

### **Congratulations to ACCA Finalist and BSc (Hons) in Applied Accounting**

Congratulations to **Jackie Murphy** of Ogiers on becoming ACCA qualified and passing her BSc (Hons) in Applied Accounting with Oxford Brookes University as well as completing ACCA. Both qualifications were completed on Island with BPP.

If you are interested in studying the Oxford Brookes Degree, please contact Mary Snell on 711800 for further details. Students should have passed the second level of ACCA.

### **Congratulations to ICSA Certificate Prizewinner**

Congratulations to **Lynne Haws** of BNP Paribas who won the ICSA Prize for the Certificate Investments paper—February 2007 sitting.

### **ACCA Premier Plus Status**

We are pleased to announce that we have once again been granted Premier Plus Status by ACCA.

We are one of the 20 BPP centres throughout the UK to have this status.

The scheme awards three levels of registration - Registered, Premier and Premier Plus. 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.

Again this sitting, the Channel Islands performed excellently against the other BPP centres and we are very proud of our students and tutors.

### **Memory Techniques Course**

In our determination to help students pass their exams, BPP put on free memory techniques courses after work and during lunchtime with a very high attendance.

These sessions were an excerpt from the popular Effective Study course which runs 4 times a year and includes memory techniques, speed reading, mind mapping and exam techniques.

Please contact Maxine Preddy on 711803 for further details.

### **CIFA Qualification Update**

The Securities and Investment Institute (SII) has recently announced that it intends to phase out the Certificate in Investment and Financial Advice (CIFA) during 2007.

Whilst full details including the timescale have yet to be announced, our Investments and Banking Programme Manager Kléber Chapon will be pleased to discuss the potential consequences with you. Telephone Kleber on 711813.

### **Introduction to Jersey's Finance Industry—1 December**

New to Jersey's finance industry or aspiring to become a part of it?

Provides an overview including a brief history, the roles of the major players and the types of services offered.

The course will also demystify key terms and jargon and reveal how your organisation fits into the wider picture of offshore finance.

### **What we've been up to!**

Tracey Bull has passed the CIM Professional Diploma in Marketing and is now an Associate of Chartered Institute of Marketing.

Hedge your bets with our Investments Programme Manager! Kleber had a windfall on the poker tables. It was his first time playing with the card sharks!

#### **Inside this issue:**

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### **What in the next issue?**

- **Management Development/Personal and Technical Skills**
- **CPD**
- **Centre updates**
- **What we've been up to**

## Tips on passing ACCA/CAT exams

There are 3 main areas that students need to review:-

### Knowledge

- Brought forward knowledge is a big issue. Students need to ensure that they have learnt and remembered what was tested on the lower level papers, particularly basic calculations;
- Students often know core topics well (i.e. the ones examined every sitting/most sittings). However, they struggle on non-core topics;
- Students should ensure that they have good knowledge of current events in the business world;
- Many students question spot. Examiners are well aware of this and most take steps to prevent it. For example setting questions on the same topics in successive papers.

### Application skills

Students failing marginally often have inadequate application skills and poor exam technique. The best way to overcome this is question practice. However examiners are aware that students rote learn answers and reproduce them in the exam therefore not directly answering the exam question.

### Exam technique

Examiners mention the most common failings to be:-

- Taking too long to answer a question or section of the paper;
- Writing far too much or not enough;
- Leaving the 40 to 50 mark compulsory question until last. This often leads to students not leaving enough time to complete it.
- Failing to answer all questions or all parts of the questions
- Making the markers' lives harder by failing to fill in front sheets properly and scattering question parts from the same question over various booklets. In addition, not showing clearly which question is being attempted.

***Don't leave your exams to chance...come and see your tutors if you need help, we are around during lunchtimes, after work or by e mail and voice mail.***

**OR**

## Evening Exam Busters

Alternatively, we offer evening exam busters from 5pm until 7.30pm £25 which could help with areas you are struggling with from Absorption Costing to Double Entry Top Up. Please call Mary Snell on 711800 or e mail [marysnell@bpp.com](mailto:marysnell@bpp.com) These courses are starting at the end of September until end October.

## ACCA SYLLABUS 2007 CONVERSION

### FUNDAMENTALS 9 papers

#### KNOWLEDGE

- F1 Accountant in Business (AB) 1.3
- F2 Management Accounting (MA) 1.2
- F3 Financial Accounting (FA) 1.1

2 hour paper or computer based

#### SKILLS

- F4 Corporate & Business Law (CL) 2.2
- F5 Performance Management (PM) 2.1
- F6 Taxation (TX) 2.3
- F7 Financial Reporting (FR) 2.5
- F8 Audit & Assurance (AA) 2.6
- F9 Financial Management (FM) 2.4

3 hour paper based

On completion of the first 9 papers students can embark on their Oxford Brookes Degree.

*Students must have completed the on-line ethics module before embarking on the professional stage*

## ACCA SYLLABUS 2007

### PROFESSIONAL 5 papers

#### ESSENTIALS

- P1 Professional Accountant (PA) 3.7
- P2 Corporate Reporting (CR) 3.6
- P3 Business Analysis (BA) 3.5

#### OPTIONS

- P4 Advanced Financial Management (AFM) 3.7
- P5 Advanced Performance Management (APM) 3.3
- P6 Advanced Taxation (ATX) 3.2
- P7 Advanced Audit & Assurance (AAA) 3.1

#### To become a member:

- Pass the exams
- Obtain 3 years experience
- Pass the online ethics module \*

**NB** Students registered before 31.12.06 will transfer to the new syllabus in Aug 07 & get a further 10years to complete.

## How to get hold of us

### Admin :-

Tracey Bull	711802	CPD
Mary Snell	711800	ACCA/CAT
Maxine Preddy	711803	ICSA/Investments/EBS
Cherry Sullivan	711812	Accounts

### Tutors:-

Gary Millns	711811	MD/Man Development
Fran Bisson	711804	Programme Manager EBS
Louise Jordan	711087	Programme Manager ATT
Lynne Wiseman	711808	Programme Manager ACCA
Inda Bevis	711810	ICSA
Kléber Chapon	711813	Programme Manager Investments/Banking

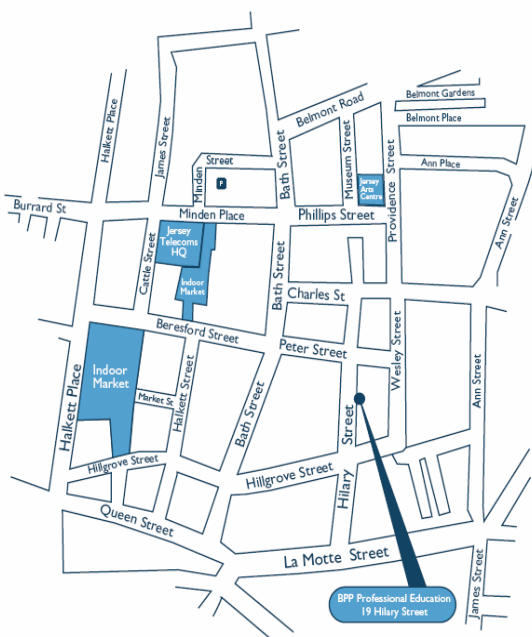
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## Where are we?



## Qualifications/Course Overview

### ACCA Professional scheme

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. Entry requirements - professional route (NVQ3/4, Degree, BTEC, various others), mature student entry route (over 21 years old), Certificate Accounting Technician (direct entry to ACCA Part 2)



### Certified Accounting Technician scheme

The Certified Accounting Technician scheme is an introduction to accountancy. With this qualification you will be able to support financial managers in any type of business all over the world. On completion of the examinations you will be able to call yourself a Certified Accounting Technician and use the designation CAT after your name.

### ICSA Professional

Passing the examinations of the ICSA Qualifying Scheme and satisfying work experience and membership requirements will enable you to become a Chartered Secretary, a Member of the Institute and to use the designatory letters ACIS and ultimately FCIS. ICSA's Qualifying Scheme is the only professional qualification specifically for company secretaries. Natural progression from ICSA Diploma.



### ICSA Certificate and Diploma in Offshore Finance and Administration

With a syllabus developed by industry leaders and a programme which emphasises the acquisition of skills of direct relevance to the workplace, ICSA Certificate and Diploma is the global benchmark in offshore finance industry training. level. The designation Cert ICSA or Dip.ICSA can be used after your name.



### Investment Administration Qualification

The IAQ™ is a practitioner led programme for administration and operations staff. It equips individuals with an overview of the financial services industry and its regulation as well as providing a detailed picture of their particular industry sector. Candidates who complete the Certificate in Investment Administration are eligible for Associate (ASI)



### Certificate in Investment & Financial Advice

The IFA qualification will be of value to all financial advisers, Client Relationship Managers, Sales Advisors engaged in advising the public on how to achieve their financial objectives using packaged products – life policies, units in regulated collective investment schemes, investment trust savings schemes, stakeholder pension schemes. Candidates who complete the IFA Qualification are eligible for Associate Membership - ASI - of the Securities & Investment Institute.



### Investment Management Certificate

The IMC is recognised by the Financial Services Sector Skills Council as an appropriate examination for a number of regulated activities including:

Managing investments, Advising on investments, Overseeing the safeguarding and administering of investments, Acting as a broker fund advisor.



### CIPD Certificate and Professional Level

These are aimed at those who want to build and develop their career in personnel and development. administrators.

The professional programme provides the key management knowledge and competence needed to operate as an HR professional within today's organisation. And leads to membership of the CIPD.



### Essential Business Skills

The essential business skills courses, run as either public or in house courses, offer technical and personal courses at introductory, supervisory or management levels. These courses can also be used as CPD for those professionally qualified. Within this programme we also offer coaching and NVQs in training and development, business administration, customer service and advice and guidance.