



**INSTITUTE
OF
CERTIFIED
TAX ACCOUNTANTS**

Students Handbook

2019/2020

TABLE OF CONTENTS

DESCRIPTION	PAGE
Administrator's Desk	3
About the Institute of Certified Tax Accountants	4
About Our Qualifications	5
✓ Foundation Level (Tax Technician Diploma)	5
✓ Professional Level (Post Graduate Diploma in Applied Taxation)	6
Examination Structure & Assessment	6
✓ Computer Based Exams (CBEs)	7
✓ Paper Based Exams (PBEs)	7
Key Dates & Deadlines	8
Examination Entries	9
Examination Instructions & Malpractices	10
Gradings	11
Mode of Study	11
Code of Conduct	11
Careers in Tax	12
✓ Career Options	13
Membership Applications	14
Benefits of Membership	14
What Should I Do Next?	15
Copyright	16



ADMINISTRATOR'S DESK

Dear Student

Welcome to the Institute of Certified Tax Accountants (ICTA), Zimbabwe's leading professional tax qualification which opens a world of opportunities. ICTA Certified Tax Accountants (CTAs) are highly sought after throughout practice, and the corporate and public sectors both at home and abroad.

The ICTA Certified Tax Accountants (CTAs) brand is the international gold standard in tax and a hallmark of tax expertise worldwide.

This handbook offers comprehensive information on the ICTA programmes and is designed to guide you through your course of study. It also contains very valuable information relating to student regulations.

Whether you are a new student joining us for the first time or a continuing student progressing through the qualification, you will find this handbook of considerable use.

Our qualification is designed, delivered and assessed in keeping with best practice in professional education. Leveraging best-online technology, this blended learning qualification transforms the knowledge, skills and professional career prospects of its graduates.

This handbook contains vital information to support and guide you throughout your studies. Please read it carefully and refer to it regularly. We look forward to working in partnership with you in your studies to help you achieve your study goals.

We wish you every success.

Yours sincerely

FOR INSTITUTE OF CERTIFIED TAX ACCOUNTANTS

Innocent Z. Chimbavaira

ADMINISTRATIVE SECRETARY

ABOUT THE INSTITUTE OF CERTIFIED TAX ACCOUNTANTS

The Institute of Certified Tax Accountants (ICTA) is the professional body conducting qualifying examinations and providing professional qualifications for Tax Accountants in Zimbabwe.

ICTA is one of the leading providers of tax educational tools and life-long career support services to the industry. Our curriculum offers the unique blend of theory and practical applications giving an immediate benefit to our graduates and the employers.

The body of knowledge contained in the syllabus is developed through extensive consultation with practitioners in the industry and reviewed on a regular basis to ensure that they remain up-to-date and reflect changing needs.

For individuals, the body of knowledge contained in the Institute's professional examination helps to realise career aspirations and enables employers of labour in the industry to access the best in human capital applying the latest tools and techniques resulting in competitive advantage.

Success at the ICTA examination gives you the confidence to know that you can compete with the best. On successful completion of the professional examinations, a student member is automatically transferred to the Graduate list. To become a full member (Associate), a graduate must have at least, three (3) years relevant experience in the financial services industry, one of which must be post qualification experience, that is, a Graduate cannot apply to become an Associate member until at least twelve months after attaining the Graduate status, regardless of his length of experience. Associates of at least ten years standing may be elected as Fellows, subject to other requirements for Fellowship determined from time to time by the Council.

Graduates, Associates and Fellows use the letters Grad.ICTA, AICTA and FICTA respectively after their names.

ALL members of ICTA (Graduates, Associates and Fellows) are required by law to register with the **Public Accountants and Auditors Board (PAAB)** as **Registered Public Tax Accountants (RPTAcc)**. And those in Public Practice/ Tax Consultancy must also obtain PAAB Practicing Certificates.

ABOUT OUR QUALIFICATIONS

Achieving and maintaining the CTA qualification demonstrates to the employer and client that a benchmark has been achieved. ICTA members are committed to continuing their long-term professional development, so that employers and clients can be sure their knowledge and skills are up to date, giving the business a competitive edge.

Registration as a Student

Registration as a student member of the Institute is a pre-condition for taking the examination.

The registration form is available from our website at www.icta.or.zw or can be obtained at our offices. Completed application form must be accompanied with the *requisite* registration fees (Once-off payment) and *requisite* subscription fees (bi-annual payment). Where registration is refused or rejected on any ground, the subscriptions fees will be refunded. The bi-annual subscription is due on 31 January and 31 July, regardless of date of registration as a Student.

Eligibility

To qualify for registration as a student member at the **Foundation level (Tax Technician Diploma)**, a candidate must have a minimum of two 'A' Level subjects;

AND for the **Professional Level (Post-Graduate Diploma in Applied Taxation)**, a candidate must have a related Undergraduate degree, HND or equivalent qualifications, or any a qualification granted by any constituent board to the Public Accountants & Auditors Board (PAAB) Zimbabwe, e.g. ICAZ, ICSAZ, IPAZ, ACCA, CIMA, SAAA, IAC.

Refusal of registration

The Institute reserves the right to refuse any application for registration as a student without assigning any reason to the refusal.

FOUNDATION LEVEL

Tax Technician Qualification (Tech.ICTA)

Professional Tax Practitioners require the assistance of able and trained technical staff in the discharge of their day-to-day professional duties as supporting technical staff. The ICTA Tax Technician Diploma is designed by the Institute for the training of these supporting technical staff. The Tax Technician programme gives students the knowledge and practical skills to manage tax compliance affairs for both individuals and companies. It's a (2) two Part Foundation qualification with a flexible modular structure – you study at a pace that suits you.

PROFESSIONAL LEVEL

Post Graduate Qualification (CTA)

The Institute of Certified Tax Accountants provides a comprehensive (2) two Part Professional qualification for those wishing to become ICTA Certified Tax Accountants (CTAs). Designed and delivered in accordance with best practice in professional education, on completion students will have detailed tax knowledge and the requisite professional skills to work as ICTA Certified Tax Accountant (CTA).

EXAMINATION STRUCTURE & ASSESSMENT

Tax Technician Diploma (Foundation Level)

The Tax Technician Diploma examinations consist of (2) two levels. All exams at the Technician Level are **Computer Based Exams (CBEs)**.

PART 1: Paper 1.1 Accountancy for Tax Practitioners - *Computer Based Exam (CBE)*.
 Paper 1.2 Personal Tax Practice - *Computer Based Exam (CBE)*.
 Paper 1.3 Capital Gains Tax Practice - *Computer Based Exam (CBE)*.
 Paper 1.4 Qualitative Information Techniques - *Computer Based Exam (CBE)*.

PART 2: Paper 2.1 Corporate Tax Practice - *Computer Based Exam (CBE)*.
 Paper 2.2 Corporate Law Practice - *Computer Based Exam (CBE)*.
 Paper 2.3 Cost and Management Accounting - *Computer Based Exam (CBE)*.
 Paper 2.4 Legal Framework - *Computer Based Exam (CBE)*.

Post-Graduate Diploma Applied Taxation (Professional Level)

The Post-Graduate Diploma in Applied Taxation examinations consist of (2) two levels. 5 subjects at each of the levels are **Computer Based Exams (CBEs)**, with the 2 **CORE** subjects - Paper A.3 - (Taxation Framework) AND Paper B.1 - (Applied Taxation being paper based).

PART A: Paper A.1 Introduction to Revenue Law - *Computer Based Exam (CBE)*.
 Paper A.2 Law for Tax Practitioners - *Computer Based Exam (CBE)*.
 Paper A.3 Taxation Framework - ***Paper Based Exam (PBE)***.
 Paper A.4 Tax Secretaryship - *Computer Based Exam (CBE)*.
 Paper A.5 Management of Taxation and Ethics - *Computer Based Exam (CBE)*.
 Paper A.6 International Taxation - *Computer Based Exam (CBE)*.

PART B: Paper B.1 Applied Taxation - ***Paper Based Exam (PBE)***.
 Paper B.2 Tax Audit and Planning - *Computer Based Exam (CBE)*.
 Paper B.3 Tax Planning - *Computer Based Exam (CBE)*.
 Paper B.4 Indirect Taxation in Zimbabwe - *Computer Based Exam (CBE)*.
 Paper B.5 Direct Taxation in Zimbabwe - *Computer Based Exam (CBE)*.
 Paper B.6 Taxation Science - *Computer Based Exam (CBE)*.
 THESIS/ DISSERTATION - *Online Supervised*

COMPUTER BASED EXAMS (CBEs)

All the papers at the Foundation Level (Tax Technician Diploma) are *Computer Based*, and 10 of the 12 papers at the Professional Level (Post-Graduate Diploma in Applied Taxation) are also *Computer Based*.

All the Computer Based Exams are one (1) hour/ (60 minutes) exams, and the pass mark is at least 60%. The CBEs will be made up of a mixture from four different question types:

1. Multiple choice questions - where you will be required to identify one correct response from a choice of four.
2. Multiple response questions - where you will be required to identify several correct responses from a choice of four.
3. Drop and drag questions - where you will be required to drag the relevant answer to the correct location (called a “drop zone”) onscreen.
4. Select from a list questions - where you will be required to identify the correct response from the options presented in the drop-down box.

You need to be a registered student for at least two (2) months before you are allowed to sit for a computer-based examination.

All Computer Based Exams (CBEs) are NOT OPEN book exams, as such no external materials, notes, tax tables or Acts are acceptable for these exams.

PAPER BASED EXAMS (PBEs)

Two (2) of the Professional level (Post-Graduate Diploma in Applied Taxation) subjects are *Paper based*.

The Paper Based Exams are four (4) hour exams, and the pass mark is at least 50%.

You need to be a registered student for at least four (4) months before you are allowed to sit for a Paper based examination.

All Paper Based Exams (PBEs) are OPEN book exams, as such use of tax tables and Acts are acceptable for these exams.

Examination Period/Time Table

Computer Based Exams (CBEs) will be sat for, four (4) times a year as follows; End of March, End of June, End of September and 1st week of December. (*Examination centres will be communicated to students registered for the particular exams*)

AND Paper Based Exams (PBEs) will be sat for, twice a year, End of June and 1st week of December. (*Examination centres will be communicated to students registered for the particular exams*)

KEY DATES & DEADLINES

For MARCH Computer Based Exams (CBEs)

31 January

The closing date for receipt of *student registration* applications to be eligible to enter for the March *Computer Based Exams (CBEs)*.

28 February

The closing date for receipt of *examination entry* for the March *Computer Based Exams (CBEs)*.

Last week of March

March *Computer Based Exams (CBEs)* are held.

For JUNE Computer Based Exams (CBEs) & Paper Based Exams (PBEs)

28 February

The closing date for receipt of *student registration* applications to be eligible to enter for the June *Paper Based Exams (PBEs)*.

30 April

The closing date for receipt of *student registration* applications to be eligible to enter for the June *Computer Based Exams (CBEs)*.

30 May

The closing date for receipt of *examination entry* for the June *Computer Based Exams (CBEs) & Paper Based Exams (PBEs)*.

Last week of June

June *Computer Based Exams (CBEs) & Paper Based Exams (PBEs)* are held.

For SEPTEMBER Computer Based Exams (CBEs)

31 July

The closing date for receipt of *student registration* applications to be eligible to enter for the September *Computer Based Exams (CBEs)*.

30 August

The closing date for receipt of *examination entry* for the September *Computer Based Exams (CBEs)*.

Last week of September

September *Computer Based Exams (CBEs)* are held.

For DECEMBER Computer Based Exams (CBEs) & Paper Based Exams (PBEs)

31 July

The closing date for receipt of *student registration* applications to be eligible to enter for the December *Paper Based Exams (PBEs)*.

15 October

The closing date for receipt of *student registration* applications to be eligible to enter for the December *Computer Based Exams (CBEs)*.

30 October

The closing date for receipt of *examination entry* for the December *Computer Based Exams (CBEs) & Paper Based Exams (PBEs)*.

1st week of December

December *Computer Based Exams (CBEs) & Paper Based Exams (PBEs)* are held.

EXAMINATION ENTRIES

Entries for examination must be made on the prescribed forms available on our website www.icta.org.zw or from our offices. Completed Examination forms (*clearly showing the exam session being registered for and date of registration as a student*) should be send by email to admin@icta.org.zw or submitted at our offices. *Refer to registration deadlines above.* No late entries to examinations will be accepted.

Examination entry confirmations will be issued approximately three (3) weeks before the examinations.

Examination Centres & Change of Examination Venues

Currently all the Institute's examinations are held in Harare. Any changes to the examination centre(s) will be communicated to all sitting students.

Exemption Policy

Exemptions for the ICTA programs are only available at the Foundation level and they are granted on a subject by subject basis on a full qualification, and as a matter of policy there are no exemptions at the Professional level.

Registration, Examination and Exemption Fees

(REFER TO THE RECENT APPLICABLE FEES STRUCTURE)

Payment Mode

Payments to the Institute must be made to the Institute's bank account, cash payments are also accepted at the Institute's offices. Where payment is made through the bank, copies of teller slips for such payments must be submitted to the Institute in exchange for official receipts.

Deferment of Examination/Refund of Fees

On no account will examination fees be refunded to candidates who failed to sit the examination. However, a candidate's entry may be deferred for one examination diet if the candidate is too ill to attempt the examination. Such a request must however reach the Secretariat not later than 14 days before the start date of the registered exam session, supported by a medical certificate. Such candidate will however need to obtain and complete fresh examination entry form for the subsequent diet in which he intends to sit the examination and will forfeit 50% of the examination fee already paid, to cover administrative expenses.

EXAMINATION INSTRUCTIONS & MALPRACTICES

Identification

You are required to bring with you to all the examinations (including the CBEs) a form of identification which includes both your National ID Card/ Student ID Card and your Examination Entry Confirmation letter. Production of your Identification document is a pre-condition for writing the examination.

Use of Calculators

Pocket size, silent in operation and battery-operated calculators are accepted for examination purposes. Programmable calculators/organisers are prohibited. Candidates will be penalised for violating the Institute's regulation on the use of calculator.

Unauthorised Material

Students must not be in possession of briefcases, bags, unauthorised books or notes during the examination.

Mobile Telephone

Use of mobile phones or any other electronic devices including smart watches (other than a non-programmable calculator) is not permitted during an exam. Mobile phones and any other electronic devices must be powered off and must not be kept on your person during an exam.

Lateness to And Early Exit from Examination Hall

No candidate would be allowed into the examination hall thirty minutes after the commencement of a paper. Similarly, no candidate would be allowed to leave the examination hall within the first thirty minutes of commencement of a paper. No additional time is allowed for students who arrive late for an examination.

Out of control destructions

The Institute does strive to provide the best possible exam conditions for its students. However, the Institute cannot take responsibility for circumstances or events outside its control which occur at exam venues during the period of the exams, for example external noise, climate conditions, industrial action affecting travel etc.

Other Examination Malpractices

Examination malpractices include but not limited to removing blank or completed answer scripts from the examination hall, bringing prepared materials into the examination hall, spying or copying from another candidate, impersonation, disturbing other candidates, arguing with or refusing to take lawful instruction from the invigilators etc.

Any candidate found guilty of examination malpractices shall be punished accordingly. Such punishment may be any or combination of the following:

- Cancellation of result
- Ban the candidate for two or more examination diets
- Deregistration as a student
- Handing over to the police for prosecution

Answer Booklet & Question Papers *[applies to Paper Based Exams (PBEs)]*

The answer booklet AND question papers remain the property of the Institute. Under no condition should they be removed from the examination hall.

Examination Results

Results of the examination will be sent by email to candidates and hosted on the Institute's exams portal not later than two (2) weeks for Computer Based Exams (CBEs) and not later than four (4) weeks for Paper Based Exams (PBEs).

ICTA marking and validation procedures ensure that results issued are accurate and appropriate. The decision of the examiners is final and scripts cannot be returned to students or remarked after results have been released.

GRADINGS

The Institute's examination grading is reproduced below. The notification of result will contain both the grades and the raw marks.

(PBEs)	(CBEs)	Description	Classification
Percentage 0 - 49	Percentage 0 - 59	Fail	3.0
50 - 55	60 - 65	Marginal Pass	2.2
56 - 65	66 - 75	Pass	2.1
66 - 75	76 - 85	3 rd Class Pass	1.3
76 - 85	86 - 95	2 nd Class Pass	1.2
86 - 100	96 - 100	1 st Class Pass	1.1

MODE OF STUDY

The Institute is the examining board but does not offer tuition itself. The Institute's programmes are compulsorily offered online by our accredited training provider Tax Academy. Details of which are available at <http://www.taxacademy.icta.org.zw>.

Also available for study support;

1. Other recommended text books as per syllabuses
2. ZIMRA Website
3. ICTA Website Student forum and Online Library
4. Tutor Assisted Online Groups
5. ICTA - Zim Tax Review Quarterly Magazine
6. Recommended Acts

CODE OF CONDUCT

Students are expected to maintain the same professional standards and are subject to the same disciplinary processes as members. They must follow the Institute's Code of Conduct, which is entitled Professional Rules and Practice Guidelines. This material can be accessed from the Institute's website. Students who breach the rules and guidelines could face disciplinary action.

CAREERS IN TAX

A career in tax offers more than you might think;

Tax affects everything - when you travel, when you eat, when you are paid. Tax is a part of government, business and everyday life. That's why capable tax professionals are always highly sought after.

Why Tax?

Tax won't disappear

There will always be a need for tax professionals regardless of the state of the economy.

Jobs are in every sector and industry

Certified Tax Accountants are employed by professional services firms, accounting firms, tax specialist firms, in businesses, banks, by charities and in the public sector.

Choice of which kind of tax you want to focus on

Personal tax, business / corporation tax, inheritance and estate tax, environmental tax and VAT.

Flexible study and exams

Many trainees work part-time or full-time and exams are available twice a year.

Career progression

Studying for the CTA qualification and becoming a member provides the opportunity to progress from a tax trainee, to a tax manager, to a tax senior with corresponding increases in salary and responsibility. Many ICTA members go on to run their own businesses.

Broaden options for the future

Open the doors to other qualifications. ICTA membership provides credit towards other finance qualifications.

Become part of something

You'll join a network and a membership body of like-minded students and members to support you, your job, your technical learning and your professional development.

Prestige

The Institute of Certified Tax Accountants is the only professional body dedicated for tax professionals in Zimbabwe. ICTA is a member of the of the Public Accountants and Auditors Board (PAAB), which is the regulatory body for accountants and auditors in Zimbabwe.

CAREER OPTIONS

Accountancy firms

Accountancy firms need experts in all financial areas including tax. In larger firms tax is a separate business split into areas such as corporate, private client, VAT and pensions. The work in smaller firms is usually less specialised but more varied. Roles in all firms are client-facing.

Tax consultancies

These firms tend to deal with niche tax issues either directly for clients or to support non-specialist advisers. They offer tailored advice and tax planning for special tax situations.

In-house finance departments

Tax professionals working in major companies become fully engaged with their employer's business and provide expertise in a variety of tax areas such as planning, risk, reporting and compliance.

Zimbabwe Revenue Authority (ZIMRA)

The main role of ZIMRA is to ensure individuals and companies comply with tax laws and pay the right amount of tax. The revenue authority is the major employer of tax professionals.

Self-employment

Self-employment usually means combining tax compliance with a range of accountancy and financial services to individuals or companies.

Taxation Lawyers

Law is an indirect route to a career in tax but many tax lawyers take professional tax qualifications.

Education and training

Experienced professionals can develop their careers by helping others pass their taxation examinations. There are opportunities in both corporate training companies and the education sector.

MEMBERSHIP APPLICATIONS

After completing the Post-Graduate qualification, admission as a member of the Institute carries the entitlement to describe you as a Certified Tax Accountant and to use the designatory letters 'CTA'. Admission is dependent upon demonstrating three (3) years of experience in Accounting or Taxation of which 1 of the years should be post qualification.

Membership allows graduates to be registered by the Public Accountants and Auditors Board (PAAB) as Registered Public Tax Accountants (Zimbabwe) - (RPTAz).

BENEFITS OF MEMBERSHIP

- The right to describe yourself as a Certified Tax Accountant
- Use of the descriptive letters CTA
- The status attaching to membership of a professional body dealing solely with the subject of taxation
- Use of the Institute's badge
- Access to the Institute's monthly journal 'The Tax Adviser' which includes articles, current tax notes, digests of tax cases and news from the Institute
- An annotated copy of the annual Finance Act
- An annotated copy of other tax Acts as Council may decide appropriate
- Tax news service for CTA members (weekly Online Newsletter)
- Discount for attendance at the Institute's seminars and conferences
- Opportunity for participation in technical and social activities organised by the Institute
- Use of the Institute's library and research centre, including access to the theses, dissertations and bodies of work as written by successful candidates and to a number of on-line information databases
- Discounts on a range of publications and courses
- An entry in the on-line Directory of Certified Tax Accountants (CTAs)
- Right to vote and to be elected to the Institute's Board and Committees

WHAT SHOULD I DO NEXT?



Further information is available on our website: www.icta.org.zw



Email queries to marketing@icta.org.zw, admin@icta.org.zw



Contact the Secretariat on +263 24 - 2747120, 2747162, 2747185



Whatsapp us on <https://wa.me/263775011797>



Join the student forum at: <http://www.icta.org.zw>



Become a follower of the Institute on <http://www.facebook.com/www.icta.org.zw>



Follow @IctaZimbabwe



Register online at <http://icta.org.zw/Join-Us!>



Alternatively visit our offices at 11 Morton Jaffray Drive, Eastlea, Harare

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