



**REQUIREMENTS FOR ADMISSION AND
REGISTRATION
AS A MEMBER OF
THE FIJI INSTITUTE OF ACCOUNTANTS
By-Laws**

Depending upon qualifications and practical experience an applicant may be eligible for admission and registration either as an Affiliate Accountant, a Provisional Member or a Chartered Accountant. The specific qualifications and practical experience required for each category of membership are set out in the following paragraphs.

- **AFFILIATE ACCOUNTANTS**

An applicant who wishes to be registered as an Affiliate Accountant must have graduated with either a recognised Diploma or a recognised Degree with sufficient academic units that would satisfy the essential elements of the recognised Diplomas.

The **recognised Diplomas** (pre 2011 Diplomas marked with an asterisk) are as follows:

University of the South Pacific Diploma in Accounting Studies; or
University of Fiji Diploma in Accounting; or

Fiji National University 2011 revised Diploma in Accounting; or
Fiji National University Advanced Diploma in Accounting*; or
Fiji Institute of Technology Diploma in Business Studies (Accounting)*; or
TAFE Advanced Diploma in Accounting, Western Sydney Institute offered through the National Training and Productivity Centre of the Fiji National University

The recognised Degrees are listed under the requirements for Provisional Members.

Affiliate Accountants are not required to have gained any practical experience.

Applicants who have completed a recognised Degree but who have not completed all the 20 prescribed undergraduate academic units to qualify as a Provisional Member may also qualify for admission as Affiliate Accountants provided they have completed sufficient of the prescribed academic units substantially to qualify for a recognised Diploma.

- **PROVISIONAL MEMBERS**

Any applicant who wishes to be registered as a Provisional Member must have graduated with a recognised Degree and have completed at least the 20 academic units required by the Fiji Institute of Accountants.

The **recognised Degrees** are as follows:

University of the South Pacific Bachelor of Commerce in Accounting; or
University of Fiji Bachelor of Commerce (Accounting); or
Fiji National University Bachelor of Commerce (Accounting); or
Fiji National University Bachelor in Accounting

The Fiji Institute of Accountants does not directly recognise any academic qualifications gained at overseas (non-Fiji) technical colleges or universities. Applicants with any such overseas academic qualifications will need to have their official transcripts assessed by the University of the South Pacific for comparability. The Institute will facilitate this assessment provided the applicant makes available the originally certified stamped transcript and certificate.

The academic units that applicants for admission as a Provisional Member will need to have completed are as follows:

University of the South Pacific	[UOF in square brackets] (FNU in round brackets)		
Introduction to AFM Part I	AF101	[ACC101]	(ACC501)
Introduction to AFM Part II	AF102	[ACC102]	(ACC502)
Introduction to Law of Commerce	AF108	[ACC103]	(LAW501)
Introduction to Accounting			

Information Systems	CS121/AF121 or	[ACC110] or	(CIN506)
Computing Fundamentals	CS100/IS100	[ITC101/CSA 101]	
Macroeconomics	EC101 or	[ECO101] or	(ECN501) or
Microeconomics	EC102	[ECO102]	(ECN502)
Financial Mathematics (previously	FM101		(MTH507)
Mathematics for Social Sciences	MA101 or	[MTH101]	
Calculus I and Linear Algebra I	MA111		
Plus any two other 100-level units			

Managerial Accounting	AF201	[ACC201]	(ACC602)
Law of Association	AF205	[ACC205]	(LAW603)
Financial Management	AF208	[ACC208]	(FIN601)
Financial Accounting	AF203/AF210	[ACC203]	(ACC601)
Plus any two other 200-level units			

Accounting Theory and Application	AF301	[ACC301]	(ACC706)
Information Systems	AF302	[ACC302]	(CIN708)
Auditing	AF304	[ACC304]	(ACC701)
Taxation Law	AF308	[ACC308]	(LAW601)
Plus any two other 300-level units			

Provisional Members are not required to have gained any practical experience.

- **CHARTERED ACCOUNTANTS**

An applicant who wishes to be registered as a Chartered Accountant must have graduated with a recognised degree and have completed at least the 20 academic units required by the Fiji Institute of Accountants (i.e. the same undergraduate academic qualifications that are required for a Provisional member) but he/she is also required to complete a minimum of three years of practical experience and also to complete either the four “core units” out of the USP’s/FNU’s/UOF’s Postgraduate Diploma in Professional Accounting.

- **PRACTICAL EXPERIENCE**

Applicants for Chartered Accountant membership are required to complete a total of at least 3 years of acceptable practical experience. One of those years may be completed before the completion of the 20 required undergraduate academic units but the other two have to be completed after completing the last of the 20 required academic units and must be completed under the supervision of an eligible mentor.

- **MENTORED PRACTICAL EXPERIENCE**

Applicants for mentored practical experience will be required to enter into an agreement with an “eligible mentor” (any registered Chartered Accountant with at least 4 years of practical experience after being admitted as a Chartered Accountant) to supervise the next two years’ practical experience of the applicant. The signed mentor agreement must be submitted to FIA prior to the commencement of the mentorship. During those two years the applicant will be required to demonstrate to the mentor that he/she has gained experience in at least three of the following six areas of practical experience (with in-depth experience in one):

- Auditing
- External Reporting
- Insolvency and Reconstruction
- Management Accounting
- Taxation
- Treasury

Applicants applying straight into CA membership must provide a status declaration by mentor accompanied by the mentor agreement. This requirement does not apply to current members and cross-credit applicants.

- **PRACTICAL EXPERIENCE FOR ACADEMICS**

Applicants in academia are required to hold a Doctorate or Masters degree majoring in Accounting or in an allied subject and to have held a position of lecturer or a more senior position at an accredited tertiary institute teaching

undergraduate or postgraduate courses required to be completed by applicants seeking admission to the Institute as a Chartered Accountant for at least five years. Applicants will have taught a range of courses including at least 3 out of the 6 categories of practical experience required for non-academic applicants, certified by a senior academic.

- **POSTGRADUATE REQUIREMENTS**

Applicants for Chartered Accountant membership are also required to complete four “core units” out of the USP’s/FNU’s/UOF’s Postgraduate Diploma in Professional Accounting.

Alternatively applicants may now enrol for four out of the following 10 accredited post graduate units offered by the University of the South Pacific under its Postgraduate Diploma in Professional Accounting with the one marked in bold being compulsory:

USP Postgraduate Diploma

AF420	Financial Statement Analysis
AF431	Advanced Management Accounting
AF432	Information Systems Control Audit
AF433	Advanced Financial Accounting
AF401	Forensic Accounting and Practice
AF405	Fraud Accounting and Investigation
AF436	Accounting for Management Control
AF437	Issues of Governance and Ethics in Accounting
AF439	Advanced Taxation Contemporary Issues
AF440	Advanced Taxation Structures

[AF437 and one out of AF420, AF431, AF432 and AF433 are compulsory, plus two others of the listed units as electives]

FNU Postgraduate Diploma

ACC811	Entrepreneurship, Ethics and Governance
ACC801	Taxation of Business Enterprises
ACC802	Developments in Auditing and Assurance Services
ACC803	Advanced Financial Reporting
ACC804	Developments in Management Accounting
ACC807	Forensic Accounting – Conduct and Procedures
ACC808	Forensic and Litigation Services
ACC809	Fraud Examination and Investigative Techniques
FIN807	Financial Statement Analysis
FIN808	Advanced Corporate Finance
TAX801	Taxation of Business Enterprises

[ACC811 and one out of ACC802, ACC803, ACC804 and FIN807 are compulsory plus two others of the listed units as electives]

UOF Postgraduate Diploma

Core Courses:

ACC402	Ethics, Governance & Accountability
ACC403	Advanced Financial Reporting

ELECTIVES: (Two courses from the following)

ACC401	Advanced Accounting Theory
ACC404	Advanced Management Accounting
ACC405	Advanced Auditing and Assurance Services
ACC406	Financial Statement Analysis
ACC407	Business Research Methods
ACC408	Advanced Taxation, Law & Practice

- **CHARTERED ACCOUNTANT IN PUBLIC PRACTICE**

Under Rule 6 (2) of the FIA Rules, a certificate of public practice shall be issued to a member who satisfies the Council that he meets the following requirements:

- a) Is a fit and proper person to offer accounting services to the public and is normally resident in Fiji; or if he is not normally resident in Fiji, and he is a partner in a firm of chartered accountants practicing in Fiji and in this respect a certificate of public practice so issued shall bear such qualifications as considered appropriate by the Council.
- b) Has had not less than 3 years acceptable practical experience in the office of a chartered accountant in public after becoming a full member of the Institute or of one of the recognized associations; and
- c) Is holding himself out as offering accounting services to the public and maintains a suitable office from which to practice.

The Council, when considering whether or not to grant its consent for a chartered accountant in public practice to form or to use an incorporated company may take into account and prescribe any or all of the following conditions:

- a) the functions which the proposed company intends to practise and whether these might be in conflict with the professional and ethical standards of the Institute;
- b) the name proposed for the company and whether that would indicate specialised services;
- c) that the shareholders carrying majority voting rights and a majority of directors of the company shall be restricted to professional accountants in public practice and any other shareholders or other directors of the company who are not chartered accountants in public practice should be restricted to employees of the company;
- d) the Council should be advised of any material change in the shareholdings or the directorships of the company or of any proposed amendment to the memorandum and articles of association of the company.

- **CROSS-CREDIT ADMISSION**

The Fiji Institute of Accountants “recognises” the following 8 overseas accounting bodies and **may consider** admitting people to FIA membership who are current members in good standing of those accounting bodies. However such admissions will only be to membership at the equivalent level to the membership held in the overseas accounting body and will be dependent in most cases, on evidence that the applicant has made plans to reside and work in Fiji or the neighbouring Pacific Islands.

The Certified Practising Accountants of Australia
The Hong Kong Institute of Certified Public Accountants
The Chartered Accountants of Australia and New Zealand
The Institute of Chartered Accountants in England and Wales
The Institute of Chartered Accountants in Ireland
The Institute of Chartered Accountants of Scotland
The Institute of Chartered Accountants of India
The Institute of Chartered Accountants of Sri Lanka