

What to expect on the day?

1. What documents do I need to bring with?

You will need to bring a completed career profile, which must include the following completed documents:

- 1.1. Membership application form
- 1.2. Employment summary
- 1.3. Detailed record of experience
- 1.4. Record of skills development
- 1.5. Proof of identification i.e drivers licence, passport
- 1.6. Proof of payment

Details of the practical experience requirements and all the forms can be found on the [website](#). If on inspection, your application is found to be incomplete, the assessors reserve the right not to assess your submission.

2. Dress code

Smart business attire

3. Time slot

You would have booked online for a session between 08.00 and 17.00. Please arrive 30-45 mins early.

4. Cancellations

Please note the enhanced practical fee (GBP50) is non-refundable. Whether you attend the membership assessment session or not you will be liable for payment. To avoid further penalties, please ensure you cancel 10 working days prior to your session.

5. What will happen on the day itself?

1. **Arrival:** Please arrive 30-45 mins before your appointment and report to the reception desk.
2. **Pre-check:** You will then be directed to the check-in desk. Your application will be checked by CIMA staff to ensure that all documents have been completed correctly before your interview with the member assessor.
3. **Distribution of applications:** Applications will be distributed to assessors in the order in which they are received. When your application reaches the top of the pile the next available assessor will quickly review your application and then call your name.
4. **Interview room:** The assessor will take you to another room for a one-to-one interview. The interview should take 20 to 30 minutes. Note: if you would prefer that the door of the interview room be left open or any other specific request please tell your assessor or a member of staff.

5. **After the interview:** When the interview has finished the assessor will take you back to the waiting area to be seated. The outcome of your interview will take 15-20 mins
6. **Reviewal process:** A second assessor will then review your application in private. Please note, in exceptional circumstances, you may be asked to meet with the second assessor to provide additional information, if required. The second assessor will add their comments to those made by the first assessor.
7. **Referred:** In most instances the two assessors will agree, however, if they disagree your application will be referred to a third assessor.
8. **Outcome:** Once a decision has been reached a senior CIMA staff member will call you and advise you of the outcome. Generally, you should expect your appointment to last approximately one hour.

Please note, membership assessors are not CIMA staff. They are Fellows of the institute and as such should be treated with utmost respect at all times.

Please note only Associate membership applications are assessed. Applications for Fellowship must be submitted by post.

We hope that the assessment process will be a pleasant experience for you and that your session will have a successful outcome.

Best wishes,

Premi Chetty

Membership Specialist: Africa — Management Accounting

[Association](#) | [AICPA](#) | [CIMA](#)

T: +27.11.788.8723

MembershipServices.Johannesburg@aicpa-cima.com

4th floor, 54 Melrose Boulevard, Melrose Arch, Johannesburg, South Africa

AICPA Member Service: 888.777.7077 or service@aicpa.org

CIMA: cimaglobal.com/Contact-us/



Association
of International
Certified Professional
Accountants[™]

The unified voice of AICPA and CIMA