

TRAINING OF TRAINERS



01-02 September, 2022



09:00am - 5:30pm



Adventist University
of Central Africa (AUCA),
Gishushu branch



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Background

The Institute of Certified Public Accountants of Rwanda (ICPAR) has started the implementation of the Accreditation framework for both Training Providers and Training staff to ensure that we have tuition provision in a more regulated manner. The accreditation framework categorizes Training staff into three broad categories namely; Assistant Trainer, Certified Trainer and Senior Certified Trainer. For one to be a Certified Trainer or Senior Certified Trainer, he/she must have attended a Training of Trainers (ToT) organized by ICPAR. Besides, Training Providers are also categorized into 3 categories namely Bronze, Silver and Gold and for each category a certain number of Training staff at a certain level are required. The implementation of the Accreditation Framework has revealed a huge gap in the required staff per Training Provider.



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Objective

The main objective of this training of the trainers' session is to build and/or strengthen the capacity of tutors who will be involved in tuition provision of ICPAR Qualifications and hence their certification

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Purpose of the training

The purpose of this training course is to:

- ▶ Understand the overall purpose of effective assessment exam writing
- ▶ Understand effective new exam writing and quality assurance for exams
- ▶ Practice good CPA and CAT exam writing methodology

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Key areas to be covered during ToT

- ▶ Teaching/Training methodology for Professional courses
- ▶ How to prepare candidates for the exams
- ▶ Exam writing methodology for CPA and CAT exams
- ▶ Practical training on new question writing
- ▶ Understanding question review processes and exam quality assurance
- ▶ Effective marking guide development

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Expected Results

At the completion of the training, the following achievements are expected to have been attained:

- ▶ Having a pool of tutors getting certified hence expected increase in their training quality;
- ▶ Filling existing gap of certified trainers from different training providers;

- ▶ Ensuring that the approach of coaching and examining ICPAR Qualifications is well understood;
- ▶ Quality assurance in examination process



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Detailed Learning outcomes

1.1	Understand the overall purpose of CPA & CAT new exams writing training
1.2	Collect knowledge of the resources available to assist in CPA & CAT new exam writing
1.3	Identify any personal knowledge and skills gaps to complete effective CPA & CAT new exams writing training
1.4	Understand the CPA & CAT new exam design process
1.5	Understand the style of the CPA & CAT exams
2.1	Understand the CPA & CAT new exam design process
2.2	Understand the style of the CPA & CAT exams
3.1	Discuss the content of an effective assessment
3.2	Determine the features of an effective marking guide
4.1	Understand new exam planning process
4.2	Appraise the strengths and weaknesses of existing CPA & CAT exams

4.3	Recognise the elements of effective exam question requirements
5.1	Understand the importance of good question scenario's for CPA & CAT exams
5.2	Develop question outline to plan new exam questions
5.3	Complete the new question template
6.1	Translate technical knowledge into new question writing
6.2	Utilise the writing style guide when writing new CPA & CAT exam questions
6.3	Use question outlines to create new questions and answers which align to relevant CPA & CAT learning outcomes
6.4	Understand and apply quality assurance processes on CPA & CAT exams question drafts by creating review points
6.5	Respond to review feedback by making improvements to new CPA & CAT exams question content and updating a review control sheet
6.6	Produce final draft CPA & CAT exams questions ready for ICPAR CPA & CAT examiner review

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Detailed Program of the Training

DAY 1 (9AM-5.30PM)

INTRODUCING ICPAR CPA & CAT EXAM WRITING METHODOLOGY

Session	Session Aims	Session Activities
9.00 - 9.30	Registration, tea and coffee	
Welcome Intro to Session 1 9.30 - 10.30	<ul style="list-style-type: none"> ▶ Understand the overall purpose of exam writing training. ▶ Getting to know you ice-breaker 	▶ Introduction and review of training objectives.
SESSION 1 10.30 - 11.30	<ul style="list-style-type: none"> ▶ Collect knowledge of the resources available to assist in Exam creation. ▶ Understand the ICPAR exam design process. 	<ul style="list-style-type: none"> ▶ Review past CPA & CAT exams to understand the outcome of good exam writing. ▶ Review the overall ICPAR exam design and review process.
Break 11.30 - 11.45		
SESSION 2 11.45 - 13.00	<ul style="list-style-type: none"> ▶ Understand the ICPAR exam design process. 	<ul style="list-style-type: none"> ▶ Cover the principles of effective assessment. ▶ Activity: What makes a good question scenario and solution (ABCD framework).
Lunch 1.00 - 2.00		

Session	Session Aims	Session Activities
SESSION 3 2.00 - 3:45	<ul style="list-style-type: none"> ➤ Understand the requirements for good question writing 	<ul style="list-style-type: none"> ➤ Principles and guidance for good exam question writing ➤ Discussion: attributes of good new exam writing. ➤ Demonstration of good exam question writing ➤ Activity: For a given requirement, short scenario and answer points
Break 3.45 - 4.00		
SESSION 4 4.00 - 5:30	<ul style="list-style-type: none"> ➤ Understand and assess the effectiveness of the requirements provided. 	<ul style="list-style-type: none"> ➤ Introduce the New Exam planning template and review a completed template. ➤ Activity: Start a new exam template. Check match overall syllabus weighting.
Post session work	Complete an outline for a new question for DAY 2.	

DAY 2 (9AM-5.30PM)

PRACTICAL SESSION FOR NEW QUESTION WRITING AND QUESTION REVIEW PROCESSES

Session	Session Aims	Session Activities
9.00 - 9.30	Registration, tea and coffee	
Welcome Intro to Session 2 9.30 - 10.00	<ul style="list-style-type: none"> ➤ Introduce learning objectives for Day 2. 	<ul style="list-style-type: none"> ➤ Recap of Day 1 learning ➤ Review of Day 2 training objectives.

Session	Session Aims	Session Activities
SESSION 1 9.30 – 11.00	<ul style="list-style-type: none"> ▶ Understand the importance of Quality Assurance. 	<ul style="list-style-type: none"> ▶ Discuss the importance of review to quality assurance and introduce the technical reviewer control sheet. ▶ Review activity and debrief: Review a draft question and raise review points to be addressed by the author.
Break 11.15 – 11.30		
SESSION 2 11.30 – 1.00	<ul style="list-style-type: none"> ▶ Practice drafting part of new question based on outline 	<ul style="list-style-type: none"> ▶ Produce first draft ICPAR exam question ready for ICPAR quality assurance review
Lunch 1.00 – 2.00		
SESSION 3 2.00 – 3.30	<ul style="list-style-type: none"> ▶ Produce final draft ICPAR Exam questions ready for ICPAR Exam examiner review. 	<ul style="list-style-type: none"> ▶ Discuss ICPAR examiner review process. ▶ Activity: Update a question for review points and perform final proofread and checks.
Break 3.30 – 3.45		
SESSION 4 3.45 – 5.30	<ul style="list-style-type: none"> ▶ Produce final draft ICPAR Exam questions ready for ICPAR Exam examiner review. 	<ul style="list-style-type: none"> ▶ Discuss ICPAR examiner review process. ▶ Activity: Update a question for review points and perform final proofread and checks.
SESSION 5 5.00 – 5.00	<ul style="list-style-type: none"> ▶ Learning recap and next steps. 	<ul style="list-style-type: none"> ▶ Recap the exam writing process. ▶ Summary of learning, next steps, thank you to participants, photos and close.

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Date and Venue

The event shall be hosted face to face from the **01-02 September 2022**, at the **Adventist University of Central Africa (AUCA), Gishushu branch** starting from **09:00 AM - 5:30 PM**. Please follow the link below to register at: <https://bit.ly/3mwwBxx>

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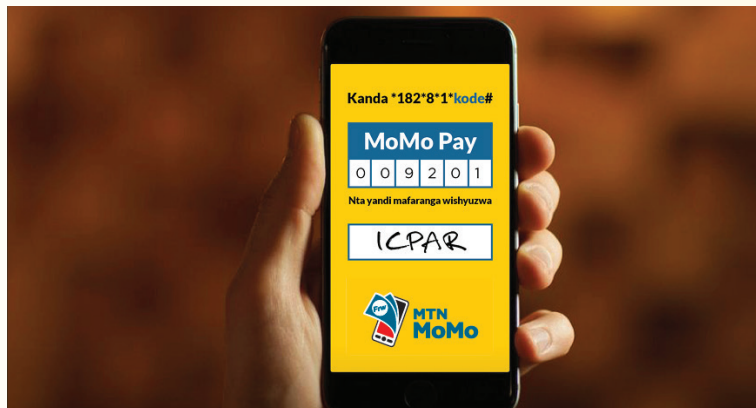
Targeted audience

The event is open to all ICPAR members, CAT and CPA examiners, moderators, markers, tutors and any other interested participant who might consider to attend. This training also serves as one of the prerequisites for a tutor to be accredited including the learning partner

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Your investment

Participants shall pay **FRW 250,000 and FRW 270,000** for each **member** and **non-member** respectively (VAT inclusive) and shall be expected to confirm their attendance through the ICPAR provided link after attaching a proof of payment, or a purchase order. A webinar link to the workshop shall be shared thereafter. To make your payment please dial ***182*8*1*009201#** **Yes** and follow subsequent instructions for those who wish to pay via Mobile Money or directly pay through our bank account **No: 00040-0335616-29** in **Bank of Kigali**



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CPD hours and Certificates

Participants who attend all sessions shall be awarded with **Fourteen (14) Continuous Professional Development (CPD)** hours as per the IFAC requirements. Certificates of Attendance will also be shared electronically with their relevant credits of learning.

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Short Bio of Facilitator



ANTHONY SHARPLES

Mr. Anthony has worked for BPP Professional Education since 2007, firstly as a tutor and then as a writer and project manager of BPP and other institute learning materials. He qualified as an ICAEW Associate Chartered Accountant in 1997 and worked as a senior

auditor for Deloitte in London for ten years before answering the vocational call to professional qualification learning. He is part of the BPP's tutorial team and teaching various subjects for ICAEW, ACCA, ICAS and CIMA programmes. He is also a subject matter expert (SME) creating and managing learning material development for various global institutes and he is now responsible for development of whole qualification learning materials for various global institutes including the Institute of Chartered Accountants of England & Wales, Zambia, Sri Lanka, ICPAR and the Hong Kong Institute of Certified Public Accountants and CPA Australia, in this role he is also responsible for the design, project and SME management and delivery of printed learning materials published directly by each institute under publishing contracts with BPP.


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