

CA PAKISTAN



The Institute of
Chartered Accountants
of Pakistan

REQUIREMENTS FOR THE APPROVAL OF PRESENTATION AND COMMUNICATION SKILLS COURSE 2015

May 5, 2015

**The Education and Training Committee (ETCOM) of the Institute has decided upon the following requirements for the approval of the Institutions offering Presentation and Communication Skills Course:

1. APPROVAL OF INSTITUTIONS

The Institute shall enroll those Institutions who, fulfill the criteria specified herein as Approved PCSC Providers (APP).

2. APPLICATION FOR APPROVAL

- a. Institutions who intend to be approved as APP shall submit an application along with the prescribed approval fee.
- b. The applicant should submit details along with the necessary documents to demonstrate that it fulfills the requirements of approval.

3. REQUIREMENTS FOR APPROVAL

a. Status

The applicant should be a:

- i. Registered Accounting Education Tutor of the Institute; or
- ii. Degree awarding institution falling under W4 category of HEC.

b. Facilities and faculty

The applicant must have:

- i. the multimedia and audio/video recording and playing equipment, use of which is embedded in the course.
- ii. either hired the faculty or has firm commitment of the faculty having the following profile:
 - Minimum 16 years of education in any discipline
 - Minimum five years of experience of providing training of communication and presentation skills

c. Course planning

The course planning will include:

- i. Documented lecture outlines including activities planned for each lecture.
- ii. Reading material and other learning resources relevant to planned lectures.
- iii. Lecture outcomes, such as, opening, structuring, floating the idea, gestures, vocal variety, visual aid, giving and receiving feedback, listening skills and probing the facts.
- iv. Documented plan with a tentative list of topics for the planned formal presentations.
- v. Reading material or recommended readings or learning resources relevant to planned topics of presentations.
- vi. Documented plan with tentative topics for group discussions and recommended readings and learning resources.

4. PROCESS OF APPROVAL

- a. *Application shall be reviewed by an 'APP Review Committee' comprising Head of Directorate (HoD) of Education and Training and any two persons nominated by HoD Education and Training one preferably having requisite skillset for evaluation of APPs.

- b. Upon successful completion of all the requirements for approval to the satisfaction of APP Review Committee, a certificate to the effect that the applicant is an APP shall be issued by the Institute.
- c. In case the application is rejected, the APP Review Committee shall convey the reasons for rejection in writing to the applicant. The applicant may:
 - i. re-apply within three months after removing the deficiencies for which no application fee will be required to be paid; or
 - ii. prefer an appeal in accordance with the process specified in this notification.

5. COURSE CERTIFICATION AND FEE

- a. The APP shall issue course completion certificate on the format specified by the Institute only to those candidates who:
 - i. have completed not less than 45 hours of the course excluding any additional hours as required by APP under sub-paragraph (c) below; and*
 - ii. have submitted their feedback directly to ICAP after completion of 20 hours and 35 hours of course.
- b. The class size shall not be more than 30 students.
- c. The APP may require a student to attend additional classes or give additional presentations or participate in additional group discussions if student is unable to demonstrate that the required learning outcomes have been achieved. Such additional sessions of the course required from a student must be informed by APP to the Institute with complete details.*
- d. The APP shall not charge a fee exceeding Rs. 8,500.

6. OVERSIGHT BY THE INSTITUTE

- a. The representative(s) of the APP Review Committee will carry out surprise or planned visit at each APP at least once in each six month period from the date of approval or on the complaint about significant non-compliance with the requirements of the approval.
- b. To help schedule these visits the APP will display the time table of courses on its website and share the list of registered students one week before the commencement of each course.
- c. The visit will be for the purpose of assuring whether APP is in compliance with the requirement of the courses. The representatives will be allowed to meet the students attending the courses and to attend any part of the course, if needed.
- e. After each visit a draft Visit Report will be shared with the APP and APP will have 15 days to comment and respond. A final report will be submitted to APP Review Committee after considering the comments and response of APP.
- f. Thirty days before the expiry of approval, the APP Review Committee if satisfied with the Visit Reports will issue a renewal certificate to the APP. The APP shall be deemed to hold the status of APP till the time the renewal is granted or rejected.
- g. The Institute may conduct a sample re-assessment of students certified by APP to ensure the effectiveness of the courses. The sample re-assessment would not have any impact on certification of the selected students.

*Amended in 173rd ETCOM meeting held on June 15, 2015.

7. WITHDRAWAL OF APPROVAL

In case of adverse Visit Reports, the APP Review Committee will consider the recommendations of the representative(s) of the Committee and may decide to:

- a. withdraw the approval of APP in default
- b. suspend approval for a specified period and direct the APP in default to comply with the requirement within a specified period; or
- c. disregard the recommendations.

8. APPEAL AGAINST THE DECISION OF APP REVIEW COMMITTEE

- a. An applicant or an APP aggrieved by the decision of the APP Review Committee may prefer an appeal to ETCOM through Chairman of ETCOM within 30 days of receiving the decision.
- b. The ETCOM may, after considering the facts, revert, amend or uphold the decision of APP Review Committee.

9. FEE AND OTHER DUES

- a. The following fee shall be charged:

Particular	Due date	Rupees
Approval fee (Only for those applicants who are not RAETs or universities with whom ICAP has no MOU arrangement)	Along with the application	30,000
Annual Renewal fee	30 days before the expiry of previous renewal	21,500

- b. The proprietor and partners/directors of an APP shall be jointly and severally responsible for the payment of fee and other dues within the time specified under this scheme.

10. TRANSITION*

- a. The course conducted by eligible institutions prior to obtaining the approval as APP shall be considered valid provided that such institutions obtain approval by July 31, 2015 and course conducted is in compliance with the requirement specified by the Institute.
- b. The details of course conducted during pre-approved period must be submitted to the Institute within seven days of receiving the approval of APP status.

11. EFFECTIVE DATE

This notification shall become effective on **May 5, 2015**.

*Amended in 173rd ETCOM meeting held on June 15th, 2015.

APPLICATION FOR APPROVAL OF PCSC PROVIDER
PARTICULARS OF APPLICANT

Name _____

Address _____

Tel # _____ Fax # _____ E-mail _____

Signature

INDUCTION FEE

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

(Please attach the necessary supporting documents)

FOR INSTITUTE USE ONLY

File No.	
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Checked by _____ Date _____

Approved by _____ Date _____

Certificate issued _____ No. _____ Date _____

Certificate No. _____

(Name of Approved PCSC Provider)

This is hereby certified that

(Name of student)

CRN _____

has successfully completed the

***PRESENTATION AND COMMUNICATION
SKILLS COURSE**

As per the requirements
of **The Institute of Chartered Accountants of Pakistan**

In the session held during _____ to _____

Authorized signature

Dated _____

Place _____