

## **PRESENTATION SKILLS AND TECHNICAL COMPETENCY (PSTC) COURSE**

The students registered for PIPFA certification, from winter 2020 onward under PIPFA revised Corporate Sector Syllabus, on the basis of Intermediate / A-Level or two years bachelors qualification will be required to mandatorily undertake course on PSTC parallel to Course of Study.

### **Presentation Skills and Technical Competency (PSTC) Course**

**Duration of the Course:** 60 Hours  
**Venue of the Course:** PIPFA Centers located at Karachi, Lahore, Islamabad & Faisalabad

### **Learning outcomes of the Course:**

	<b>Particulars</b>	<b>Weightage</b>
1.	<b>Intellectual</b>	
	Demonstrate openness and objectivity in giving and receiving feedback	10
2.	<b>Interpersonal and communication</b>	
	Present information in written and numeric form clearly. Depict awareness of clear communication	20
	Demonstrate listening skills and understand given instruction	10
3.	<b>Professional skepticism and professional judgment</b>	
	Probe and question the relevant facts	10
4.	Essay writing on topics generally known	20
5.	Meaningful and effective précis writing	10
6.	Short business report/letter writing on a well explained scenario	20
	<b>Total</b>	<b>100</b>

### **Methodology:**

<b>Scheme</b>	<b>Numbers</b>	<b>Hours</b>
*Classroom lectures on presentation, group discussion and writing skill and practice	5	10
Formal presentations before a group:		
• Attended	12	7.0
• Presented	6	4.0
• Facilitators feedback on presentations	2	8.0
Group Discussion on pre-seen and well-prepared topics	4	10
*Essay writing on unseen topics	3	4.0
*précis writing	4	4.0
*write business letter on a well explained scenario	6	4.0
*write short business report on a well explained scenario	3	4.0
*Feedback of trainer on essay, précis, letters and short business reports written by students		5.0
		60.0

## **PSTC Policy**

The Presentation Skills and Technical Competence (PSTC) Course is mandatory for the students of PIPFA, which will be considered as a compulsory assessment for the students, both at the part of PIPFA Centers and the Examination Department.

Under PSTC policy;

- A complete course of 60 hours will be conducted before appearing in Level-4 examinations.
- The students appearing in Level-4 will be mandatorily require to submit PSTC Certificate along with the examination form for ascertaining their eligibility for Final level (Level-4) appearance.
- PIPFA shall conduct a writing skills Test of 1 hour 30 minutes duration that shall carry 50 marks. Passing of the Test shall be the condition for issuance of Course Completion Certificate by the Examination Department.
- The PSTC fee will be charged equivalent to Level-3 per subject Coaching Fee.

## **PSTC Assessment**

The following guidelines will be observed for the purpose of assessment of PSTC Course by PIPFA;

- Test of 1 hour and 30 minutes will be conducted;
- Test will be divided into 3 sections, namely;

Essay writing	–	20 marks
Precis writing	–	10 marks
Business writing	–	<u>20 marks.</u>
<b>Total</b>		<b><u>50 marks</u></b>
- Passing ratio will be 50% for the PSTC assessment.
- Examination fees will be Rs. **1,750.**
- Examination will be conducted at the PIPFA Regional Offices (Karachi, Lahore, Islamabad & Faisalabad) or through Online Mode.
- Frequency of the examination will be on bi-annual basis.
- The students appearing in Level-4 will be mandatorily require to submit PSTC Certificate. along with the examination form for ascertaining their eligibility for Level-4 appearance.
- In case of failure, students can re-appear the PSTC Test without any restriction of number of attempts.

## **PSTC Exemption on the basis of other qualifications:**

The following shall be exempt from the PSTC Course;

- Students with a four-year bachelors' degree (in any discipline).
- Students with a two-year Master's degree with three-year / two-year bachelors' degree (in any discipline).
- Students holding ACCA / ICAP / ICMAP qualification plus any other academic qualification.
- Students having ICAP & ICMAP CAF/Module-D/Intermediate/ICMAP Stage-4 or equivalent qualification.
- Students having ACCA Affiliate Certificate.
- PIPFA Students registered prior to session Winter 2020.

*(Note: Students who subsequently complete any additional qualification as mentioned above before appearing for Level-4 Examinations would become eligible for exemption in the PSTC course).*