

CIBA ACCREDITATION PROCESS

Accreditation with the Chartered Institute for Business Accountants (CIBA) requires Higher Education Institutes to demonstrate that their academic programmes meet the professional, competency-based standards expected of future business and financial leaders. To support a smooth and efficient review process, CIBA has compiled a list of required documents that must be submitted as part of the formal accreditation application. These documents enable CIBA to evaluate programme structure, learning outcomes, assessment practices, faculty capability, and institutional quality assurance mechanisms against our recognised designation pathways. Submission of complete and accurate documentation will ensure timely evaluation and strengthen the likelihood of successful accreditation.

CIBA Accreditation Process

CIBA's accreditation process is conducted in **two phases** to ensure academic quality, professional relevance, and institutional capacity.

Phase 1: Desktop Accreditation (Provisional Accreditation)

The desktop accreditation is a document-based evaluation of the programme and the institution's ability to deliver it in line with CIBA's competency requirements.

1. Submission of Documentation

Institutions are required to submit the following information and supporting evidence:

A. Institutional and Regulatory Compliance

1. Proof of registration with SAQA, including reaccreditation due date
2. Proof of registration with the Department of Higher Education and Training (DHET)

B. Curriculum and Programme Information

3. Programme prospectus
4. Study guides for each module included in the programme, including learning outcomes
5. Mode of delivery (e.g. contact, online, blended)
6. Examples of assessments, including evidence of moderation

Assessment submission requirements:

- Two full sets of assessments (exam and supplementary exam) per module, including:
 - Question papers
 - Memoranda / marking guidelines
 - Proof of internal and/or external moderation

Minimum assessment requirements:

- Semester modules: 4 assessments in total (2 per semester) (exam and supplementary exam)
- Year modules: 2 assessments in total (exam and supplementary exam)

Module assessments to be included depending on your programme and the designation you are applying for:

- Financial Accounting / Financial Reporting (for CBAP-designation at third year level)
- Taxation (for CBAP-designation at second year level)
- Auditing (for CBAP-designation at second year level)
- Management Accounting (for CBAP-designation at second year level)
- Commercial / Corporate Law
- Ethics

7. Result statistics for the past two academic years (where applicable)

C. Academic Staff and Governance

8. Head of Department (HOD) must complete the CIBA provided Academic Staff form by detailing the:
 - o Names of academic staff
 - o Qualifications and professional experience
 - o Modules taught
 - o Professional affiliations

Academic staff must:

- Hold at least the same or a higher qualification than the programme being taught, **or**
 - Demonstrate equivalent professional experience where applicable
9. Confirmation from the HOD that academic staff are required to participate in continuous professional development (in-house or external). - *No documentation required, question to be answered on online application form*

D. Student and Institutional Support

10. Proof of library access and library support services - *No documentation required, question to be answered on online application form*
11. Access to computer laboratories and Internet connectivity provided to students on campus - *No documentation required, question to be answered on online application form*
12. Student support services and/or student support policy

2. Competency Framework Mapping

CIBA will provide the institution with the relevant **CIBA competency framework**.

The institution must complete a **curriculum-to-competency mapping**, demonstrating alignment between the programme content and CIBA's competency requirements.

- A **minimum 80% alignment** is required for accreditation.

3. Desktop Review Outcome

The CIBA Accreditation Committee will:

- Review all submitted documentation
- Approve the programme or provide formal feedback and required amendments

Upon successful completion of the desktop accreditation, the institution will be granted **Provisional Accreditation**, valid for **three (3) years**.

Phase 2: Site Visit (Full Accreditation)

During the provisional accreditation period, CIBA will conduct a **site visit**.

Site Visit Scope

The CIBA Accreditation Committee will:

- Verify documentation submitted during the desktop accreditation
- Review institutional facilities and resources
- Conduct interviews on a sample basis with:
 - Academic staff
 - Programme management
 - Students

Final Accreditation Decision

Following a successful site visit and approval by the Accreditation Committee:

- Accreditation is extended to a **full accreditation period of five (5) years effective the date of issue of the full accreditation**.

Recognition of Existing Professional Accreditation

In the spirit of professional collaboration, mutual recognition, and trust within the accounting and finance profession, CIBA recognises accreditation granted by established professional bodies.

Where a Higher Education Institution's programme is **already accredited** by **SAICA, SAIPA, CIMA, or ACCA**, the programme will be:

- Exempt from Section 1: Examples of assessments, including evidence of moderation

- Exempt from Section 2: Competency Framework Mapping, and
- Exempt from Phase 2: Site Visit (Full Accreditation), provided the accreditation from the other professional body was issued within the past two years.

In such cases, CIBA will rely on the existing professional accreditation as sufficient evidence of academic quality, governance, assessment integrity, and professional relevance.

The institution must provide **formal proof of accreditation** from the relevant professional body, which may include:

- A valid accreditation letter or certificate
- Confirmation of accreditation status and validity period
- Any conditions attached to the accreditation, where applicable

Notwithstanding the above exemptions, the institution is still required to successfully complete **Phase 1: Desktop Accreditation**, including the submission of regulatory, curriculum, staffing, and student support documentation, to confirm alignment with CIBA's designation structure, administrative requirements, and quality assurance standards

ANNEXURE A: About CIBA

CIBA is a Professional Accountancy Organisation (PAO) and Self-Regulatory Organisation for accountants, tax practitioners, financial managers, and financial directors, in the public and private sector, with offices in South Africa and Namibia. We are associate members of the Pan African Federation of Accountants (PAFA) and full members of the International CFO Alliance (ICFOA). CIBA is authorised to issue designations as registered with the South African Qualifications Authority (SAQA) and our designated members are recognised as accounting officers, independent reviewers, and independent accounting professionals.

CIBA is a statutorily recognised professional accountancy organisation performing a public service in terms of the following empowering legislation:

South Africa

- Recognised Professional Body and Registered Professional Designations: National Qualifications Framework Act 67 of 2008
- Recognised Controlling Body for Tax Practitioners: Section 240A of the Tax Administration Act, 2011
- Professional Accountancy Organisation for Assurance and Non-assurance providers: Regulation 29(4) of the Companies Act, 2008 and Section 60(2) of the Close Corporations Act, 1984.

Namibia

- Professional Accountancy Organisation for Accounting Officers: Section 60(2) of the Close Corporations Act, 1988.

CIBA's objectives are to protect the public interest by adopting and enforcing standards of ethics, conduct, quality, and service engagement standards that seek to ensure the delivery of accountable and transparent professional service by CIBA members.



We do this by offering executive education and continuous professional development (CPD) via our training platform cpd.myciba.org, technical news updates via accounting weekly and CFO talks, and enforcing ethical conduct through thorough monitoring and disciplinary procedures.

Our brands include:

www.myciba.org

www.cpd.myciba.org

www.cfoclub.co.za

www.accountingweekly.com

We proudly march with our members as the Army of Accountants for Economic Development in Africa.