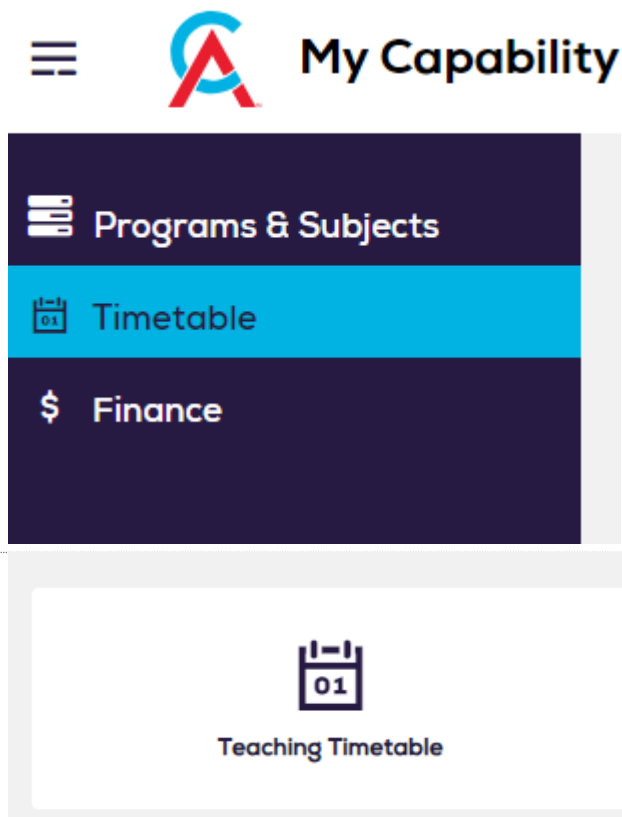
- You cannot withdraw yourself from an IPP workshop. If you wish to withdraw from a workshop, please contact [ipp@charteredaccountantsanz.com](mailto:ipp@charteredaccountantsanz.com)

# MY CAPABILITY - INTERNATIONAL PATHWAYS PROGRAM

## Online workshop enrolment quick reference guide

### Timetable

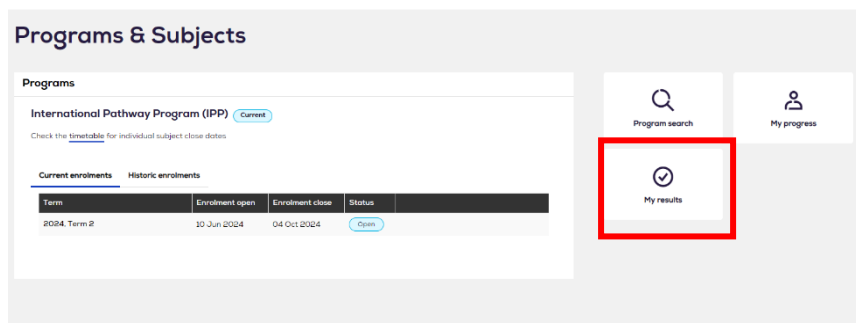
- Once details have been published at the beginning of the term, you will receive a notification and you will be able to see the workshops that you have been accepted into in Timetable.



- You can view your details in Teaching Timetable.
- To view key dates relating to the orientation webinar and the pre-workshop activities refer to the [International Pathway Program Including Timetable](#) on the CA ANZ website.

### My Results

- You will be notified when results are released.
- Once released they can be accessed via My Capability Program
- To view your results, on the Programs & Subjects screen click on My Results.



# MY CAPABILITY - INTERNATIONAL PATHWAYS PROGRAM

## Online workshop enrolment quick reference guide

### My Results

- You will be taken to your Statement of Results. Here you will see your overall grade of either Competent or Not Competent.
- You can view a breakdown of the three assessment results by clicking "View assessments".

**My Results**

International Pathway Program (IPP)

Statement of Results  
International Pathway Program (IPP)  
Test Account

Year	Term	Subject Code	Subject Name	Grade	Date Completed	
2024	Term 2	IPP	International Pathway Program	Competent	6 Dec 24	<a href="#">View assessments</a>

End of Statement

Course commencement: 07 October 2024  
Course status: Current

This statement was printed by the candidate from Chartered Accountants Australia and New Zealand's Student Information System on the date indicated opposite.

Candidate ID: 4236572  
Accessed date: 13 August 2024

[Back](#) [Download Statement of Results](#)

- If you wish to download a copy of your Statement of Results, click "Download Statement of Results".
- You will then need to click "Download". You will be provided a pdf copy of your Statement of Results.

**My Results**

International Pathway Program (IPP)

Statement of Results  
International Pathway Program (IPP)  
Test Account

Year	Term	Subject Code	Subject Name	Grade	Date Completed	
2024	Term 2	IPP	International Pathway Program	Competent	6 Dec 24	<a href="#">View assessments</a>

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**Statement of Results**

Download

Statement of Results - International Pathway Program (IPP) - August 13, 2024

Generated on: 13 Aug 2024 at 6:34 am  
Generated by: Test ACCOLINT

[Download](#)

[Exit](#)

If you are having any problems logging in to your MyCapability or MyCA account, please contact our IPP Team at [ipp@charteredaccountantsanz.com](mailto:ipp@charteredaccountantsanz.com).