**Global C-Suite Business & Finance Program Pathway**

**Self-assessment Form**

In selecting the entry requirement as a working adult from a CIMA selected organisation to be a CIMA student, I confirm that:

1. I have read and understood CIMA’s syllabus.
2. I have read and understood CIMA’s examination and assessment approach.
3. I have read and understood CIMA’s practical experience requirements.
4. I understand the risks of progression in CIMA if I do not study for the exams.
5. I understand the CIMA Code of Professional Ethics and what it means to me as a CIMA student.

|  |  |
| --- | --- |
|  | In view of the above I undertake that I will endeavor to minimise the related risks to my employer, CIMA and myself. *(Please tick box if you are agreeable)* |

|  |  |
| --- | --- |
| **Applicant’s Signatory**  Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Designation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Applicant Line Manager’s Signatory**  Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Designation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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**CIMA Student Information Part 1**

|  |  |
| --- | --- |
| Name |  |
| Are you existing CIMA student / have been a CIMA student before?  If you have registered with us previously, please provide your CIMA contact ID |  |
| Have you failed any CIMA Exam before? |  |
| Email address |  |
| Contact No |  |
| Correspondence Address |  |
| Date of birth |  |
| Employer |  |
| Higher Education qualification  *(Post-secondary)* |  |
| Why do you want to pursue CIMA qualification?  *(Please keep it within 20-30 words)* |  |
| What is your career aspiration?  *(Please keep it within 40-50 words)* |  |
| When do you plan to sit for your first CIMA exam?  *(Please state month and year)* | May 2022 |
| Which CIMA exam will you be sitting? | Strategic Case Study Exam |

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**CIMA Student Information Part 2**

Kindly attach your detail employment CV as part of supporting document and complete the following (1 page maximum):

|  |
| --- |
| Please state your career achievement: |
| Technical skills experience: |
| Business skills experience: |
| People skills experience: |
| Leadership skills experience: |

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**CIMA Student Information Part 3**

What is your current job scope? Please tick below:

|  |  |  |  |
| --- | --- | --- | --- |
| CIMA’s practical experience requirements | This is not part of my job | I have done this before | I do it monthly in my job |
|  | Please tick (√) | | |
| **Technical skills** |  |  |  |
| 1. Financial Accounting and Reporting |  |  |  |
| 1. Cost Accounting and Management |  |  |  |
| 1. Business Planning |  |  |  |
| 1. Management Reporting and Analysis |  |  |  |
| 1. Corporate Finance and Treasury Management |  |  |  |
| 1. Risk Management & Internal Control |  |  |  |
| 1. Accounting Information Systems |  |  |  |
| 1. Tax Strategy, Planning and Compliance |  |  |  |
| **Business Skills** |  |  |  |
| 1. Strategy |  |  |  |
| 1. Market and Regulatory Environment |  |  |  |
| 1. Process Management |  |  |  |
| 1. Business Relations |  |  |  |
| 1. Project Management |  |  |  |
| 1. Macroeconomic Analysis |  |  |  |
| **People Skills** |  |  |  |
| 1. Influence |  |  |  |
| 1. Negotiation & Decision-Making |  |  |  |
| 1. Communication |  |  |  |
| 1. Collaboration and Partnering |  |  |  |
| **Leadership Skills** |  |  |  |
| 1. Team Building |  |  |  |
| 1. Coaching and Mentoring |  |  |  |
| 1. Driving Performance |  |  |  |
| 1. Motivating & Inspiring |  |  |  |
| 1. Change Management |  |  |  |

**Applicant:**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Documents needed for application**

1. Signed Application form
2. CV with (1) detail job description (2) reporting line (3) supervising team information for each position
3. Name card scanned copy / documents that confirms your current position
4. Copy of your highest academic transcript and certificate
5. Personal statement (1-2 pages) – A statement to let us understand more about you. You may include information like – About yourself, Why do you want to join this program and what is your expectation of the program etc.
6. Recommendation letter signed by direct reporting line / supervisor – A letter to show that your supervisor recommends you as a suitable candidate for the program
7. Copy of your HKID / Passport
8. Confirm that you have not failed any CIMA Exam before. For lapsed / existing students who have failed CIMA exam(s), you will need to retake and pass the exam(s) before you can join the program.
9. Lapsed / existing students have to pay the student subscription fee GBP 123 in addition to the program fee.
10. You must have a valid Hong Kong / Macau / South Korea / Japan / Taiwan / Mongolia Address to register for this programme.

**Terms & Conditions**

* All fees paid are non-refundable and non-transferable.
* To fulfil program requirement, you must
  + Attend at least 70% of the workshop; **and**
  + Pass the Strategic Case study Exam
* The program fee includes
  + One Strategic Case Study Exam Credit
  + One time workshop fee – Global C-Suite Business & Finance Program (22-25 April 2022)
  + Networking lunches during workshop
  + Study Materials and Mock Exams
  + CIMA registration fee (for new CIMA student only)
  + 2022 student subscription fee which ends on 31 December 2022 (for new CIMA student only)
* The exam credits included in the program fee will be valid for 2 years from registration date. The exam credits will not be refunded and the validity of exam credit will not be extended.
* In the case that student is unable to attend the registered workshop with valid reason recognised by CIMA, he / she can apply for transfer to another workshop for one time within one year from registration date. The application of transferring to another workshop must be submitted to CIMA Hong Kong in writing / by email not later than four weeks prior to the registered workshop.
* Student cannot choose to take a workshop that is to be held after the one-year period. He / She will forfeit the program payment and be considered as absent for the program if he/she does not attend the workshop within one year from registration date. The program fee will not be refunded and the eligibility to join the workshop will not be extended.
* CIMA reserves the right to cancel the program, change the dates, teachers & delivery medium of the workshop and/or the exam, due to unforeseen circumstances.  In the case of cancellation, or if selected applicants are unable to attend the workshop due to change of dates, CIMA will offer alternative makeup class to applicants for one time without additional charges.