

CMA (Australia)

The Institute of Certified Management Accountants (Australia)




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Probably the only finance qualification for both

FINANCE PROFESSIONALS

and

NON-FINANCE PROFESSIONALS










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E-learning Guideline



General Instructions

1. Try to ensure that you appear in person with the video, during the lectures as much as possible to keep the session alive.
2. Keep the speaker muted during the class, to ensure minimum disturbances from unintended background noises.
3. Do not hesitate to ask questions and make clarifications when required by unmuting the speaker when required.



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E-learning Guideline



General Instructions

4. You can also ask questions through the Zoom chat. The lecturer may not see your question immediately.
5. During the online sessions, you need to identify yourself with the name given to the institute. You can make the necessary change using options available with Zoom.



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E-learning Guideline



Communication Instructions

1. Provide an appropriate contact number for mobile and WhatsApp communications.
2. Provide an email address for email communications and notifications on E-learning platform updates. Please check and ensure that your office email servers don't block such messages.
3. WhatsApp group will be used for quick and convenient communications. Check the messages on the group.



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E-learning Guideline



Communication Instructions

4. Course material and relevant details will be uploaded to the Academy E-learning portal and notified through an e-Mail.
5. Recorded sessions will be available in our YouTube channel. The link will be shared with you after the lecture, through the E-learning portal.



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E-learning Guideline



Academy of Finance contact details

Hotline

Nipunika M : +94(0)770050029

Email : cma@academy.lk

Backup line

Shivaanthi M : +94(0)777412009

Email : shivaanthi@academy.lk



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Academy of Finance contact details

Suggestions, recommendations and improvements to the programme

kapila@academy.lk



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E-learning Guideline



Procedures and Regulations

1. Join the class on time and respect the others during the lecture. You are expected not to disturb the others while the class is in progress.
2. Use appropriate language when you communicate with the lecturer and refrain from making discriminatory comments of any type, during the lecture.
3. Please dress appropriately when you appear in video.



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Procedures and Regulations

4. Join All the course material, passwords, videos and links are provided as a part of the registration package, for your personal usage only.

You are not expected to share them with others under any circumstances. These materials will be available for a period of two months after completing the classes, until you finish the examination.



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E-learning Guideline



Procedures and Regulations

5. Please refrain from recording the classes while the class is in progress. You will be shared the video recording separately
6. You are strictly advised to avoid any screen capturing or editing or changing of videos or photos taken during the sessions
7. If you are found to break any of the above rules, the institute will have the right to terminate your access.



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E-learning Guideline



Consensus in Decision Making

In an unforeseen situation which requires the consent of participants the following procedure will be followed;

1. Face to face class

Consensus of the students who are present

2. Online class

Simple majority based on an online vote



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E-learning Guideline



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We will be compelled to deal with any breach of the prevailing Cyber Security Rules and Regulations in accordance with the appropriate local and international legal framework.



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E-learning Guideline



Before you leave today

1. Handover Academy of Finance registration forms
2. Handover e-learning declaration sheet
3. Submission of certificates, transcripts & documents
4. Collect your books

When you go home

5. Brief profile to share on the portal



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Thank You !



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