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| MODULE 2 | Communication and Terminology for Professional Licensing |
| TOPIC 2A | Obtaining a CA Designation |
| 2B | Accounting Positions Not Requiring a Designation |

LEARNING OUTCOMES:

By the end of this lesson (Topic 2A), participants will be able to:

- ◆ find specific information in an instructional text
- ◆ explain the process for obtaining a CA designation in Ontario

By the end of this lesson (Topic 2B), participants will be able to:

- ◆ identify some general accounting and clerical positions and job duties that do not require a designation and their requirements for employment

| TOPIC | SKILLS | CLB COMPETENCE AREA | COMPETENCIES | PRE-TASKS | TASK | POST TASK |
|---|--|---|--|--|--|---|
| <p>Topic 2A</p> <ul style="list-style-type: none"> ◆ Obtaining a CA Designation | <ul style="list-style-type: none"> ◆ Reading ◆ Listening/ Speaking | <ul style="list-style-type: none"> ◆ instructional text ◆ exchanging information ◆ giving and following instructions | <ul style="list-style-type: none"> ◆ skim an instructional text for general information ◆ scan for specific information ◆ explain a process using sequencers ◆ have knowledge of CA-specific terminology and general licensing terminology ◆ understand and extract information from a flow chart | <ul style="list-style-type: none"> ◆ discuss general licensing procedures in own country and Canada ◆ read CA Fact Sheet ◆ match terminology with definitions ◆ fill in a flow chart outlining a process | <ul style="list-style-type: none"> ◆ explain licensing process for a future candidate | <ul style="list-style-type: none"> ◆ call ICAO and request information |

| TOPIC | SKILLS | CLB COMPETENCE AREA | COMPETENCIES | PRE-TASKS | TASK | POST TASK |
|---|--|--|---|--|---|-----------|
| <p>Topic 2B</p> <ul style="list-style-type: none"> Accounting Positions not Requiring a Designation | <ul style="list-style-type: none"> Listening/ Speaking Reading | <ul style="list-style-type: none"> exchanging information unformatted text | <ul style="list-style-type: none"> identify some job duties of accounting positions that do not require a designation have an expanded knowledge of terms used to describe accounting, bank, and insurance clerks | <ul style="list-style-type: none"> discuss job duties, places of work, and employment requirements of bookkeepers discuss same as above for accounting, bank, and insurance clerks by categorizing job duties and job titles | <p>(out of class or in class)</p> <ul style="list-style-type: none"> look for these positions in the newspaper and compare with own experience | N/A |

Facilitator's Notes for Module 2

- Topic 2A: Obtaining a CA Designation**
2B: Accounting-related Positions Not Requiring a Designation

FACILITATOR PREPARATION

These two lessons are different, and one may appeal to certain participants more than the other. Since the CA designation is quite difficult to obtain and it may be more of a long-term goal, the accounting positions not requiring a designation may provide some participants with short-term employment alternatives.

Topic 2A***Content***

The Occupational Fact Sheet for Chartered Accountants from the Ontario Institute for Chartered Accounts Web site (<http://www.icao.on.ca>.) is a handout for this lesson. The facilitator should be familiar with the handout. The Fact Sheet is also available from the Ontario Ministry of Training, Colleges and Universities' Web site (<http://www.equalopportunity.ca>.)

Delivery

As many copies as necessary should be made of the following handouts:

- ◆ Handout 1 Occupational Fact Sheet for Chartered Accountants (six pages)
- ◆ Handout 2 Matching Activity
- ◆ Handout 3 Flow Chart

Materials needed: overhead projector, OHT 1, access to a blackboard or flipchart.

Topic 2B**Content**

The facilitator should be familiar with HRDC's Essential Skills Occupational Profiles. Profiles for accounting clerks and related positions can be downloaded from the Essential Skills Web site at <http://www15.hrdc-drhc.gc.ca/English/general/es.asp>.

Delivery

As many copies as necessary should be made of the following:

- ◆ Handout 1 Bank and Insurance Clerks

Terminology List (optional)

Materials needed: access to a blackboard or a flipchart, chart paper and markers, overhead projector, OHT 1.

Methodology

Topic 2A Obtaining a CA Designation

Introduction

- (10 minutes)** 1. In order to activate existing knowledge and experience of the licensing process, ask participants to reflect on what they had to do in order to be licensed in their profession in their country of origin. List on the blackboard or flipchart information volunteered, i.e., write examinations, pay fees, provide character references, etc.

Pre-Tasks

- (15 minutes)** 1. Distribute to participants the Occupational Fact Sheet for Chartered Accountants in Ontario (Handout 1). Explain briefly the function of fact sheets such as this one. Instruct participants to look quickly through the fact sheet to see if the categories of information listed above (from the introduction) are represented in the fact sheet. Add any additional categories of requirements mentioned in the handout to the list above (for example, language proficiency, permanent resident status, etc.). Ask participants why these additional categories are necessary for registering internationally-trained accountants.
- (30 minutes)** 2. Explain to the participants that the purpose of the lesson is for participants to become familiar with the process of registering and obtaining a designation and to practise reading documents for specific details related to these procedures. Have participants read Handout 1 and complete Handout 2 (Matching Activity). When taking the activity up, focus on the term “designated” and the three ways in which it is used.
- (20 minutes)** 3. Distribute Handout 3, a flow chart outlining the licensing process for a CA designation with some of the information missing. Working in pairs, participants should refer to the Occupational Fact Sheet to find the information. Have participants compare their answers with another pair. Show OHT 1 to take up the activity.

Task

- (15 minutes)** 1. Divide the class into groups of four and choose one participant in the group for whom the others have to determine the process for obtaining a CA designation using the flow chart.

***Out-of-Class
Post-Task***

1. For those participants who are interested, calling the Institute of Chartered Accountants of Ontario for information and asking questions would be a useful follow up.

Handout 1 (Page 1 of 6)

Access To The Chartered Accountancy Profession in Ontario

Chartered Accountants, Public Accountants

The Canadian Chartered Accountant (CA) designation is internationally recognized for high professional standards in the accounting field. You must be a member of the Institute of Chartered Accountants of Ontario in order to use the title Chartered Accountant or to use the CA designation in Ontario. Chartered Accountants hold public accounting positions as well as positions in business, commerce, industry, government, and education.

It is important to understand that accounting in Ontario covers a wide variety of work. For some types of work, strict regulation and special qualifications are required. Designations such as Certified Management Accountant (CMA) and Certified General Accountant (CGA) are separate from Chartered Accountant (CA) and have different professional bodies, qualification requirements, and areas of practice.

Before You Immigrate to Canada

Please contact the Institute of Chartered Accountants of Ontario for an assessment of your qualifications before you arrive in Ontario. This assessment will help you to make better career decisions.

Assessment Information

Once you decide that you are interested in getting the CA designation, you must send documents of your qualifications and work experience to the Institute for an assessment. After the assessment, the Institute will advise you on what requirements you would need to meet in order to obtain the CA designation. You will be eligible to register in one of three general categories, depending on which accounting body you are associated with, either through current or previous membership. Your category of registration determines what requirements you will need to fulfill to get the CA designation.

Your category of registration depends on whether the accounting body in which you are a current or previous member has been assessed as “designated” or “non-designated” by the Canadian International Qualifications appraisal Board (IQAB). IQAB’s findings are based on a review of the qualification program of the accounting body.

1. *Members of Designated Accounting Bodies*

In order to be in this category, the accounting body you are associated with either through current or previous membership must be listed as “designated” and you must have completed at least two years (24 months) of acceptable public or other accounting experience in the country of your accounting body. If you meet these requirements you will be exempted from the education and examination requirements for the CA qualification program in Ontario. You will only be required to take the CA Reciprocity examination (CARE).

To obtain membership in the Institute of Chartered Accountants of Ontario, you must also have a total of 30 months of public accounting experience assessed by the Institute as being equivalent to experience acquired in ca offices in Ontario. The 24 months of experience noted above can count toward this total if it was public accounting. In total, the 30 months of required public accounting experience may be completed in the country of your accounting body or in another country.

If you have 30 months of public accounting experience acceptable to the Institute you will not be required to complete public accounting experience in Ontario. If you do not have 30 months of public accounting experience acceptable to the Institute, you will be required to work in an office in Ontario for specified amount of time in order to meet the 30 month requirement. The office must be designated by the Institute for the training of CA students.

Handout 1 (Page 2 of 6)

Previous experience is verified by employers who confirm the length of your employment and provide a document to certify to the Institute that you completed specific accounting work. Forms for this purpose are available from the Institute.

The accounting bodies outside Canada currently designated by the Council are:

- ◆ The Institute of Chartered Accountants of Australia
- ◆ The Institute of Chartered Accountants of England & Wales
- ◆ The Institute of Chartered Accountants of Scotland
- ◆ The Institute of Chartered Accountants in Ireland
- ◆ The Institute of Chartered Accountants of South Africa
- ◆ The Japanese Institute of Certified Public Accountants
- ◆ The Netherlands Institute of Registered Accountants
- ◆ The Institute des Reviseurs d'Enterprises de Belgique
- ◆ Ordre des experts comptables et des comptables agréées, France
- ◆ Any State Boards of Accountancy in the United States of America which exempt Ontario CAs from the requirement to pass the AICPA final examination.

2. Members of Non-Designated Accounting Bodies

The International Qualifications Appraisal Board (IQAB) has determined that programs offered by non-designated accounting bodies are not equivalent to the program offered by the Institute of Chartered Accountants of Ontario. However, if you are associated with a non-designated accounting body, either through current or previous membership, you will be eligible automatically for certain exemptions, which are 16 of the 17 university courses and the 5-day staff training program.

You would normally be required to complete:

- ◆ a university course in Canadian business law,
- ◆ the School of Accountancy program, including examinations,
- ◆ the Uniform Final Examination (UFE), and
- ◆ 30 months of prescribed public accounting experience in an office in Ontario designated by the Institute for the training of CA students.

The Non-Designated Accounting Bodies Are:

The Institutes of Chartered Accountants of:

- | | |
|--|--|
| ◆ India | ◆ The Philippine Institute of Certified Public Accountants |
| ◆ Pakistan | ◆ The Association of Chartered Certified Accountants (United Kingdom, ACCA) |
| ◆ Sri Lanka | ◆ The New Zealand Society of Accountants |
| ◆ Zimbabwe | ◆ US State Boards of Accountancy which require Canadian CAs to write the Uniform AICPA examination |
| ◆ The Australian Society of Certified Practising Accountants | |
| ◆ The Hong Kong Society of Accountants | |

3. Members of Non-Assessed Accounting Bodies

Accounting bodies not listed under Members of Designated Accounting Bodies and Members of Non-Designated Accounting Bodies above have not been assessed by the IQAB. If your accounting body is not mentioned under the headings designated or non-designated accounting bodies, you come under the category of Members of Non-Assessed Accounting bodies. If you belong to a non-assessed accounting body, you are not automatically eligible for exemptions from any education or examination requirement of the CA program. You may, however, ask for an individual assessment of your qualifications and those of your accounting body to determine if the Institute will grant you any education or examination exemptions in Ontario. If exemptions are not granted, you will be required to complete all the requirements of the Ontario program to qualify for membership in the Institute. (For the details on these requirements, refer to the Institute's Qualification Process.) All individuals associated with non-assessed accounting bodies would register as students, regardless of any exemptions granted.

Handout 1 (Page 3 of 6)

Application Process

Step 1 – Evaluation of Qualifications by the Institute

To determine your category of registration and the requirements that you need to get your CA designation, you must provide the Institute with the necessary documentation for an assessment. The Institute conducts its own assessment which includes assessment of your university courses and the qualification program for members of non-assessed accounting bodies. Your education and training will be compared with Canadian education and training. This can be done before or after you arrive in Canada. If your documents are not in English, translated copies certified by a notary public are required. The assessment by the Institute may take four to six weeks. The Institute needs your documents before it can judge what requirements you will need to complete in Ontario. It is important that you include all documents that are necessary. If you do not do so, you may end up taking long and costly courses or spending time on work experience that would not otherwise be required. The documents you should submit include:

- ◆ official transcripts for courses completed at a university as part of a degree program;
- ◆ certification of membership from your accounting body;
- ◆ if you are no longer a member, a letter from your former accounting body stating that at the time your membership ended you were a member in good standing; and
- ◆ forms completed by previous employers to verify any previous accounting experience.

Based on the evaluation of your documents, you will be eligible to register either as a membership candidate or as a student.

Step 2 – Register with the Institute

You may register as a membership candidate (see A below) if you are associated with a designated accounting body, either through current or previous membership. This can be done before you arrive in Canada. If your association is with a non-designated or non-assessed accounting body, or if you have not been associated with an accounting body of any kind, you may register as a student. This can only be done after you arrive in Ontario.

A. Membership Candidate

You must have at least two years of accounting experience which is recognized for credit by your accounting body and is acceptable to the Institute to be eligible to register with the Institute as a membership candidate. You must also complete the following Institute requirements for members of designated accounting bodies:

- ◆ the CA Reciprocity examination (CARE); and
- ◆ 30 months of public accounting experience, if you have not been exempted from it.

CA Reciprocity examination (CARE)

If you are a current or former member of a designated accounting body you will need to pass the CA Reciprocity examination. This examination tests your knowledge of Canadian accounting and auditing standards, rules of professional conduct, Canadian federal taxation, and Canadian business law. It is held once a year in October, at several locations across Canada.

B. Student

To register as a student, you must first be a resident of Ontario. You also must be employed or have accepted an offer of employment in an office in Ontario designated by the Institute for training CA students.

The general educational requirement for registration as a student is a university degree in any area of study which includes or is supplemented by 51 credit-hours of required university courses. If you were or are a member of a non-designated accounting body, you are exempted from this requirement. Members of non-designated accounting bodies must complete one course in Canadian business law acceptable to the Institute before beginning the School of Accountancy program.

Handout 1 (Page 4 of 6)

School of Accountancy

The School of Accountancy is an integral part of the education for Ontario CA students. It begins with approximately 6 months of preparatory, independent-study readings and assignments. For additional help, optional lectures and workshops are offered during the winter months.

There are two examinations in the program. The first is a four-hour, multiple-choice examination to test your core knowledge. This examination is written in May of each year. The second examination consists of case study questions with each question covering several subjects. This exam is written after you attend a four-week, full-time course in June. You must be successful in the first examination in order to attend the full-time course and write the second examination. A total passing mark in the two examinations added together is required to be successful in the School of Accountancy.

The National Uniform Final Examination

The national Uniform Evaluation (UFE) is internationally recognized as a pre-eminent professional examination. It is a four-part exam and each part is four hours long. It covers the basic knowledge needed as an entry-level public accountant. You are only eligible to write the UFE after you successfully complete (or are exempted from) the School of Accountancy program. The UFE is held once a year, in September, at several locations across Ontario. Once you pass the Uniform Final Examination and complete the five-day staff training program and practical experience requirements of the CA program, you are qualified to apply for membership as a Chartered Accountant and eligible to get a licence to practise public accountancy.

Practical Experience Requirements

You must complete 30 months of public accounting experience. You must get this experience in an office in Ontario designated by the Institute for training CA students. Within the 30 months are 2,500 chargeable hours comprised of 1,350 prescribed chargeable hours and 1,150 elective chargeable hours. The prescribed chargeable hours must include 1,250 assurance hour engagements of which 625 must be in financial audit; 100 in review engagement hours; 525 in assurance-engagement-hour electives; and 100 in taxation. The elective chargeable hours comprise 1,150 of the total 2,500 chargeable hours and may be acquired in any area of practice, including, but not limited to, forensic and/or environmental audit, risk assessment and control, non-financial performance measurement, information technology, finance, consulting, insolvency or valuations. It is the student's responsibility to find a position. These are paid positions and the salary is negotiated individually with employers. The number of practical experience positions is limited, but to assist in the job search, the Institute has a list of offices designated for training CA students available on its Web site.

Additional Exemptions for Exceptional Applicants

If you are a member of a non-designated or non-assessed accounting body and feel that your qualifications are exceptional, you may apply for additional exemptions from the education and experience requirements described above. Exemptions may be granted from some or all of the practical experience or, in very few cases, from the School of Accountancy requirements. Each request is considered on an individual basis. At a hearing, you will be asked to present the information that supports your request to members of the applications committee. The information you present orally or in writing must show that the experience or education you have is exceptional when judged against the applicants from your same accounting body. It must include details of your education and accounting experience, including the type of accounting services you have performed and your level of responsibility. All hearings are held at the office of the Institute in Toronto, Ontario. An appeal process is available if you are not satisfied with the decision of the committee. You must appeal within 30 days of receiving the written reasons for the decision. You will be responsible for the cost of getting a transcript of the original hearing. The appeal process can take up to six months to complete. Please note that exemptions are not granted from the National Uniform Final Examination.

Handout 1 (Page 5 of 6)

Membership in the Institute

When you have completed all the requirements for your registration category, you will be eligible to apply for membership in the Institute. This membership allows you to use the CA designation or the title Chartered Accountant. Also, you will be qualified to get a licence as a public accountant from the Public Accountants Council of Ontario.

Language Proficiency Test

There is no language proficiency test for registration or membership in the Institute of Chartered Accountants of Ontario. There is also no language training offered by the Institute. If you require English as a Second Language training (ESL), you may contact an immigrant settlement agency or educational board for further information.

Labour Market Information

Labour market conditions for accountants are at a moderate level. Student positions with public accounting offices designated for training CA students, necessary as a pre-requisite for registration to the qualification program, are limited. Your chances for employment will increase if you have knowledge of new technological advances in the profession. Computer knowledge, especially in the areas of electronic filings, computerized financial systems, electronic data exchange, and the ability to do auditing within an electronic data processing environment will be very important for obtaining employment. Job Growth is forecast to be good for the next five years. Employment for this occupation is expected to grow about as fast as the average for all occupations through the year 2007. Because of the large size of this occupational group, replacement needs will create a substantial number of new positions yearly (Human Resources and Skills Development and the Province of Ontario, Ontario Job Futures 2002, "Accountants and Auditors", <http://www1.on.hrdc-drhc.gc.ca/ojf/ojf.jsp>).

Costs

Please note that some fees may not apply to you, depending on what exemptions you have been granted. Costs do not include applicable taxes and can change without notice.

Fees

| | |
|---|---------|
| Student registration fee | \$100 |
| Student annual maintenance of registration fee | \$250 |
| Chartered Accountants Student Association of Ontario (CASAO) annual fees | \$30 |
| Course Assessment (all courses attended at accredited universities outside Canada are assessed for this one-time fee) | \$480 |
| Membership Candidate registration processing fee | \$100 |
| Membership Candidate maintenance of registration fee (where period of registration is less than 4 years) | \$250 |
| Membership Candidate maintenance of registration fee (where period of registration is 4 years or more) | \$500 |
| Membership Candidate admission fee (after passing the CARE) | \$1,000 |
| Upon admission to membership after fulfilling the student requirements (admission fee) | \$500 |
| Initial Public Accountants Council (PAC) application fee | \$130 |
| PAC renewal fee for public accountant's licence | \$150 |
| ICAO annual membership fee | \$440 |
| CICA annual membership fee | \$410 |

Handout 1 (Page 6 of 6)

Course and examination Fees

| | |
|--|---------|
| School of Accountancy including the core-knowledge exam and the end-of-school exam | \$1,350 |
| Uniform Final Examination (UFE) | \$1,150 |
| Chartered Accountants Reciprocity exam (CARE) | \$800 |
| Chartered Accountants Reciprocity Exam Preparation Course | \$750 |

Other Fees

The fees listed above are Institute fees. Other fees may apply depending on your individual situation. For example, if you require language training or any university courses, you are responsible for paying for them. Also, if you appeal a decision made by the applications committee the cost of a transcript of your hearing may be about \$200, depending on the length of the hearing.

For more information on application requirements, examinations or fees, please contact:

The Registrar's Office
 Institute of Chartered Accountants of Ontario (ICAO)
 69 Bloor Street East
 Toronto, Ontario, M4W 1B3, CANADA

Tel: (416) 962-1841
 Toll Free: 1-800-387-0735
 Fax: (416) 962-8900
 E-mail: custserv@icaoo.on.ca

Or visit our Web site at: <http://www.icaoo.on.ca>

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Handout 2

Match the following terms in **COLUMN A** with a definition in **COLUMN B**

COLUMN A

- 1) augmented by _____
- 2) designated _____
- 3) CA reciprocity exam _____
- 4) UFE _____
- 5) designation _____
- 6) non-assessed accounting body _____
- 7) categories of registration _____
- 8) IQAB _____
- 9) to count toward _____
- 10) designated accounting body _____
- 11) School of Accountancy _____
- 12) membership candidate _____
- 13) non-designated accounting body _____
- 14) an independent study _____
- 15) a case study _____
- 16) a passing mark _____
- 17) staff training program _____
- 18) judged against _____
- 19) an appeal process _____
- 20) a hearing _____

COLUMN B

- a) there are three: designated, non-designated, and non-assessed
- b) a professional title
- c) Canadian board that assesses foreign education according to Canadian standards
- d) to add to something
- e) certain accounting bodies assessed as being equivalent to Ontario standards
- f) increased by
- g) CA professional program of studies, exams
- h) if you have two years of accounting experience in the country of your designated body
- i) officially named/appointed
- j) tests knowledge of Canadian accounting and auditing standards, Canadian law, etc.
- k) no exemptions granted if you belong to this kind of accounting body
- l) professional exam that covers knowledge needed for an entry level public accountant
- m) a study done by a student alone
- n) compared with
- o) an accounting problem / exercise
- p) an opportunity to explain your situation
- q) accounting bodies assessed as being not equivalent to Ontario standards
- r) a way of getting another opportunity
- s) mark higher than 50%
- t) a part of the public accounting work experience

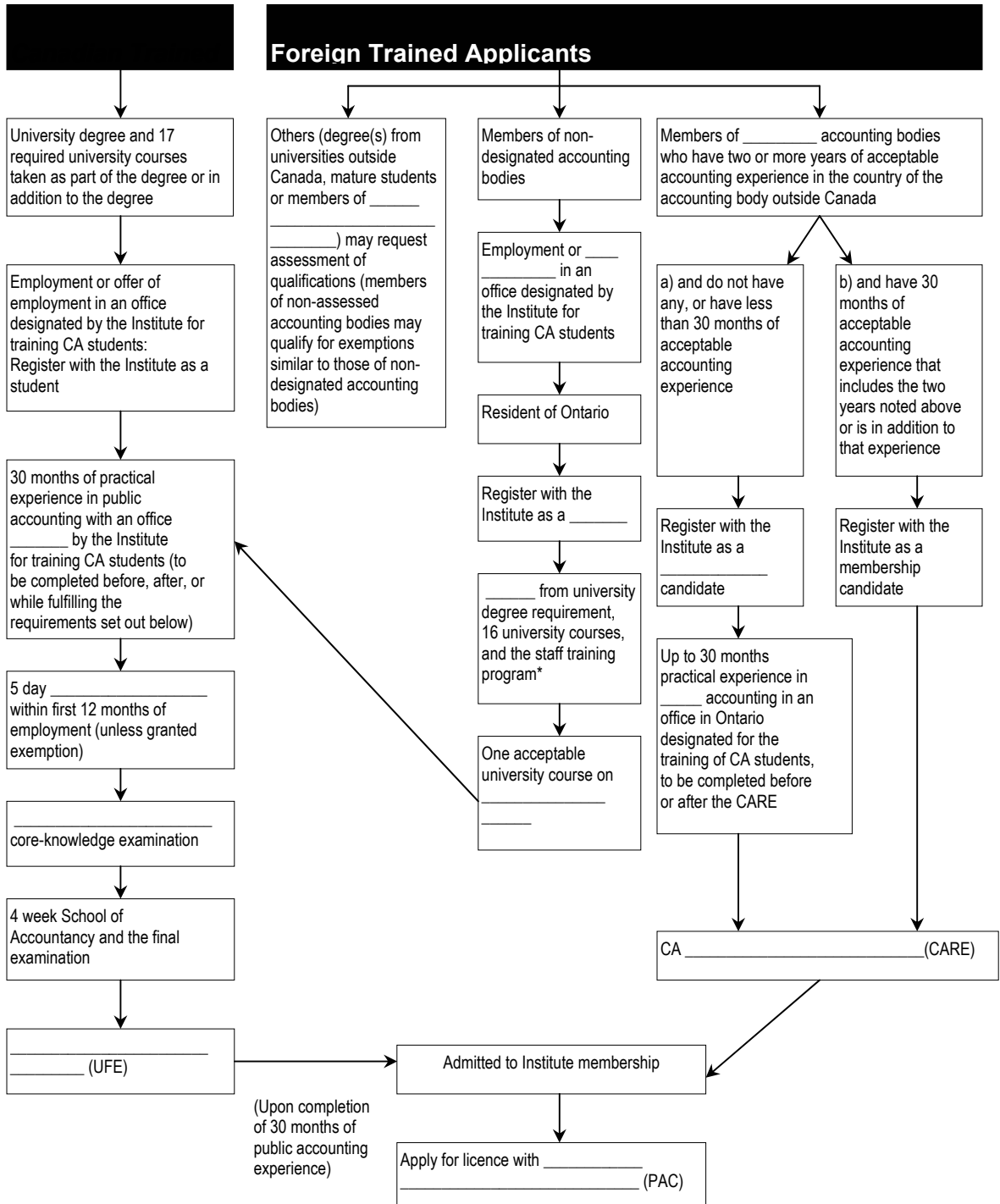
FACILITATOR'S NOTES FOR HANDOUT 2

Match the following terms in **COLUMN A** with a definition in **COLUMN B**

| COLUMN A | COLUMN B |
|---|--|
| 1) augmented by f | a) there are three: designated, non-designated and non-assessed |
| 2) designated i | b) a professional title |
| 3) CA reciprocity exam j | c) Canadian board that assesses foreign education according to Canadian standards |
| 4) UFE l | d) to add to something |
| 5) designation b | e) certain accounting bodies assessed as being equivalent to Ontario standards |
| 6) non-assessed accounting body k | f) increased by |
| 7) categories of registration a | g) CA professional program of studies, exams |
| 8) IQAB c | h) if you have two years of accounting experience in the country of your designated body |
| 9) to count toward d | i) officially named/appointed |
| 10) designated accounting body e | j) tests knowledge of Canadian accounting and auditing standards, Canadian law etc. |
| 11) School of Accountancy g | k) no exemptions granted if you belong to this kind of accounting body |
| 12) membership candidate h | l) professional exam that covers knowledge needed for an entry level public accountant |
| 13) non-designated accounting body q | m) a study done by a student alone |
| 14) an independent study m | n) compared with |
| 15) a case study o | o) an accounting problem / exercise |
| 16) a passing mark s | p) an opportunity to explain your situation |
| 17) staff training program t | q) accounting bodies assessed as being not equivalent to Ontario standards |
| 18) judged against n | r) a way of getting another opportunity |
| 19) an appeal process r | s) mark higher than 50% |
| 20) a hearing p | t) a part of the public accounting work experience |

Handout 3

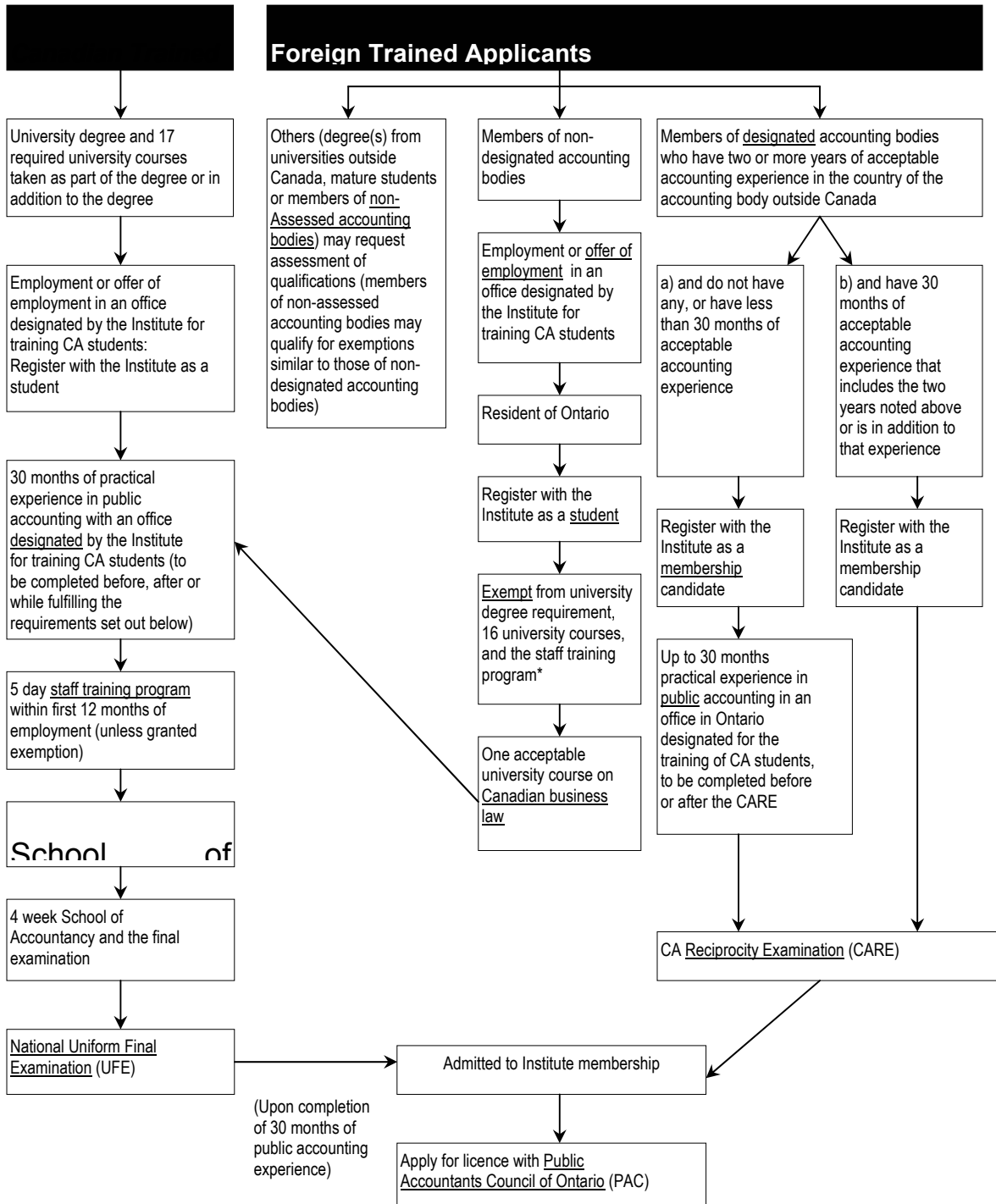
ICAO ADMISSION PROCESS



(Source: ICAO)

OHT 1

ICAO ADMISSION PROCESS



(Source: ICAO)

Methodology

Topic 2B Accounting Positions Not Requiring a Designation

Introduction

- (20 minutes)** 1. Show the participants OHT 1: a list of accounting positions listed in the CGA Ontario brochure and application package. Have the participants discuss these positions and the levels of responsibility they represent.
- (5 minutes)** 2. Brainstorm with the class the names of some accounting-related positions that they know about. Expect answers such as bookkeeper and different kinds of clerks. These kinds of positions do not require a designation and may be suitable for the participants for their short-term goals. Explain that the purpose of this topic is to familiarize them with job titles and positions related to accounting but not requiring a designation.

Pre-Tasks

- (15 minutes)** 1. Divide the class into groups and give them the following questions:
- 1) Write a short job description for a bookkeeper.
 - 2) Make a list of places where bookkeepers are employed.
 - 3) What are the employment requirements?

Have them discuss the questions and record their answers on chart paper. Have each group report back to the class. Make sure the following information is covered:

Job Duties:

- ◆ Bookkeepers maintain complete sets of books, keep records of accounts, verify the procedures used for recording financial transactions, and provide personal bookkeeping services.

- ◆ Bookkeepers work with cheques, cash, receipts, financial statements and budgets, journals or ledgers, customer bills and mail, bank statements and deposits, adding machines, calculators and bookkeeping machines, and computers.

Places of work:

They are employed throughout the private sector, or they may be self-employed.

Bookkeepers work for just about every industry including:

- ◆ Retail and wholesale firms
- ◆ Manufacturing companies
- ◆ Schools and other educational institutions
- ◆ Hospitals and other medical facilities
- ◆ Banks and other financial institutions
- ◆ Government agencies

Employment Requirements

- ◆ Completion of secondary school
- ◆ Completion of a college program in accounting, bookkeeping, or a related field or completion of two years (first level) of a recognized professional accounting program (e.g., C.A. program, C.G.A. program) or courses in accounting or bookkeeping combined with several years experience as a financial or accounting clerk.

- (20 minutes)** 2. Explain that there are many different kinds of clerks. For example, there are accounting, banking, and insurance clerks. Accounting clerks may have different responsibilities depending on the size of the company. Ask the class what they think some of these differences might be.

Answer: In smaller companies, accounting clerks may do filing, make entries from source documents into accounts and ledgers, check invoices and compare them with receiving records, balance accounts, handle cash, and record purchases. In larger organizations, accounting

clerks may be assigned to specific departments doing accounts payable, accounts receivable, payroll, inventories, or cost information.

Elicit from the class the employment requirements for clerks.

- ◆ Completion of secondary school is usually required.
- ◆ Completion of college or other courses in accounting, bookkeeping, or computer operation may be required.

Explain that different companies often use different position names or titles. Try to elicit them from the class first.

Some examples of job titles for accounting clerks:

- ◆ Accounts payable clerk
- ◆ Accounts receivable clerk
- ◆ Audit clerk
- ◆ Billing clerk
- ◆ Budget clerk
- ◆ Costing clerk
- ◆ Deposit clerk
- ◆ Finance clerk
- ◆ Freight clerk
- ◆ Invoice clerk
- ◆ Ledger clerk
- ◆ Tax clerk
- ◆ Tax return preparers

(15 minutes) 3.

Divide the class into pairs and explain that they are going to look in more detail at two kinds of clerks (bank and insurance), who are employed by banks, private and public insurance companies, investment firms, etc. Distribute Handout 1 to each pair and have them categorize the specific work duties of bank clerks and insurance clerks and also decide which job title/position applies to which group. Discuss some of the terminology as a whole class activity.

Explain that the educational requirements for clerks are a secondary school diploma as well as on-the-job training and in some cases short-term training courses or programs specific to the financial establishment.

***Out-of-Class
or In-Class
Post-Task***

(30 minutes)

Some participants might like to assess their own experience for some of these positions and look for these titles in job ads as potential short-term employment opportunities. As an in-class task, newspaper classified ads could be provided.

OHT 1

Positions

| | |
|----|---------------------------------|
| 01 | President |
| 02 | Vice-President, Director |
| 03 | Controller |
| 04 | Principal |
| 05 | Partner |
| 10 | Manager |
| 11 | Supervisor |
| 21 | Professor, Instructor, Lecturer |
| 22 | Consultant |
| 23 | Analyst |
| 24 | Accountant |
| 25 | Auditor |
| 30 | Assistant Accountant |
| 31 | Accounting Clerk, Bookkeeper |
| 32 | Junior Accounting clerk |
| 90 | Other, please specify |

Adapted from: CGA of Ontario Application for Enrolment, 2003/04.

Handout 1

Decide which job duties belong to bank clerks and which belong to insurance clerks. Underline the terminology that tells you.

- ◆ Review applications and verify coverage, premiums paid, and other information.
- ◆ Compile records of deposits, withdrawals, loan and mortgage payments, cheques, and the purchase, sale, and exchange of securities.
- ◆ Compile and maintain claims data, rates, and records.
- ◆ Process enrolments, cancellations, and claims transactions, policy changes, and premium payments.
- ◆ Process loan and mortgage applications, loan and mortgage payments, retirement savings, plan application, term deposits, drafts, and money orders.

Here is a list of job titles for both bank and insurance clerks. Decide which title belongs to which kind of clerk.

- ◆ Actuarial clerk
- ◆ Benefit and entitlement clerk
- ◆ Dental claims clerk
- ◆ Dividend clerk
- ◆ Ledger control clerk
- ◆ Loan clerk
- ◆ Mortgage clerk
- ◆ Personal lines clerk
- ◆ Premium rater
- ◆ Real estate clerk
- ◆ Securities clerk
- ◆ Senior claims clerk

FACILITATOR'S NOTES FOR HANDOUT 1

Decide which job duties belong to bank clerks and which belong to insurance clerks. Underline the terminology that tells you.

- ◆ Review applications, and verify coverage, premiums paid, and other information (**Insurance clerks**)
- ◆ Compile records of deposits, withdrawals, loan and mortgage payments, cheques, and the purchase, sale, and exchange of securities; (**Bank clerks**)
- ◆ Compile and maintain claims data, rates, and records (**Insurance clerk**)
- ◆ Process enrolments, cancellations, and claims transactions, policy changes, and premium payments (**Insurance clerks**)
- ◆ Process loan and mortgage applications, loan and mortgage payments, retirement savings, plan application, term deposits, drafts, and money orders (**Bank clerks**)

Here is a list of job titles for both bank and insurance clerks. Decide which title belongs to which kind of clerk.

- ◆ Actuarial clerk – **insurance**
- ◆ Benefit and entitlement clerk – **insurance**
- ◆ Dental claims clerk – **insurance**
- ◆ Dividend clerk – **bank**
- ◆ Ledger control clerk – **bank**
- ◆ Loan clerk – **bank**
- ◆ Mortgage clerk – **bank**
- ◆ Personal lines clerk – **bank**
- ◆ Premium rater – **insurance**
- ◆ Real estate clerk – **insurance/bank**
- ◆ Securities clerk – **bank**
- ◆ Senior claims clerk - **insurance**

Terminology List

TOPIC 2A:

CA

- ◆ categories of registration
- ◆ non-assessed accounting body
- ◆ designated body
- ◆ non-designated body
- ◆ designated
- ◆ a designation
- ◆ PAC
- ◆ CA reciprocity exam
- ◆ UFE
- ◆ IQAB
- ◆ School of Accountancy
- ◆ membership candidate
- ◆ student candidate
- ◆ a case study
- ◆ a passing mark
- ◆ an appeal process
- ◆ a hearing
- ◆ augmented by
- ◆ to count toward

TOPIC 2B:

Accounting Clerks

- ◆ audit clerk
- ◆ billing clerk
- ◆ budget clerk
- ◆ costing clerk
- ◆ deposit clerk
- ◆ finance clerk
- ◆ freight clerk
- ◆ invoice clerk
- ◆ ledger clerk
- ◆ tax clerk
- ◆ tax return preparers

Bank Clerks

- ◆ dividend clerk
- ◆ loan clerk
- ◆ mortgage clerk
- ◆ personal lines clerk
- ◆ securities clerk

Insurance clerk

- ◆ benefit and entitlement clerk
- ◆ dental claims clerk
- ◆ premium rater
- ◆ senior claims clerk

Other

- ◆ real estate clerk
- ◆ to compile
- ◆ to process
- ◆ deposits
- ◆ withdrawals
- ◆ loan
- ◆ mortgage
- ◆ securities
- ◆ retirement savings
- ◆ term deposits
- ◆ drafts
- ◆ money orders
- ◆ coverage
- ◆ premium
- ◆ claims
- ◆ policy