



CHARTERED INSTITUTE OF ADMINISTRATION

(A Professional Body Chartered by Act No. 103 of 1992 - Now Cap C7 LFN 2004)

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How To Qualify As A CHARTERED ADMINISTRATOR

INTRODUCTION

Chartered Institute of Administration is a professional and examining body chartered by Federal Government Act No.103 of 1992 (now Act of Parliament Cap C7 Laws of Federation of Nigeria 2004). The Act empowers the Institute to regulate the training in, and practice of, Administration within a professional framework throughout Nigeria. The Institute's qualifications are accredited and graded by Federal Ministry of Education for employment in all sectors of the economy.

The Nigerian College of Administration is the Institute's Statutory Professional Education and Training School offering registered students the prescribed courses of study leading to the award of the Institute's qualifications.

MEMBERSHIP

Membership in the Institute is strictly by passing the Institute's professional examination, the ACIA (Associate of the Chartered Institute of Administration), and satisfying the practical experience requirement.

There are three grades of professional membership, namely: Associate (ACIA), Full Member (MCIA), and Fellow (FCIA). Further

details of requirements for admission to the various grades are obtainable direct from the Registrar on request.

THE EXAMINATION SCHEME

Experts today forecast that only multi-skilled professionals will be relevant to the needs of new management styles in the new millennium. This has been the vision of Chartered Institute of Administration right from its inception.

The Chartered Institute's professional examination scheme, which has always been based on a multi-disciplinary syllabi, is drawn to keep pace with the latest developments in professional administration techniques, make members more versatile and more relevant to the changing complexities of business practices in the new millennium as well as to reinforce the Chartered Institute's expertise in the wide area of professional practice bestowed on the Institute by its Enabling Act. The Scheme comprises:

1) The Professional Examination

This is for admission of successful persons to the professional membership of the Institute. It is open to holders of Degree, HND, Diploma, and equivalents. It offers candidates a choice from three streams of professional

administration specialisms, namely; Corporate Administration, Financial Administration, and Public Administration.

2) **Diploma in Business Studies**

This is open to persons who may not possess the entry qualification for admission to the Professional Examination. It provides a recognised qualification for:

- a) direct entry to the Intermediate Level of the ACIA Professional Examination.
- b) direct entry to the 200-Level of Degree or HND courses in administration-related disciplines.

Details of the examinations are contained in the syllabus for each examination which is obtainable on application for student registration.

REGISTRATION OF STUDENTS

The examinations may be attempted only by the registered students. In order to become a registered student, an applicant must comply with the following regulations.

1. Application for registration must be made on the prescribed Form, which may be obtained at the Institute's offices or at the approved Study Centres on payment of the prescribed application and registration fees.
2. In preparation for the examinations, a registered student is required to follow an approved course of study available on full time, part time or distance study at the Institute's official education and training school, namely:

Nigerian College of Administration

Km 24, Lagos/Badagry Expressway,
New Mebamu, P.M.B. 2004, Ijanikin-Oto,
Lagos. **Tel:** 01 7743227, 7740564, 7756061,
7756062.

Website: www.nica-ng.org

E-mail: admin@nica-ng.org

Or at any of the approved external study centres (list obtainable free from the Registrar).

- 3) Student registration is separate and additional to the requirements of the Nigerian College of Administration and other approved study centres for admission of students to their ACIA Professional and Diploma Courses.

Information on the fees payable to the Institute by the students is obtainable free at: the Institute's offices, the Nigerian College of Administration, and other approved study centres.

CAREERS IN ADMINISTRATION

Versatility of Administration

Efficiency in administration is the bedrock, the cornerstone of every successful career and enterprise. No professional qualification is complete without administrative proficiency, as administration cuts through all professions. Every professional requires mandatory professional administrative competence to achieve optimum successful professional practice.

Career Progression

The pragmatic and rigorous curricular of the Professional Examination, structured to meet the challenges of professional administration in the new millennium, provides the right skills to assure accelerated dynamic career progression to the top echelon of varying administrative functions in both public and private sectors of the economy.

Entrepreneurship

Above all, the ACIA guarantees self-employment as a Chartered Administrator in Public Professional Practice, engaged in providing highly rewarding consultancy services to the public covering the entire wide area of professional administration specialisms.



NIGERIAN COLLEGE OF ADMINISTRATION

Main Campus: Km 24, Lagos/Badagry Expressway, By Cele-NICA Bus-Stop, New Mebamu, P.M.B 2004, Ijanikin-Oto, Lagos State. Telephone: 01-7743227, 09038441644, 08076983067. Website: nica-ng.org E-mail: info@nica-ng.org

Introduction

Nigerian College of Administration is the statutory Professional Education and Training School of Chartered Institute of Administration. It offers Registered students prescribed courses of study leading to the award of the Chartered Institute's ACIA Professional Membership Qualification, and Diploma in Business Studies (DBS).

Admission of Students

The College admits students into courses commencing in January, April, July, and October yearly; available on full time, part time (weekends), and distance (correspondence) study, as detailed below.

ACIA PROFESSIONAL MEMBERSHIP QUALIFYING COURSE

Description

This multi-disciplinary programme, comprising Foundation, Intermediate, and Final (Professional Practice 1 and 2), offers candidates a choice of one of the following three streams of professional administration specialisms, namely: Corporate Administration, Financial Administration, and Public Administration. The programme is available in two categories, namely: Accelerated Study Scheme (ACCESS) - a fast-track intensive course; and Regular Study Scheme (RESS).

Entry Requirement

One of the following qualifications in any discipline will be accepted: Degree, HND, equivalents (for ACCESS course); Diploma, NCE, equivalents (for Regular Course).

Duration

(a) ACCESS Programme: 6 months for persons granted full exemptions from Foundation and

Intermediate Levels on the basis of their qualifications in business-related disciplines (e.g. Accounting, Banking, Business Administration, Economics, Insurance, Finance, Marketing, Purchasing & Supply, Public Administration, etc); 9 months for others.

(b) Regular Programme: 12 months for persons granted exemptions from Foundation Level; 16 months for others.

DIPLOMA IN BUSINESS STUDIES

Description

This Administrative Technician Course (ATC) is a Pre-Degree and Pre-professional programme, open to persons who may not possess the entry requirement for admission to ACIA Professional Course. It provides a recognised qualification for:

- direct entry to the Intermediate Level of ACIA Professional Course
- direct entry to the 200-Level of Degree or HND courses in administration-related disciplines.
- employment in general administrative functions.

Entry Requirements

Senior Secondary School Certificate or equivalents with credit passes in 5 subjects including English Language and Mathematics at two sittings. Persons who may not have the required number of credit passes will be offered a provisional admission on the condition that they will make up their entry deficiencies before completing the course.

HOW TO APPLY

Admission documents are obtainable with N4000 for ACIA Professional Course; or N2000 for Diploma in Business Studies; payable either by bank draft drawn in favour of Nigerian College of Administration, or by direct cash lodgement into the bank account of the college at any branch of Zenith Bank (Account No. 1010223085) or First Bank (Account No. 2018190845).

Registration documents can be downloaded from our website, or obtained at the College Main Campus, or at the offices of Chartered Institute of Administration listed below.

1. **National Secretariat**
78 Old Ojo Road, Kuje-Amuwo, off Badagry Expressway, Lagos State.
Tel: 09038411001, 08164882510
2. **Abuja:**
Suite B21, Shakir Plaza, Plot 1029, Michika Street, Opposite KIA Motors, Ahmadu Bello Way, Area 11, Garki Abuja.
Tel: 09-8700605; 08034521407.
3. **Aba:**
214, Aba/Owerri Road, Abayi, Aba, Abia State.
Tel: 08114088200

4. **Kaduna:**
Suite 16, A01 Junction Road, by Keffi Road, Kaduna. Tel: 062-878669; 08153366215
5. **Uyo:**
Uyo Shopping Complex, 155, Ikot Ekpene Road, Uyo, Akwa Ibom State.
Tel: 08093060212, 07085731795
6. **Warri:**
Km 5, Refinery Road, by Chicken Republic Fast Foods, Opposite Plot 202, Ekpan, Warri, Delta State. Tel: 08027081337

CLOSING DATE

Candidates are required to complete the admission process at least one week before the commencing date of each intake.

LIST OF FEES

A list of fees is issued free along with this publication.

FURTHER INFORMATION

If you need further information please contact the College or Chartered Institute of Administration.

————— *Director of Professional Education & Training* —————



BE A CHARTERED ADMINISTRATOR
The Bedrock and Cornerstone of Professionalism in Administration