



# Chartered College of Accounting and Finance

*Training for Professional Competence and Integrity*

[charteredcollege.acc.fih@gmail.com](mailto:charteredcollege.acc.fih@gmail.com)



**Dear Stakeholder,**

A warm welcome to the world of Chartered College of Accounting and Finance (CCAF). The college has been formed to offer quality business education across the board with a special emphasis on ethical leadership and management.

CCAF, which was formed in 2017, has consistently been the top performing accountancy training college in the country and Africa. CCAF, which was formed in 2017, has equally excelled in redefining the landscape in executive education, coaching and mentoring.

At CCAF we have developed a culture of keeping our promises. Our business model is based on the particularly strong belief that we owe our success to the trust our stakeholders have placed in us. Integrity, commitment and excellence are values we cherish. In the pursuit of excellence, we see ourselves modeling and strengthening the capacity of tomorrow's leaders.

Our service is dedicated to creating a quality customer experience in which only the best is good enough. In order to meet this goal, we believe that our pedagogy should be designed in a manner that enables and excites further inquiry and learning. That is why the case method is central to our training approach.

We have an eye to the future. Being fully convinced that yesterday's skills are not going to be required tomorrow, we aim to work with our clients in such a way that learning is exciting and that they can learn and relearn everyday. The only way we know how to succeed is through grit and deliberate practice.



**Welcome to the world of CCAF. Your journey starts here!**

**Vision:** Inspiring leadership, transforming lives

**Mission:** To be a centre of excellence committed to providing value based practical education, research and training relevant to be resolution of our continent's challenges.

**Our Values:** We are a value based organization whose business model is based on deliberate practice. We believe in continuous improvement, diligence, hard work and ethical conduct.



### **Leadership**

Professor. Danson Musyoki  
Executive Director

Prof. Danson Musyoki hold Doctor of Philosophy (PhD) Degree in Finance from Gulu University, a Public University in Uganda, Master of Business Administration Degree (MBA), with a Double Major Specialization in Accounting and Finance, University of Nairobi, Bachelor of Commerce (Bcom) Accounting Option Degree, University of Nairobi. Registered and Practicing Member of the Institute of Certified Public Accountants of Kenya (ICPA-K), Registered and Practicing Member of the Institute of Certified Public Accountants of Rwanda (ICPA-R), Registered Member of the Association of Chartered Certified Accountants of United Kingdom (ACCA-UK), Advanced Diploma in Accounting and Business of the Association of Chartered Certified Accountants of United Kingdom (ACCA-UK), Registered and Practicing Member of the Institute of Certified Investment and Financial Analyst of Kenya (ICIFA-K), Registered Member of the Chartered Institute of Securities and Investments of United Kingdom (CISI-UK), Registered as a Certified Public Secretary by the Registration of Certified Public Secretaries Board of Kenya (RCPSB-K), Registered Member of the Institute of Public Certified Secretaries of Kenya (ICPS-K) and Member of American Finance Association (AFA).



Prof. Danson has over 25 years of Academic and Industrial Experience in the field of Finance, Accounting and Business Management having served as Vice Chancellor of various Universities in Rwanda and consulted for several companies in Rwanda and Kenya. Prof. Danson has supervised many theses and has published widely in reputable academics and professional journals.

**Mr Martin Kweyu**

Associate Director



Mr. Martin holds a Master of Business Administration Degree (MBA), Specializing in Management Science, University of Nairobi, and Bachelor of Arts (Hon) in Economics, Egerton University. He has considerable teaching experience at University level and Management and Administration of private sector organizations. Mr. Martin worked as a Lecturer in several Institutions of Higher Learning in and outside Kenya for a period spanning over fifteen years. He held the position of a Human Resource Manager in several companies and that of a Senior Administrator in a Public University. Mr. Martin strongly believes that he has a wealth of experience that can benefit a training Institution in both teaching and administrative areas.

On the teaching side, Mr. Martin has been a Lecturer in Business Schools/Faculties/Departments of a number of University, including ,University of Nairobi, Kenyatta University, Catholic University of Eastern Africa, Marist International University College, Tangaza University College, and KIM University in Rwanda. His areas of specialty in Lecturing are in exposing learners to Quantitative Techniques for Business Analysis, comprising of courses such as Business Statistics, Business Mathematics, Software Applications in Quantitative Analysis, including Statistical Analysis with SPSS and the spreadsheet of MS Excel, as well as Financial Modeling with MS Excel, to mention but a few. He has also guided a large number of students in their research projects at both the Undergraduate and Postgraduate levels in the School of Business and the School of Education of Catholic University of Eastern Africa.

When the need arises, he has engaged in course curriculum development and improvement from time to time within the School of Business. Mr. Martin is pursuing a Doctoral of Business Administration (DBA) Degree in Finance to enhance his academic qualifications and knowledge. He has severally participated in community work that involved initiatives that target the less-privileged and the environment under the initiative of the Catholic University of Eastern Africa.

His industrial working experience as a Human Resource Manager for a period of over three years included guiding, advising, and engaging in the process of company staff recruitment, staff training, management of staff medical cover, management of staff benefits and remuneration (payroll), and management of staff labour relations (unionized staff), to mention but a few. He held the position of a Senior Administrative Assistant within the Academic Division of the University of Nairobi. His major responsibility in that position was to oversee the efficient and timely processing of students' transcripts/results slips from the main campus' computerized and centralized database that held data for students running into thousands in numbers.

## About



### **CHARTERED COLLEGE OF ACCOUNTING AND FINANCE**

Chartered college of accounting and finance is an initiative by qualified accountants to extend quality accountancy and management education to students in Kenya and beyond. The Chartered College of Accounting and Finance (“CCAF”) was established in 2017 to provide higher education to students in Kenya and the rest of Africa. It operated from a custom equipped training centre with modern teaching facilities, utilizing over five Acres of land compound space in a serene conducive learning environment Langata road, Karen. So far 200 part time students benefited from the services of our highly qualified, experienced professional teaching programs.

Since its inception CCAF has developed highly successful professional accountancy training programs - many CCAF students have passed their ACCA, CIFA, CPA final examinations and qualified as professional accountants. Many of those ACCA and CIFA are employed in reputable companies in Kenya and within the region.

CCAF is committed to quality and holds, evidenced by the high levels of accreditations it holds from qualification providers.

### **Experience**

The college is owned and managed by Kenyan trained qualified accountants with over 25 years experience in the field of accountancy and finance training. The training experience of the college is derived from the management team who has been actively involved in education and training in the United Kingdom and Africa. Apart from the industry experienced team of lecturers, the college has recruited a local team of professionals who have provided training in the country and has experience of the local market requirements. Our lecturers follow a continuous professional development program to keep them up to date in their teaching techniques and technical contents.

The college is linked and affiliated with Chartered College of Accountancy and Management (Training College), Institute of Research Analysis (Research Firm), Danson & Partners (Certified Investment and Financial Analysts), Danson & Company (Certified Public Accountants of Kenya, CPA-K), Danson & Associates (Certified Public Secretaries of Kenya, CPS-K) with networks in South Africa, Rwanda, Burundi, Sudan, Tanzania and Uganda among other countries.

### **Quality Policy**

- All CCAF programs are based on a fundamental policy of quality, from inception through to implementation and constant monitoring.
- The quality policy starts with a rigorous tutor selection process, using classroom tutoring environments as a basis for the assessments.
- A detailed teaching program is then developed to ensure that all aspects of the syllabus are covered and taught to the required breadth and depth.
- Monitoring of performance is measured across a broad range of criteria, including:
  - Student attendance, and fall off in attendance is checked and followed up.
  - Students are circulated with assessment forms for all classes which are used to inform management about any possible shortcomings and opportunities to improve our courses delivery and facilities.
  - Exam pass rates are measured against national and international standards as applicable, again providing management insight into any shortcomings or opportunities to improve.
- Our tutors, process and facilities are subject to rigorous annual auditing by the qualification providing bodies and our continued accreditation is proof of success of these policies.
- Additional evidence of the success of our quality policy is evidenced in our high pass rates. The same quality procedures are applied to all of our programs.
- Our quality management system is tailored to our operation/processes, including all customer and regulatory requirements.



### **PROFESSIONAL PROGRAMMES**

The ACCA course provides globally recognized accounting knowledge, skills and professional values essential for building successful jobs and careers. CCAF is a Learning Partner of ACCA for Student Tuition in Kenya with students drawn from Kenya Uganda Rwanda, Tanzania Sudan and Burundi among other countries. Learning partner approval for Student Tuition guarantees a quality learning experience and is recommended by ACCA-Kenya and that our students consistently meet exam results targets set by meeting or exceeding ACCA's worldwide pass rates.

### **Why ACCA?**

Please read on to find out the reasons why ACCA is your future in finance and accounting in ACCA-UK website.

### **Biggest**

Join ACCA and you are accessing an unrivaled global network of offices, learning providers, examination centres and employers.

- Students and members in 170 countries
- Office and centres in nearly 80 countries
- Partners worldwide

### **Fastest growing**

Every six minutes, somewhere in the world, someone registers as an ACCA student. So will you still stand out from the crowd? Absolutely No. ACCA students and members are individuals in every sense, not bound by business-sector or country-border constraints.

### **World-class reputation**

ACCA has been around for over 100 years and in that time it has built a reputation of excellence in qualifications and training that is recognized around the world, especially by employers of accountants.

## **ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS (ACCA)**

The ACCA qualification is designed to provide the accounting knowledge, skills and professional values which will deliver accounting professionals who are capable of building successful careers across all sectors, whether they are working in the public or private sectors, practicing in accounting firms, or pursuing a career in business.

In order to qualify as an ACCA member, you will complete: 14 exams (nine of which are eligible for exemption) Relevant practical experience, with a minimum of three years and pass Professional Ethics Module.

## **BENEFITS OF COMPUTER BASED EXAMINATION (CBE)**

CCAF is not a training centre for CBE and ACCA but can facilitate CBE. CBE offers you the following benefits:

- Flexibility as you can sit CBE at any time of year. And there is no restriction on the number of times you can re-sit the examinations by CBE.
- Instant feedback - Your result is available at the end of the examination.
- Results are uploaded by the licensed centre and will be transferred to your ACCA account within 72 hours.
- New students, who registered too late for paper based examinations, are still eligible to sit CBE's anytime.

### **Revision:**

Upcountry students who may not be able to attend the full schedule of weekend and evening classes, may find it more convenient to attend revision classes, which are scheduled over short periods, entirely during February, May, August and November. Visit ACCA Website for more information on [www.acca-global.com](http://www.acca-global.com)

## **CERTIFIED PUBLIC ACCOUNTANTS OF KENYA (CPA)**

CCAF provides tuition for all the three parts of the CPA Program.

The CPA courses provide a foundation for professional accountants to become Certified Public Accountants of Kenya, Certified Financial and Investment Analyst of Kenya, Chartered financial analysts United States of America and pursue good jobs and careers in accounting.

The foundation of knowledge, basic skills and professional values allows those who transcend through it to keep learning and adapt to change through their professional career. Save for the initial years, to become a full member of institute of certified public Accountants of Kenya (ICPAK), one ought to sit and pass the CPA examination of Kenya Accountants Secretaries National Examination Board (KASNEB).

## **CERTIFIED INVESTMENT AND FINANCIAL ANALYSTS(CIFA)**

The CIFA examination is intended for those persons who wish to qualify and work as professional managers, financial analysts and consultants on investment and securities, pension funds, stock broking, investment and securities, pension funds, stock broking, investment banking and other specialized fields in finance.

The Certified Investment and Financial Analysts (CIFA) examination is held twice yearly in May and November. The examination is divided into three (3) parts of two (2) sections each where each section consists of three (3) subjects. A candidate may attempt one (1) section or two (2) consecutive sections in the examinations. Candidates are not allowed to enter for a higher section before completing a lower one.

Prior to applying for registration as a student of the KASNEB, the applicant is advised to carefully assess his/her interest in the profession and ability to study, take and pass the examination within a reasonable time.

**KASNEB has a link indicated below.**

To access your CPA/ CIFA results on line and for further information on;

Minimum registration as member/students  
Examination rules and regulations  
CPA/CIFA Program syllabus

Access KASNEB link.<https://lkasneb.or.ke>

**CHARTERED FINANCIAL ANALYST OF UNITED STATES OF AMERICA (CFA)**

The CFA course empowers you with a strong foundation in your jobs and careers by providing you with the training you need in today's finance & investment industry.

CCAF offers tuitions for the Chartered Financial Analyst (CFA) program in United States of America. The CFA credential has become the most respected and recognized investment designation in the world. CCAF provides an opportunity for you for getting this qualification.

**Why CFA?**

The CFA Program is a globally recognized, graduate level curriculum that provides you with a strong foundation of the real-world investment analysis and portfolio management skills and practical knowledge you need in today's investment industry. It also emphasizes the highest ethical and professional standards.

The CFA Program focuses specifically on investment knowledge. In addition, the self-study format allows you to continue working full time while you earn the charter. The CFA Program provides the skills needed to succeed in the workplace and that earning the CFA charter demonstrates the persistence, flexibility, and hard work required



of today's investment professionals. Employers recognize the CFA charter as a reliable way to differentiate the most qualified and determined job applicants, frequently listing the CFA charter as a requirement for certain positions.

*For more details on the CFA program, please log on to [www.cfainstitute.org](http://www.cfainstitute.org)*

**Undergraduate and Postgraduate Degrees**

CCAF is in the final process of negotiating for an Approved Learning Partner for reputable and world class University to offer both undergraduate and postgraduate degree programs.

As a busy and ambitious professional, you may want the range of skills and expertise that a degree qualification can provide, but do not have the time to accommodate the schedule of a less flexible degree programme. Firm on standards and quality, the CCAF approved partner learning degree programme allows you to tailor your study route to meet your own specific requirements.

The Universities degree are specifically designed to provide an intellectually demanding and rigorous programs that enables you to study when and where you wish and to take examinations anywhere in the world.

## **KENYA NATIONAL EXAMINATION COUNCIL (KNEC) COURSES**

CCAF train and prepare students for KNEC courses at Artisan, Certificate (Craft), Diploma and Higher Diploma Level in the following course;

KNEC Business Artisan Certificate Courses (TVET) under the single and group subjects in the following specialization;

- Secretarial Studies
- Sales and Marketing
- Business Management
- Human Resources Management
- Supplies Management

## **KNEC Business Craft Certificate Courses (TVET) in the following specializations;**

- Secretarial Studies
- Sales and Marketing
- Supply Chain Management
- Business Management
- Human Resources Management
- Clerical Operations
- Co-operative Management
- Investment Management
- Project Management
- Information Technology
- Information Studies
- Tour Guiding Operations
- Tour Guiding and Travel Operations

## **KNEC Business Diploma Courses in the following specialization;**

- Secretarial Studies
- Sales and Marketing
- Supply Chain Management
- Business Management
- Co-operative Management
- Human Resources Management
- Tourism Management
- Tour Guiding Management
- Information and Communication Technology
- Project Management
- Investment Management

## **KNEC Higher National Diploma Courses in the following specialization;**

- Secretarial Management
- Business Management
- Human Resource Management
- Entrepreneurship Development
- Tourism Management

## **KNEC Early childhood development and education (ECDE) for the following levels;**

- Certificate
- Diploma

## **KNEC Primary Teacher Education in the following levels;**

- Primary teacher education (PTE)
- Diploma teacher education (DTE)
- Diploma in special need education (SNE)

## **EXECUTIVE EDUCATION**

CCAF is dedicated to providing quality executive education and training for industry and business practitioners across all sectors and levels of the organization in various management aspects and not limited to the following:

- Leadership
- Emotional and Social Intelligence
- Organizational Culture
- Change Management
- Business Continuity and Succession Planning
- Excellence in Execution
- Strategic and Critical Thinking
- Enterprise Risk Management
- Big Data and Cyber Security
- Board Governance

## **CHARTERED MANAGEMENT CONSULTANCY (CMC)**

### **TRAINING SEMINARS AND WORKSHOPS**

Chartered Management Consultancy (CMC) the Management and Consultancy arm of Chartered College of Accounting and Finance was established to respond to the growing needs of professional services required by stakeholders to address contemporary challenges in workplaces. The CMC mission is to be a leading social enterprise, providing transformative workplace solutions in a changing world. CMC draw its strength from the expertise of a pool of consultants who have strong academic and professional backgrounds, vast experience and refined skills on their areas of specialization.

At the beginning of every financial year, CMC program design teams carefully tailor high-impact courses, ensuring that each course is a powerful blend of theory and practice, that not only creates comprehensive knowledge on the subject matter, but also provides practical implementation, monitoring and evaluation strategies to guarantee the successful adoption of best practices and transformation of organizations.

CMC training facilitators, equipped with strong academic and professional backgrounds, vast experience and refined skills on their areas of specialization use a variety of adult learning methodologies to make CMC classes' world class!

We take pride in the success of organizations that train with us, and therefore offer continuous technical support to teams as they transform policies, processes & practice in their organizations, as a result of our training. This is why you should train with us

## **Knowledge Management**

Organizations will not survive in this era, unless deliberate design of processes, tools & structures is done, with intent to capture, increase, renew, share, store & improve the use of one of the organization's most important commodity – knowledge! Our customized programs help participants understand the numerous processes involved in managing and leveraging value from intellectual assets. This includes the classification, lifecycle, driving forces, spectrum, selection and

implementation of knowledge management strategies.



**Alcohol**

## **Drug & Substance Abuse (ADA)**

We offer customized Alcohol & Drug Abuse training programs aimed at empowering participants with knowledge & skills on workplace ADA prevention & management, as well as the establishment and operationalization of Employee Assistance Programs (EAP) to facilitate early identification, treatment and rehabilitation of staff with Substance Use Disorders (SUDs).





### **Gender Mainstreaming**

Gender equality is a fundamental right. Our gender mainstreaming programs help

workplaces in the (re)organization, improvement, development and evaluation of processes, so that a gender equality perspective is incorporated in all policies and programmes at all levels. Our training programs explore a variety of gender equality strategies, while providing learners with tools and techniques for institutionalizing the gendered approach.

### **Disability Mainstreaming**

We offer customized disability mainstreaming programs aimed at equipping delegates with knowledge & skills to effectively facilitate a sustainable realization of the rights of persons with disabilities and the provisions of the national legislation & policy framework on disability mainstreaming.



### **HIV/AIDS**

CCAF offers comprehensive courses aligned with national policy & strategic frameworks, to enhance knowledge and skills to design, implement & evaluate HIV/AIDS prevention and management

interventions, with a view to attain the greatest sustained impact from the combination prevention package.



### **Outplacement (Retirement & Retrenchment)**



CMC provides an integrated suite of outplacement and transition support services to assist

affected employees come to terms with challenges associated with redundancy and outplacement. We work closely with clients and partners to deliver a highly individual and tailored approach, engaging displaced employees from the time they are laid off to the time they find their next job or career, focusing on the future rather than the past.

### **Records Management**



Organizations face increasing pressure to manage their records according

to statutory and business requirements. As the use of electronic records and the deployment of electronic document and records management systems continue to increase, the core skills of the person responsible for records management become ever more important to the organization. In many cases, appropriate data protection and compliance will depend upon a good records management system. CMC's records management program is designed to offer a step-by-step process of (re)aligning records management technology, roles, processes and strategy to create a successful records management system that integrates numerous resources to manage and leverage value from corporate information.

### **Occupational Safety & Health**

The role of training in developing and maintaining effective hazard control activities is incalculable and is a proven and successful method of intervention in occupational health and safety. Our tailored programs assist organizations promote and maintain the highest degree of physical, mental and social well-being of workers; prevent departures from health caused by their working conditions; place and maintain workers in an environment adapted to their physiological and psychological capabilities; and, to adapt work to man and each man to his job.



### **Complaints Handling**



In order to improve customer service, satisfaction, experiences, and complaint resolution

rates, every workplace must strive to dedicate personnel to the effective management of complaints. Organizations that lack skills and systems for handling ongoing barrage of complaints almost always suffer the consequences of disengaged members of staff, characterized by poor performance, absenteeism and high staff turnover costs. CMC practical course is designed to impart essential skills and techniques required to provide exceptional complaint management and support.

### **Managing Sacco's for Results**



Sacco's are operations are unique because they are owner managed and therefore must be results

driven. CMC's will come up train management on the concept of owner driven management model.

### **Counseling Skills**

CMC offers tailored counseling skills training, aimed at transforming learners into effective counselors. The



programs focus on imparting knowledge, skills, attitudes and attributes necessary for assisting clients explore situations and identify solutions within the limitations of their given environment.

### **Peer Education**

Peer educators are invaluable in shaping knowledge, attitudes, beliefs, skills and behaviors, through undertaking informal or organized educational activities with their peers (those similar to themselves in age, background or interests) over a period of time, helping them make responsible choices. Our peer education programs are flexible and complimentary covering a variety of health issues.





### Stress Management

Stress is very common in the contemporary society.

The ability to manage stress in the workplace can not only improve physical and emotional health but can also make the difference between success and failure on the job. Stress management in the workplace requires more than just helpful tips. It calls for concerted effort to assist employees deal with life stressors and acquire relevant skills to enable them meet their work targets and enhance their productivity.

### Teambuilding

We offer transformative teambuilding experiences which address diverse objectives including: team work, communication, bonding, leadership, stress, change management, boosting staff morale, growth, trust, and rebranding, all delivered in a fun filled cooperative, active, moderate and circle games. Our programs are customized to include health and wellness sessions and checks.



### Managing for Results

Results measure organization strategic objectives and goals and therefore management use results to determine how well imple-



mentations of organization resources have been implemented. CMC will help management understanding how organization results can be determined step by step and actions to be taken where there are deviations from the planned results.

### Employee Assistance Programs (EAP)

CMC's Employee Assistance Program training enhances knowledge and skills to design, implement, monitor and evaluate services to remediate problems that employees experience, often without causal relationship to their work, that interfere with employees' productivity on the job and their general well-being. The training provides a comprehensive framework which includes the program structure, administrative and operative procedures for the implementation of holistic Employee Assistance services, aimed at facilitating prevention, early identification and resolution of personal concerns that may affect job performance.



## **Frequently Asked Questions (FAQ)**

### **Question 1: Why choose CCAF?**

Answer:

Our focus on quality means that you obtain the best possible learning experience at CCAF, and maximize your personal potential. And we now offer tuition leading to a wide and growing range of business academic and professional qualifications.

CCAF is especially proud of the fact that over a period of only two years CCAF has been recognized by getting students enrollment within and outside East Africa. Secondly our pass rates have been at 100%. This is a very good measure of the quality of our training, as it directly compares CCAF with other worldwide training institutes.

This success rate in tuition for the ACCA is replicated in our other courses, and is due to the training experience of the international lecturing teams who have been actively involved in education and training in the united kingdom (UK), supplemented by our local team of highly qualified professionals.

CCAF is a respected and renowned Accountancy Training College in Kenya. Well known for high pass rates. CCAF is committed to providing quality education to all who register with CCAF. With classes taking places outside Nairobi, in conducive and serene environments that enhance effective learning.

### **Question 2: What are the Courses offered by CCAF?**

Answer:

*CCAF offers courses in Professional Accountancy and Management. CCAF also conducts in-house Program in the area of Business and Accounting for corporate and financial institutions.*

- Specifically we provide high quality tuition for the following qualifications:

The Association of Chartered Certified Accountants (ACCA)

- Certified Public Accountants of Kenya (CPA)
- Certified Investment and Financial Analyst of Kenya (CIFA)
- Chartered Financial Analyst (CFA)



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Tuition classes are offered on tested and proven virtual platforms that are highly effective for interactive learning standards and outcomes

Kenya Accountants and Secretaries National Examination Board (KASNEB) Professional Programs- CPA/CS/CICT/CIFA/CCP

- Certified Public Accountants (CPA)
- Certified Secretaries (CS)
- Certified Information Communication Technologies (CICT)
- Certified Investment and Financial Analysts (CIFA)
- Certified Credit Professionals (CCP)

#### Professional Examinations-Entry Requirements:

A person seeking to be registered as a student for any of the professional examinations must show evidence of being a holder of one of the following minimum qualifications:

- Kenya Certificate of Secondary Education (KCSE) examination with an aggregate average of at least Grade C+ (C plus) or its equivalent or,
- Kenya Advanced Certificate of Education (KACE) with at least TWO Principal passes provided that the applicant has credits in Mathematics and English at Kenya Certificate of Education (KCE) level or equivalent qualifications or,
- kasneb technician, diploma or professional examination certificate or,
- A degree from a recognised university or,
- International General Certificate of Secondary Education (IGCSE) examination grade C in 6 papers with C in both English and Mathematics or,
- Such other certificates or diplomas as may be approved by kasneb.

### **Diploma Programs-ATD/DICT/DCM**

- Accounting Technicians Diploma (ATD)
- Diploma in Information Communication Technology (DICT)
- Diploma in Credit Management (DCM)

#### Diploma Examinations-Entry Requirements:

A person seeking to be registered as a student for any of the diploma examinations must show evidence of being a holder of one of the following minimum qualifications:

- Kenya Certificate of Secondary Education (KCSE) examination with an aggregate average of at least Grade C- (C Minus) or equivalent qualifications or,
- International General Certificate of Secondary Education (IGCSE) examination Grade D or,
- Any other kasneb technician or diploma examination certificate.

### **Certificate Program-CAMS**

#### **Certificate in Accounting and Management Skills (CAMS)**

#### Certificate Examination-Entry Requirements:

A person seeking to be registered as a student for Certificate in Accounting and Management Skills (CAMS) qualification must show evidence of being a holder of the following minimum qualifications:

- Kenya Certificate of Secondary Education (KCSE) examination with an aggregate average of at least Grade D (D Plain) or its equivalent or,

### **Association of Chartered Certified Accountants of United Kingdom (ACCA-UK) Professional Programs- (ACCA)**

#### **Association of Chartered Certified Accountants (ACCA)**

#### Minimum Entry Requirements:

- You need three GCSEs and two A Levels in five separate subjects including Maths and English (or their equivalent) to start the ACCA Qualification or
- Kenya Certificate of Secondary Education (KCSE) examination with an aggregate average of at least Grade C+ (C plus) with C in both Mathematics and English or its equivalent or,
- Kenya Advanced Certificate of Education (KACE) with at least TWO Principal passes provided that the applicant has credits in Mathematics and English at Kenya Certificate of Education (KCE) level or equivalent qualifications.

### **Foundations in Accounting - (ACCA)**

- Foundational level-ACCA Diploma in Financial and Management Accounting

No minimum entry requirement for foundation in accounting (ACCA)

## Institute of Chartered Financial Analyst of United States (ICFA-USA) Profession Programs-(CFA)

### Chartered Financial Analyst (CFA)

Minimum Entry Requirements:

- A bachelor's degree or be in their final undergraduate year at the time of registration.
- At least 4 years of qualified professional work experience.

## Chartered Institute of Securities and Investments (CISI-UK)

### Chartered Securities and Investment Qualifications pathways

Minimum Entry Requirements:

Entry level vary, depending on one's knowledge and background of finance

## KENYA NATIONAL EXAMINATION COUNCIL (KNEC)

### KNEC Artisan Certificate Courses on offer

- Secretarial Studies
- Sales and Marketing
- Business Management
- Human Resources Management
- Supplies Management

Minimum Entry Requirements:

- For stage 1, candidates should have passed KCPE or equivalent qualification as approved by KNEC
- For stage 2, candidates should have passed stage 1 of the requisite subject(s)
- For stage 3, candidates should have passed stage 2 of the requisite subject(s)

Depending on the progress of a candidate, the entire course can be completed within 18 months

### KNEC Craft Certificate Courses on offer

- Secretarial Studies
- Sales and Marketing
- Business Management
- Human Resources Management
- Supply Chain Management
- Clerical Operations
- Co-operative Management
- Investment Management
- Project Management
- Information Technology
- Information Studies
- Tour Guiding Operations
- Tour Guiding and Travel Operations
- Road Transport Management
- Maritime Transport Operations
- Maritime Transport Logistics

The minimum entry requirements for this level of courses are:

- KCSE D plain
- Pass in Artisan Certificate level where applicable
- Any other equivalent qualification as approved by KNEC

The duration for the Craft Certificate course is two (2) years covered in two (2) modules including compulsory industrial attachment

### **KNEC Diploma Courses on offer**

- Secretarial studies
- Sales and Marketing
- Supply Chain Management
- Business Management
- Co-operative Management
- Human Resources Management
- Road Transport Management
- Tourism Management
- Tour Guiding management
- Information & Technology
- Petroleum Management
- Project Management
- Investment Management
- Maritime Transport
- Disaster Management
- Maritime Transport Operations
- Maritime Transport Logistics
- International Freight Management

The minimum entry requirements for this level of courses are:

- KCSE C minus
- Pass Craft Certificate level where applicable
- Any other equivalent qualification as approved by KNEC

The duration for the diploma certificate course is three (3) years covered in three (3) modules including compulsory industrial attachment

### **KNEC Higher National Diploma Courses on offer**

- Secretarial management
- Business Management
- Human Resources Management
- Entrepreneurship Development
- Tourism Management
- Library and Information Management
- Archives and Records Management

The minimum entry requirements for this level of courses are:

- Pass in Diploma level where applicable
- Degree from a recognized university
- Any other equivalent qualification as approved by KNEC

The duration for the courses is two (2) years including compulsory industrial attachment

### **KNEC Early Childhood Development Education ECDE on offer**

#### **ECDE Proficiency Certificate**

The entry requirements are:

KCPE Certificate or

KCSE mean Grade D plain and below

#### **Certificate in ECDE**

The minimum entry requirements are:

- KCSE mean Grade D plus, or;
- KCE Division FOUR, or;
- P2 Teacher Training Certificate, or;
- KCPE Certificate with a pass in ECDE proficiency certificate

## Diploma in ECDE

The minimum entry requirements are:

- KCSE mean Grade C plain or;
- KCE Division TWO or;
- Primary Teacher Education (PTE) Teacher Training Certificate or;
- At least D plus in KCSE or KCE Division THREE and in addition have a KNEC Certificate or Ministry of Education DICECE Certificate or;
- KCE Division THREE and Kenya Advanced Certificate of Education (KACE-A level) certificate with a minimum of ONE principal

Duration- four (4) terms of pre-service training or six (6) terms in service training.

Candidates can complete the course in two terms

## KNEC Primary Teacher Education on offer

### Primary Teacher Education (PTE)

The minimum entry requirements are:

KCSE mean Grade C minus for visually impaired (VI-blind), hearing impaired (HI) and physically disabled candidate

## Diploma Teacher Education (DTE)

The minimum entry requirements are:

- KCSE mean Grade C plus
- In addition the trainee must have a grade of C plus in the two teaching subjects and a C plain in English
- Candidate pursuing science courses should have at least C plain in mathematics while those pursuing humanities and languages should have at least D plus in mathematics

The duration of the course is three (3) years

## Special Needs Education (SNE)

The minimum entry requirements are:

- Primary Teacher Education (PTE) Certificate or;
- P1 Teacher Certificate by training, or;
- P1 Teacher who has been promoted by the Ministry of Education through the teacher proficiency courses or;
- KCSE mean Grade C minus or with a KNEC Certificate in ECDE or Ministry of Education DICECE Certificate or;
- KCE Division THREE with a KNEC Certificate in ECDE or Ministry of Education DICECE Certificate (The duration for the course is two (2) years)

**Fee is paid directly to:**

Chartered College of Accounting and Finance

KCB Bank Tala Branch

Account No; 1282590561 charteredcollege.acc.fin@gmail.com



Email: [charteredcollege.acc.fin@gmail.com](mailto:charteredcollege.acc.fin@gmail.com)

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