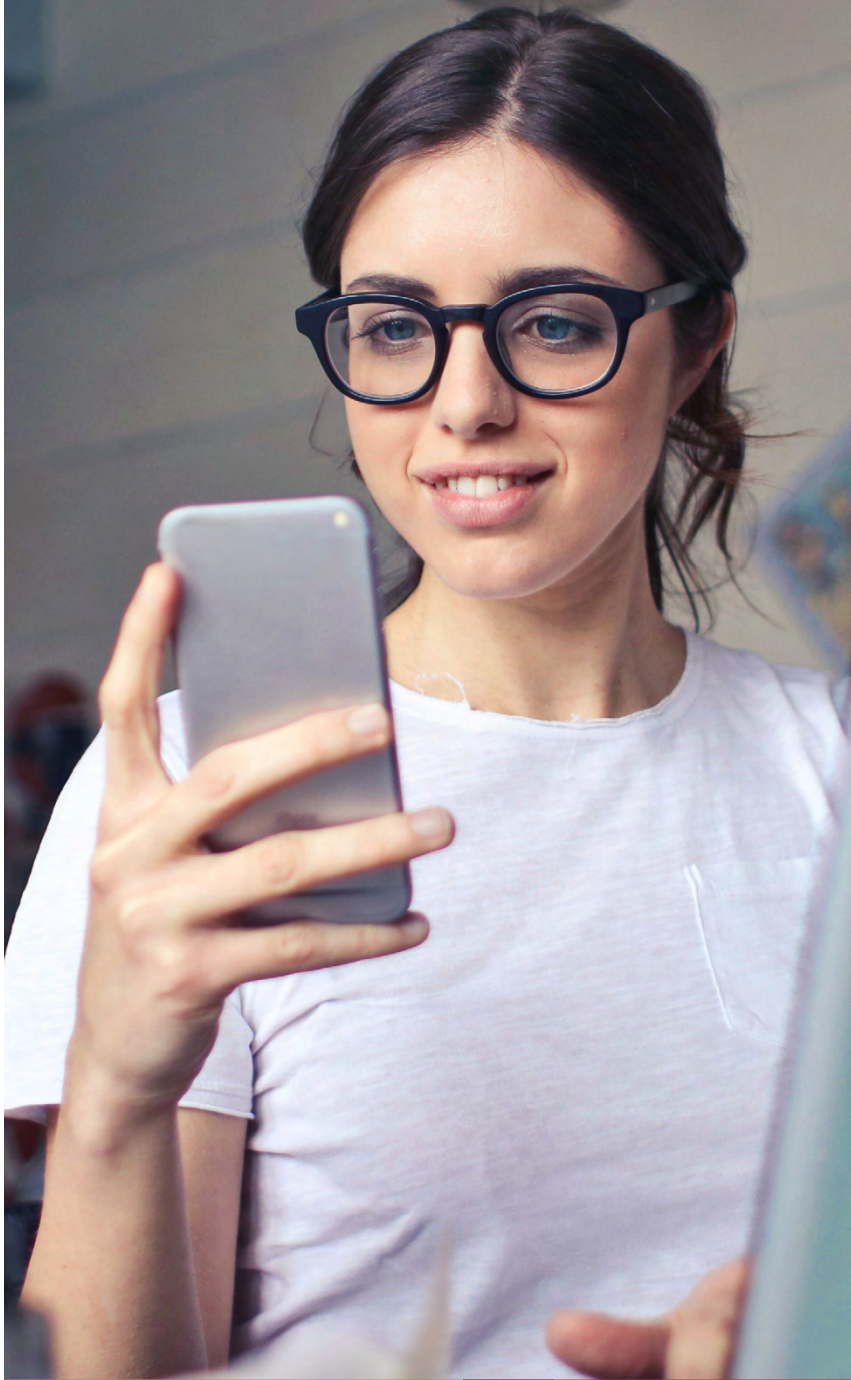


# My Capability – Program Frequently Asked Questions (FAQ)

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*27 August 2021  
(For Employers)*



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### Key terms used in this FAQs

**Current CA Program:** This is the CA Program that is open to candidates who commenced their course studies during or before Term 1 2021. This program's course is made up of 5 modules and is currently in teach out.

**New CA Program:** This is the new CA Program which is open for commencement for all new candidates and transition into by all current CA Program candidates. This program's course is made up of 9 shorter and more frequently offered subjects (7 core and 2 electives).

## 1. Rationale and Overview

### Q1.1 Why is there a new Student Information System?

CA ANZ is launching a new Student Information System (SIS) called “My Capability – Program ” to manage candidate data and deliver key services such as enrolment, result releases, and general candidate support functions.

### Q1.2 When will the new Student Information System be deployed?

My Capability – Program will be released progressively with a first release from 3 May and second release mid-June 2021.

### Q1.3 What is the Student Information System called and how do I access it?

It’s called My Capability – Program and can be accessed via the My Capability dashboard. For candidates in teachout, access remains through My Education.

The solution is delivered by Tribal Group.

### Q1.4 What does it include?

My Capability – Program is where you will go to manage your enrolments, access results and view your education record with CA ANZ. A portal has also been developed for employers to access candidate enrolment information for their staff and eventually candidate results.

## 2. Structure and content

### Q2.1 What are the main changes and benefits compared to the existing Student Information System?

The following changes and benefits will apply to employers:

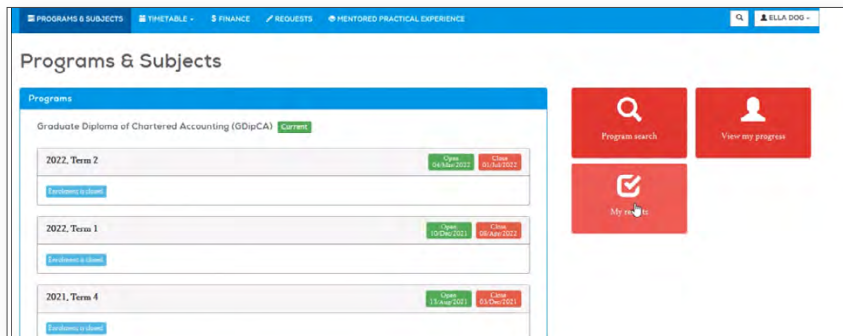
Automated and online	Transparent	Reporting
<ul style="list-style-type: none"> <li>Self-service reporting of enrolments by organisation and office Programs and Subjects.png</li> <li>Streamlined invoicing with ability to download current and past invoices</li> </ul>	<ul style="list-style-type: none"> <li>Ability to track and view real time enrolments, including token use</li> <li>Ability to view and download your reports in .csv format</li> </ul>	<ul style="list-style-type: none"> <li>Enrolments</li> <li>Token usage</li> </ul>

Benefits
<ul style="list-style-type: none"> <li>View candidate enrolment list by organisation and office</li> <li>Download lists in excel compatible format</li> </ul>

### Q2.2 What does the new Student Information System look like?

The candidate portal comprises:

- A new redesigned Programs and subjects section
- A Timetable section from where you can check allocated courses
- A Finance tab where you can download your invoices
- A Requests section where you can raise questions and issues





### Q2.3 When will the new Student Information System be deployed?

We are planning to deploy My Capability – Program by phase.

IN PHASE 1 (from 3 May 2021) you will be able to access the following functionalities:				
Single Sign-On for candidates		Employer self-service		Compliance monitoring and reporting
Candidate self-service portal				
Enrol & maintain	Fees and payments	Teaching timetable	Assessments	Academic model
<ul style="list-style-type: none"> <li>Self service subject enrolment (using credit card or employer token)</li> <li>Self service subject withdrawal</li> <li>Self service My Progress view</li> <li>CA Program transition process for existing students</li> </ul>	<ul style="list-style-type: none"> <li>Access to all invoices, receipts, credit note and refund information</li> <li>Financial statement overview</li> </ul>	<ul style="list-style-type: none"> <li>Scheduled candidate in workshops based on preferences stated during enrolment</li> <li>Schedule personnel and venues for workshops</li> </ul>	<ul style="list-style-type: none"> <li>Ability to view historical assessment records</li> <li>Ability to download an unofficial academic record and term result notice</li> </ul>	Configuration of key programs offered by CA ANZ including: <ul style="list-style-type: none"> <li>Current CA Program</li> <li>New CA Program</li> <li>MICPA Program</li> <li>Masters Program</li> <li>IPP Program</li> <li>CA Foundation Program</li> <li>Corresponding CA Study Masterclass (CASM offerings)</li> </ul>
Employer portal				
Enrol & maintain	Fees and payments			
<ul style="list-style-type: none"> <li>Live reporting of employee enrolment data*</li> <li>View information and documents from CA ANZ</li> <li>Contact CA ANZ through employer portal</li> </ul>	<ul style="list-style-type: none"> <li>View and download invoices</li> <li>Live reporting of employee sponsorship data</li> </ul>			
IN PHASE 2 (FROM JULY 2021) you will be able to access the following functionalities:				
<b>Learning Management System (LMS)</b> Current candidate in current program prior to or from March / April 2021 <b>BLACKBOARD</b>		<b>Learning Management System (LMS)</b> New/Current student enrolling in new program from May 2021 <b>My Capability – Learn</b>		
* Where permitted by CA ANZ Privacy Policy and candidate consent.				
Graduation	MPE <i>will be implemented after the first enrolment period for the new Program</i>		Assessments	
Candidate self-service portal				
<ul style="list-style-type: none"> <li>Request official transcripts and certificates</li> </ul>	<ul style="list-style-type: none"> <li>Mentor and employer verification</li> <li>Online Mentored Practical Experience for new CA Program candidates in ATEs</li> </ul>	<ul style="list-style-type: none"> <li>Ability to view historical assessment records</li> <li>Ability to download an unofficial academic record and term result notice</li> </ul>		
Employer portal				
<ul style="list-style-type: none"> <li>Available to view final results</li> </ul>	<ul style="list-style-type: none"> <li>Access to candidate /mentor report</li> </ul>			

### 3. Admission, Subject Enrolment and Timetable

#### Q3.1 Will there be any changes in the admission process with the new system?

No. There are no changes to the admission process for those applying for provisional CA membership.

#### Q3.2 If I want to transition from the Program in teach out to the new Program, what do I do?

During your next enrolment, you will be presented with a transition option in the new system which will provide you credit for the modules you have already completed and formally transition you to the new Program.

If you want more information about the new CA Program, please refer to the new [CA Program FAQs](#).

#### Q3.3 If I transition to the new Program and then change my mind can I go back?

No. Once you make the choice to move from the Program in teach out, you will not be able to return to that Program.

#### Q3.4 Candidates opting in for Transitioning (from CAP) to CAX, but then realising they have done it by mistake?

Candidates to pay care and attention to this step. There are about 3 notifications requesting candidates to confirm whether they would like to go ahead. If the candidates are unsure, they should call the service desk and request clarification before proceeding.

The reversal (CAX -> CAP) is a manual step, is a very resource and time hungry activity, and should be avoided if at all possible.

If the transition has happened by a mistake a ticket needs to be lodged by the E&A, and students name and Customer ID to be shared with the SITS team.

#### Q3.5 As an employer, how do I see enrolments by those at my organisation?

A list of candidates who are currently enrolled using your organisation's token will be available through the employer portal. If your staff use a bulk token supplied by CA ANZ, an additional report will be available for this group.

Both reports will be available for review and export (.csv) from within the employer portal.

These reports will be quite basic in our first release of the system but will be reviewed and updated based on feedback provided details are still within the privacy parameters CA ANZ has set.

#### Q3.6 What if someone has used a token and they should not have?

You will have until the Monday following enrolment close to raise a request through the employer portal to revoke the token. This is very similar to the current process.

#### Q3.7 How do I contact CA ANZ if I have questions?

Prospective candidates with any questions about their ability to participate in aspects of the course should seek pre-enrolment advice by contacting our member support team at: [service@charteredaccountantsanz.com](mailto:service@charteredaccountantsanz.com)

#### Q3.8 How do I withdraw from a subject?

The new system provides a withdrawal function which will be visible to you once you have a valid enrolment.

#### Q3.9 How do I request an additional Required Competence Area (RCA)?

You can request RCAs on the Requests tab in your self-service portal.

#### Q3.114 How do I apply an existing credit to an enrolment?

Contact the MST team to have your existing credit applied to enrolment

#### Q3.115 If a candidate wants to add CASM after he enrolls in any subject, does he need to use the Change Enrolment feature?

Yes he will need to use Change enrolment and he can add any new subjects..

#### 4. For current CA Program candidates – Transition Arrangements

For transition questions, refer to the new CA Program FAQs available in My Learning. These will continue to be reviewed and updated as required.

#### 5. CA Study Masterclass (CASM)

##### Q5.1 Will CA Study Masterclass (CASM) be available to support the new CA Program in My Capability – program?

Yes. CASM has been reviewed and updated to reflect the principles of the new CA Program.

##### Q5.2 Can I use an employer token to apply to a CASM enrolment?

Please do not use employer token to enrol to CASM.

If you have any questions on CASM enrolment please call us before completing enrolment.



## 6. Mentored Practical Experience (MPE)

### Q6.1 Is Mentored Practical Experience (MPE) changing?

Yes, the MPE program has been reviewed and updated to reflect the outcomes of the new CA Program.

An online recording and learning support system is being introduced to automate and simplify processes and increase the effectiveness of MPE as a true development experience.

### Q6.2 How is MPE changing?

MPE will focus on continual learning and support throughout the work experience period. This is achieved by the introduction of an online experience recording tool and ongoing learning and support resources.

The online experience recording tool provides a streamlined and simplified method for recording and reviewing progress for both Candidates and Mentors. The learning and support resources will be available to Candidates and Mentors through all stages of the program, commencing with the introduction of an orientation module providing clear explanations of MPE requirements and essential supporting skills, such as how to operate in a mentoring relationship and how to have difficult conversations.

## 7. Assessments

### Q7.1 Can I still request special consideration and special provisions through My Capability?

Yes, you can lodge new special consideration and special provision requests and check progress of existing requests through the Requests tab in the self-service portal – “My Program”.

For more information please refer to the Candidate Assessment and Grading Policy and Procedure, CA Program Special Consideration Guidance Notes for Candidates, and CAP Assistance for Candidates Policy. These can be accessed on the CA Program’s policy web page.

[www.charteredaccountantsanz.com/become-a-member/ca-program-policies](http://www.charteredaccountantsanz.com/become-a-member/ca-program-policies)

### Q7.2 How can I access my subject results?

CA Program candidates will be able to access their subject results on MyCapability. To view your subject results, follow the following steps: Login to MyCA > Click MyCapability > Member Login > Program > Sign in with MyCA > My results.

### Q7.3 Can I request/obtain a print copy of my subject results?

Result letters will no longer be posted out for CA Program modules and subjects

We are working to improve functionality of our student information system, which will allow students to download copy of unofficial transcript/term results. The functionality is expected to go live October 2021.

For the time being, students can print their MyCapability result screens for a print copy of their subject results.

## 8. Fees, invoicing and withdrawal

### Q8.1 Is there any change to my existing tuition fees payment method?

No, there are no changes. To enrol, a candidate must either pay via credit card or enter a valid payment token. No enrolment is created until the payment is made (Credit Card) or the token is applied by the candidate.

### Q8.2 How do I pay for my enrolment?

You can access and download your invoices / receipts and Balance via the Finance tab.

### Q8.5 How do I see my refunds and credit notes?

You can access to refund and credit notes via the Finance tab in your self-service portal.

Refunds usually take 10 working days.

### Q8.8 As an employer, will I receive a list of new payment tokens to distribute to my staff?

Your current payment tokens will remain valid. We can update these but to minimise change during this busy period we have kept current tokens in place.

## 9. Progression and awards

### Q9.1 How do I know if I am progressing satisfactorily in my course?

While CA Program candidates are responsible for their own course progress CA ANZ is committed to supporting candidate success. Early identification and support processes are in place that help CA ANZ identify and notify candidates at risk of / or not achieving satisfactory course progress. These are outlined in the Candidate Course Progression Policy and Procedure.

A CA Program candidate is regarded as having satisfactorily met the course progression requirements if they

- have passed at least 50% of all attempted course subjects having attempted three (3) or more subjects; and
- have passed an attempted course subject within three attempts.

[For further information refer to Candidate Course Progression Policy and Procedure](#)

### Q9.3 As an employer, do I get a progression notification for my people?

No, this will remain visible to candidates only.

### Q9.4 What award documentation will candidates receive when they complete the CA Program course?

CA Program candidates who have satisfactorily completed all requirements of the program's Graduate Diploma of Chartered Accounting course qualification and been conferred into their award by the CA ANZ Board (or designate) will receive a Testamur and an Official Statement of Academic Record.

For further information refer to the [CA Program Higher Education Award Issuance Policy and Procedure](#)

## 10. My personal data and my Learning experience

### Q10.1 Will there be a new platform to replace Blackboard Learn?

Candidates completing the current Program in teach out will continue to use Blackboard.

Candidates in the new Program will use a new Learning Management System called Brightspace.

### Q10.2 How are my records managed?

Records will continue to be managed in accordance with CA ANZ's Records Management, Privacy, Data Management and Retention Policy.

### Q10.3 Can I access my full academic record in My Capability - program?

Past academic records will be accessible in My Results tab for all active candidates.

Former candidates will not have access to their academic records through the new system during this phase of the project but all academic records will be available prior to the decommissioning of our existing student information system in 2022.

### Q10.6 Which is the unique identifier for candidates? Candidate ID or Member ID? Which one will appear on their transcripts?

The Candidate ID is now the unique identifier for candidates. Their Candidate ID will now appear on all their official and unofficial transcripts.

You will be using the member ID when you will become a member.