



EXEMPTION POLICY AND PROCEDURES

1.0 Introduction

Credit for prior learning (CPL), also known as exemptions, are available for some of the Professional Stage exam modules. The two words will be used interchangeably in this document. By awarding CPL, the BICA aims to avoid duplication of learning and assessment. University graduates with accounting related degrees may be eligible to apply for exemptions in up to eight modules. Exemptions could be awarded in all six knowledge modules (Accounting, Assurance, Business and Finance, Law, Management Information, Principles of Taxation), and the Business Strategy and Financial Management application modules. Students with some professional accounting qualifications may be entitled to exemptions in all the knowledge and application modules.

The BICA entered into a twinning arrangement with the Institute of Chartered Accountants of England and Wales ((ICAEW). Except for the local variant papers of Law and Principles of Taxation, the BICA syllabuses are modelled on those of the ICAEW. Accordingly, the BICA exemption policy is the same as of the ICAEW one.

The exemption policy for the BICA qualification provides for exemptions on a paper by paper basis. This means students will be provided exemptions in those papers in which they demonstrated sufficient coverage of course content in their other study programmes. For this purpose, students or institutions may be required to submit detailed course curricular for the course units upon which they base their applications for exemption.

Students may apply for credit for one or more of the BICA Professional Stage examinations if they have an accounting or business related degree or a professional accountancy qualification. Students cannot apply for credit if they have previously attempted the paper.

2.0 APPLICATIONS FROM STUDENTS WITH BACHELOR OF ACCOUNTING DEGREE FROM THE UNIVERSITY OF BOTSWANA, AAT, CAT, ACCA OR CIMA

- 2.1 Exemptions or credits for prior learning (CPL) are available for the Professional Stage modules if one has a Bachelor of Accounting degree from the University of Botswana, AAT, CAT or a professional accountancy qualification such as ACCA and CIMA. Exemptions for other relevant qualifications will be determined on a case by case basis.
- 2.2 The exemptions that Bachelor of Accounting degree graduates from the University of Botswana, AAT, ACCA and CIMA students and members may be eligible to apply for are shown in **Appendix A**.
- 2.3 Before applying for exemptions, students should verify if their degree or professional qualifications are listed in the CPL directory (**Appendix A**). If they are listed, they should submit: Form Application for Credit for Prior Learning (**Appendix B**) together with certified copies of certificates and transcripts and pay the prescribed fees.
- 2.4 For professional qualifications, credits are dependent upon membership and/or completion of special papers. Papers/qualifications must be no older than five years to be considered.
- 2.5 BICA may from time to time vary its CPL costs for students registering with prior professional qualifications. To benefit from this, an individual must be registered with the BICA as student in a training agreement or as an independent student before making CPL application.
- 2.6 BICA shall from time to time update CPL directory (**Appendix A**) to show available exemptions/CPL at that period.
- 2.7 Once one has completed the application process he/she should submit evidence of the professional qualifications and examination results.
- 2.8 Good quality copies or scanned versions may be used but the BICA reserves the right to request for additional verification/alternate documents. Original documents are sent at the owner's risk.

3.0 APPLICATIONS FROM INDIVIDUAL STUDENTS WHOSE QUALIFICATIONS ARE NOT LISTED IN THE CPL DIRECTORY (APPENDIX A)

Students are required to note that:

- 3.1 Applicants for exemptions should complete the official Application for Exemption Form.
- 3.2 Students awaiting graduation should attach certified copies of transcripts and a letter from the learning institution confirming that the student has completed his/her studies and is awaiting graduation and awarding of certificate.
- 3.3 Applications for exemptions should ideally be submitted at the time of registration or before payments for the first examination. Where, subsequent to registering with BICA, a student obtains a qualification for which he is eligible to seek exemption(s), the student may still apply for exemptions provided that such exemptions relate to modules for which the student has not attempted the examinations.
- 3.4 Students whose certificates and transcripts are in a language other than English will be required to include copies of the original certificates and transcripts together with a set of these documents translated into English by a qualified translator. The translated documents should bear the official rubber stamp of the translator indicating the name, telephone number and physical address.
- 3.5 Students who apply for exemptions should have achieved the minimum pass mark for the courses upon which they base the applications for exemption.
- 3.6 For an exemption to be granted in any one paper, the applicant must prove that he/she attempted and passed an equivalent paper for a programme whose course content at least matches that of the paper for which an exemption is sought. For this purpose, the applicant may be required to **submit the institutional catalogue/calendar** detailing the course content for the various papers in which exemptions are sought.
- 3.7 In cases where the student's degrees or courses are not listed in the CPL Directory students should complete the form Application for Credit for Prior Learning-Graduates- Degree not Listed (**Appendix C**) and provide module syllabuses and past exam papers.
- 3.8 Good quality copies or scanned versions may be used but the BICA reserves the right to request for additional verification/alternate documents. Original documents are sent at the owner's risk.

- 3.10 Please note that the BICA does not accept screen shots of web notification pages or similar electronic notifications.
- 3.11 No exemptions will be granted for the Advanced Stage modules.
- 3.12 This exemption policy shall be subject to review from time to time.

4.0 Applications for Exemptions for Programmes from Learning Institutions

ICAEW has offered to assist BICA to assess applications for exemptions submitted by institutions of learning.

Institutions will have to demonstrate to ICAEW that BICA learning outcomes have been integrated into their programme(s).

Applications should be sent to:

Postal Address: The Director
 Training and Professional Development
 BICA – Fairground Financial Centre
 P/Bag 0021
 Gaborone
 Botswana
 Or
Physical Address: Botswana Institute of Chartered Accountants
 Plot 50374,
 Fairground Financial Centre
 Block 3, Third Floor.
 Gaborone, Botswana

APPENDIX A

CREDITS FOR PRIOR LEARNING AVAILABLE CREDITS

The following qualifications are considered for direct entry to the BICA qualification, i.e. students who possess them are not entitled for exemptions or credit for prior learning:

- 2 A level passes + 3 GCSE passes at Grade A – C
- CABS (Certificate in Accounting and Business Studies)
- DABS (Diploma in Accounting and Business Studies)
- (Higher National Diploma) HND – BIAC
- International Accounting Technician Qualification (BICA)

Based on the **University of Botswana Bachelor of Accounting Degree**, you might be eligible to apply for the following credit(s):

Subject	Qualifiers and Criteria
Accounting	Provided that you have passed all the subjects listed below: <ul style="list-style-type: none">• Introduction to Financial Accounting• Financial Accounting 1, 2, and 3
Assurance	Provided that you have passed all the subjects listed below: <ul style="list-style-type: none">• Auditing 1• Auditing 2
Business and Finance	Provided that you have passed all the subjects listed below: <ul style="list-style-type: none">• Principles of Management• Organizational Behaviour• Introduction to Accounting• Strategic Management• Basic Macroeconomics• Accounting Theory
Management Information	Provided that you have passed all the subjects listed below: <ul style="list-style-type: none">• Introduction to Cost Accounting• Cost Accounting Applications• Management Accounting Applications• Introduction to Management Accounting

Association of Accounting Technicians (AAT)

Based on 2010 qualification onwards from AAT, you might be eligible to apply for the following credit(s): Available Credits

Subject	Qualifiers and Criteria
Accounting	<ul style="list-style-type: none"> • Level 2 Basic Accounting I & II • Level 3 Accounts Preparation I & II • Level 4 Financial Statements
Assurance	<ul style="list-style-type: none"> • Level 4 External Auditing
Business and Finance	<ul style="list-style-type: none"> • Level 2/3 Professional Ethics in Accounting and Finance • Level 3 Cash Management • Level 3 Costs and Revenues • Level 4 Financial Performance
Management Information	<ul style="list-style-type: none"> • Level 3 Cash Management • Level 3 Costs and Revenue • Level 4 Budgeting • Level 4 Financial Performance
Principles of Taxation	<ul style="list-style-type: none"> • Level 2/3 Professional Ethics in Accounting and Finance • Level 3 Indirect Tax • Level 4 Business Tax • Level 4 Personal Tax

Based on AAT Diploma Pathway from AAT, you might be eligible to apply for the following credit(s):

Subject	Qualifiers and Criteria
Accounting	Diploma in Accounting including: <ul style="list-style-type: none"> • Unit 5 Financial Accounting • Unit 11 Drafting Financial Statements
Assurance	Diploma in Accounting including: <ul style="list-style-type: none"> • Unit 17 Implementing Auditing Procedures
Business and Finance	<ul style="list-style-type: none"> • Diploma Award
Management Information	Diploma in Accounting including: <ul style="list-style-type: none"> • Unit 6 Recording and Analysing Costs and Revenues • Unit 33 Management Accounting
Principles of Taxation	Diploma Award including: <ul style="list-style-type: none"> • Unit 18 Preparing Business Taxation Computations • Unit 19 Preparing Personal Taxation Computations

Based on AAT NVQ Pathway from AAT, you might be eligible to apply for the following credit(s):

Subject	Qualifiers and Criteria
Accounting	Technician Level Including: <ul style="list-style-type: none"> • Unit 5 Maintaining Financial Records and Preparing Accounts • Unit 11 Drafting Financial Statements (APIC)
Assurance	Technician Level Including: <ul style="list-style-type: none"> • Unit 17 Implementing Audit Procedures
Business and Finance	<ul style="list-style-type: none"> • Completion of Technician Award
Management Information	Technician Level Including: <ul style="list-style-type: none"> • Unit 6 Recording and Evaluating Costs and Revenues • Unit 8 Contributing to the Management of Performance and the Enhancement of Value • Unit 9 Contributing to the Planning and Control of Resources
Principles of Taxation	Technician Level Including: <ul style="list-style-type: none"> • Unit 18 Preparing Business Taxation Computations • Unit 19 Preparing Personal Taxation Computations

Association of Chartered Certified Accountants (ACCA)

Based on ACCA 2007 Syllabus from ACCA you might be eligible to apply for the following credit(s):

Subject	Qualifiers and Criteria
Accounting	<ul style="list-style-type: none"> • F3 Financial Accounting
Assurance	<ul style="list-style-type: none"> • F8 Audit and Assurance
Business and Finance	<ul style="list-style-type: none"> • F1 Accountant in Business
Law	<ul style="list-style-type: none"> • F4 Corporate and Business Law
Management Information	<ul style="list-style-type: none"> • F2 Management Accounting • F9 Financial Management
Principles of Taxation	<ul style="list-style-type: none"> • F6 Taxation
Audit and Assurance	<ul style="list-style-type: none"> • P7 Advanced Audit and Assurance
Business Strategy	<ul style="list-style-type: none"> • P3 Business Analysis
Financial Accounting	<ul style="list-style-type: none"> • F7 Financial Reporting
Financial Management	Taken and passed <ul style="list-style-type: none"> • F9 Financial Management OR If you have received a converted pass in F9 you will also need paper <ul style="list-style-type: none"> • P4 Advanced Financial Management
Financial Reporting	<ul style="list-style-type: none"> • F7 Financial Reporting • P2 Corporate Reporting
Taxation	<ul style="list-style-type: none"> • P6 Advanced Taxation

Based on CAT from ACCA, you might be eligible to apply for the following credit(s):

Subject	Qualifiers and Criteria
Accounting	Completion of CAT Qualification, Including Modules Listed Below: <ul style="list-style-type: none"> • Paper 1 Recording of Accounting Transactions • Paper 3 Maintaining Financial Records • Paper 6 Drafting Financial Statements
Assurance	Completion of CAT Qualification, Including Modules Listed Below: <ul style="list-style-type: none"> • Paper 8 Implementing Audit Procedures
Business and Finance	Completion of CAT Qualification:
Management Information	Completion of CAT Qualification, Including Modules Listed Below: <ul style="list-style-type: none"> • Paper 4 Accounting for Costs • Paper 7 Planning and Control and Performance Management • Paper 10 Managing Finances
Principles of Taxation	Completion of CAT Qualification, Including Modules Listed Below: <ul style="list-style-type: none"> • Paper 9 Preparing Taxation Computations

Based on Foundations in Accountancy from ACCA, you might be eligible to apply for the following credit(s):

Subject	Qualifiers and Criteria
Accounting	Successfully passing all modules listed below: <ul style="list-style-type: none"> • FA1 - Recording Financial Transactions • FA2 - Maintaining Financial Records • FFA - Financial Accounting
Assurance	Successfully passing the module below: <ul style="list-style-type: none"> • FAU - Foundations in Audit (CAT)
Management Information	Successfully passing all modules listed below: <ul style="list-style-type: none"> • MA1 - Management Information • MA2 - Managing Cost and Finance • FMA - Management Accounting

Chartered Institute Of Management Accountants (CIMA)

Based on CIMA 2005 Syllabus from CIMA, you might be eligible to apply for the following credit(s):

Subject	Qualifiers and Criteria
Accounting	Provided that you have passed all the modules listed below: <ul style="list-style-type: none"> • Fundamentals of Financial Accounting
Business and Finance	Provided that you have passed all the modules listed below: <ul style="list-style-type: none"> • Certificate in Business Accounting
Law	Provided that you have passed all the modules listed below: <ul style="list-style-type: none"> • Fundamentals of Ethics • Corporate Governance • Business Law
Management Information	Provided that you have passed all the modules listed below: <ul style="list-style-type: none"> • Fundamentals of Management Accounting • Management Accounting Decision Making
Business Strategy	Provided that you have passed all the modules listed below: <ul style="list-style-type: none"> • Integrated Management • Management Accounting Business Strategy • Organisational Management and Information Systems
Financial Accounting	Provided that you have passed all the modules listed below: <ul style="list-style-type: none"> • Financial Accounting and Tax Principles • Financial Analysis
Financial Management	Provided that you have passed all the modules listed below: <ul style="list-style-type: none"> • Management Accounting Decision Making • Management Accounting Risk and Control Strategy • Management Accounting Financial Strategy
Financial Reporting	Provided that you have passed all the modules listed below: <ul style="list-style-type: none"> • Financial Accounting and Tax Principles • Financial Analysis

Based on CIMA 2010 Syllabus from CIMA (Chartered Institute of Management Accountants), you might be eligible to apply for the following credit(s):

Subject	Qualifiers and Criteria
Accounting	Provided that you have passed all the modules listed below: <ul style="list-style-type: none"> • Financial Operations • Financial Management
Business and Finance	Provided that you have passed all the modules listed below: <ul style="list-style-type: none"> • Financial Operations • Financial Management • Performance Operations • Performance Management • Performance Strategy • Enterprise Operations • Enterprise Management
Management Information	Provided that you have passed all the modules listed below: <ul style="list-style-type: none"> • Financial Management • Performance Operations • Performance Management
Business Strategy	Provided that you have passed all the modules listed below: <ul style="list-style-type: none"> • Financial Management • Performance Operations • Performance Management • Performance Strategy • Enterprise Operations • Enterprise Management • Enterprise Strategy
Financial Management	Provided that you have passed all the modules listed below: <ul style="list-style-type: none"> • Financial Management • Financial Strategy • Performance Operations • Performance Strategy

APPENDIX B

APPLICATION FOR CREDIT FOR PRIOR LEARNING

For those with qualifications listed in CPL Directory (Appendix B)

How to apply:

- Make sure you have paid and are registered as an independent student or are BICA student with a training agreement
- fill in your personal details below
- attach all the evidence required to support your application, see overleaf
- sign/date the form and return it to the address at the bottom of this page along with your supporting evidence

The award of credit is entirely at the discretion of BICA

PERSONAL DETAILS

Please complete in block capitals

Name(title/forename/surname) _____

Contact address:

Country _____

Telephone: _____

Email: _____

Date of birth: ____ / ____ / ____
 DD MM YY

University/college: _____

Full title of degree (if applicable): _____

Professional qualification: _____

BICA student no _____

Please return completed application form to:

Postal Address: The Director
 Training and Professional Development
 BICA – Fairground Financial Centre
 P/Bag 021, Gaborone, Botswana
 Or
Physical Address: Botswana Institute of Chartered Accountants
 Plot 50374, Block 3, Third Floor.
 Fairground Financial Centre
 Gaborone, Botswana

Signature _____

Date ____ / ____ / ____
 DD MM YY

I understand that by signing this form I am confirming that:

- I have passed all modules relevant to my credit application
- I accept responsibility for any further preparation that may be necessary to address knowledge gaps
- I have not previously sat the exam for which I am applying for credit
- I am already registered with BICA as an BICA student

CREDIT FOR PRIOR LEARNING

HOW TO APPLY

Please check our directory for credits that are currently available

To apply for credit for Professional Stage papers please tick the papers listed below and return both pages of the application form and supporting evidence to the address shown on the front page.

Evidence of payment should be submitted with your application. Payment can be made by depositing the applicable amounts into the following BICA accounts at **Stanbic Bank Fairgrounds Branch**:

1. The GBP amount must be paid into Account No. 0322004835400 BICA
2. The Pula amount must be paid into Account No. 0140004835400 BICA

There is a non-refundable fee for each subject for which credit is sought. If applying for more than one subject please ensure you have calculated and deposited the correct amount.

PROFESSIONAL STAGE PAPERS								
<input type="checkbox"/>	Accounting	£ 65 + P50 Admin. fee	<input type="checkbox"/>	Management Information	£ 65 + P50 Admin. fee	<input type="checkbox"/>	Financial Management	£ 85 + P50 Admin. fee
<input type="checkbox"/>	Assurance	£ 65 + P50 Admin. fee	<input type="checkbox"/>	Principles of Taxation	£ 65 + P50 Admin. fee	<input type="checkbox"/>	Taxation	£ 85 + P50 Admin. fee
<input type="checkbox"/>	Business and Finance	£ 65 + P50 Admin. fee	<input type="checkbox"/>	Audit and Assurance	£ 85 + P50 Admin. fee	<input type="checkbox"/>	Financial Reporting	£ 85 + P50 Admin. fee
<input type="checkbox"/>	Law	£ 65 + P50 Admin. fee	<input type="checkbox"/>	Financial Accounting	£ 85 + P50 Admin. fee	<input type="checkbox"/>	Business Strategy	£ 85 + P50 Admin. fee

Please tick all papers for which credit is sought.

Supporting documents required:

- A copy of deposit slip
- Evidence of membership of your professional body where applicable
- Details of examination passes in form of statement of achievement
- Copies of original must be sent. Internet print outs will not be accepted

Signature _____

Date ____/____/____

APPENDIX C

APPLICATION FOR CREDIT FOR PRIOR LEARNING Graduates- Degree not listed in CPL Directory

How to apply:

- fill in your personal details below and complete the payment form at the end of this document
- sign/date the form and return it to the address at the bottom of this page along with your supporting evidence
- in cases where your university or course are not listed on our directory please also provide module syllabuses and past exam papers
- The award of credit is entirely at the discretion of BICA

PERSONAL DETAILS

Please complete in block capitals

Name(title/forename/surname) _____

Contact address:

Country _____

Telephone: _____

Email: _____

Date of birth: ____ / ____ / ____
 DD MM YY

University/college: _____

Full title of degree (if applicable): _____

Year awarded: _____ Class or grade _____

If you are offered or are currently in the BICA training contract, complete the details below.

BICA student no _____ Name of your employer _____

Please return completed application form to:

The Director
Training and Professional Development
BICA – Fairground Financial Centre
P/Bag 021, Gaborone, Botswana

Signature _____

Date ____ / ____ / ____
 DD MM YY

I understand that by signing this form I am confirming that:

- I have passed all modules relevant to my credit application
- I accept responsibility for any further preparation that may be necessary to address knowledge gaps
- I have not previously sat the exam for which I am applying for credit
- I am already registered with BICA as an ACA student

Accounting (Knowledge Module)

- Complete the grid below to show where in your university degree course (and exams) the areas have been covered.
- You must provide a module title/name and module number for each bullet point listed below. If you cannot it is likely that your application will be unsuccessful.

SKILL	KNOWLEDGE/COMPETENCIES EXPECTED	YOUR MODULE TITLE/NAME	MODULE NUMBER
Maintaining financial records Proficient in the use of double entry techniques and the maintenance of accounting records	<ul style="list-style-type: none"> • Why maintain financial records and prepare financial statements • The source of information for the preparation of accounting records and financial statements • Record and account for transactions and events resulting in income, expenses, assets, liabilities and equity in accordance with the appropriate basis of accounting and the laws, regulations, and accounting standards applicable to the financial statements • Record and account for changes in the ownership structure and ownership interests in an entity • Preparations of trial balance from accounting records and identify the uses of the trail balance. 		
Adjustments to Accounting records and financial statements Able to identify and correct omissions and errors in accounting records and financial statements	<ul style="list-style-type: none"> • identify omissions and errors in accounting records and financial statements and demonstrate how the required adjustments will affect profits and/or losses • Correct omissions and errors in accounting records and financial statements using control account reconciliations and suspense • Prepare an extended trail balance • Prepare journals for nominal ledger entry and to correct errors in draft financial statements. 		
Preparing financial statements Specify the components of financial statements, and prepare and present non-complex accounts for sole traders, partnerships and limited companies	<ul style="list-style-type: none"> • Identify the main components of a set of financial statements and specify their purpose and interrelationship • Specify the key aspects of the accrual basis of accounting, cash accounting and break-up of accounting • Prepare and present a balance sheet and income statement (or extracts there from) from the accounting records and trial balance in a format which satisfies the information requirements of the entity. 		

Assurance (Knowledge Module)

- Complete the grid below to show where in your university degree course (and exams) the areas have been covered.
- You must provide a module title/name and module number for each bullet point listed below. If you cannot it is likely that your application will be unsuccessful.

SKILL	KNOWLEDGE/COMPETENCIES EXPECTED	YOUR MODULE TITLE/NAME	MODULE NUMBER		
<p>Concept process and need for assurance</p> <p>Explain the concept of assurance, why assurance is required and the reasons for assurance engagements being carried out by appropriately qualified professionals</p>	<ul style="list-style-type: none"> • Use of and benefits of assurance reports • Functions and responsibilities of the different parties involved in an assurance engagement • Purposes and characteristics of, and levels of assurance obtained from, different assurance engagements • Expectation gap between the different users of assurance reports and how these can be addressed • The assurance process cycle • Why assurance engagements need to be planned with an attitude of professional scepticism • Concepts of reasonable assurance 				
		<p>Internal controls</p> <p>Explain the nature of internal controls and their importance, document an organisation's internal controls and identify weakness in internal control systems</p>	<ul style="list-style-type: none"> • Why organisations have effective systems of control • Principles of effective control systems and the main business areas that need effective controls • Internal controls in manual and IT environments • Different types of internal controls and, in particular, those that impact upon the quality of financial information • Impact of internal controls in mitigating risk and their limitations • Internal controls for different business scenarios and their weaknesses • Information needed to enable a sufficient record to be made of accounting or other systems and internal controls 		

SKILL	KNOWLEDGE/COMPETENCIES EXPECTED	YOUR MODULE TITLE/NAME	MODULE NUMBER
<p>Gathering evidence on an assurance engagement</p> <p>Select sufficient and appropriate methods of obtaining assurance evidence and recognise when conclusions can be drawn from evidence obtained or where issues need to be referred to a senior colleague</p>	<ul style="list-style-type: none"> • How and why documentation is kept • Tests of control and substantive procedures including analytical procedures • Strengths/weaknesses of different methods of obtaining evidence • When to use the different methods of obtaining evidence • Reliability of assurance evidence • Appropriate methods for obtaining evidence from tests of control and substantive procedures for business scenarios • The quality/quantity of evidence needed to draw reasonable conclusions • When written confirmation of representations from management are needed and their reliability as a form of assurance evidence 		
<p>Professional ethics</p> <p>Understand the importance of ethical behaviour and identify issues relating to integrity, objectivity, professional competence and due care, confidentiality, professional behaviour and independence</p>	<ul style="list-style-type: none"> • Ethical codes and their importance to the profession • How the principles of professional behaviour protect the public and fellow professionals • Fundamental principles underlying the IFAC/BICA code of ethics • Importance of integrity and objectivity to professional accountants and situations that may impair or threaten integrity and objectivity • Importance of confidentiality and how confidential information may accidentally be disclosed • When confidential information may be disclosed • The importance of independence and threats to the independence of assurance providers • Safeguards to eliminate or reduce threats to ethical principles and the independence of assurance providers 		

Business and Finance (Knowledge Module)

- Complete the grid below to show where in your university degree course (and exams) the areas have been covered.
- You must provide a module title/name and module number for each bullet point listed below. If you cannot it is likely that your application will be unsuccessful.

SKILL	KNOWLEDGE/COMPETENCIES EXPECTED	YOUR MODULE TITLE/NAME	MODULE NUMBER
<p>Business objectives and functions</p> <p>Identify the general objectives of business and the functions and tasks that business perform to meet their objectives</p>	<ul style="list-style-type: none"> • General objectives of businesses • General objectives of strategic management process and interrelationship between a business's vision, mission and strategic objectives • Nature and functions of organisational management-human resources and operations management and how these are influenced by human behaviour • Relationship between a business's overall strategy and its functional strategies • Nature and purpose of strategic/business and operational plans • Conversion of a strategy plan into fully-integrated business plans • Main components of risk management process plus how they operate • Key issues in relation to risk and crisis management 		
		<p>Business structure</p> <p>Specify the nature, characteristics, advantages and disadvantages of different forms of business structures</p>	<ul style="list-style-type: none"> • Different forms of businesses and their advantages/disadvantages • Differences between businesses carried out by sole traders, partnerships, limited liability partnerships, alliances and groups, and the advantages and disadvantages of each • Differences between unincorporated business and companies, and the advantages and disadvantages of incorporation.

SKILL	KNOWLEDGE/COMPETENCIES EXPECTED	YOUR MODULE TITLE/NAME	MODULE NUMBER
<p>Role of finance and accounting</p> <p>Identify the purpose of financial information produced by business and specify how accounting and finance functions support business operations, including the management of working capital</p>	<ul style="list-style-type: none"> • Extent to which financial information provides for accountability of management to shareholders and other stakeholders, reflects business performance, is useful to users in making economic decisions and meets the information needs of national, social and economic contexts (e.g. national statistical information) • How accounting and finance functions support businesses in pursuit of their objectives • Main considerations in establishing and maintaining accounting and financial reporting functions and financial control systems • Issues surrounding information processing and information security in the context of accounting systems • Why the management of a business requires information about performance measurement • Accountant's role in preparing and presenting information about management of a business • Constituents elements of working capital and treasury plus how they are managed by the finance function to optimise working capital and cash flow • Relationship between a business and its bankers plus other providers of financial products in the context of treasury and cash management 		
<p>Role of accountancy profession</p> <p>Specify the role of the accountancy profession and why the work of the profession is important</p>	<ul style="list-style-type: none"> • Importance to the public interest of high quality, accurate financial reporting and assurance • Rationale for key parts of the profession's work and the links between technical competence and professional responsibility, including accounting principles, accounting standards, sound business management and the public interest • Key features of the structure of the accountancy profession, the regulatory framework within which professional accountants work and how the accountancy profession interacts with other professions. 		

SKILL	KNOWLEDGE/COMPETENCIES EXPECTED	YOUR MODULE TITLE/NAME	MODULE NUMBER
Governance and Ethics Identify the role that governance plays in the management of a business and specify how a business can promote an ethical culture	<ul style="list-style-type: none"> • Why governance is needed and the role that governance plays in the management of a business • Key stakeholders and their governance needs • Distinction between the roles and responsibilities of those charged with governance and those charged with management • Impact of differences in national and business cultures on governance • Roles and responsibility of members of the executive board, any supervisory board, the audit committee and others charged with governance, internal audit and external audit • Roles and responsibilities of those responsible within a business for internal audit and the external audit relationship • Policies and procedures a business should implement to achieve an ethical culture 		
		External environment Specify the impact on a business of the environment in which it operates	<ul style="list-style-type: none"> • Signalling, rewarding and allocation effects of the price mechanism on business • Types of failure of the market mechanism and their effects on business • Principal effects of regulation upon businesses • How the needs of different stakeholders impact upon a business • Impact of key international legislation including Sardnes – Oxley Act and trade restrictions

LAW (Knowledge Module)

- Complete the grid below to show where in your university degree course (and exams) the areas have been covered.
- You must provide a module title/name and module number for each bullet point listed below. If you cannot it is likely that your application will be unsuccessful.

SKILL	KNOWLEDGE/COMPETENCIES EXPECTED	YOUR MODULE TITLE/NAME	MODULE NUMBER
<p>Impact of civil law on business and professional services</p> <p>Explain the nature of contractual agreements, the agency relationship and the consequences of negligence</p>	<p>Contract:</p> <ul style="list-style-type: none"> • Formation and enforcement of contract • Termination of contract and remedies for breach of contract <p>Agency:</p> <ul style="list-style-type: none"> • Methods by which agency is created • Duties and rights of agents • Authority an agent has to enter into contracts on behalf of a principal, including express, implied and apparent authority, and that given to members of a close company legislation <p>Negligence and liability:</p> <ul style="list-style-type: none"> • Negligence and negligence misstatements and its consequences • Consequences of vicarious liability 		
		<p>Company and insolvency Law</p> <p>Understand the implications of incorporation, including the roles of shareholders and directors, and the main implications of insolvency law</p>	<ul style="list-style-type: none"> • Differences between partnerships and registered companies • Procedures for the formation of various types of registered companies • Administrative consequences of incorporation or formation of a company • Statutory and Roman-Dutch law requirements for pre-incorporation contracts and warranties • Capacity of a company, powers, validity of actions and the companies Act on the common law doctrine of constructive notice • Contents of and the effect of a company's constitution and application of the Company Act 2003 to companies without constitution • Procedures for the issue and transferability of shares including: <ul style="list-style-type: none"> - the types of shares - rights and powers attached to shares

	<ul style="list-style-type: none"> - no par value shares, - compulsory conversion of par value shares to no par value shares - discretion of the registrar of Companies on the issue of par value shares 		
	<ul style="list-style-type: none"> • Requirements for the acquisition and disposal of a member's interest in a close company 		
	<ul style="list-style-type: none"> • Requirements for the insolvency test and the consequences for its contravention. 		
	<ul style="list-style-type: none"> • Requirements for shares and share capital including reduction of state capital, dividends, and restrictions placed on financial assistance, shareholders discounts and redemption of shares 		
	<ul style="list-style-type: none"> • Limitation of liability of stakeholders and influence of stakeholders on management decisions 		
	<ul style="list-style-type: none"> • Statutory rights of a shareholder, director and other entitled persons to institute or intervene on behalf of the company. Common law remedies of shareholders against a company 		
	<ul style="list-style-type: none"> • Rights and duties of members of a close company and the consequences of major breach of duties 		
	<ul style="list-style-type: none"> • Ways in which a director may be appointed or removed 		
	<ul style="list-style-type: none"> • Directors 'duties and delegation of authority and non-delegable matters in terms of Company Act 2003 		
	<ul style="list-style-type: none"> • Circumstances that make directors to bind company in a contract with third parties 		
	<ul style="list-style-type: none"> • Distinction between shares and debentures, fixed and floating charges and the procedures for registering them. 		
	<ul style="list-style-type: none"> • Nature and function of receivership, judicial management, voluntary, creditors and compulsory winding up 		
	<ul style="list-style-type: none"> • Main implications of insolvency: <ul style="list-style-type: none"> - The principal means of terminating companies and other business entities including unregistered associations - Voidable and undue preferences - Priorities on distinction including the rights of creditors and employees - Sequestration and other responses to personal insolvency 		

SKILL	KNOWLEDGE/COMPETENCIES EXPECTED	YOUR MODULE TITLE/NAME	MODULE NUMBER
<p>Impact of criminal law on business and professional services</p> <p>Identify instances of criminal behaviour that may be encountered by professional accountants</p>	<ul style="list-style-type: none"> • Circumstances where an accountant can be protected from dismissal and victimisation for raising malpractice in the workplace. • Instances and consequences of fraud • Instances and consequences of bribery and corruption • Instances and consequences of money laundering and actions by professional accountant in accordance with international and national regulations and law • Relationships and interaction between legal principles, legislation, case law, ethics and ethical codes 		
<p>Impact of law in the professional context</p> <p>Identify key areas in which the affects the role and work of the professional accountant</p>	<p>Information and its legal environment</p> <ul style="list-style-type: none"> • The meaning of key terms in the Cybercrime and Computer Related Crimes Act 2007:access, computer or computer system, electronic, service provider and data • Various ways in which computer or computer system information is protected by the Act and common law <p>Employment Law</p> <ul style="list-style-type: none"> • An employee and the main legal consequences of employment status • Key features of employment contracts and recognition of circumstances in which an employment contract may be terminated and termination consequences • Employee status • Unfair and wrongful dismissal 		

MANAGEMENT INFORMATION (Knowledge Module)

- Complete the grid below to show where in your university degree course (and exams) the areas have been covered.
- You must provide a module title/name and module number for each bullet point listed below. If you cannot it is likely that your application will be unsuccessful.

SKILL	KNOWLEDGE/COMPETENCIES EXPECTED	YOUR MODULE TITLE/NAME	MODULE NUMBER
Costing and pricing Establish the costs associated with the production of products and the provision of services and use them to determine prices	<ul style="list-style-type: none"> • Cost units and cost centres • Classify costs as fixed, viable direct or indirect costs • Calculate unit costs using marginal and absorption costing • Use the most appropriate method of costing for a given product or service • Calculate sales price using cost based pricing • Calculate transfer prices taking account of appropriate costs 		
		Budgeting and Forecasting Select appropriate budgeting approaches and methods and prepare budgets	<ul style="list-style-type: none"> • Budgetary planning and control systems • Preparation of budgets and budgetary forecasts • Alternative budgetary approaches including bottom – up and to-down, activity based, responsibility based and produce based budget structures • Preparation of cash budgets • Calculation and interpretation of cash operating cycles • Management of surplus and deficits

SKILL	KNOWLEDGE/COMPETENCIES EXPECTED	YOUR MODULE TITLE/NAME	MODULE NUMBER
Performance management Key features of effective performance management systems, select appropriate performance measures and calculate difference between actual performance and standards or budgets	<ul style="list-style-type: none"> • Key features of effective management performance systems • • Select the most appropriate financial and non-financial performance measures • Role of controls in ensuring effective performance measurement • Integration of performance measures and compliance measures into business control systems • Variance analysis and interpretation of variances 		
Management decision making Identify and calculate relevant data for use in management decision making	<ul style="list-style-type: none"> • Calculate the breakeven point, contribution and margin of safety • Allocate scarce resources to products or services with the highest contribution per limiting factor • Calculate net present value, internal rates of return, payback period or accounting rate of return for a given project • Identify the advantages and disadvantages of each of the investment appraisal techniques listed above. 		

PRINCIPLES OF TAXATION (Knowledge Module)

- Complete the grid below to show where in your university degree course (and exams) the areas have been covered.
- You must provide a module title/name and module number for each bullet point listed below. If you cannot it is likely that your application will be unsuccessful.

SKILL	KNOWLEDGE/COMPETENCIES EXPECTED	YOUR MODULE TITLE/NAME	MODULE NUMBER
Objectives and types of tax Explain the general objectives of tax, the different types of tax charged in Botswana and the contribution tax makes on the economy	<ul style="list-style-type: none"> • Ethical issues arising in the course of performing tax work, the role of taxpayers from tax acts and implications of non compliance of tax payers • Calculate income tax liability for sole traders and other individuals • Understanding tax administration rules and measures for non compliance by tax payers • The impact of government policies and SACU regulations on tax objectives and policies • Classify entities as individuals, companies, trusts for tax purposes and establish their basis of taxation • Identify who is liable to company , income, disposal gains and VAT taxes and how they apply to income, transactions and assets, and determine when taxpayers become chargeable persons • The importance of the government budget cycle, tax year and sources of Botswana tax law and practice, i.e. legislation, case law, BURS DGN's, statutory instruments and tax regulations 		

SKILL	KNOWLEDGE/COMPETENCIES EXPECTED	YOUR MODULE TITLE/NAME	MODULE NUMBER
<p>Ethics and administration</p> <p>Recognise ethical issues arising in the course of performing tax work and identify the obligations the Botswana tax system imposes on tax payers and the implications for tax payers of non compliance</p>	<ul style="list-style-type: none"> • Guidance in the IFAC Code of Ethics FOR Professional Accountants and BICA code of Ethics with respect to: <ul style="list-style-type: none"> - Disclosure - Conflict of interest - Confidentiality - BURS errors - Money laundering - Tax avoidance and tax evasion • Records kept by companies and individuals for tax purposes and the period for which they must be retained • Key features of the PAYE system • Key features of self assessment system for companies and individuals • Determining due dates for: <ul style="list-style-type: none"> - Companies, sole traders, partners and individual tax returns, tax payments and payments on statement of account - Business VAT returns and payments - Employers'PAYE returns and payments • Calculate the interest and penalties due for: <ul style="list-style-type: none"> - Late submission of and /or incorrect returns, and - Late and /or incorrect payments of tax • Periods BURS enquires into returns of taxpayers or other information and tax liabilities and recognition of taxpayer's right of appeal and the process of dealing with disputes 		

SKILL	KNOWLEDGE/COMPETENCIES EXPECTED	YOUR MODULE TITLE/NAME	MODULE NUMBER
Income tax Recognise the main sources of taxable and non-taxable income and calculate tax for different sources	<ul style="list-style-type: none"> • Main sources of tax and non taxable income • Calculate the chargeable employment income for an employee, including taxable and exempt benefits • Recognise the badges of trade • Allocate items of business expenditure as allowable or disallowable for tax purposes • adjusted profits of a partnership to partners and calculate the taxable income for each partner for a given year • Calculate the final assessable profits for an unincorporated business when they cease to trade • Calculate the total taxable income and income tax payable or refundable or payable for employees and self employed persons 		
		Tax Net Aggregate gains Calculate the capital gains tax payable by individuals and the net aggregate gains chargeable to company tax	<ul style="list-style-type: none"> • Classify persons, assets and disposals as either chargeable or exempt for capital gains tax purposes • Calculate chargeable gains and losses on the disposal of chargeable assets, indexing where appropriate • Calculate the net aggregate gains and tax payable, utilising capital losses brought down to reduce the liability.

SKILL	KNOWLEDGE/COMPETENCIES EXPECTED	YOUR MODULE TITLE/NAME	MODULE NUMBER
Company Tax Allocate items of business expenditure and calculate tax	<ul style="list-style-type: none"> • Identify due dates for payment of self assessment by a company • Allocate items of business expenditure as allowable or disallowable for tax purposes and calculate the adjusted trading profits after capital allowances on plant/machinery • Calculate taxable income and tax payable or refundable for a single company, taking into accounts tax credits for tax paid in advance 		
VAT Calculate VAT payable or refund	<ul style="list-style-type: none"> • Classify supplies in straightforward situations and understand the implications thereof • Recognise the implications of having supplies classified as standard rated, zero rated or exempt • Identify when a business could or should register or deregister for VAT, including advising upon time limits • Determine the tax point for goods or services • State the principles of VAT payable or refund on supply of goods or services by a taxable person • Calculate the VAT payable or repayable by a business and the due dates 		

BUSINESS STRATEGY (Application Module)

- Your exam must have tested your knowledge and ability to apply your skills to a practical application in a business situation
- Complete the grid below to show where in your university degree course (and exams) the areas have been covered.
- You must provide a module title/name and module number for each bullet point listed below. If you cannot it is likely that your application will be unsuccessful.

SKILL	KNOWLEDGE/COMPETENCIES EXPECTED	YOUR MODULE TITLE/NAME	MODULE NUMBER
Strategic analysis Analyse and identify the consequences of a business's current objectives, market position and direction	<ul style="list-style-type: none"> • Evaluate a business's purpose in terms of its mission statement, objectives and critical success factors • Analyse the external factors which impact upon business performance and identify any significant issues • Identify internal factors which could affect a business's chosen strategy • Analyse the resources required to produce a product or service + identify their availability, costs and limiting factors • Analyse the governance and management structures of businesses • Identify the risks attached to a business's current position 		
		Strategic Choice Evaluate the likely consequences of strategic choices and recommend strategies for meeting the objectives of a business	<ul style="list-style-type: none"> • Identify alternative strategies available to a business • How a business chooses from competing strategies to maximise achievement of key objectives • How and why products and services must evolve in the face of changing consumer demand • How to position products and services in the market place to maximise competitive advantage • Identify the risks attached to proposed courses of action • Select a strategy or strategies which will achieve the business's objectives taking account of known constraints • Identify the implications for shareholders of choice between strategies • Assess a business's current position from a financial perspective

SKILL	KNOWLEDGE/COMPETENCIES EXPECTED	YOUR MODULE TITLE/NAME	MODULE NUMBER
Implementation of strategy Develop a business plan to achieve a business's strategy objectives, recommend an appropriate organisational structure and explain the process of effective change management	<ul style="list-style-type: none"> • Relationship between a business's overall strategy and its functional strategies • Draft a simple business plan, or extracts there from and critically assess an entity's business plan • Identify the advantages/disadvantages of alternative business strategies • Evaluate different types of organisational structure and recommend an appropriate structure for a given strategy • Identify how a specific business could be further developed taking account of positional analysis and risk so as to achieve business • How a business collects and distributes information to manage its strategy • Levels of change in a business and the approaches used at each level • Key stages in a change management project • Identify the key issues which should be addressed by management during the planning and implementations of a change project, including project management 		

FINANCIAL MANAGEMENT (Application Module)

- Your exam must have tested your knowledge and ability to apply your skills to a practical application in a business situation
- Complete the grid below to show where in your university degree course (and exams) the areas have been covered.
- You must provide a module title/name and module number for each bullet point listed below. If you cannot it is likely that your application will be unsuccessful.

SKILL	KNOWLEDGE/COMPETENCIES EXPECTED	YOUR MODULE TITLE/NAME	MODULE NUMBER
Financing options Identify capital requirements of businesses and assess financing options	<ul style="list-style-type: none"> • General objectives of financial strategy and the financial strategy process 		
	<ul style="list-style-type: none"> • Principle features of products offered by financial markets 		
	<ul style="list-style-type: none"> • Role of investors, lenders and advisors in the financial strategy pursued by a business 		
	<ul style="list-style-type: none"> • Possible conflicts of objectives between shareholders, managers and other stakeholders in a business 		
	<ul style="list-style-type: none"> • Characteristics of organic growth, outsourcing, merger and demerger activity, acquisition, management buyout, disposal, winding up and reconstruction 		
	<ul style="list-style-type: none"> • Characteristics of share capital, private equity, convertibles, warrants, debt, preference shares, grants, debt factoring and short term bank finance 		
	<ul style="list-style-type: none"> • Issues and solutions to the financing of small businesses 		
	<ul style="list-style-type: none"> • Nature of dividends, capital growth, and interest rates to investors and the factors affecting dividend policy 		
	<ul style="list-style-type: none"> • Effect of capital gearing on investors 'perception of risk and reward 		
	<ul style="list-style-type: none"> • Cost of capital calculation (cost of equity, debt, WACC) 		

SKILL	KNOWLEDGE/COMPETENCIES EXPECTED	YOUR MODULE TITLE/NAME	MODULE NUMBER
Managing financial risk Identify the financial risks facing a business and the principles methods of managing those risks	<ul style="list-style-type: none"> • Key financial risks for businesses • Use of, and characteristics of financial instruments available to manage financial risk • Management of interest rate and foreign currency exposure and simple calculations to determine the cost of a hedge • Management of other key financial risks and determination of their costs • • Methods of financing exports. 		
Investment and financing Decisions Apply appropriate investment techniques and recommend relevant methods of funding taking into account factors affecting investment decisions	<ul style="list-style-type: none"> • Investment appraisal techniques • Determination of discount factors • Impact of taxation, inflation and relevant cash flows • Sensitivity analysis and risk assessment • Principles of expected values 		

CREDIT FOR PRIOR LEARNING

Evidence of payment should be submitted with your application. Payment can be made by depositing the applicable amounts into the following BICA accounts at Stanbic Bank Fairgrounds Branch:

- 3. The GBP amount must be paid into Account No. 0322004835400 BICA
- 4. The Pula amount must be paid into Account No. 0140004835400 BICA

This is a non-refundable fee for each subject for which credit is sought. If applying for more than one subject please ensure you have calculated and enclosed the correct payment. Please tick all applicable boxes.

CREDIT AVAILABLE TO GRADUATES

<input type="checkbox"/>	Accounting	£ 65 + P50 Admin. fee	<input type="checkbox"/>	Law	£ 65 + P50 Admin. fee	<input type="checkbox"/>	Business Strategy	£ 85 + P50 Admin. fee
<input type="checkbox"/>	Assurance	£ 65 + P50 Admin. fee	<input type="checkbox"/>	Management Information	£ 65 + P50 Admin. fee	<input type="checkbox"/>	Financial Management	£ 85 + P50 Admin. fee
<input type="checkbox"/>	Business and Finance	£ 65 + P50 Admin. fee	<input type="checkbox"/>	Principles of Taxation	£ 65 + P50 Admin. fee			

Signature _____

Date ____/____/____

