



BPP Professional Education

ACCA Information Pack



What is the ACCA Programme?

This qualification enables you to become a Chartered Certified Accountant, use the designatory letters ACCA, and work in any aspect of finance or management in any business.

Where can I find information about the institute and qualifications?

Visit ACCA's website www.accaglobal.com

ACCA Connect
2 Central Quay
89 Hydepark Street
Glasgow G3 8BW
United Kingdom

General Enquiries: info@accaglobal.com

Student Enquires: students@accaglobal.com

Member Enquiries: members@accaglobal.com

Tel: 0141 582 2000

Fax: 0141 582 2222

The ACCA Qualification is designed to provide the accounting knowledge, skills and professional values which will deliver finance professionals who are capable of building successful careers across all sectors, whether they are working in the public or private sectors, practicing in accounting firms, or pursuing a career in business.

In order to qualify as an ACCA member, you will complete:

- 14 exams (nine of which are eligible for exemption)
- relevant practical experience, with a minimum of three years
- A Professional Ethics module.

The ACCA Qualification embeds the global accounting education standards set by the International Federation of Accountants (IFAC). There is a strong focus on professional values, ethics, and governance. These skills are essential as the profession moves towards strengthened codes of conduct, regulation, and legislation with an increasing focus on professionalism and ethics in accounting. These are examined at the highest level in the ACCA Qualification and are a core element of your practical experience requirements.

Entry requirements

ACCA can offer you various entry points on to the ACCA Qualification, depending on your age and previous academic qualifications.

Minimum entry requirements

- Two A Levels and three GCSEs or equivalent in five separate subjects, including English and Mathematics.
- Full information on the minimum entrance criteria for each country is available in the related documents section.

Mature Student Entry Route (MSER)

- Normally over age 21
- no academic qualifications required
- must pass the equivalent of Papers F2, *Management Accounting* and F3, *Financial Accounting* within two years before further progression to the ACCA exams is permitted.

Graduate-entry route

- relevant degree holders from ACCA-accredited institutions may be exempted from all nine exams within the Fundamentals level and register directly at the Professional level. Non-relevant degrees may also qualify for some exemptions

Access to ACCA via CAT qualification

- no academic qualifications required
- sit Certified Accounting Technician
- (CAT) qualification first and then transfer to the Skills module of the ACCA Qualification by claiming exemption from the first three papers in the Knowledge module.

Claiming exemptions

The number of exemptions you can claim will depend on how closely your previous qualifications match the content of the ACCA syllabus. For example, if you have completed a relevant degree from an ACCA-accredited university, you may be eligible to claim exemption from up to all nine exams within the Fundamentals level. No exemptions are available from the Professional level.

[Find out online if you could be entitled to claim any exemptions](#)

- The exemption enquiry database details all exemptions that may be available on the basis of qualifications held by students. There may not be as many exemptions available to qualifications that have not been accredited by ACCA, as the awarding body has not provided ACCA with the opportunity to fully assess the qualification. ACCA do not consider individual applications for further exemptions.
- ACCA can only award exemption on the basis of qualifications awarded by recognized institutions (i.e. those which are recognized by the local Ministry of Education as public sector institutions or the equivalent status under their regulations). If your institution is not listed on the exemption enquiry database, please send your documentation to ACCA Connect, for further review.
- Students will be required to pay an exemption fee for each paper awarded. Exemption fees are the same as examination fees.
- You must send official proof of any relevant qualifications which are held, or are currently being studied for, with your registration form, in order for ACCA to assess your eligibility and confirm your entitlement for exemptions.
- Award certificates must be submitted for all completed qualifications. Academic transcripts should also be submitted for any qualification upon which you wish to claim exemption.
- Any documentation which is not in English must be officially translated before submission.

Exams & study

You will need to complete 14 papers in total. A maximum of nine papers in the Fundamentals level are available for exemption.

FUNDAMENTALS (nine papers in total)

Knowledge

F1	Accountant in Business	(AB)
F2	Management Accounting	(MA)
F3	Financial Accounting	(FA)

Skills

F4	Corporate and Business Law	(CL)
F5	Performance Management	(PM)
F6	Taxation	(TX)
F7	Financial Reporting	(FR)
F8	Audit and Assurance	(AA)
F9	Financial Management	(FM)

PROFESSIONAL (five papers in total)

Essentials

P1	Professional Accountant	(PA)
P2	Corporate Reporting	(CR)
P3	Business Analysis	(BA)

Options (two to be completed)

P4	Advanced Financial Management	(AFM)
P5	Advanced Performance Management	(APM)
P6	Advanced Taxation	(ATX)
P7	Advanced Audit and Assurance	(AAA)

Ethics

Professional ethics is at the heart of the ACCA Qualification. It is covered in 11 of the 16 exam papers including all papers at Professional level and in three of the Essentials performance objectives. Underpinning the educational syllabus and the practical experience is the Professional Ethics module. The aim of the Professional Ethics module is to give you exposure to a range of ethical perspectives. Ideally, this should be completed before, at the same time or soon after completing Paper P1, *Professional Accountant*, but must be completed before applying for membership.

The Examinations

Exam sittings are twice a year in June and December for the paper based exams.

ACCA will notify you of the location for the paper based exams.

Computer based exams are available for papers F1, F2 and F3, these are held at BPP. These can be taken at any time during the year. Check for availability with Lynne Coutanche on 266176 or e-mail:

lynnecoutanche@bpp.com

ACCA and CAT results are usually released the third week of February and August each year. Postal results are the only **official** record of examination performance. However, as a service to students and employers, ACCA will also provide information on the internet as follows:

- The list of successful finalists will be publicly available on the ACCA website
- All candidates who have registered with ACCA's website will be able to view their own results from 16.00 on the day of release.
- Students can also opt to receive their results by email, emails will be sent at 16.00 on the day of release.

THE CENTRES

ACCA operates over 200 examination centres in more than 140 countries at each examination session. Special facilities can be arranged for disabled students, and where appropriate - for example in remote areas or where religion places restrictions on attendance at regular examination centres - ACCA will consider requests to set up alternative exam centres but this may attract an additional fee.

Experience

A key component of the ACCA Qualification is gaining relevant practical experience. The ACCA Qualification will prepare you for a challenging and often demanding career as a professional accountant and, like all professions, it is not sufficient to solely rely on theoretical knowledge developed through an exam process to help achieve this.

The ACCA Qualification closely links practical experience to the exam syllabus, reinforcing that any capabilities you develop through the exam process will have a clear application in your workplace. And this in turn provides potential employers with independent reassurance that you are the right person for the job. It is up to you to choose the right employer to work for and gain your practical experience, but there are lots of resources available to you to make sure you get the right type of training and development.

You will need to complete three-years relevant practical experience in order to achieve 13 of the performance objectives listed below, all nine Essentials and four from 11 Options.

ESSENTIALS (all nine to be completed)

Professionalism, ethics and governance

- 1 Demonstrate the application of professional ethics, values and judgement
- 2 Contribute to the effective governance of an organisation
- 3 Raise awareness of non-financial risk

Personal effectiveness

- 4 Manage self
- 5 Communicate effectively
- 6 Use information and communications technology

Business management

- 7 Manage ongoing activities in your area of responsibility
- 8 Improve departmental performance
- 9 Manage an assignment

OPTIONS (four to be completed)

Financial accounting and reporting

- 10 Prepare financial statements for external purposes
- 11 Interpret financial transactions and financial statements

Performance measurement and management accounting

- 12 Prepare financial information for management
- 13 Contribute to budget planning and production
- 14 Monitor and control budgets

Finance and financial management

- 15 Evaluate potential business/investment opportunities and the required finance options
- 16 Manage cash using active cash management and treasury systems

Audit and assurance

- 17 Prepare for and collect evidence for audit
- 18 Evaluate and report on audit

Taxation

- 19 Evaluate and compute taxes payable
- 20 Assist with tax planning

How long it will take

The length of time it takes to qualify as an ACCA member depends on you.

The ACCA Qualification is designed to be flexible. Although ACCA would always recommend you to complete the practical experience along with passing the exams, it is up to you to decide how you study, how often you sit exams and where and how you gain your relevant practical experience.

You can take a maximum of four exams every six months and combining this with working full-time would also mean you are simultaneously gaining the practical experience requirement also necessary for membership. On average, an individual registering with the minimum entry requirements, working full-time and studying on a part-time basis would take approximately three to four years to gain their ACCA Qualification. However, depending on your previous qualifications and relevant practical experience, you can complete the qualification much more quickly. A graduate with a relevant degree and a couple of year's relevant experience could complete the qualification in as little as one or two years.

How much it will cost

On registration you will be asked to pay an initial subscription fee. Then on 1 January each year, an annual subscription fee will be due. As you enter for exams or claim exemptions, a payment will be requested.

The following fees are applicable in 2008 (and are subject to change without written notice)

Professional Student & MSER Fees	
Initial Registration	£64
Subscription	£64
Duplicate card	£10
Re-registration fee	£64, in addition to any amounts unpaid at the time of resignation/removal.
Exam/Exemption	
Knowledge	£47
Skills	£55
Professional	£61

How to register

Registration can take place at any time, however if you wish to take part in specific paper-based examination sessions, the following deadlines apply:

For the June examinations

Register by 31 December of the preceding year

For the December examinations

Register by 15 August of the same year

Register online

An easy way to register as a student with ACCA is by doing it online. This is how you do it:

- complete the ACCA online Registration Form
- print out and complete the ACCA Declaration Sheet, and enclose it with appropriate supporting documentation (proof of qualifications etc)
- Return it to ACCA Customer Services 2 Central Quay 89 Hydepark Street Glasgow G3 8BW UK
- You will be allocated a unique reference number by e-mail. Please keep a note of this reference number as you can use it to track your application on the web.

[Register online for the ACCA Qualification](#)

[Online registration tracking lounge](#)

[Register now](#)

Once your application has been processed successfully (please allow up to six weeks), you will receive your Student Information Pack, which contains all you need to know as a student of ACCA, including:

- your registration card
- examination syllabus
- variant syllabuses (where applicable)
- ACCA/Oxford Brookes scheme information
- examination arrangements including timetables
- Student Training Record incorporating minimum competence requirements for membership.

You will also receive regular copies of the student's magazine [Student Accountant](#) containing important information about forthcoming examinations, technical articles on the syllabus, news, reviews and other useful information.

Why Choose BPP

ACCA operates a University College Registration Scheme (UCRS) worldwide to establish quality standards for all ACCA tuition providers and promote excellence on a global level.

The scheme awards four levels of registration - Registered, Premier, Premier Plus and new for 2008 platinum status. Tuition providers are assessed against five areas of performance:

- ⊙ Facilities
- ⊙ Student support
- ⊙ Materials (promotional, support and study)
- ⊙ Tuition
- ⊙ Course management

Each level requires higher standards from the tuition providers and more rigorous monitoring by ACCA.

The global scheme strengthens links between ACCA and tuition providers, offering the support and encouragement necessary to improve the standards of tuition and service for ACCA students.

By offering three levels of accreditation ACCA aims to create greater and clearer differentiation between tuition providers allowing students to make an informed choice before commencing their professional studies, whilst at the same time encouraging tuition providers to develop and improve standards.

BPP Guernsey is pleased to say that we have been granted the **Platinum**.

Our tutors have industry experience, are professionally qualified and are available outside of class time to discuss any problems you may have and we have the resources of BPP UK including material available to us.

Registration Procedure with BPP

Complete and send BPP Registration form (found in this pack) at least 2 weeks prior to the start of the course. Joining instructions will be sent out with 48 hours of receipt of registration form.

Study material will be distributed to students on the first day of the course or can be collected by arrangement.

Who to contact at BPP

Lynne Coutanche
ACCA Customer Service Administrator
Tel: 01481 266176
Email lynnecoutanche@bpp.com

Rowena Morris
ACCA Programme Manager
Tel: 01481 266176
Email rowenamorris@bpp.com

