

CA

PAKISTAN



**The Institute of
Chartered Accountants
of Pakistan**

Directive 1.02

EDUCATION DELIVERY SYSTEM



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REGISTERED ACCOUNTING

EDUCATION TUTORS SCHEME – 2014

REGISTERED ACCOUNTING EDUCATION TUTORS SCHEME – 2014

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REGISTERED ACCOUNTING EDUCATION TUTORS SCHEME – 2014

In exercise of the powers conferred by Section 15 of the Chartered Accountants Ordinance, 1961 read with Bye Law 110 of the Chartered Accountants Bye Laws 1983, the Council of the Institute has approved the following scheme to register and rank the Registered Accounting Education Tutors:

1. REGISTRATION OF TUTORS

The Institute shall enroll those tutors as Registered Accounting Education Tutors who fulfill the conditions specified in this directive.

2. RANKING OF RAETs

- a. RAETs shall be ranked in the following manner:
 - (i) Each RAET shall be ranked as 'Fellow', 'Affiliate' or 'Registered' on the basis of its performance.
 - (ii) A new RAET shall initially be ranked as 'Registered'.
 - (iii) All existing RAETs shall be ranked for the first time as "Affiliate" till November 30, 2015. Thereafter, any time on or before February 28, 2016 a subsequent ranking may be awarded on the basis of their performance during a period of twelve months.
 - (iv) All existing RAETs shall completely fulfill all the prequalification requirements by May 31, 2015.
- b. In case an RAET has more than one campus, each campus shall be ranked separately.

3. APPLICATION FOR REGISTRATION

- a. Tutors who intend to be registered shall submit an application along with the prescribed induction fee. The application shall be accompanied by a 'self-evaluation report' along with working papers prepared on the basis of benchmarks set forth in this directive.
- b. The applicant tutors shall be required to obtain (i) 175 points in aggregate and (ii) minimum points in certain pre-requisite areas as specified in this directive, to be eligible for registration.
- c. The 'self-evaluation report' shall be accompanied by a Reasonable Assurance Report issued under the 'International Standards on Assurance Engagement' by a practicing chartered accountant firm that carries satisfactory QCR rating.
- d. In case the assurance report contains a modification, the Institute shall take decision after taking into consideration the impact of such modification.
- e. Upon successful completion of all the requirements for registration, a certificate to the effect that the tutor is a Registered Accounting Education Tutor shall be issued by the Institute.

4. SUBSEQUENT RANKING

- a. **RAETs shall prepare a 'Statement of KPIs'*, covering a period of last twenty four* months, on the specified format and shall submit the same to the Institute by February 28 of the following year.
- b. The 'Statement of KPIs'* shall be prepared on the basis of Key Performance Indicators specified in this directive.

*Amended in 264th meeting of the Council held on May 8th and 9th, 2015.

**Amended in 300th meeting of the Council held on July 28, 2018

- c. The 'Statement of KPIs'* shall be accompanied by a Reasonable Assurance Report issued under the 'International Standards on Assurance Engagement' by a practicing chartered accountant firm that carries satisfactory QCR rating.
- d. In case the assurance report contains a modification, the Institute shall take decision after taking into consideration the impact of such modification.
- e. On the basis of the 'Statement of KPIs'* subject to any adjustment considered appropriate by the Institute in case of modified assurance report, the RAETs shall be ranked as follows:

Status	KPI Achievement
Fellow	70% and above points
Affiliate	50% to 69% points
Registered	Below 50%

- f. A certificate to the effect that the tutor is a Fellow or Affiliate or Registered Accounting Education Tutor shall be issued by the Institute.
- g. In order to get better status, an RAET may opt to submit the above mentioned statement earlier than the due date, covering at least period of last twelve months, accompanied by a Reasonable Assurance Report issued by a practicing chartered accountant firm.*

5. BRANCH OF RAETs AND CHANGE OF LOCATION*

- a. For establishing a branch of RAET, the clause 3 of this Directive shall be followed as is the case for registering a new RAET.
- b. For change in location of the existing RAET, application shall be submitted accompanied by a 'self-evaluation report' relating to location and facility along with working papers prepared on the basis of benchmarks set forth in this directive.
- c. The 'self-evaluation report' for change in location shall be accompanied by a Reasonable Assurance Report issued under the 'International Standards on Assurance Engagement' by a practicing chartered accountant firm.

6. DOWNGRADING/DELISTING OF RAET**

- a. RAET shall be given notice of downgrading to 'Registered' status if it fails to submit 'Statement of KPIs' by June 30 of the calendar year following the reported twenty four months.
- b. RAET shall be given notice of delisting if it fails to meet the pre-requisites under this directive at any time or fails to pay the prescribed annual renewal fee by June 30 of the calendar year following the due date.
- c. If RAET prefers not to exercise its right to appeal under this regulation, the RAET shall be downgraded or delisted after the expiry of appeal period. Once delisted or downgraded the RAET may apply for up-gradation or re-registration after December 31 of the calendar year in which the RAET has been delisted or downgraded.
- d. RAET which has been served notice of downgrading or delisting shall have a right to appeal to ETCOM for review of decision of downgrading or delisting within 30 days from the date said notice is communicated to the concerned RAET.
- e. The appellant RAET shall not be downgraded or delisted, as the case may be, till the decision of ETCOM on the appeal of the RAET.

*Amended in 264th meeting of the Council held on May 8th and 9th, 2015.

**Amended in 277th meeting of the Council held on July 29th and 30th, 2016.

7. KEY PERFORMANCE INDICATORS

The following may be the broader parameters for the development of Key Performance Indicators:

- (i) Performance of students in CA examinations
- (ii) Quality of faculty
- (iii) Infrastructure and facilities
- (iv) Teaching environment
- (v) Focus of RAET on promotion of CA qualification and allocation of exclusive resources for CA stream
- (vi) Payment of fee and dues on time

8. ICAP'S ENGAGEMENT WITH RAETs

There shall be a closer coordination and working relationship between ICAP and RAETs. The level of engagement may vary according to the rank of individual RAET as described hereunder:

- a. With Fellows
 - (i) Prominent exposure on website, at front offices and in ICAP's events
 - (ii) Mention of names of RAETs in advertisements and exhibitions
 - (iii) Closer relationship and feedback facility in respect of examinations and results including sharing of statistics regarding performance of unsuccessful students
 - (iv) Participation in Exam Review Committee meetings, which may be formed by the Council
 - (v) Consultation on policies regarding education, delivery of education and examinations
 - (vi) Participation in annual coordination meeting
 - (vii) Priority in attending 'Train the trainers program'
- b. With affiliates
 - (i) Moderate level exposure on website, at front offices and in ICAP's events
 - (ii) Closer relationship and feedback facility in respect of examinations and results including sharing of statistics regarding performance of unsuccessful students
 - (iii) Consultation on policies regarding education, delivery of education and examinations
 - (iv) Participation in annual coordination meeting
 - (v) Participation in Exam Review Committee meetings as observer, which may be formed by the Council
 - (vi) Limited involvement in 'Train the trainers program'
- c. With Registered
 - (i) Listing on website and mention of names at front offices
 - (ii) Feedback facility in respect of examinations and results including sharing of statistics regarding performance of unsuccessful students
 - (iii) Participation in annual coordination meeting

9. FEE AND OTHER DUES

- a. The fee and other dues including registration and annual renewal shall be as may be specified by the Council.
- b. The annual renewal fee in respect of each calendar year shall be payable in advance by January 31 of that calendar year.
- c. The sponsor(s) of an RAET shall be jointly and severally responsible for the payment of fee and

other dues within the time specified under this scheme.

- d. An undertaking in this respect shall be filed by the sponsor(s) at the time of applying for registration of RAET or in case of existing RAETs, within six months from the effective date of this scheme.

10. EFFECTIVE DATE

This directive shall become effective on December 1, 2014.

**APPLICATION
FOR REGISTRATION AS REGISTERED ACCOUNTING EDUCATION TUTORS**

SPONSOR(s)

Name _____

Membership (if any) _____ Membership No _____

Present Occupation _____

Address (Office) _____

Tel No. _____ Fax No. _____ E-mail _____

Address (Residence) _____

Tel No. _____ Fax No. _____ E-mail _____

PROPOSED RAET

Proposed Name _____

Address _____

Tel No. _____ Fax No. _____ E-mail _____

Website address: _____

(Proposed name of RAET should not contain the words “Chartered Accountant” and “Professional Accountant”).

PRINCIPAL

Name _____

Membership (if any) _____ Membership No _____

ASSURANCE REPORT

Firm of Chartered Accountants engaged for assurance _____

INDUCTION FEE

Cross Cheque / Pay Order / Bank Draft for Rs. _____ Dated _____

UNDERTAKING

- a. We apply for registration of the above named education facility for the conduct of classes as per ICAP prescribed syllabi, rules, regulations and instructions which have been read and understood by me and the management and administrative staff of my institution.
- b. We undertake to demonstrate to the satisfaction of ICAP that the operation/activities of my/ our education institution shall be pursued with total commitment to the highest standards of teaching directed towards success of students in ICAP examinations and the highest professional and ethical standards of the CA profession will be maintained.
- c. We undertake that all fees and dues payable to ICAP will be paid timely and we, jointly and severally, hold ourselves responsible for the payment of fee and other dues.
- d. We shall abide by the scheme and policies governing the RAETs issued by the ICAP from time to time.

Date: _____

(Signature of the Sponsor)

Place: _____

FOR INSTITUTE USE ONLY

File No. _____

Checked by _____ Date _____

Approved by _____ Date _____

Certificate issued _____ No. _____ Date _____

No. 0000



CA
PAKISTAN

The Institute of Chartered Accountants of Pakistan

Established under the Chartered Accountants Ordinance, 1961 (X of 1961)

This is hereby certified that

ABC Karachi

is a

FELLOW

Registered Accounting Education Tutor

of The Institute of Chartered Accountants of Pakistan

Director Education, Training and CPD

September XX, 2014

**BENCHMARK FOR SELF-EVALUATION
FOR REGISTERED ACCOUNTING EDUCATION TUTORS**

S. No.	Particulars	Maximum Points	Scale for achievable points	Mandatory minimum points
1	Sponsor/Principal			
1.1	Qualification of sponsor or Principal (Select any one for evaluation)	10	FCA/PhD (10 points) ACA (6points) FCMA (5 points) ACMA (4 points) M Phil/MS (4 points)	4
2	Facilities			
2.1	Classroom furnished with minimum seating capacity of 20 students (on the basis of area of 10 sq feet per student)	80	Each class room (10 marks)	40
2.2	Planned Maximum class size is 60 students (additional 10% in special circumstances)	80		80
2.3	Library/ Reading Room	10	Accommodates 10% of planned students' population (5 points) Quality of relevant books (5 points) (Proportional evaluation) Evaluated through students' feedback	4
2.4	Computer facilities	20	Accommodates 10% of planned students' population (10 points) Quality of systems available for use (10 points) (Proportional evaluation) Evaluated through students' feedback	10
2.5	Building	15	Constructed and utilized in accordance with the applicable rules/regulations/byelaws	0
2.6	Overall outlook and facilities	30	Approach to RAET (5), overall cleanliness (5) reception (5), Air-conditioning (5), sufficient washrooms (5), sufficient common rooms (5), play area (5), security (5) (Proportional evaluation) Evaluated through students' feedback	20

3	Faculty			
3.1	Faculty qualification a. PhDs/ Fellow Chartered Accountants b. Associate Chartered Accountants and members of professional bodies recognized by ICAP c. Faculty having M Phil or 16 + years of Education, CAF or equivalent qualification with 3 year post training experience	50	Category (a) 10 points per person Category (b) 8 points per person* Category (c) 6 points per person * one person is compulsory The points are only for faculty members employed on full time basis, in addition to principal. 50% points will be awarded for part time faculty members.**	20
3.2	Faculty profile – Chartered Accountants or members of professional bodies recognized by ICAP	50	5 points per person who is CPD compliant	10
3.3	Student Teacher Ratio (This benchmark would not be considered for evaluation if there are less than 20 students enrolled)	40	20:1 (A part time teacher will have 60% weightage)**	25
3.4	Trainings received by teachers during last 12 months	20	1 point for each training of minimum 4 hours per person	5
4	Quality Control Policies and Procedures			
4.1	Faculty evaluation – peers and students	20	Documented policy/Evaluation form (Two evaluations in a subject for each teacher)	5
4.2	System to assess students' progress and provide them feedback	30	Documented policy/copies of tests performed	10
4.3	Academic planning/Course Completion Plans	40	Documented policy/ course planners (4 points per subject)	12
	TOTAL	495		

Explanatory Notes:

1. Guidance on terms used:

- a. "Quality of relevant books", "Quality of systems" and "Overall outlook and facilities" shall be determined by students' feedback on the following scale:

Quality judged	Bad	Below Average	Average	Above average	Good	Excellent
Points	0	1	2	3	4	5

- b. "Professional bodies recognized by ICAP" means the professional bodies whose members are recognized under the bye-laws for full or part exemptions from examinations.
- c. "Planned students' population" means seating capacity of furnished class rooms.
- d. "Students" means students enrolled for chartered accountancy qualification.

2. Points will be prorated where the actual level/standing against a benchmark is less than the maximum.

Example:

Benchmark: Student Teacher Ratio

<i>Maximum points</i>	<i>40</i>
<i>Scale</i>	<i>20:1</i>
<i>Achieved</i>	<i>400 enrolled students</i>
	<i>16 teachers</i>
	<i>Ratio 25:1</i>
<i>Points (20/25 * 40)</i>	<i>32</i>

3. Qualitative evaluations must be supported by a brief description on the subject matter.

KEY PERFORMANCE INDICATORS

S. No.	Indicators	KPI Measure	Max. Points
1	Infrastructure and facilities		
1.1	Qualification of sponsor or principal	FCA/PhD (10 points) ACA (6 points) FCMA (5 points) ACMA (4 points) M Phil/MS (4 points)	10
1.2	Library/ Reading Room	Accommodates 10% of planned students' population (5 points) Quality of books (5 points) Evaluated through students' feedback to be incorporated in Evaluation given at para 3.1 (Proportional evaluation)	10
1.3	Computer facilities	Accommodates 10% of planned students' population (10 points) Quality of systems available for use (10 points) Evaluated through students' feedback to be incorporated in Evaluation given at para 3.1 (Proportional evaluation)	20
1.4	Classroom furnished with minimum seating capacity of 20 students (the area on the basis of 10 sq feet per student basis)	Each class room (10 marks)	80
1.5	Maximum class size is 60 students (additional 10% is in special circumstances)		80
1.6	Building	Constructed and utilized in accordance with the applicable rules/regulations/ bye-laws	15
1.7	Overall outlook and facilities	Approach to RAET (5), overall cleanliness (5), reception (5), Air-conditioning (5), sufficient washrooms (5), sufficient common rooms (5), play area (5), security (5) Evaluated through students' feedback to be incorporated in Evaluation given at para 3.1 (Proportional evaluation)	30
1.8	Faculty qualification a. PhDs/ Fellow Chartered Accountants b. Associate Chartered Accountants and members of professional bodies recognized by ICAP,	Category (a) 10 points per person Category (b) 8 points per person* Category (c) 6 points per person * one person is compulsory	100

	c. Faculty having M Phil or 16 + years of Education, CAF or equivalent qualification with 3 year post training experience	The points are for faculty members employed on full time basis in addition to principal. 50% points will be awarded to part time faculty members.**	
1.9	Faculty profile – Chartered Accountants or members of professional bodies recognized by ICAP	5 points per person who is CPD compliant	50
1.10	Student Teacher Ratio (This benchmark would not be considered for evaluation if there are less than 20 students enrolled)	20:1 (A part time teacher will have 60% weightage)**	40
1.11	Trainings received by teachers during last 12 months	1 point for each training of minimum 4 hours per person	20
1.12	Faculty evaluation policy – peers and students	Standard of documented policy or evaluation forms (Two Evaluations in a subject for each teacher, 2 points for each teacher)	20
1.13	System to assess students’ progress and provide them feedback	Standard of documented policy/copies of tests performed (2 points per teacher per subject)	30
1.14	Academic planning/Course Completion Plans	Standard of documented policy/course planners (4 points per subject)	40
2	Promotion of CA Program		
2.1	Career Counselor desk well managed. Prominent, suitable for one-to-one discussion, attractive design, trained, experienced staff and promotional material available.	1 desk in a year (10 points)	20
2.2	Visits to school and colleges where at least 25 students are counseled exclusively for CA qualification.	Each school/college (5 points)	40
2.3	Participation in education expo where minimum one desk is dedicated for CA qualification	1 expo (10 points)	20
2.4	Scholarship for bright and needy students	100% fee waiver for 1% of the total students (6 points) (Proportional Evaluation)	60
3	Faculty		
3.1	Faculty performance evaluated by principal or academic committee of RAET. (There can be different grading system in RAETs. The rating which corresponds to above-normal performance would be treated as “Good” and normal performance would be treated as “Satisfactory”)	More than 90% faculty rated “Good” (40 points) More than 90% faculty rated “Satisfactory” (20 points) The evaluation must be based on students and peer evaluation arranged for each faculty member twice in the course (Proportional Evaluation)	40

3.2	Faculty's contribution in "Pakistan Accountant" or any other reputable journal. (The journals other than Pakistan Accountant should be acceptable to principal or academic committee of RAET. The contribution may not necessarily be of technical nature)	4 points for one contribution	40
3.3	Faculty contribution in ICAP's syllabus review assignments. Each RAET is expected to provide a syllabus review report on the subjects selected by RAET before the commencement of classes of the selected subjects.	10 points for each subject	40
3.4	Faculty contribution in study packs review assignments. Each RAET is expected to provide study material review report on the subjects selected by RAET before the commencement of classes of the selected subjects.	20 points for each subject	40
4	Teaching		
4.1	Periodic Tests given to students. (The test should be documented and verified by the principal or academic committee of RAET)	4 tests per subject in a session (6 points) (Proportional Evaluation)	60
4.2	Test feedback provided to students by way of marking, evaluator's comment and model answers.	4 tests per subject in a session (6 points) (Proportional evaluation)	60
5	Performance of students		
*5.1	AFC (Four subjects) Performance of enrolled students in ICAP exams (Enrolled Students are those who are other than those who dropped out after completing less than 40% classes and were duly reported to the Institute)	For each subject First 50 points - Percentage of passed students over enrolled students is equal to overall result of the Institute (Proportionate Evaluation). Remaining 50 points – Percentage of passed students over enrolled students exceeding the overall result of the Institute (Proportionate Evaluation). This additional 50 points will be computed proportionally to the results exceeding the Institute's overall result. <i>In case of 100% result of the Institute the proportionate evaluation would be done for full 100 points.**</i>	400
*5.2	CAF (Nine subjects) Performance of enrolled students in ICAP exams (Enrolled Students are those who are other than those who dropped out after completing less than 40% classes and were duly reported to the Institute)	For each subject First 50 points - Percentage of passed students over enrolled students is equal to overall result of the Institute (Proportionate Evaluation). Remaining 50 points – Percentage of passed students over enrolled students exceeding the overall result of the	900

*Amended in 322nd meeting of the Council held on December 13-14, 2019.

		Institute (Proportionate Evaluation). This additional 50 points will be computed proportionally to the results exceeding the Institute's overall result. <i>In case of 100% result of the Institute the proportionate evaluation would be done for full 100 points.**</i>	
6	Fee payment		
6.1	Annual renewal fee payable in advance	On time (Reduce 2 point per day of delayed payment)	30
	Total		2295

Explanatory Notes:

1. Guidance on terms used:

- a. "Quality of relevant books", "Quality of systems" and "Overall outlook and facilities" shall be determined by students feedback on the following scale:

Quality judged	Bad	Below Average	Average	Above average	Good	Excellent
Points	0	1	2	3	4	5

- b. "Professional bodies recognized by ICAP" means the professional bodies whose members are recognized under the bye-laws for full or part exemptions from examinations.
- c. "Planned students' population" means seating capacity of furnished class rooms.
- d. "Students" means students enrolled for chartered accountancy qualification.

2. Points will be prorated where the performance achieved against a benchmark is less than the maximum.

***Example:*

KPI: Performance of students in AFC- Functional English

<i>Maximum points</i>	<i>100</i>	
<i>KPI measure</i>	<i>Percentage of pass students</i>	
<i>ICAP overall result</i>	<i>6,000 students passed out of 12,500 (48%)</i>	
<i>Achieved by RAET</i>	<i>67 student pass out of 120 in Functional English</i>	
	<i>67/120 =55.83% overall pass result</i>	
	<i>Pass result is 55.83%-48%=7.83% greater than overall ICAP result</i>	
<i>Points gained</i>		
<i>First 50 points</i>	<i>Result equal to or more than 48%</i>	<i>50</i>
<i>Remaining 50 points</i>	<i>Results in excess of 48%</i>	
	<i>(7.83/100-48)X50</i>	<i>11.29</i>
<i>Total points</i>		<i>61</i>

3. Qualitative evaluations must be supported by a brief description on the subject matter.

SELF-EVALUATION REPORT

AS AT _____

NAME OF APPLICANT TUTOR

S. No.	Particulars	Evaluation based on scale for achievable points	Maximum Points	Points obtained	Mandatory minimum points	Working paper reference
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Submitted by _____

(Signature and name of authorized person)

Date and place _____

STATEMENT OF KEY PERFORMANCE INDICATORS*

FOR THE PERIOD* _____

NAME OF RAET

S. No.	Indicators	KPI Measure	Maximum Points	Points obtained	Working paper reference
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Submitted by _____

(Signature and name of authorized person)

Date and place _____

(244th Council meeting held on April 22-23, 2013)

*Amended in 264th meeting of the Council held on May 8th and 9th, 2015.

** Amended in 273rd meeting of the Council held on March 17th and 18th, 2016

REGISTERED ACCOUNTING

SCHOOL SYSTEMS SCHEME – 2016

REGISTERED ACCOUNTING SCHOOL SYSTEMS SCHEME – 2016

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REGISTERED ACCOUNTING SCHOOL SYSTEMS SCHEME – 2016

In exercise of the powers conferred by Section 15 of the Chartered Accountants Ordinance, 1961 read with Bye Law 110 of the Chartered Accountants Bye Laws 1983, the Council of the Institute has approved the following scheme to register the Accounting School Systems:

1. PREAMBLE

The CA qualification comprises of both the theoretical knowledge and the practical experience. The academic support is extended to the students through different channels.

These regulations provide for the registration of the Higher Secondary Schools offering HSC qualification / A Levels education/any qualification equivalent to twelve years of education and will be called “Registered Accounting School Systems Scheme 2016” hereinafter called (the scheme). The School Systems registered under these regulations will be called “Registered Accounting School Systems (RASSs) and will function as CA education providers.

This scheme targets the potential aspirants through the broader geographical presence of these school systems.

2. REGISTRATION OF SCHOOL SYSTEMS

The Institute shall enroll those School Systems as Registered Accounting School Systems that fulfill the conditions specified in this directive.

3. CONDITIONS FOR REGISTRATION

- a. The school system must have its presence in at least ten (10) cities out of which at least five (5) cities must be those where ICAP has no Registered Accounting Education Tutor (RAET).
- b. The school systems will provide tuition for at least AFC and CAF level examinations including presentation and communication skills courses.
- c. The Registered Accounting School Systems will preferably follow normal morning timings.
- d. Every campus offering CA courses of the same School System will be required to get approval of the Institute on individual basis.
- e. The RASS campuses offering CA courses will be purpose built. In areas where no RAET is present, the Institute may, after evaluating the campus, allow tuition of students in the existing RASS campus.
- f. The Institute may make a commitment not to allow any other RASS to have its campus in the selected area for a period of three (3) years. In consideration of such exclusivity, the Institute will require compulsory offering of CA courses in particular cities or regions, identified by the Institute, where there is no RAET currently.
- g. The RASS shall make a commitment that it will not offer any other accountancy qualification in its campuses dedicated to CA qualification.
- h. A school system once declared RASS shall not be registered as RAET by the Institute.
- i. The policy directives issued by the Institute are binding on all RASSs and every RASS must comply with and operate in accordance with the policy directive.

4. THE PROCESS OF REGISTRATION

- a. The School Systems shall, at the time of registration, submit a comprehensive proposal inclusive of the following particulars:
- I. **Operational Feasibility**
 - (i) Executive Summary of the project
 - Goals of implementing CA Pakistan’s curriculum and the challenges therein
 - Justification of the proposal in the context of market needs and social benefits
 - (ii) Background of the School System/Network and the Management structure
 - (iii) Anticipated financial health of the proposal supported by an analytical-descriptive plan for source(s) of income and expenditure.
 - (iv) Location(s) and reason of selection of area/campus
 - (v) Program of studies
 - (vi) General policy towards admissions, drop out and re-enrolment
 - (viii) Performance measurement policy for students and faculty
 - (ix) Marketing and communication initiatives for the promotion of CA Pakistan
 - (x) Additional information if any.
 - II. **Self-Evaluation Report**
 - (i) Qualification and Experience of the Sponsor/Principal/Head of the Campus
 - (ii) Assessment of Campus’s resources and facilities against Institute’s requirements, the resources and facilities being the infrastructure, administration, teaching staff, spacious class rooms, furniture and fixtures, computer labs and library equipped with curriculum supporting resources
 - (iii) Details of faculty i.e. qualifications and selection criteria
 - (iv) A well-designed approach for teachers’ professional development
 - (v) Embedded quality assurance processes i.e. academic supervision and level of administrative and technical support for quality assurance.
- b. School Systems that intend to be registered shall submit an application along with the prescribed induction fee. The application shall be accompanied by the proposal along with working papers prepared on the basis of benchmarks set forth in this directive.
- c. The applicant School Systems shall be required to obtain (i) 275 points in aggregate and (ii) minimum points in certain pre-requisite areas as specified in this directive, to be eligible for registration.
- d. The ‘self-evaluation report’ of campuses offering CA education shall be accompanied by a Reasonable Assurance Report issued under the ‘International Standards on Assurance Engagement’ by a practicing chartered accountant firm that carries satisfactory QCR rating.
- e. In case the assurance report contains a modification, the Institute shall take decision after taking into consideration the impact of such modification.
- f. Upon successful completion of all the requirements for registration, the Institute shall consider the application as it may deem fit and proper for issuing a certificate to the effect that the School System is a Registered Accounting School System
- g. The Institute, upon satisfying itself on the applicant, shall issue a certificate to the effect that the School System is a Registered Accounting School System.

5. PERIODIC REPORTING

- a. RASSs shall prepare a 'Statement of KPIs', covering a period of last two calendar years, on the specified format and shall submit the same to the Institute by February 28 of the year following the reported calendar years. The first such statement would cover the period of the calendar year in which RASS is given the said status. The same shall be submitted to the Institute by February 28 of the following year.
- b. The 'Statement of KPIs' shall be prepared on the basis of Key Performance Indicators specified in this directive. The 'Statement of KPIs' shall be accompanied by a Reasonable Assurance Report issued under the 'International Standards on Assurance Engagement' by a practicing chartered accountant firm that carries satisfactory QCR rating.
- c. In case the assurance report contains a modification, the Institute shall take decision after taking into consideration the impact of such modification.

6. BRANCH OF RASSs AND CHANGE OF LOCATION

For establishing a new campus dedicated to CA courses or change of location of any approved campus, the RASS will be required to submit the Self Evaluation Report for such new campus or such new location of approved campus, accompanied by a Reasonable Assurance Report issued under the 'International Standards on Assurance Engagement' by a practicing chartered accountant firm that carries satisfactory QCR rating.

7. CHANGE IN OWNERSHIP OF RASS

- a. The Principal or Sponsor having intention to change the ownership or partnership pattern of RASS shall apply in writing to the Institute, at least 45 days before such change
- b. The Institute, after satisfying itself to the person involved in the new arrangement, may grant approval of such change.

8. DELISTING OF RASS

- (i) RASS shall be given a direction to comply with or remove the deficiency within a given period, which will not be more than four months, if it fails to:
 - a. submit 'Statement of KPIs' by due date;
 - b. meet the pre-requisites under this directive at any time; or
 - c. pay the prescribed annual renewal fee by due date .
- (ii) If RASS fails to comply with the direction within a given period, it will be given a notice of its delisting.
- (ii) If said RASS prefers not to exercise its right to appeal under this regulation, the RASS shall be delisted after expiry of appeal period. Once delisted, the RASS may apply for re-registration after December 31 of the calendar year in which the RASS has been delisted.
- (iii) The RASS which has been served notice of its delisting shall have a right to appeal to ETCOM for review of decision of delisting within 30 days from the date the said notice is communicated to the concerned RASS.
- (iv) The appellant RASS shall not be delisted till the decision of ETCOM on the appeal of the RASS.

9. KEY PERFORMANCE INDICATORS

The following may be the broader parameters for the development of Key Performance Indicators:

- (i) Performance of students in CA examinations
- (ii) Quality of faculty

- (iii) Infrastructure and facilities
- (iv) Teaching environment
- (v) Focus of RASS on promotion of CA qualification and allocation of exclusive resources for CA stream
- (vi) Payment of fee and dues on time
- (vii) Code of conduct for students in the premises

10. ICAP'S ENGAGEMENT WITH RASSs

There shall be close coordination and working relationship between ICAP and RASSs. The level of engagement may be as follows:

- (i) Prominent exposure on website, at front offices and in ICAP's events
- (ii) Mention of names of RASSs in advertisements and exhibitions
- (iii) Feedback facility in respect of examinations and results including sharing of statistics regarding performance of unsuccessful students
- (iv) Participation in Exam Review Committee meetings, which may be formed by the Council
- (v) Consultation on policies regarding education, delivery of education and examinations
- (vi) Participation in annual coordination meeting
- (vii) Priority in attending 'Train the trainers program'

11. FEE AND OTHER DUES

- (i) The fee and other dues including registration and annual renewal shall be equivalent to the same applicable on RAET.
- (ii) The annual renewal fee in respect of each calendar year shall be payable in advance by January 31 of that calendar year.
- (iii) The sponsor(s) of an RASS shall be jointly and severally responsible for the payment of fee and other dues within the time specified under this scheme.
- (vi) An undertaking in this respect shall be filed by the sponsor(s) at the time of applying for registration of RASS or in case of existing RASSs, within six months from the effective date of this scheme.

12. OVERSIGHT BY THE INSTITUTE

- a. The representative(s) of ICAP may carry out surprise or planned visit(s) to the CA-dedicated campus(es) of Registered Accounting School System at own discretion or on the complaint about significant non-compliance with the requirements of the registration.
- b. The visit(s), if any, will be for the purpose of assuring whether RASS is in compliance with the requirements of this directive or any other such regulation issued by the Institute from time to time. The representatives will be allowed to meet the students attending the courses and to attend any part of the course, if needed.
- c. After each visit a draft Visit Report will be shared with the RASS which will have 15 days to comment and respond. A final report will be submitted to ETCOM after considering the comments and response of RASS.

13. EFFECTIVE DATE

This directive shall become effective on November 1, 2016.

**APPLICATION FOR REGISTRATION AS
REGISTERED ACCOUNTING SCHOOL SYSTEM****SPONSOR(s)**

Name _____

Membership (if any) _____ Membership No _____

Present Occupation _____

Address (Office) _____

Tel No. _____ Fax No. _____ E-mail _____

Address (Residence) _____

Tel No. _____ Fax No. _____ E-mail _____

PROPOSED RASS

Proposed Name _____

Address _____

Tel No. _____ Fax No. _____ E-mail _____

Website Address _____

(Proposed name of RASS should not contain the words "Chartered Accountant" and "Professional Accountant")

PRINCIPAL

Name _____

Membership (if any) _____ Membership No _____

ASSURANCE REPORT

Firm of Chartered Accountants engaged for assurance _____

INDUCTION FEE

Cross Cheque / Pay Order / Bank Draft for Rs. _____ Dated _____

UNDERTAKING

- a. We apply for registration of the above named education facility for the conduct of classes as per ICAP prescribed syllabi, rules, regulations and instructions which have been read and understood by me and the management and administrative staff of my institution.
- b. We undertake to demonstrate to the satisfaction of ICAP that the operation/activities of my/our education institution shall be pursued with total commitment to the highest standards of teaching directed towards success of students in ICAP examinations and the highest professional and ethical standards of the CA profession will be maintained.
- c. We undertake that all fees and dues payable to ICAP will be paid timely and we, jointly and severally, hold ourselves responsible for the payment of fee and other dues.
- d. We shall abide by the scheme and policies governing the RASSs issued by the ICAP from time to time.

Date _____

(Signature of the Supervisor)

Place _____

FOR INSTITUTE USE ONLY

File No.

Checked by _____ Date _____

Approved by _____ Date _____

Certificate issued _____ No. _____ Date _____

No. 0000



The Institute of Chartered Accountants of Pakistan

Established under the Chartered Accountants Ordinance, 1961 (X of 1961)

This is hereby certified that

ABC Karachi

is a

Registered Accounting School System

of The Institute of Chartered Accountants of Pakistan

*Director Education, Training and CPD
September XX, 2016*

**BENCHMARK FOR SELF-EVALUATION
FOR REGISTERED ACCOUNTING SCHOOL SYSTEMS**

S.No.	Particulars	Maximum Points	Scale for achievable points	Mandatory minimum points
1.	Sponsor/Principal			
1.1	Qualification of Sponsor or Principal (Select any one for evaluation)	10	FCA/PhD (10 points) ACA (6points) FCMA (5 points) ACMA (4 points) M Phil/MS (4 points)	4
1.2	Profile of the Sponsor or Principal	10	Proof of minimum 10 years of teaching and/or professional experience	5
1.3	Engagement of Sponsor or Principal with RASS	05	Whether engaged full time or part time. In case of part timer, consent from the employer to act as such, incase employed elsewhere.	5
2.	Physical Facilities			
2.1	Building	15	Constructed and utilized in accordance with the applicable rules/regulations/byelaws	0
2.2	Classroom furnished with minimum seating capacity of 20 students (on the basis of area of 10 sq. feet per student)	80	Each class room (10 marks)	40
2.3	Planned Maximum class size is 60 students (additional 10% allowed in special circumstances)	80		80
2.4	Library/ Reading Room	30	Accommodates 10% of planned students' population (5 points) <ul style="list-style-type: none"> • At least 500 books in the library (5 points) • Quality of relevant books (5 points) (Proportional evaluation) Evaluated through students' Feedback <ul style="list-style-type: none"> • Subscription to at least 5 journals of international repute and at least two newspapers (one Urdu and one English) is mandatory. Access to online journals and newspapers also to be provided (7 points) • Presence of librarian (3 points) 	15

S.No.	Particulars	Maximum Points	Scale for achievable points	Mandatory minimum points
2.5	Computer facilities	30	Accommodates 10% of planned students' population (10 points) <ul style="list-style-type: none"> Quality of systems available for use (10 points) (Proportional evaluation) Evaluated through students' feedback <ul style="list-style-type: none"> Sufficient number of computer systems available and does every student use it on individual basis. (10 points) 	15
2.6	Overall outlook and facilities	30	Approach to RASS (5), overall cleanliness (5) reception (5), Air-conditioning (5), sufficient washrooms (5), sufficient common rooms (5), play area (5), security (5) (Proportional evaluation) Evaluated through students' feedback	20
3	Faculty			
3.1	Faculty qualification <ol style="list-style-type: none"> PhDs/ Fellow Chartered Accountants Associate Chartered Accountants and members of professional bodies recognized by ICAP Faculty having M Phil or 16+ years of Education, CAF or equivalent qualification with 3 year post training Experience 	50	Category (a) 10 points per person Category (b) 8 points per person* Category (c) 6 points per person * one person is compulsory The points are only for faculty members employed on full time basis, in addition to Principal. 50% points will be awarded for part time faculty members. CAF or equivalent qualification with 3 years post training experience is the minimum qualification for faculty.	20

S.No.	Particulars	Maximum Points	Scale for achievable points	Mandatory minimum points
3.2	Faculty profile – Chartered Accountants or members of professional bodies recognized by ICAP	50	5 points per person who is CPD compliant	10
3.3	Engagement of Faculty	10	Consent from the employers to act as such, if Part-time faculty members employed elsewhere	10
3.4	Other Staff	10	Total number of non-teaching, administrative and supporting staff, their designations and qualifications. Copies of service rules to be provided. Evaluation through observation of sufficiency)	5
4.	Teachers' professional development			
4.1	Trainings received by teachers during last 12 months	20	1 point for each training of minimum 4 hours per person	5
5.	Quality Control Policies and Procedures			
5.1	Faculty evaluation – peers and students	20	Documented policy/Evaluation form (Two evaluations in a subject for each teacher)	5
5.2	System to assess students' progress and provide them feedback	30	<ul style="list-style-type: none"> • Documented policy/ regulations of examinations • copies of tests performed 	10
5.3	Academic planning/Course Completion Plans	40	Documented policy/ course planners (4 points per subject)	12
5.4	Code of conduct for students and ethical requirements	15	Documented code of conduct for students including ethical requirements and its orientation and dissemination	08
	TOTAL	535		

Explanatory Notes:

1. Guidance on terms used:

- a. "Quality of relevant books", "Quality of systems" and "Overall outlook and facilities" shall be determined by students' feedback on the following scale:

Quality judged	Bad	Below Average	Average	Above Average	Good	Excellent
Points	0	1	2	3	4	5

- b. "Professional bodies recognized by ICAP" means the professional bodies whose members are recognized under the bye-laws for full or part exemptions from examinations
- c. "Planned students' population" means seating capacity of furnished class rooms
- d. "Students" means students enrolled for chartered accountancy qualification.

3. Qualitative evaluations must be supported by a brief description on the subject matter.

KEY PERFORMANCE INDICATORS

S. No.	Indicators	KPI Measure	Max Points
1	Infrastructure and facilities		
1.1	Qualification of sponsor or principal	FCA/PhD (10 points) ACA (6 points) FCMA (5 points) ACMA (4 points) M Phil/MS (4 points)	10
1.2	Library/ Reading Room	Accommodates 10% of planned students' population (5 points) <ul style="list-style-type: none"> • At least 500 books in the library (5 points) • Quality of relevant books (5 points) (Proportional evaluation) Evaluated through students' Feedback <ul style="list-style-type: none"> • Subscription to at least 5 journals of international repute and at least two newspapers (one Urdu and one English) is mandatory. Access to online journals and newspapers also to be provided (7 points) • Presence of librarian (3 points) 	30
1.3	Computer facilities	Accommodates 10% of planned students' population (10 points) <ul style="list-style-type: none"> • Quality of systems available for use (10 points) (Proportional evaluation) Evaluated through students' feedback <ul style="list-style-type: none"> • Sufficient number of computer systems available and does every student use it on individual basis. (10 points) 	30
1.4	Classroom furnished with minimum seating capacity of 20 students (the area on the basis of 10 sq feet per student basis)	Each class room (10 marks)	80
1.5	Maximum class size is 60 students (additional 10% in special circumstances)		80
1.6	Building	Constructed and utilized in accordance with the applicable rules/regulations/bye-laws	15
1.7	Overall outlook and facilities	Approach to RASS (5), overall cleanliness (5), reception (5), Air-conditioning (5), sufficient washrooms (5), sufficient common rooms (5), play area (5), security (5) Evaluated through students' feedback to be incorporated in Evaluation given at para 3.1 (Proportional evaluation)	30

S. No.	Indicators	KPI Measure	Max Points
1.8	Faculty qualification a. PhDs/ Fellow Chartered Accountants b. Associate Chartered Accountants and members of professional bodies recognized by ICAP c. Faculty having M Phil or 16 + years of Education, CAF or equivalent qualification with 3 year post training experience	Category (a) 10 points per person Category (b) 8 points per person* Category (C) 6 points per person* one person is compulsory The points are for faculty members employed on full time basis in addition to principal. 50%points will be awarded to part time faculty members	100
1.9	Faculty profile – Chartered Accountants or members of professional bodies recognized by ICAP	5 points per person who is CPD compliant	50
1.10	Student Teacher Ratio (This benchmark would not be considered for evaluation if there are less than 20 students enrolled)	20:1 (A part time teacher will have 60% weightage)	40
1.11	Trainings received by teachers during reporting period	1 point for each training of minimum 4 hours per person	20
1.12	Faculty evaluation policy – peers and students	Standard of documented policy or evaluation forms (Two Evaluations in a subject for each teacher, 2 points for each teacher)	20
1.13	System to assess students' progress and provide them feedback	Standard of documented policy/copies of tests performed (2 points per teacher per subject)	30
1.14	Academic planning/Course Completion Plans	Standard of documented policy/course planners (4 points per subject)	40
1.15	Code of conduct for students and ethical requirements	Documented code of conduct for students including ethical requirements and its orientation and dissemination.	15
2	Promotion of CA Program		
2.1	Career Counselor desk well managed. Prominent, suitable for one-to-one discussion, attractive design, trained, experienced staff and promotional material available.	1 desk in a year (10 points)	20
2.2	Visits to school and colleges where at least 25 students are counseled exclusively for CA qualification.	Each school/college (5 points)	40

S. No.	Indicators	KPI Measure	Max Points
2.3	Participation in education expo where minimum one desk is dedicated for CA qualification	1 expo (10 points)	20
2.4	Scholarship for bright and needy students	100% fee waiver for 1% of the total students (6 points) (Proportional Evaluation)	60
3	Faculty		
3.1	Faculty performance evaluated by principal or academic committee of RASS. (There can be different grading system in RASSs. The rating which corresponds to above-normal performance would be treated as "Good" and normal performance would be treated as "Satisfactory")	More than 90% faculty rated "Good" (40 points) More than 90% faculty rated "Satisfactory" (20 points) The evaluation must be based on students and peer evaluation arranged for each faculty member twice in the course (Proportional Evaluation)	40
3.2	Faculty's contribution in "Pakistan Accountant" or any other reputable journal. (The journals other than Pakistan Accountant should be acceptable to principal or academic committee of RASS. The contribution may not necessarily be of technical nature)	4 points for one contribution	40
3.3	Faculty contribution in ICAP's syllabus review assignments. Each RASS is expected to provide a syllabus review report on the subjects selected by RASS before the commencement of classes of the selected subjects.	10 points for each subject	40
3.4	Faculty contribution in study packs review assignments. Each RASS is expected to provide study material review report on the subjects selected by RASS before the commencement of classes of the selected subjects.	20 points for each subject	40
4	Teaching		
4.1	Periodic Tests given to students. (The test should be documented and verified by the principal or academic committee of RASS)	4 tests per subject in a session (6 points) (Proportional Evaluation)	60
4.2	Test feedback provided to students by way of marking, evaluator's comment and model answers.	4 tests per subject in a session (6 points) (Proportional evaluation)	60

S. No.	Indicators	KPI Measure	Max Points
5	Performance of students		
*5.1	AFC (Four subjects)		
	Performance of enrolled students in ICAP exams (Enrolled students are those who are other than those who were dropped out after completing less than 40% classes and were duly reported to the Institute)	For each subject First 50 points - Percentage of passed students over enrolled students is equal to or more than overall result of the Institute (Proportionate Evaluation). Remaining 50 points – Percentage of passed students over enrolled students exceeding the overall result of the Institute (Proportionate Evaluation) <i>In case of 100% result of the Institute the proportionate evaluation would be done for full 100 points.</i>	400
*5.2	CAF (Nine subjects)		
	Performance of enrolled students in ICAP exams (Enrolled students are those who are other than those who were dropped out after completing less than 40% classes and were duly reported to the Institute)	For each subject First 50 points - Percentage of passed students over enrolled students is equal to or more than overall result of the Institute (Proportionate Evaluation). Remaining 50 points – Percentage of passed students over enrolled students exceeding the overall result of the Institute (Proportionate Evaluation) <i>In case of 100% result of the Institute the proportionate evaluation would be done for full 100 points.</i>	900
6	Fee payment		
6.1	Annual renewal fee payable in advance	On time (Reduce 2 point per day of delayed payment)	30

*Amended in 322nd meeting of the Council held on December 13-14, 2019.

Explanatory Notes:

1. Guidance on terms used:

- a. "Quality of relevant books", "Quality of systems" and "Overall outlook and facilities" shall be determined by students feedback on the following scale:

Quality judged	Bad	Below Average	Average	Above average	Good	Excellent
Points	0	1	2	3	4	5

- b. "Professional bodies recognized by ICAP" means the professional bodies whose members are recognized under the bye-laws for full or part exemptions from examinations.
- c. "Planned students' population" means seating capacity of furnished class rooms.
- d. "Students" means students enrolled for chartered accountancy qualification.

2. Points will be prorated where the performance achieved against a benchmark is less than the maximum.

***Example:*

KPI: Performance of students in AFC- Functional English

Maximum points	100	
KPI measure	Percentage of pass students	
ICAP overall result	6,000 students passed out of 12,500 (48%)	
Achieved by RASS	67 student pass out of 120 in Functional English	
	67/120 =55.83% overall pass result	
	Pass result is 55.83%-48%=7.83% greater than overall ICAP result	
Points gained		
First 50 points	Result equal to or more than 48%	50
Remaining 50 points	Results in excess of 48%	
	(7.83/100-48)X50	11.29
Total points		61

3. Qualitative evaluations must be supported by a brief description on the subject matter.

SELF-EVALUATION REPORT

AS AT _____

NAME OF APPLICANT SCHOOL

S. No.	Particulars	Evaluation based on scale for achievable points	Maximum points	Points obtained	Mandatory minimum points	Working paper reference

Submitted by _____
(Signature and name of authorized person)

Date and Place _____

STATEMENT OF KEY PERFORMANCE INDICATORS

FOR THE PERIOD _____

NAME OF RASS

S. No.	Indicators	KPI measure	Maximum points	Points obtained	Working paper reference

Submitted by _____
(Signature and name of authorized person)

Date and Place _____
