



QUALIFYING ASSESSMENT TEST AND PRE-REQUISITE COMPETENCIES

Directive 1.20

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QUALIFYING ASSESSMENT TEST AND PRE-REQUISITE COMPETENCIES

In exercise of the powers conferred by section 15 of the Chartered Accountants Ordinance, 1961 (CA Ordinance) read with bye-laws 113 and 129A of Chartered Accountants Bye-Laws, 1983 (CA Bye-Laws) and Directive 1.01, to regulate the education and training of the Institute, the Council approves the following rules for qualifying assessment tests and assessments for candidates applying for registration as full-time and trainee students.

1. PRE-REQUISITE COMPETENCIES (PRC)

(1) Enrolment as candidate

- (i) A candidate shall be required to pass PRC or obtain exemption from PRC under Directive 1.21, to be eligible for registration as a full-time CA student or CA trainee student.
- (ii) A candidate shall be enrolled in PRC if meets the following conditions:
 - (a) Passed Higher Secondary School Certificate (HSSC) examination with minimum 60% aggregate marks, or passed Qualifying Assessment Test (QAT) if aggregate marks are less than 60% but not less than 50%;
 - (b) Passed A-Level, three subjects with aggregate minimum 60% equivalence or passed QAT if equivalence is less than 60% but not less than 50%;
 - (c) Completed 14 years of non-relevant associate degree with 45% aggregate marks or equivalent grades from a local or foreign university recognized by the competent authority of higher education in Pakistan; or
 - (d) Obtained any other equivalent qualification recognized by the Council with minimum aggregate marks or grades as may be specified by the Council.
- (iii) A person whose result for pre-requisite qualification is awaited may be enrolled as an assessee but shall not be entitled to appear in assessments without fulfilling the enrolment conditions.

(2) Syllabus, mode and standard-setting

- (i) The assessment of PRC shall consist of the following competence areas:
 - PRC-1 Fundamentals of Accounting
 - PRC-2 Quantitative Analysis for Business
 - PRC-3 Business and Economic Insights

The contents and learning outcomes of each area are given in Annexure –A.

- (ii) The changes and revision in the syllabus of PRC shall be done in accordance with the policies specified by the Council in Directive 1.01.
- (iii) PRC assessments shall be computer-based unless circumstances require a different mode, which shall be specified by the Institute.

- (iv) PRC assessments shall be based on a common online testing system to ensure standardization of test outcomes.

¹(3) Maximum attempts and validity

Persons enrolled for PRC assessments must clear all assessments within a maximum of fifteen months from the month of their first attempt.

(4) Conduct of assessment

- (i) The Institute shall conduct assessment of PRC and may also devolve the conduct of PRC assessment to Approved Testing Centres.
- (ii) ²PRC assessments shall be offered once every two months.
- (iii) The conduct of assessment by Approved Testing Centres shall be under the supervision of the Institute and through tools and systems provided or approved by the Institute.

(5) Result

The result of PRC shall be announced by the Institute.

(6) Other conditions for enrolment

All enrolments under this Directive shall be subject to submission of specified application, payment of specified fees and such other conditions as prescribed by the Institute.

2. QUALIFYING ASSESSMENT TEST (QAT)

(1) Syllabus, mode and standard-setting

- (i) The learning outcomes of QAT are attached as Annexure –A.
- (ii) The changes and revisions in the syllabus of QAT shall be done in accordance with the policies specified by the Council in Directive 1.01.
- (iii) QAT shall be a computer-based test unless circumstances require a different mode, which shall be specified by the Institute.
- (iv) The Institute shall have a common online testing system to ensure standardization of test outcomes.

(2) Maximum attempts and validity

- (i) The candidates shall have a maximum of three attempts to pass QAT.
- (ii) The candidates passing QAT shall enroll for PRC within twelve months from the date of passing QAT.

¹ 369th meeting of Council held on April 28, 2023

² 373rd Council Meeting held on September 22-23, 2023

(3) Conduct of test

- (i) The Institute shall conduct QAT and may also devolve the conduct of QAT to Approved Testing Centres.
- (ii) ¹QAT shall be offered in September, November, December, March and June.
- (iii) The conduct of test by Approved Testing Centres shall be under the supervision of the Institute and through tools and systems provided or approved by the Institute.

(4) Result

The results of QAT shall be announced by the Institute.

3. FEES AND REFUNDS**(1) Fees**

The schedule of the fees shall be specified by the Council from time to time.

(2) Refunds

The policies of refund applicable under Directive 1.01 shall be the guiding principles for refund decisions.

4. ASSESSMENT AND TEST**(1) Time and Place of assessment and test**

- (i) All assessments and tests shall be held at such time and place and in such manner as the Institute may determine from time to time.
- (ii) The time and places shall be notified on the website.

(2) Other Policies

The following matters shall be dealt with in accordance with the policies specified in Directive 1.01:

- (i) Use of unfair means
- (ii) The passing marks
- (iii) Disclosure of marks
- (iv) Special arrangements

5. TRANSITION POLICY

Assesseees who have either not completed the QAT or passed the QAT under Education Scheme 2021 but not yet enrolled for the PRC stage shall be given the remaining number of attempts or period, as specified under the Education Scheme 2021.

The transition for assesseees who have not completed the PRC stage before the XXXX attempt shall be as follows:

- (i) They shall be given credit in PRC as per the equivalencies specified under Directive 1.01;
- (ii) They shall have a maximum period allowed under Education Scheme 2021 to pass the remaining papers of PRC, computed from the month of their first appearance in PRC assessment under the Education Scheme 2021.

6. REMOVAL OF DIFFICULTY

As per policies specified in Directive 1.01.

7. EFFECTIVE DATE

This Directive shall become effective after gazette notification of the corresponding amendments in CA Bye-Laws.

Annexure – A**SYLLABUS FOR QUALIFYING ASSESSMENT TEST**

Objective
The objective of the QAT is to evaluate basic proficiency in language and numerical reasoning among students aspiring for the CA qualification. It will assist in identifying the propensity for success or failure of students in the CA education.

S. No.	Learning Outcomes
1	To have familiarity with a range of vocabulary for higher learning.
2	To be able to construct sentences using correct grammar and identify common errors.
3	To demonstrate the ability of speed reading and comprehension.
4	To demonstrate the ability to solve simple and complex numerical problems using basic mathematical knowledge.
5	To be able to infer, conclude and decode problems using analytical and logical reasoning that use numbers, patterns, statements or written paragraphs.

Syllabus Ref.	Grid	Weightage
A	English	30-35
B	Mathematics	30-35
C	Analytical Reasoning	30-35
	Total	100

Syllabus Ref.	Learning Outcome
A	English
1	Vocabulary
1.1	Identify the correct meaning of the word and use synonyms or antonyms for the given words in a sentence using “The Oxford 3000- Seventh Edition” or any other list as the Institute may provide at any time before the conduct of Examination.
1.2	Construct meaningful sentences using the prescribed word list.
2	Practical use of grammar
2.1	Use of verb, adverb, noun, pronoun, adjective, preposition, conjunction and interjection in constructing sentences.
2.2	Construct meaningful sentences using commonly used phrases and idioms.

2.3	Use tenses in sentences.
2.4	Use direct speech with the correct punctuations and various reporting verbs.
2.5	Identify the changes incidental to the transformation of direct speech to indirect speech and vice versa.
2.6	Change the active voice to passive voice and passive voice to active voice.
2.7	Use capital letter, question mark, exclamation mark, full stop, semi-colon, comma, colon, apostrophe, quotation marks, brackets, dash, hyphen and ellipsis, where appropriate.
3	Comprehension
3.1	Comprehend a brief write-up and answer questions based on that write-up.
B	Mathematics
1	Numbers
1.1	Use natural numbers, integers, prime numbers, common factors and common multiples, rational and irrational numbers, real numbers; continue given number sequences, recognize patterns within and across different sequences and generalize to simple algebraic statements.
2	Squares
2.1	Calculate squares, square roots, cubes and cube roots of numbers.
3	Decimal fractions and percentages
3.1	Convert decimal fractions into percentages or vice versa.
4	Estimation
4.1	Make estimates of numbers, quantities and lengths.
4.2	Perform approximations to specific numbers of significant figures and decimal places and round off answers to reasonable accuracy in the context of a given problem.
5	Four Operations
5.1	Use the four operations for calculations with whole numbers, decimal fractions including correct ordering of operations and use of brackets.
6	Ratio and Proportion
6.1	Use direct or inverse proportion between two variables to determine a ratio or rate.
6.2	Use a given ratio or rate to solve a problem.
7	Percentages
7.1	Solve a problem to determine the percentage.
7.2	Calculate the percentage for the given data.
7.3	Use of percentage to solve a given problem.
8	Graphs
8.1	Identify correct graphs for the given data.

8.2	Identify correct explanation of the graphical presentation of data.
9	Straight line graphs
9.1	Calculate the gradient of a straight line from the coordinates of two points on it.
9.2	Interpret and obtain the equation of a straight line graph.
9.3	Calculate the length and the coordinates of the midpoint of a line segment from the coordinates of its end points.
10	Solutions of equations and inequalities
10.1	Solve simple linear equations in one unknown.
10.2	Solve fractional equations with numerical and linear algebraic denominators.
10.3	Solve simultaneous linear equations in two unknowns.
10.4	Solve quadratic equations by factorization.
10.5	Solve simple linear inequalities.
11	Graphical representation of inequalities
11.1	Identify correct graphs to represent linear inequalities in one or two variables.
C	Analytical Reasoning
1	Draw conclusions from the given statements.
2	Identify missing numbers from the series.
3	Identify the odd one out from the given problem.
4	Predict the next diagram in a series from the given choices.
5	Use analogies containing numbers or words for the given examples.

SYLLABUS FOR PRE-REQUISITE COMPETENCIES

Proficiency and testing levels are mentioned against each learning outcome within the syllabus and are explained below:

Proficiency levels

The proficiency level is the description of pitch of the performance expected from the person taking action. The levels are as follows:

Level of Proficiency	Description
P1	<p>Typically, learning outcomes in a competence area focus on:</p> <ul style="list-style-type: none"> Defining, explaining, summarizing, and interpreting the underlying principles and theories of relevant areas of technical competence to complete tasks while working under appropriate supervision; Performing assigned tasks by using the appropriate professional skills; Recognizing the importance of professional values, ethics, and attitudes in performing assigned tasks; Solving simple problems, and referring complex tasks or problems to supervisors or those with specialized expertise; and Providing information and explaining ideas in a clear manner, using oral and written communications. <p>Learning outcomes at the foundation level relate to work environments that are characterized by low levels of ambiguity, complexity and uncertainty.</p>
P2	<p>Typically, learning outcomes in a competence area focus on:</p> <ul style="list-style-type: none"> Independently applying, comparing, and analyzing underlying principles and theories from relevant areas of technical competence to complete work assignments and make decisions; Combining technical competence and professional skills to complete work assignments; Applying professional values, ethics, and attitudes to work assignments; and Presenting information and explaining ideas in a clear manner, using oral and written communication, to accounting and non-accounting stakeholders. <p>Learning outcomes at the intermediate level relate to work environments that are characterized by moderate levels of ambiguity, complexity, and uncertainty.</p>
P3	<p>Typically, learning outcomes in a competence area focus on:</p> <ul style="list-style-type: none"> Selecting and integrating principles and theories from different areas of technical competence to manage and lead projects and work assignments, and to make recommendations appropriate to stakeholder needs;

	<ul style="list-style-type: none">• Integrating technical competence and professional skills to manage and lead projects and work assignments;• Making judgments on appropriate courses of action drawing on professional values, ethics, and attitudes;• Assessing, researching, and resolving complex problems with limited supervision;• Anticipating, consulting appropriately, and developing solutions to complex problems and issues; and• Consistently presenting and explaining relevant information in a persuasive manner to a wide-range of stakeholders. <p>Learning outcomes at the advanced level relate to work environments that are characterized by high levels of ambiguity, complexity, and uncertainty.</p>
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Testing Levels

Testing levels are the maximum marks assigned to a topic for examination purposes. The levels are as follows:

Testing Levels	Description
T1	<p>The maximum limit per topic and a maximum aggregate limit of testing level-1 topics will be 8 marks and 35 marks respectively in an attempt. Topics covered in testing level 1 will include the following:</p> <ul style="list-style-type: none"> (i) Topics that are specifically identified as testing level 1 for a specified professional stage. (ii) All topics assessed at earlier stages of qualification. (iii) New topics included in the syllabus for the first time.
T2	The maximum limit per topic of this level 2 will be 20 marks.
T3	The maximum limit per topic of this level 3 will be 25 marks.
	Any new topic included in the syllabus will be tested in the first attempt at level 1 irrespective of the testing level mentioned in the syllabus. Any amendment or replacement of existing laws, IFRS, ISAs, Code of Ethics, etc. will not be considered as the inclusion of a new topic in the syllabus.

PRC 1: FUNDAMENTALS OF ACCOUNTING

Competency
Understanding the fundamental concepts and principles for recording the financial information and for preparing the basic financial statements.

Syllabus Ref.	Grid	Teaching Hours	Weightage
A	Recording financial information	11-13	20-30
B	Adjustments in the recorded information	27-32	25-35
C	Preparing financial statements	13-18	20-30
D	Accounting for depreciation and inventories	13-17	15-25
	Total	64-80	100

Key Examinable Technical Competencies

Syllabus Ref.	Learning Outcomes	Proficiency Level	Testing Level
A	Recording financial information		
	1 Describe bookkeeping and accounting. Identify Users of the financial statements and describe basic accounting concepts.	P1	T1
	2 Discuss elements of financial statements, capital and revenue concept, rules of debit and credit.	P1	T1
	3 Record financial information in books of prime entry, and books of secondary entry. Understand the concept and purpose of different supporting documents and business process.	P1	T1
B	Adjustments in the recorded financial information		
	1 Compute and account for adjustments for bad and doubtful receivables.	P1	T1
	2 Prepare adjustments for accrual and prepayment.	P1	T1
	3 Analyze the impact of errors on the financial statements within a reporting period.	P1	T1

	4	Prepare bank reconciliation statements and make corrections in the books of accounts.	P1	T1
	5	Prepare trial balance after incorporating rectifications and adjustments.	P1	T1
C	Preparing financial statements			
	1	Distribute profits of a partnership business.	P1	T1
	2	Prepare statement of profit or loss.	P1	T2
	3	Prepare statement of financial position.	P1	T2
D	Accounting for depreciation and inventories			
	1	Apply the principles and concepts of measurement of inventories and its recognition as expense.	P1	T2
	2	Apply the principles and concepts of measurement, recognition and presentation of property plant and equipment and depreciation charges.	P1	T2

Key Examinable Professional Skills

1	Evaluate data and information from a variety of sources and perspectives through research, collaboration, integration, and analysis.
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Key Examinable Professional Values, Ethics and Attitude

1	Apply an inquiring mind when collecting and assessing data and information.
2	Apply critical thinking when identifying and evaluating alternatives to determine an appropriate course of action.

Specific Examinable Knowledge Reference

1	IAS 2 – Inventories
2	IAS 16 – Property, Plant and Equipment

PRC 2: QUANTITATIVE ANALYSIS FOR BUSINESS

Competency
Apply quantitative methods relevant to the managerial analysis for solving business problems.

Syllabus Ref.	Grid	Hours	Weightage
A	Basic Mathematics	20-25	20-30
B	Financial Mathematics	20-25	20-30
C	Application of Statistics in Business	30-35	30-40
D	Probability and Expected Values	10-15	10-20
	Total	80-100	100

Key Examinable Technical Competencies

Syllabus Ref.	Learning Outcomes	Proficiency Level	Testing Level
A	Basic Mathematics		
	1 Solve two-variable simultaneous linear equations and interpret graphs of linear equations.	P1	T1
	2 Solve quadratic equations.	P1	T1
	3 Understand the concept of fixed cost, variable cost, contribution margin, profit, sales revenue and single product break-even analysis.	P1	T1
	4 Understand the concept of marginal revenue, marginal cost and marginal profit and profit maximization output.	P1	T1
	5 Identify the arithmetic and geometric progression and apply in relevant business situations.	P2	T1
	6 Formulate a system of linear programming for a business problem.	P1	T1
	7 Identify constraints, feasible region, cost minimization or profit maximization functions, no feasible solution using linear programming.	P2	T1
	8 Prepare a graphical solution of a linear programming problem.	P2	T1

B Financial Mathematics				
	1	Apply simple and compound interest rate on single or series of amounts to find out interest amount and future values.	P1	T1
	2	Apply discount rate on single or series of amounts including perpetuity to find out present values.	P1	T1
	3	Understanding of how financial mathematics is used for investment appraisal.	P1	T1
	4	Calculate payback period and interpret the results obtained.	P2	T1
	5	Calculate the net present value (NPV) of future cash flows.	P2	T1
	6	Calculate internal rate of return on a project.	P1	T1
C Application of Statistics in Business				
	1	Understand the concept of population, sample, sample selection, data collection methods, data & its types, and different ways to present data.	P1	T1
	2	Summarize and present data by using different arrays, charts, graphs and frequency distributions.	P1	T1
	3	Calculate various measures of central tendency and interpret the results.	P1	T1
	4	Identify the characteristics and measures of dispersion. Calculate and interpret relative and absolute measure of dispersion.	P1	T1
	5	Discuss the index number and its types. Calculate various weighted and unweighted index numbers and interpret the results.	P2	T1
	6	Discuss the practical application of index number such as concept of Inflation, purchasing power, real and nominal wages.	P2	T1
	7	Explain scatter diagrams their construction, uses and limitations.	P2	T1
	8	Explain the concept of regression lines and their uses and limitations.	P2	T1
	9	Calculate a linear regression line (line of best fit) using least squares and use it for forecasting.	P2	T1

	10	Calculate and discuss correlation coefficients, rank correlation coefficients and coefficient of determination.	P2	T1
D	Probability and Expected Values			
	1	Calculate the total number of possible outcomes and selections from a set of data using counting techniques.	P1	T1
	2	Discuss and compute probability using different techniques.	P2	T1
	3	Understanding and business application of binomial, hyper geometric and poison distribution.	P1	T1
	4	Understanding and business application of normal distribution.	P2	T1
	5	Calculate and interpret expected value and its use in business problems.	P2	T1

Key Examinable Professional Skills

1	Evaluate given information through integration and analysis.
2	Apply critical thinking skills to solve problems.
3	Apply intellectual agility.

Key Examinable Professional Values, Ethics and Attitude

1	Apply an inquiring mind when collecting and assessing data and information
2	Use critical thinking in determining appropriate course of action.

Specific Examinable Knowledge Reference

1	Marginal revenue and cost, and profit maximization output
2	Cost minimization and profit maximization
3	Arithmetic and geometric sequence and sum of reducing geometric sequence to infinity.
4	Simple and compound interest, Annuity and perpetuity.
5	Payback period, NPV & IRR
6	Array, Frequency distribution, Tally, Class boundaries
7	Bar and pie chart

8	Histograms, frequency polygons, Ogives, graphs, stem and leaf displays, Box and whisker plots
9	Mode, median, arithmetic, geometric and harmonic means
10	Standard deviation and Variance, Measure of skewness
11	Real and nominal wages
12	Laspeyre, Paasche and Fisher index
13	Scatter diagrams
14	mn counting rule and factorials
15	Permutations and combination
16	Addition and multiplication law for probability
17	Conditional and complementary probabilities
18	Binomial, Hyper-Geometric, Poisson, Normal distribution

PRC-3: BUSINESS AND ECONOMIC INSIGHTS

Competency

Discuss the fundamentals of the business organizations, their operations, and finance, alongside key economic principles relevant to managerial analysis.

Syllabus Ref	Grid	Hours	Weightage
A	Business Organizations	10-15	10-15
B	Business Operations	20-30	20-30
C	Business Finance and Ethics	10-15	10-15
D	Economic Principles and Micro Economics	20-30	20-30
E	Macroeconomics – Basic Concepts	5-10	5-10
F	Economic Policies and Trends	15-20	15-20
	Total	80-120	100

Key Examinable Technical Competencies

Syllabus Ref	Learning Outcomes		Proficiency Level	Testing Level
A	Business Organizations			
	1	Discuss the business and its long-term vision and objectives.	P1	T1
	2	Explain the concept of sole proprietorship, partnerships, private, public limited and public sector companies.	P1	T1
	3	Describe key features of general laws that govern partnership and limited companies.	P1	T1
B	Business Operations			
	1	Explain functional, divisional, matrix and virtual organizational structure.	P1	T1
	2	Explain the purpose and importance of different types of functional and operational areas within organizations.	P1	T1

	3	Discuss the fundamentals of recruitment, development and retention of human resources.	P1	T1
	4	Elaborate on the level, role and types of information systems in business organizations.	P1	T1
	5	Discuss concepts of branding, marketing and selling.	P1	T1
	6	Understand the difference between conventional and Islamic banking	P1	T1
C	Business Finance and Ethics			
	1	Identify various sources of financing available to a limited company along with their advantages and disadvantages.	P1	T1
	2	Apply the concept of financial leverage to business scenarios.	P1	T1
	3	Explain the nature of ethics for business decisions.	P1	T1
	4	Discuss the importance of core values for a business organization.	P1	T1
	5	Identify the features of globalization, including the role of multinationals organizations and emerging markets.	P1	T1
D	Economics Principles and Micro Economics			
	1	Define basic economic concepts.	P1	T1
	2	Discuss the production possibility frontier and its relevance to the concept of opportunity cost for different economic analyses.	P1	T1
	3	Discuss features of planned, mixed, market economy and Islamic economic system.	P1	T1
	4	Discuss the law of demand.	P1	T1
	5	Discuss the law of supply.	P1	T1
	6	Discuss market equilibrium and its dynamics.	P1	T1
	7	Discuss the elasticity of demand and supply.	P1	T1
	8	Describe basic concepts of the firm's costs and revenue.	P1	T1
	9	Discuss short and long-run equilibrium of firms under perfect competition, imperfect competition, monopoly, monopolistic competition and oligopoly. (Understanding of the graphs is not required)	P1	T1

E Macroeconomics – Basic Concepts				
	1	Discuss the measurement of national income, nominal and real gross domestic product, gross national product, net national product, personal income and disposable personal income per capita.	P1	T1
	2	Explain the functions of consumption, saving and investment.	P1	T1
	3	Basic concepts of multiplier and accelerator principle.	P1	T1
	4	Discuss the different phases of the business cycle and the indicators.	P1	T1
F Economic Policy and Trends				
	1	Discuss the nature and objectives of taxation.	P1	T1
	2	Discuss the kinds and objectives of fiscal policy.	P1	T1
	3	Discuss the concepts associated with money and banking.	P1	T1
	4	Define the functions of a central bank and the role of the State Bank of Pakistan.	P1	T1
	5	Define monetary policy and its objectives.	P1	T1
	6	Discuss inflation, its causes, measurement and impact.	P1	T1
	7	State unemployment and its types.	P1	T1
	8	Discuss the balance of payment and trade and their trends in Pakistan.	P1	T1

Key Examinable Professional Skills

1	Evaluate data and information from a variety of sources and perspective through integration and analysis.
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Key Examinable Professional Values, Ethics and Attitude

1	Apply critical thinking when identifying and evaluating alternatives to determine an appropriate course of action.
2	Explain nature of Ethics

Specific Examinable Knowledge Reference

1	Properties of Production Possibility Frontier
2	Demand and supply
3	Buffer Stock
4	Accounting and economic profit
5	Output gaps
6	Keynes's Multiplier and Accelerator principles
7	Keynesian Liquidity Preference Model
8	Short-run Philips Curve