

AACADEMY

ENDLESS PURSUIT OF KNOWLEDGE



CMA (Australia)

The Institute of Certified Management Accountants (Australia)



CMA (Australia)

The Institute of Certified Management Accountants (Australia)



Probably the only finance qualification for both

FINANCE PROFESSIONALS

and

NON-FINANCE PROFESSIONALS





ACADEMY OF FINANCE

The Gurus of Financial Wisdom



E-learning Guideline

General Instructions



E-learning Guideline

General Instructions

1. Appearing in person with your video during the lectures will make it a pleasant and interesting lecture for both the students and the lecturers.
2. Your lecturer or a colleague in a class may not even recognise you elsewhere unless they are familiar with your face.
3. Keep the speaker muted during the class, in order to ensure minimum disturbance from unintended background noises.

E-learning Guideline

General Instructions

4. Do not hesitate to ask questions and make clarifications when required by unmuting the speaker when required.
5. You can also ask questions through the Zoom chat. However, the lecturer may not see your question immediately.
6. If you don't want the others to see your background setting in your house or office, you can change the background to a white screen or a screen of your choice.

E-learning Guideline

General Instructions

7. During the online sessions, you are required to identify yourself with the used name given at the time of registration. If not the session administrator may remove you from the session.

E-learning Guideline

Communication Instructions



E-learning Guideline

Communication Instructions

1. WhatsApp group will be created for quick and convenient communication of all programme related matters. Please remember to check the messages.
2. Please provide an appropriate contact number for mobile and WhatsApp communications.
3. All course material and other relevant details will be uploaded to the Academy E-learning portal. You will receive an email notification once an uploading is done on the portal.

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Communication Instructions

4. Please provide us with an email address for all email communications and notifications. This should preferably be your personal email which will not change with the place of employment. In case you decide to use the office email, ensure that the email server doesn't block our messages.
5. The recorded sessions will be made available to you through our YouTube channel. The link will be shared with you after the lecture, through the E-learning portal.

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

E-learning Guideline



Academy of Finance contact details

Suggestions, recommendations and improvements to the programme

kapila@academy.lk



E-learning Guideline

Procedures and Regulations



E-learning Guideline

Procedures and Regulations

1. Please 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 your colleagues. Please refrain from making any type of discriminatory comments, during the lecture.

E-learning Guideline

Procedures and Regulations



3. Please dress appropriately when you appear on the video. Your online branding too matters.
4. All the course material, videos, links and passwords are provided as a part of your registration package and for your personal usage only. You are not expected to share them with others under any circumstances.
5. These materials will be available for a maximum period of two months after completing the classes, until you finish the examinations only.



E-learning Guideline

Procedures and Regulations

6. Please refrain from any screen recording during the classes. You will be provided access to the recorded videos for your personal consumption only.
7. If you are found to break any of the above rules, the institute will have the right to terminate your access for the balance part of the course.

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Consensus in Decision Making



E-learning Guideline

Consensus in Decision Making

During the progression of the course, we may have to make certain decisions which will require the participants' consent. Following procedure will be followed.

1. Face to face class

Simple majority of the students who are present.

2. Online class

Simple majority based on an online vote

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

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Before you leave today

1. Complete the Academy of Finance registration forms.
2. Submit of certificates, transcripts & documents.
3. Handover the soft/hard copies of photographs.
4. Complete the payment according to the agreed plan.
5. Collect your books



Thank You !

