

# BPP Professional Education

## CAT information pack



## What is the CAT Programme? Certified Accounting Technician.

ACCA's CAT qualification combines relevant and targeted study with practical experience. The qualification will prepare you for a career as an accounting technician or you may want to use the CAT qualification as a progression route on to ACCA's Professional Scheme exams.

Upon successful completion of the Certified Accounting Technician examinations, you will receive an invitation to become a Certified Accounting Technician. However, completing the examinations alone does not mean you have completed the qualification. In order to obtain the qualification and use the designatory letters CAT (Certified Accounting Technician) after your name, you must also satisfy the appropriate practical experience requirement. Alternatively, if you have an NVQ Level 4 in Accounting, this is regarded as equivalent to the practical experience requirement and completion of this and your CAT examinations will be accepted for CAT status.

For those of you who do not wish to continue your studies on the ACCA Professional Scheme, as soon as you have applied for CAT status, you will be eligible to join the CAT alumni. The range of services provided through the CAT alumni have been designed to support you in your career as a Certified Accounting Technician. Benefits include:

- a programme of courses designed to help you specialise or extend your knowledge
- networking events which give you a chance to meet with others from ACCA's community
- a range of relevant publications
- discounts from a variety of products and services
- MyACCA - an e-resource centre with information on employment and careers-related issues.

You will be sent an invitation to join the CAT alumni automatically.

## Where can I find information about the institute and qualifications?

Visit ACCA's website [www.accaglobal.com](http://www.accaglobal.com) Or Call 0141 582 2000 or fax 0141 585 2222 or e mail [students@accaglobal.com](mailto:students@accaglobal.com)

## Entry Requirements

### Certified Accounting Technician (CAT) Qualification

This is ACCA's vocational, open- entry introduction to accounting. Applicants who are 16 years or older can complete ACCA's CAT qualification and will be eligible for direct entry to Part 2 of ACCA's professional examination.

NB. You must also send us official proof of any relevant existing qualifications in order for ACCA to assess your eligibility and to confirm your entitlement for exemptions.

## The Syllabus

The CAT Syllabus combines a range of relevant and detailed subject areas designed to test the knowledge, skills and understanding you will need to work in accounting support roles.

There are 10 papers in total, divided into three levels. You are required to complete nine papers in total as you only need to complete two of the three option papers at the Advanced level.

There is no restriction on the number of exams taken in one sitting, although a maximum of 4 in one exam sitting is advised.

Papers can be sat in any order, but it is advised to attempt the papers in numerical order.

There is NO TIME LIMIT to completing the exams.

In addition to completing the exams, you will also need to gain at least one year's relevant, supervised work experience in order to qualify and use the letters CAT after your name. Practical training can be completed in any size or type of business, and in any combination of sectors, before, during or after completing the exams.

The structure of the CAT Scheme is shown below:

### Introductory level:

<i>Paper number:</i>	<i>Paper name:</i>	<i>Assessment:</i>
Paper 1	Recording Financial Transactions	2hr paper or computer based
Paper 2	Information for Management Control	2hr paper or computer based

### Intermediate level:

<i>Paper number:</i>	<i>Paper name:</i>	<i>Assessment:</i>
Paper 3	Maintaining Financial Records	2hr paper or computer based
Paper 4	Accounting for Costs	2hr paper or computer based

### Advanced level:

<i>Paper number:</i>	<i>Paper name:</i>	<i>Assessment:</i>
Paper 5	Managing People and Systems	2hr examination
Paper 6	Drafting Financial Statements	3hr examination
Paper 7	Planning, Control and Performance Management	3hr examination
<i>Plus 2 options from</i> Paper 8	Implementing Audit Procedures	3hr examination
Paper 9	Preparing Taxation Computations	3hr examination
Paper 10	Managing Finances	3hr examination

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Computer based exams for CAT 1-4 can be sat at BPP.

These can be taken at any time during the year. To check availability or to make a booking call Lynne Coutanche on 01481 266176 or e-mail; [lynnecoutanche@bpp.com](mailto:lynnecoutanche@bpp.com)

## Registration

Your previous qualifications may entitle you to exemptions from certain ACCA examinations. This will ensure that your point of entry is the most suitable for your level of knowledge and skills and will prevent you repeating areas with which you are already familiar.

ACCA's exemption policy is subject to change, and assessments may be revised without prior notice. Students are strongly advised to obtain written confirmation of their exemption status from ACCA before embarking on any course of study.

Exemption fees are not charged at Introductory and intermediate level. Exemption fees at Advanced level are the same as the exam fees for this level.

### When to register

You can register as a CAT student at any time but you need to meet specific deadlines if you wish to take paper based exams. The following registration deadlines apply:

Exam session	Closing date for registration
June	31 December (of the previous year)
December	15 August (of the same year)

### Computer-based exams

At Introductory and Intermediate Levels of the CAT exams, you can choose to sit some or all of these papers as computer-based exams. Although you do not need to register by the usual deadlines, you will need to ensure that you are registered as a CAT student and in possession of your student registration number before taking CBE exams. Please allow at least 6 weeks for your form to be processed and for your student number to be issued.

### How to Register

#### By post

Complete a Technician Registration Form and remember to enclose appropriate supporting documentation and subscription fees.

#### Online

You can register online at [www.accaglobal.com](http://www.accaglobal.com) – please remember to print and complete the declaration sheet and send this along with fees and supporting documentation. You will be allocated a unique reference number by email. Please keep a note of this number as it will enable you to track your application online.

## Fees

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

Initial subscription (payable on registration) £56

Annual subscription (payable from 1 January following date of registration) £56

Exam Fees (payable before each exam)

Introductory Level £35 per paper

Intermediate Level £35 per paper

Advanced Level £40 per paper

As soon as your application has been processed (please allow up to 6 weeks), you will be sent your Student Welcome Pack. This contains everything you need to know about being a CAT Student, including:

- your student registration card and passcode to access ACCA online facilities
- notification of any exemptions awarded
- a student handbook
- a detailed syllabus
- your Technician Training Record (TTR) and forms

**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.

## Registration Procedure

### Registering with ACCA

Candidates must register with ACCA in order to be eligible to enter for the examination.

**Deadlines:**

For June Sitting                      31 December of the  
preceding year

For December Sitting    15 August of the same  
year



Online registration –: [www.acca-business.org/onlinereg](http://www.acca-business.org/onlinereg)

Call ACCA for registration documentation – 0207 396 900. Complete registration form and return to ACCA with full fee



ACCA will send you confirmation of your registration.

### Registering with BPP

Complete and send BPP registration form (found in this pack, or download from [www.bppoffshore.com](http://www.bppoffshore.com)) - at least 2 weeks prior the start of the course.



BPP will forward joining instructions to you.



Material will be distributed to students on the first day of the course

## 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 status**.

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.

## Who to contact at BPP

Lynne Coutanche, ACCA & CAT Course Administrator on 01481 266176 or email [lynnecoutanche@bpp.com](mailto:lynnecoutanche@bpp.com) for further details or assistance.

