



APPLICATION FOR APPROVAL AS AN ACCREDITED TRAINING

OFFICE AND FOR A QUOTA OF

STUDENT ACCOUNTANTS

(TOPP)

(Section 42 of the Chartered Accountants By-laws)

The purpose of this Questionnaire is two-fold -

- (a) to enable applicants to review the training resources available for training student accountants;
- (b) to enable the Institute Education Committee to appraise the capacity of the applicant to provide effective training.

It must be completed by a duly authorised partner.

CONFIDENTIAL

**The Institute Of Chartered Accountants Of
Zimbabwe**

**APPLICATION FOR APPROVAL AS AN ACCREDITED TRAINING
OFFICE AND FOR A QUOTA OF STUDENT ACCOUNTANTS**

(Section 42 of the Chartered Accountants By-laws)

1. ORGANISATION

1.1 Name of Firm:

1.2 Postal address:

1.3 Physical address:

1.4 Tel:

Fax:

e-mail:

This application is for approval as an Accredited Training Office to train student accountants to be Chartered Accountants **outside public practice (TOPP)** with the students specialising in auditing.

2. TRAINING RESOURCES

2.1 Chartered Accountants Employed By The Firm: *Please give the number of Chartered Accountants employed by the firm in the following broad categories -*

	Financial Accounting	Financial Management	Taxation	Management Accounting	Auditing	Information Technology	Other	Total
Partner or Executive Director								
Manager/Accountant								
Total								

2.2 Training Organisation Structure:

2.2.1 *What are the reporting relationships of those who will be involved in training student accountants?*

2.2.2 *How does the internal training organisation fit into the overall management structure?*

2.3 Premises and Working conditions. *Are the premises and working environment conducive to the development of professional attitudes by student accountants? Please give reasons for your conclusion.*

3. ASSESSMENT OF YOUR FIRM'S ABILITY TO MEETING TRAINING REQUIREMENTS *In this section you are required to complete a self-assessment of your firm's ability to offer training in core topics. See the Training Guidelines in Chapter 4.*

Levels of experience - *Please give your estimate of the highest level of experience a student accountant will obtain in each topic if he is trained in your office for the full duration of his training contract.*

0 =	No experience.
1 =	Occasional elementary practical experience, or attendance at a formal training course.
2 =	Advanced but still limited practical experience, or elementary practical experience frequently repeated.
3 =	Advanced practical experience frequently repeated.
4 =	Supervision of the work of subordinates.

Mode of Training - *Please tick the mode whereby student accountants will obtain experience in each topic. Leave the relevant space(s) blank if experience in a particular topic cannot be obtained in your office.*

TC =	a formal training course mounted either by the firm or by an outside institution.
PE =	practical experience (in a practising firm - chargeable hours).
2nd	= secondment

Hours - *Please estimate the total number of hours of practical experience (PE) plus the hours which will be spent on training courses (TC) by a student on each topic during the full term of a 3 year Training Contract.*

*A "formal training course" is a formal study programme monitored by a training organisation. It may be taught either fact-to-face or by distance learning methods. It should incorporate case studies simulating conditions and factors which a successful Chartered Accountant experiences in business and should also incorporate a formal evaluation of the course and the student's performance on it.

4.1 FINANCIAL ACCOUNTING	Level of Experience required (0 to 4)	Level of Experience obtainable (0 to 4)	Mode of obtaining Experience (PE, TC or 2 nd)	Hours
Manual accounting records - recording financial transactions	4			
Computerised accounting records - recording financial transactions	4			
Preparation of financial statements including consolidations	4			
Application of I.A.S. and legislation to financial statements.	4			
Analysing financial statements, and budgeting. Budget and performance analysis. Forecasting profit and cash flow.	3			
Design and installation of accounting, management information and control systems	2			
Preparing accounts of liquidators, trustees, executors and administrators	1			
Processing foreign exchange transactions	2			

4.2 FINANCIAL MANAGEMENT

Financial modelling	3			
Managing current assets	3			
Financing business enterprises	2			
Valuation of business enterprises - non-fiscal valuations	1			
Evaluating investment proposals	2			
Choosing and obtaining sources of finance.	1			
Preparing investigation/planning reports	2			
Reconstruction of business enterprises	1			
Managing borrowings, cash and other liquid resources	1			
Formulating corporate structures and business plans	1			

4.3 TAXATION

Tax Returns - analysis of income, expenditure and other data	3			
Tax returns - preparation of returns and compliance with legislation	2			
Communication with Department of Taxes	1			
Dealing with investments, pensions and trusts	1			
Tax Planning	3			

4.4 INTERNAL AUDITING

Planning, controlling and recording	3			
Assessing adequacy of accounting systems	3			
Evaluating internal control systems	3			
Testing internal controls	2			
Applying Auditing Standards, Statements and Guidelines including the review of Financial Statements	3			
Drafting Internal Audit Reports	2			

4.5 INFORMATION TECHNOLOGY

Auditing - including computer aided audit techniques	1			
Evaluating hardware and software	1			
Disaster and contingency planning and security reviews	1			
Design of databases and networks	1			
Training of users and operators	3			

4.6 MANAGEMENT ACCOUNTING

Preparation of management reports including periodic sales, and profit figures	4			
Budgetary control including planning and control procedures, compilation of budgets for production, marketing, distribution, research and development, administration, capital expenditure etc.	3			
Costing including reporting and setting price and quantity standards, computation and interpretation of variance. Analysis of labour costs, treatment of overheads, marginal costs, break-even analysis, standard and job costing, cost reduction programmes, pricing policy.	3			
Forecasting for management decision-making including collection of information, assessment of new projects, capital expenditure assessment, appraisal and monitoring of performance evaluation, cash flows and profit forecasts.	3			

5. SKILLS

In the training guideline three skills are identified as being important. *How do you see your organisation assisting students to develop these skills during their training programme?*

- **Intellectual skills**

- **Interpersonal skills**

- **Communication skills**

6. CAREER PROGRESSION

6.1 *Is the structure of the organisation such as to allow for career progression as indicated in the Training Guidelines? Please give reasons for your answer.*

6.2 Ideally, there should be opportunity for student accountants, having qualified, to remain with the organisation. Please comment.

7. PROFESSIONAL VALUES

7.1 *Is there a structured induction which includes instruction on the standards of professional ethics? (Please tick.)*

Yes	No	To be established
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7.2 *Is work experience planned such as to develop independence of mind, objectivity, and an understanding of the ethical requirements of a professional person? YES/NO
If yes, provide details.*

7.3 *Is work experience planned to develop an appropriate level of commercial sense and financial awareness? If yes, provide details.*

7.4 *Is there a structured counselling and review procedure to promote student accountants' professional development? (Please tick)*

Yes	No	To be established
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8. COUNSELLING AND SUPERVISION

8.1 *Are the counselling members senior members of staff in the organisation? YES/NO*

8.2 *Does the organisation have a system for formal review of student accountants progress, based on training records and is remedial action taken to overcome deficiencies and is the effectiveness of this monitored?..... YES/NO*

8.3 *Is supervision readily available wherever students are working? YES/NO*

9. INFORMATION TECHNOLOGY

9.1 Will student accountants have regular use of computer facilities? If yes, indicate how, where and when -

9.2 Are there computer facilities on site? What functions are they used to perform?

9.3 What are the arrangements to ensure that students become proficient in the use of computers?

10. PLANNED PRACTICAL INSTRUCTION AND WORK EXPERIENCE

10.1 How is practical instruction carried out e.g. by on the job, in-house, or group training.

10.2 Is practical instruction systematic? YES/NO
Does the organisation have a programme? YES/NO

10.3 Are all reasonable steps taken to ensure compliance with I.A.S.s and Auditing Standards and the Companies Act? YES/NO

10.4 Is the Accredited Training Office a member of a group/shared training scheme? YES/NO
If yes, what services does the scheme provide?

10.5 Is any work experience gained on secondment? YES/NO
If so, does the Training Partner approve the programme of work in advance and is a record of secondment maintained? YES/NO

10.6 Are all staff that supervise student accountants briefed on their responsibilities? YES/NO
..... and is training to them provided where necessary? YES/NO

11. DECLARATION re TRAINING PARTNER *Every prospective accredited training office is required to name the Training Partner based at the Accredited Training Office and he/she shall, on behalf of the organisation, accept responsibility for the training of Student Accountants carried out at the Accredited Training Office in accordance with the requirements of the Institute of Chartered Accountants of Zimbabwe.*

Surname:

Full first names:

I, the undersigned, duly authorised for and on behalf of the organisation, hereby advise that the above-mentioned is, by virtue of a directors'/partners' resolution, the Training Officer/Partner empowered to act on behalf of the Organisation in matters pertaining to the training of Student Accountants employed by the Organisation.

SIGNATURE

(Person duly authorised to act on behalf of the organisation)

DATE

12. DECLARATION BY TRAINING PARTNER

I undertake to act in the capacity as Training Partner in accordance with the applicable by-laws, guidelines and requirements of the Institute of the Chartered Accountants of Zimbabwe.

SIGNATURE

(Training Partner)

DATE

13. UNDERTAKING

In the event of approval being granted to this organisation, herein represented by the undersigned (duly authorised to act on behalf of the organisation by virtue of a directors'/partners' resolution), it undertakes to comply with the requirements of the Institute of Chartered Accountants of Zimbabwe in regard to the training of student accountants and to advise the Institute of any change in the identity of the Training Office/Partner.

The undersigned also certifies that all information provided above is a true and fair reflection of the organisation's current training programmes.

SIGNATURE

(Person duly authorised to act on behalf of the organisation)

DATE