

BPP Professional Education



ACCA INFORMATION PACK



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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 and choose students on the right handside

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.

In Jersey all paper based exams are held at Highlands College.

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 Mary Snell – 711800 or email marysnell@bpp.com

June 2009 Examination Session – TO BE CONFIRMED

Monday 1 June	F6 Taxation	P6 Advanced Taxation
Tuesday 2 June	F4 Corporate and Business Law	P7 Advanced Audit and Assurance
Wednesday 3 June	F3 Financial Accounting	F8 Audit and Assurance
Thursday 4 June	F9 Financial Management	P4 Advanced Financial Management
Friday 5 June	F2 Management Accounting	P5 Advanced Performance Management
Monday 8 June	F5 Performance Management	P1 Professional Accountant
Tuesday 9 June	F7 Financial Reporting	P2 Corporate Reporting
Wednesday 10 June	F1 Accountant in Business	P3 Business Analysis

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.

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 2009 (and are subject to change without written notice) – **to be confirmed**

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 2008

Knowledge	£47
Skills	£55
Professional	£63

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 Learning Partnership worldwide to establish quality standards for all ACCA tuition providers and promote excellence on a global level.

The scheme awards two levels of registration – Gold & Platinum. 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 two 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 Jersey is pleased to have been granted the **Platinum Student Tuition status** for 3 years.

Our Tutors

We also favour full time tutors who provide support outside the classroom and out of hours with contact details provided for those urgent queries. All our tutors are passionate about student success and have a genuine desire to help students pass their exams.

We also have the resources of BPP UK, including material, available to us.

The Team



Gary Millns – Managing Director – Jersey

Gary joined BPP in 1999 as Senior Lecturer on the Personal Effectiveness and Management Development programme and became Managing Director in 2003. He has over 20 years international experience in Personnel, Training and Staff Development gained from the Financial, Tourism and Hospitality sectors.

His particular skills include the delivery and implementation of bespoke In-House Management Development programmes and change initiatives. He has extensive international experience working for several years as a Training Consultant in the Caribbean, developing and implementing attitude based courses to improve customer service both at staff and managerial level. He also works with organisations and individuals as their Corporate or Life Coach. Gary lectures on our ACCA, CAT & ICSA programmes and is an NVQ Assessor.

Contact Details : 711811 e mail garymillns@bpp.com



Louise Jordan – ACCA Manager – Senior Lecturer

Louise moved to Jersey in 1998 having graduated from Dublin City University with a degree in Accounting and Finance. She spent 4 years working in industry in Jersey and studying towards her ACCA qualification which she completed in 2001.

Louise is Programme Manager on ATT and ACCA and lectures on the CAT programme, ATT, ICSA professional scheme.

Qualifications: BA (Hons) Accounting and Finance

Member of the Association of Chartered Certified Accountants

April 2004 Associate Member of Corporate Treasurers - AMCT

Contact Details : 711807 e mail louisejordan@bpp.com



Richard McCann –CAT Manager - Lecturer

Qualified in 2003 whilst working for a small firm of Chartered Accountants in Teeside. Moved to Jersey in November 2005 to work in the Accounts Preparation department of Royal Bank of Canada's Trust Company. Joined BPP in June 2006 and lectures on ACCA and CAT programmes

Qualifications:BA (Hons) Accounting and Finance 2:1, ACA

Contact Details : 711809 e mail richardmccann@bpp.com



Kleber Chapon – Investments Manager – Lecturer

Kléber has over 25 years of experience within the finance industry with Barclays and Standard Chartered Grindlays where he was employed as a Senior Client Relationship Manager. He is both an Associate of the Chartered Institute of Bankers and a Member of The Securities Institute.

Kléber is responsible for the delivery of Investment and Banking modules.

Contact Details : 711813 e mail kleberchapon@bpp.com



Richard Hardy-Bishop - ICSA Programme Manager

Richard joined BPP in July 2007 as ICSA Programme Manager. He teaches on the Certificate, Diploma and Professional level programmes, as well as our ACCA programme and offer short courses on our essential business skills programme.

Richard's background has been in education and training. He joined us from Finalsys where he worked as a trainer on their Trust & Company Software packages. Previous to this he was a teacher at Hautlieu School.

Richard gained his BSc from the University of Wolverhampton and has recently been studying for an MSc in Corporate Governance which he gained with distinction from Bournemouth University. He is also a member of ICSA.

Lecturer – ICSA Certificate – Trust & Co Principles

ICSA Diploma – OTCA

ICSA Professional – Corporate Law, Corporate Governance

Contact Details : 711810 e mail richardhardybishop@bpp.com



Felicity Waggot, Tutor ACCA/CAT

Felicity joined Ernst & Young LLP after completing her 'A' levels. During her time with the firm enjoyed a diverse professional life predominantly working in the Audit department, however also enjoyed an extended spell in the Tax department dealing with a range of tax issues for a range of large trust/company structures.

Felicity joined BPP after completing her ACCA final exams, and teaches a broad range of subjects in the accounting field.

Contact Details : 711810 e mail felicitywaggot@bpp.com



Tracey Bull- Operations Director

Tracey has worked at BPP since 1998, working on the ICSA Certificate and Diploma Offshore Finance project, teaching IT and NVQs, and office management. Tracey is a Director of BPP CI Limited and Operations Director, looking after the day to day office management.

Qualifications : NVQ Business Administration 3 and 4, Assessors/Verifiers Awards/Diploma Business Management Theory & Practice and CIM Professional Diploma in Marketing.

Contact Details : 711802 e mail traceybull@bpp.com



Mary Snell- ACCA/CAT/AAT Student Adviser

Mary has worked at BPP since 1996 as ACCA/CAT/AAT student adviser and therefore has a wide experience and knowledge of ACCA and can offer students and employers helpful and pertinent advice.

ACCA/CAT/AAT Course Administrator
Qualifications : NVQ Business Administration 2

Contact Details : 711800 e mail marysnell@bpp.com

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 within 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.

Terms and Conditions

1. Payment Terms

1.1 Full payment or authorisation to invoice an employer, must accompany the application form.

1.2 Full payment or authorisation to invoice an employer is required when any study materials are ordered and prior to any materials being despatched.

1.3 Full payment or authorisation to invoice an employer for any online study tool is required when ordered and prior to any log on details being supplied.

1.4 BPP Professional Education Ltd acts as agent for BPP Learning Media Ltd in collecting payments for any study materials supplied under this Agreement.

1.5 Where BPP Professional Education Ltd has received authorisation to invoice employer the following payment terms apply:

- Full payment is due within 30 days from the date of the invoice.
- Payment is due immediately if booking is made less than 30 days before the course start date.
- If BPP Professional Education Ltd fails to receive full payment of the invoice by the course start date the customer may be refused entry to the course.
- BPP Professional Education Ltd and BPP Learning Media Ltd reserve the right to charge late payment interest on any outstanding invoices, at a rate of 8% above the Bank of England base rate.
- BPP Professional Education Ltd and BPP Learning Media Ltd reserve the right to recover any reasonable debt collection costs in connection with this Agreement.
- The employer is liable for all unpaid invoices.

2. Study Materials

2.1 All study materials, including but not limited to Distance Learning Materials, CD Rom, i-Learn CD Rom, i-Pass CD Rom, Audio Success CD, Revision/Assessment/Tool Kit, MCQ Cards, Passcards, Question Banks, Review Exercises, Mock Exams (papers and suggested solutions), Online Tests, Online Tutorials, Online Downloads and Study Texts are supplied to the customer by BPP Learning Media Ltd.

2.2 Unless Clause 3.2 applies, BPP Learning Media Ltd will despatch study materials on receipt of full payment or authorisation to invoice an employer in accordance with the following delivery guidelines:

- UK: delivery within approximately 5-7 working days of despatch;
- Europe: delivery within approximately 6-8 working days of despatch; and
- Rest of the world: delivery within approximately 10-12 working days of despatch.

2.3 BPP Learning Media Ltd will refund the cost of study materials (less postage and packaging) if returned by the customer to BPP Learning Media Ltd, 17 Fairway Drive, Greenford, Middlesex, UB6 8PW within 14 days of receipt in a re-saleable condition (for CDs this means with the security seal intact). Proof of postage must be obtained by the customer and produced in the event of any query.

2.4 BPP Professional Education Ltd must be notified of any queries, complaints or short deliveries within 14 days of receipt of study materials.

3. Classroom Courses

3.1 Customers must bring the relevant course joining instructions to all sessions of the course. Failure to bring joining instructions may lead to customers being refused entry to the course.

3.2 Customers attending a classroom course will be provided with study materials by BPP Learning Media Ltd on the first day of the course.

3.3 BPP Professional Education Ltd reserves the right to cancel, reschedule, or change the location of a course, if in the opinion of BPP Professional Education Ltd, such an action is necessary. BPP Professional Education Ltd will notify the customer as soon as the change is made. In such circumstances, the customer has the option to reschedule the course, apply the fees to another course, or to receive a refund or credit note for the course fees paid.

3.4 Subject to availability, provided full payment has been received, and BPP Professional Education Ltd is informed at least 14 working days prior to the course date, it may be possible to transfer to an alternative course date, for which a course transfer fee of £25 will be charged. Such transfer may also give rise to an additional charge by BPP Learning Media Ltd for replacement study materials.

3.5 Under no circumstances are courses or study materials transferable between customers.

3.6 Customers may cancel a classroom course provided that at least 14 days' notice is given to BPP Professional Education Ltd prior to the start date of the course and a refund of the course fees will be given (less a deduction for study materials and a cancellation fee of £100). For cancellations notified less than 14 days prior to the start date of the course, no refunds will be given.

4. Distance Learning/Home Study Courses

Distance learning customers can upgrade to an appropriate classroom course and will be invoiced for the balance of the cost over and above the price of the distance learning course using the classroom course prices in force at the time of upgrade. There may also be an additional charge for replacement study materials.

5. Pass Assurance Scheme

5.1 The Pass Assurance Scheme is available to customers who fulfil the following conditions:

- Full attendance on a taught and revision course for the paper (customers must attend complete sessions or they will jeopardise their status on the Scheme);
- Timely submission of both course exams and achieving a minimum score of 30%. Course exam deadlines are highlighted in the Submission Schedule which is issued to all customers at point of booking confirmation; and
- No more than three papers are attempted by the customer at any one sitting.
- Integrated courses students must have full attendance and must sit their CBE at a BPP centre.

5.2 If a customer who has complied with the above conditions fails the exam, they can:

- Choose any equivalent taught or revision course for that paper at the next sitting, free of charge, subject to availability.

6. Intellectual Property

6.1 BPP Learning Media Ltd grants the customer a non-transferable, non-exclusive licence to use BPP Learning Media Ltd's products (including information, training material content, software and data) under the terms of this Agreement.

6.2 This licence terminates upon termination of this Agreement for whatever reason.

6.3 The customer warrants that they shall only use BPP Learning Media Ltd's products for their own educational purposes and shall not, without BPP Learning Media Ltd's prior written consent, copy, make available, retransmit, reproduce, sell, disseminate, licence, distribute, publish, broadcast or otherwise circulate BPP Learning Media Ltd's products (or any part of them) to any person other than in accordance with this Agreement.

6.4 The customer shall fully indemnify BPP Learning Media Ltd in respect of any infringement of any intellectual property rights arising as a result of their use of BPP Learning Media Ltd products in breach of this Agreement.

6.5 This clause 6 does not apply to MyBPP.

7. Change of address or other contact details

BPP Professional Education Ltd must be notified in writing of any change in a customer's contact details, including the email address specified on the customer's application form.

8. Security

Personal possessions are the sole responsibility of the customer and BPP Professional Education Ltd accepts no responsibility for anything that is lost or stolen from its venues. Customers are advised to keep valuables with them at all times.

9. Notices

Any notices required to be served by BPP Professional Education Ltd or BPP Learning Media Ltd under this Agreement will be deemed properly served if sent via prepaid postage to the postal address, or emailed to the email address notified by the customer, at BPP's discretion.

10. Limitation of Liability

10.1 The liability for BPP Professional Education Ltd and BPP Learning Media Ltd for direct losses arising out of their negligence (other than in respect of liability for death or personal injury), breach of contract or any other cause of action arising out of or in connection with this Agreement shall be limited to the cash receipts from the customer (or employer) for the course or study materials.

10.2 BPP Professional Education Ltd and BPP Learning Media Ltd shall not be liable for any indirect or consequential loss whether arising from negligence, breach of contract or otherwise.

11. Warranty

11.1 BPP Learning Media Ltd warrants that study materials will be of satisfactory quality but does not warrant that study materials will be error free.

11.2 BPP Professional Education Ltd warrants that it will perform any services under this Agreement with reasonable skill and care.

11.3 These warranties are provided in lieu of all other warranties express or implied which are hereby excluded to the fullest extent permitted by law.

12. Data Protection

12.1 Customers agree that, in relation to information held from time to time, BPP Professional Education Ltd and BPP Learning Media Ltd may:

- Use the information to perform their obligations and enforce rights under this Agreement.
- Use the information to inform customers about courses, products or services which may be of interest to them.
- Share the information with BPP group companies to inform the customer about other products or services which may be of interest to them.
- Use the information to inform customers of feedback and exam results.
- Communicate with the customer's employer regarding their progress, results and attendance.

12.2 Customers have the right to receive details of the personal information held by BPP Professional Education Ltd or BPP Learning Media Ltd. A fee of £20 will be payable.

12.3 In the event that customers do not wish to receive correspondence from BPP Professional Education Ltd or BPP Learning Media Ltd, a written request should be sent to the registered office.

13. Validity

If any provision of this Agreement is held to be invalid or unenforceable by any tribunal of competent jurisdiction, the remaining provisions shall not be affected and shall be carried out as closely as possible according to the original intent.

14. Jurisdiction

The parties to this Agreement irrevocably submit to the exclusive jurisdiction of the English Courts for the determination of disputes arising under this Agreement.

15. Discounts

In the event that several discounts may apply to a course the customer shall be entitled only to one discount, at its discretion.

In the event of any inconsistency between the Terms and Conditions on our website and those contained in this document, the latter take precedence.

Who to contact at BPP

Mary Snell
ACCA Customer Services Administrator
Tel: 711800
Email marysnell@bpp.com.

Louise Jordan
ACCA Programme Manager
Tel: 711807
Email louisejordan@bpp.com

Our Courses

The courses are structured to enable you to attend an integrated course of taught and revision classes. The taught courses focus on teaching the technical elements of the syllabus in a way you will remember and practicing questions and examples to help understand the concepts involved.

Revision courses focuses on recapping the technical concepts in the syllabus and practicing the exam standard questions, spending time covering exam technique.

Quality Control

Feedback forms will be handed out to you at the end of each course. It is important that you complete these so that we can identify any potential problems, and continually improve our service to you.

Any issues affecting the high quality standards set by BPP must be directed to:

Tracey Bull, Operations Director in our Jersey Office
Sarah Roberts, Managing Director in our Guernsey Office

Facilities

Facilities include:

- Air conditioned premises
- Card operated payphone (Hilary Street, reception)
- Toilets on each floor
- We are open from 8am until 5.30pm
- Internet/computer room (Peter Street)

Course Timings

You will receive details of course timings in your joining instructions. Please ensure you check on receipt, as timings may differ for each course. All courses will also be posted on the notice board at the foot of the stairs in Hilary Street on the morning of each course. Usually the training day is broken into sessions lasting 1 ½ hours, with short breaks and an hour for lunch (you need to make your own arrangements for lunch)

Occasionally courses may run on a weekend or bank holiday.

Study Leave

It is important that you notify your manager/ employer of all course and exam dates so that study leave can be allocated, in accordance with your employers' training policy.

Emotional Support

Studying for professional examinations may bring on pressures you have not experienced before. Please feel free to talk to us about anything that may affect your exam training.

Class Sizes

Class sizes vary, but are typically 15 – 40.

Course Venue

You will be given details of the course venue in your joining instructions. Most courses will be at our main premises in Hilary Street (OTC House) or Peter Street (next to Light & Shade). Occasionally we may use alternative training facilities nearby.

ACCA Study Material

Study material will usually be available at the commencement of the introductory course, providing they have been published. (For late registration, allow up to 10 working days for delivery).

There is no requirement to purchase additional material unless advised by the course tutor. You will need to bring you with paper, pens and a non-programmable calculator (as necessary). You will be provided with a file for each subject studied.

As a guideline, students can expect to receive the following material:

ACCA & CAT

- BPP Study Text & Practice & Revision Kit
- BPP Passcards
- BPP Course Notes
- BPP Revision Notes
- Programmed Mock Exams

Mock Examinations

There are two assignments for each integrated study programme, and a final mock which is sat at BPP under exam conditions.

The ACCA/CAT exams are compulsory and will not be marked if submitted late, unless otherwise agreed with the course tutor.

BPP ACCA COURSES - June 2009

PLEASE NOTE WE RESERVE THE RIGHT TO CHANGE COURSE DATES, VENUES AND TUTORS IN EXCEPTIONAL CIRCUMSTANCES. WE WILL OF COURSE ADVISE YOU OF ANY CHANGE AS EARLY AS POSSIBLE.

Subject	Introductory Course	Interim Course	Revision Course	Integrated Study	Revision only	Integrated Study	Revision only
Fundamental Knowledge	9am - 4pm	9am - 4pm	9am - 4pm	No GST	No GST	With 3% GST	With 3% GST
F1 Accountant in Business	25 - 26 March	27 April	21 - 22 May	£780	£285	£803.40	£293.55
F2 Management Accounting	12 - 13 March	2 - 3 April	28 April - 1 May	£1075	£482	£1107.25	£496.46
F3 Financial Accounting INTERNATIONAL	4 - 6 March	6 - 7 April	11 - 14 May	£1174	£482	£1209.22	£496.46
Fundamental Skills							
F4 Corporate & Business Law Eng	9 - 10 March	23 - 24 April	12 - 15 May	£1075	£482	£1107.25	£496.46
F5 Performance Management	23 - 25 March	20 - 21 April	26 - 29 May	£1174	£482	£1209.22	£496.46
F6 Taxation UK	18 - 20 March	16 - 17 April	18 - 22 May	£1272	£580	£1310.16	£597.40
F7 Financial Reporting INTERNATIONAL	12 - 13 March 16 March	14 - 15 April	4 - 8 May	£1272	£580	£1310.16	£597.40
F8 Audit & Assurance INTERNATIONAL	2 - 3 March	31 March 1 April	29 April - 1 May	£977	£383	£1006.31	£394.49
F9 Financial Management	9 - 11 March	6 - 7 April	11 - 14 May	£1174	£482	£1209.22	£496.46
Professional Essentials							
P1 Professional Accountant	3 - 4 March	26 - 27 March	18 - 20 May	£977	£383	£1006.31	£394.49
P2 Corporate Reporting INTERNATIONAL	9 - 11 March	6 - 8 April	4 - 8 May	£1370	£580	£1411.10	£597.40
P3 Business Analysis	16 - 17 March	14 - 15 April	26 - 29 May	£1075	£482	£1107.25	£496.46
Professional Options (two to be completed)							
P4 Advanced Financial Management	4 - 6 March Guernsey	2 - 3 April Guernsey	5 - 8 May Guernsey	£1319	£603	n/a	n/a
P5 Advanced Performance Management	12 - 13 March Jersey	20 - 21 April Jersey	15,18 - 20 May Jersey	£1075	£482	£1107.25	£496.46
P6 Advanced Taxation	27 February 2 - 3 March	30 - 31 March	27 April - 1 May	£1272	£580	£1310.16	£597.40
P7 Advanced Audit & Assurance INTERNATIONAL	19 - 20 March	23 April	25 - 27 May	£878	£383	£904.34	£394.49

Please note it is your responsibility to register with the awarding body:-

Association of Chartered Certified Accountants - www.accaglobal.com

General Enquiries: info@accaglobal.com

Student Enquiries: students@accaglobal.com

Member Enquiries: members@accaglobal.com

Tel: 0141 582 2000

Fax: 0141 582 2222

Closing date for registration

31 December

Exam Entry closing Date

15 April

BPP ACCA PRIORITY APPLICATION FORM

PLEASE RETURN TO : MARY SNELL, BPP, 19 HILARY STREET, ST HELIER, JERSEY JE2 4SX OR FAX 711801

STUDENT DETAILS

ACCA Registration Number _____
 Title : Mr/Mrs/Miss/Ms etc _____
 First name and initials _____
 Surname _____
 Home Address _____

 Post Code _____ Home tel _____
 Date of Birth _____ Daytime tel _____
 E Mail address _____

EMPLOYER DETAILS

Name and Address of Company to be invoiced

Authorisation
 Signature _____
 Authorising Manager's Job Title _____
 Print Name _____
 Daytime Tel _____
 Authorising Managers E Mail _____

 Employer to be advised of course exam results and absences from courses

COURSE TYPE (block study (ISP), revision)	SUBJECTS REQUIRED (by abbreviated paper names)	COURSE FEE
		Total £

IMPORTANT - YOU ARE RESPONSIBLE FOR REGISTERING WITH THE RELEVANT PROFESSIONAL BODY

Please make cheques payable to - 'BPP CI Ltd' GRAND TOTAL £

Please tick as appropriate:-
 Cheque enclosed
 Mastercard Visa Switch

Cardholder's Name _____
 Cardholder's Address (if different from above) _____

 Cardholder's Signature _____

Valid from _____ Expires end _____ Issue No. _____ CV2 No. (last 3 digits on sign. Strip) _____

Office Use:-
 Reg No.
 Invoice No.
 Chq Banked

How did you hear about us? Word of mouth Training Manager Website Advertising

Do you have any special needs/disability that may affect you in the event of a building evacuation whilst you are on BPP premises?

Yes/No (Please delete as applicable)

If yes, please arrive for the start of the first day of your course 15 minutes early to complete the necessary evacuation procedure assessments

Data Protection

BPP Professional Education (Jersey), need to release student names and registration numbers to ACCA, who will in turn release the results of these students to BPP. These results will be used as part of the ACCA UCRS monitoring process.

If you do not wish to be included in this process please tick the box.

Upon completion of this form, it is acknowledged that the terms & conditions outlined have been read and agreed

Terms and Conditions

1. Payment Terms

- 1.1 Full payment or authorisation to invoice an employer, must accompany the application form.
- 1.2 Full payment or authorisation to invoice an employer is required when any study materials are ordered and prior to any materials being despatched.
- 1.3 Full payment or authorisation to invoice an employer for any online study tool is required when ordered and prior to any log on details being supplied.
- 1.4 BPP Professional Education Ltd acts as agent for BPP Learning Media Ltd in collecting payments for any study materials supplied under this Agreement.
- 1.5 Where BPP Professional Education Ltd has received authorisation to invoice employer the following payment terms apply:
 - Full payment is due within 30 days from the date of the invoice.
 - Payment is due immediately if booking is made less than 30 days before the course start date.
 - If BPP Professional Education Ltd fails to receive full payment of the invoice by the course start date the customer may be refused entry to the course.
 - BPP Professional Education Ltd and BPP Learning Media Ltd reserve the right to charge late payment interest on any outstanding invoices, at a rate of 8% above the Bank of England base rate.
 - BPP Professional Education Ltd and BPP Learning Media Ltd reserve the right to recover any reasonable debt collection costs in connection with this Agreement.
 - The employer is liable for all unpaid invoices.

2. Study Materials

- 2.1 All study materials, including but not limited to Distance Learning Materials, CD Rom, i-Learn CD Rom, i-Pass CD Rom, Audio Success CD, Revision/Assessment/Tool Kit, MCQ Cards, Passcards, Question Banks, Review Exercises, Mock Exams (papers and suggested solutions), Online Tests, Online Tutorials, Online Downloads and Study Texts are supplied to the customer by BPP Learning Media Ltd.
- 2.2 Unless Clause 3.2 applies, BPP Learning Media Ltd will despatch study materials on receipt of full payment or authorisation to invoice an employer in accordance with the following delivery guidelines:
 - UK: delivery within approximately 5-7 working days of despatch;
 - Europe: delivery within approximately 6-8 working days of despatch; and
 - Rest of the world: delivery within approximately 10-12 working days of despatch.
- 2.3 BPP Learning Media Ltd will refund the cost of study materials (less postage and packaging) if returned by the customer to BPP Learning Media Ltd, 17 Fairway Drive, Greenford, Middlesex, UB6 8PW within 14 days of receipt in a re-saleable condition (for CDs this means with the security seal intact). Proof of postage must be obtained by the customer and produced in the event of any query.
- 2.4 BPP Professional Education Ltd must be notified of any queries, complaints or short deliveries within 14 days of receipt of study materials.

3. Classroom Courses

- 3.1 Customers must bring the relevant course joining instructions to all sessions of the course. Failure to bring joining instructions may lead to customers being refused entry to the course.
- 3.2 Customers attending a classroom course will be provided with study materials by BPP Learning Media Ltd on the first day of the course.
- 3.3 BPP Professional Education Ltd reserves the right to cancel, reschedule, or change the location of a course, if in the opinion of BPP Professional Education Ltd, such an action is necessary. BPP Professional Education Ltd will notify the customer as soon as the change is made. In such circumstances, the customer has the option to reschedule the course, apply the fees to another course, or to receive a refund or credit note for the course fees paid.
- 3.4 Subject to availability, provided full payment has been received, and BPP Professional Education Ltd is informed at least 14 working days prior to the course date, it may be possible to transfer to an alternative course date, for which a course transfer fee of £25 will be charged. Such transfer may also give rise to an additional charge by BPP Learning Media Ltd for replacement study materials.
- 3.5 Under no circumstances are courses or study materials transferable between customers.
- 3.6 Customers may cancel a classroom course provided that at least 14 days' notice is given to BPP Professional Education Ltd prior to the start date of the course and a refund of the course fees will be given (less a deduction for study materials and a cancellation fee of £100). For cancellations notified less than 14 days prior to the start date of the course, no refunds will be given.

4. Distance Learning/Home Study Courses

Distance learning customers can upgrade to an appropriate classroom course and will be invoiced for the balance of the cost over and above the price of the distance learning course using the classroom course prices in force at the time of upgrade. There may also be an additional charge for replacement study materials.

5. Pass Assurance Scheme

- 5.1 The Pass Assurance Scheme is available to customers who fulfil the following conditions:
 - Full attendance on a taught and revision course for the paper (customers must attend complete sessions or they will jeopardise their status on the Scheme);
 - Timely submission of both course exams and achieving a minimum score of 30%. Course exam deadlines are highlighted in the Submission Schedule which is issued to all customers at point of booking confirmation; and
 - No more than three papers are attempted by the customer at any one sitting.
- 5.2 If a customer who has complied with the above conditions fails the exam, they can:
 - Choose any equivalent taught or revision course for that paper at the next sitting, free of charge, subject to availability.

6. Intellectual Property

- 6.1 BPP Learning Media Ltd grants the customer a non-transferable, non-exclusive licence to use BPP Learning Media Ltd's products (including information, training material content, software and data) under the terms of this Agreement.
- 6.2 This licence terminates upon termination of this Agreement for whatever reason.
- 6.3 The customer warrants that they shall only use BPP Learning Media Ltd's products for their own educational purposes and shall not, without BPP Learning Media Ltd's prior written consent, copy, make available, retransmit, reproduce, sell, disseminate, licence, distribute, publish, broadcast or otherwise circulate BPP Learning Media Ltd's products (or any part of them) to any person other than in accordance with this Agreement.
- 6.4 The customer shall fully indemnify BPP Learning Media Ltd in respect of any infringement of any intellectual property rights arising as a result of their use of BPP Learning Media Ltd products in breach of this Agreement.
- 6.5 This clause 6 does not apply to MyBPP.

7. Change of address or other contact details

BPP Professional Education Ltd must be notified in writing of any change in a customer's contact details, including the email address specified on the customer's application form.

8. Security

Personal possessions are the sole responsibility of the customer and BPP Professional Education Ltd accepts no responsibility for anything that is lost or stolen from its venues. Customers are advised to keep valuables with them at all times.

9. Notices

Any notices required to be served by BPP Professional Education Ltd or BPP Learning Media Ltd under this Agreement will be deemed properly served if sent via prepaid postage to the postal address, or emailed to the email address notified by the customer, at BPP's discretion.

10. Limitation of Liability

10.1 The liability for BPP Professional Education Ltd and BPP Learning Media Ltd for direct losses arising out of their negligence (other than in respect of liability for death or personal injury), breach of contract or any other cause of action arising out of or in connection with this Agreement shall be limited to the cash receipts from the customer (or employer) for the course or study materials.

10.2 BPP Professional Education Ltd and BPP Learning Media Ltd shall not be liable for any indirect or consequential loss whether arising from negligence, breach of contract or otherwise.

11. Warranty

11.1 BPP Learning Media Ltd warrants that study materials will be of satisfactory quality but does not warrant that study materials will be error free.

11.2 BPP Professional Education Ltd warrants that it will perform any services under this Agreement with reasonable skill and care.

11.3 These warranties are provided in lieu of all other warranties express or implied which are hereby excluded to the fullest extent permitted by law.

12. Data Protection

12.1 Customers agree that, in relation to information held from time to time, BPP Professional Education Ltd and BPP Learning Media Ltd may:

- Use the information to perform their obligations and enforce rights under this Agreement.
- Use the information to inform customers about courses, products or services which may be of interest to them.
- Share the information with BPP group companies to inform the customer about other products or services which may be of interest to them.
- Use the information to inform customers of feedback and exam results.
- Communicate with the customer's employer regarding their progress, results and attendance.

12.2 Customers have the right to receive details of the personal information held by BPP Professional Education Ltd or BPP Learning Media Ltd. A fee of £20 will be payable.

12.3 In the event that customers do not wish to receive correspondence from BPP Professional Education Ltd or BPP Learning Media Ltd, a written request should be sent to the registered office.

13. Validity

If any provision of this Agreement is held to be invalid or unenforceable by any tribunal of competent jurisdiction, the remaining provisions shall not be affected and shall be carried out as closely as possible according to the original intent.

14. Jurisdiction

The parties to this Agreement irrevocably submit to the exclusive jurisdiction of the English Courts for the determination of disputes arising under this Agreement.

15. Discounts

In the event that several discounts may apply to a course the customer shall be entitled only to one discount, at its discretion.

In the event of any inconsistency between the Terms and Conditions on our website and those contained in this document, the latter take precedence.

BPP COMPUTER BASED EXAMS

Booking Form

STUDENT DETAILS	EMPLOYER DETAILS
ACCA Registration Number _____ Title : Mr/Mrs/Miss/Ms etc _____ First name and initials _____ Surname _____ Home Address _____ _____ _____ _____ Post Code _____ Home tel _____ Daytime tel _____ Date of Birth _____ E Mail address _____	Name and Address of Company to be invoiced _____ _____ _____ Authorisation Signature _____ Authorising Manager's Job Title _____ Print Name _____ Daytime Tel _____ Authorising Managers E Mail _____

Exam Papers	Time 10am	Date	Fee CAT £70 ACCA £80

Please make cheques payable to BPP CI Ltd

When choosing a date for your exam, please give at least a weeks notice to allow registration with our CBE Centre.

You must be registered with ACCA, please make sure you have included your ACCA registration number and your date of birth on this form to allow us to register you for your exam.

PLEASE RETURN TO :
 MARY SNELL
 BPP PROFESSIONAL EDUCATION
 19 HILARY STREET, ST HELIER, JERSEY JE2 OR FAX 711801
 Email: marysnell@bpp.com

Please make cheques payable to – BPP CI Ltd	Grand Total	Cardholder's Name
Please tick as appropriate:-		_____
Cheque enclosed <input type="checkbox"/>		Cardholder's Address (if different from above)
Mastercard <input type="checkbox"/>	Visa <input type="checkbox"/>	_____
Switch <input type="checkbox"/>		Cardholder's signature
_____	_____	_____
Valid from /	Expires end /	Issue no. CV2 No. (last 3 digits on sign.strip)
		Office use:- Reg No. Invoice no. Cheque Banked:

ACCA/CAT MATERIAL ORDER FORM

First Name:		Surname:	
Employer name:		Work tel no: Work fax no.	
Alternative contact no. / mobile:		Email address:	
Home Address:		Work Training Contact E mail:	

ACCA	Study Texts	Number required	Practice and Revision Kit	Number required	Pass Cards	Number required	iLearn CD rom	Number required	iPass CD Rom	Number required	Audio CD	Number required	Sub-Total
Fundamental Knowledge													
F1 Accountant in Business	£30.90		£16.48		£10.30		£41.20		£30.90		£15.45		£
F2 Management Accounting	£30.90		£16.48		£10.30		£41.20		£30.90		£15.45		£
F3 Financial Accounting INTL	£30.90		£16.48		£10.30		£41.20		£30.90		£15.45		£
Fundamental Skills													
F4 Corporate & Business Law	£30.90		£16.48		£10.30		£41.20		£30.90		£15.45		£
F5 Performance Management	£30.90		£16.48		£10.30		£41.20		£30.90		£15.45		£
F6 Taxation	£30.90		£16.48		£10.30		£41.20		£30.90		£15.45		£
F7 Financial Reporting INTL	£30.90		£16.48		£10.30		£41.20		£30.90		£15.45		£
F8 Audit & Assurance INTL	£30.90		£16.48		£10.30		£41.20		£30.90		£15.45		£
F9 Financial Management	£30.90		£16.48		£10.30		£41.20		£30.90		£15.45		£
Professional Essentials													
P1 Professional Accountant	£30.90		£16.48		£10.30		£41.20		£30.90		£15.45		£
P2 Corporate Reporting INTL	£30.90		£16.48		£10.30		£41.20		£30.90		£15.45		£
P3 Business Analysis	£30.90		£16.48		£10.30		£41.20		£30.90		£15.45		£
Professional Options													
P4 Advanced Financial Management	£30.90		£16.48		£10.30		£41.20		£30.90		£15.45		£
P5 Advanced Performance Management	£30.90		£16.48		£10.30		£41.20		£30.90		£15.45		£
P6 Advanced Taxation	£30.90		£16.48		£10.30		£41.20		£30.90		£15.45		£
P7 Advanced Audit & Assurance INTL	£30.90		£16.48		£10.30		£41.20		£30.90		£15.45		£

CAT	Study texts	Number required	Revision Kits	Number required	Pass cards	Number required	i-learn CD Rom	Number required	i-Pass CD Rom	Number required	Sub-Total
INTRODUCTORY											
Paper 1 Recording Financial Transactions INTL	£19.57		£12.36		£7.21		£25.75		£15.45		£
Paper 2 Information for Management Control	£19.57		£12.36		£7.21		£25.75		£15.45		£
INTERMEDIATE											
Paper 3 Maintaining Financial Records INTL	£19.57		£12.36		£7.21		£25.75		£15.45		£
Paper 4 Accounting for Costs	£19.57		£12.36		£7.21		£25.75		£15.45		£
ADVANCED CORE											
Paper 5 Management of People & Systems	£19.57		£12.36		£7.21		£25.75		£15.45		£
Paper 6 Drafting Financial Statements INTL	£19.57		£12.36		£7.21		£25.75		£15.45		£
Paper 7 Planning, Control & Performance Management	£19.57		£12.36		£7.21		£25.75		£15.45		£
ADVANCED OPTIONS											
Paper 8 Implementing Audit Procedures INTL	£19.57		£12.36		£7.21		£25.75		£15.45		£
Paper 9 Preparing Taxation Computations	£19.57		£12.36		£7.21		£41.20		£30.90		£
Paper 10 Managing Finances	£19.57		£12.36		£7.21		£25.75		£15.45		£
Totals:											£

I enclose a cheque made payable to BPP CI Ltd for: £
Training/ HR Contact: Signed:

Please invoice my employer*: YES/ NO
Date:

Please return this form together with payment to **Mary Snell, ACCA & CAT Course Administrator** at the address below:

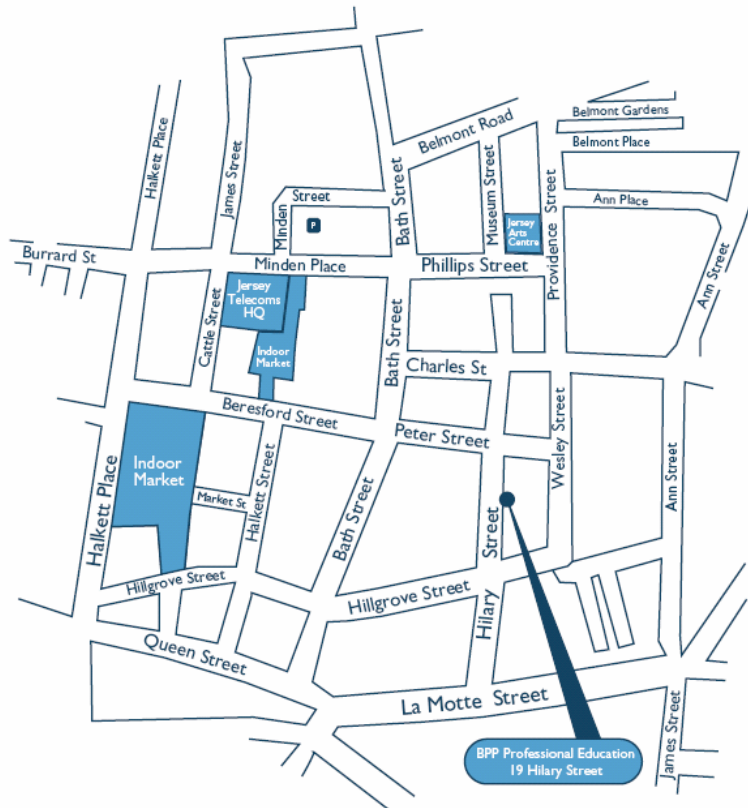
BPP Professional, 19 Hilary Street, St Helier, JE2 4SX
Tel: (01534) 711800 Fax: (01534)711801
E-mail: marysnell@bpp.com
Website: www.bppoffshore.com

<i>For office use only:</i>
Reg No:
Invoice:
Chq Banked /initials:

BPP has set up a new publishing company, BPP Learning Media, to provide the study materials for certain of our classroom and distance learning courses. When you book certain courses with BPP, your study materials will be supplied to you by BPP Learning Media and your course will be supplied to you by BPP Professional Education. Please click www.bpp.com <<http://www.bpp.com>> for our course brochures that provide further information, a price breakdown and a detailed description of your study materials.

Useful Information for visiting students:

Location of BPP Professional Education offices



19 Hilary Street

St Helier

Jersey

JE2 4SX

Tel: +44 (0)1534 711800

Fax: +44 (0)1534 711801

jerseybpp@bpp.com
www.bppoffshore.com

Hotels

Hotels in the vicinity of our offices are:

The Hotel De France



St Saviour's Road
St Helier
Jersey
Channel Islands
JE1 7XP

E mail: general@defrance.co.uk

Tel: +44 (0) 1534 614000

Fax: +44 (0) 1534 614999

The Royal Hotel



The Best Western Royal Hotel
David Place
St Helier
Jersey
JE2 4TD

Telephone 01534 726 521 - Main switchboard

Telephone 01534 873 006 - Reservations

Telephone 01534 601 935 - Sales

Fax number 01534 768 804 - Reservations

Fax number 01534 811 046 - Reception

email: admin@morvanhotels.com

Taxis

Recommended Taxi : Dave Le Corre tel 07797 777943

Sandwich Bar/Coffee Bars

Doorsteps Sandwich Bar & takeaway – 68 Bath Street, St Helier - Tel 768445

CafeJac – Jersey Arts Centre, Phillips Street, St Helier – Tel 879482 (lovely coffees)

Tasty Bite (on the corner of Hilary Street)

Newsagents

Spar – Bath Street, St Helier – Tel 765678

If you would like assistance with any reservations, please contact BPP Professional Education, we would be happy to assist.

FIRE/EVACUATION PROCEDURE FOR HILARY STEET

Instructions to Employees, Students and Visitors

Action to be taken in case of fire or other emergency

Assembly Point – Wests Centre

If you discover a fire:-

- 1 Immediately operate the nearest fire alarm call point
- 2 Attack the fire with appliances provided without taking personal risks

On hearing the fire alarm:-

- 3 Mary Snell will call the Fire Brigade immediately or in her absence Maxine Preddy.
- 4 Leave the building and report to the person in charge of the assembly point at the place indicated above, where a roll call will be taken (all tutors to ensure that they have their class lists and Mary Snell has the Visitors list to hand to Tracey Bull)
- 5 Tracey Bull (Top Floor), Mary Snell (First Floor), Maxine Preddy (Ground Floor) will be in charge of ensuring all students/employees/visitors have been evacuated, checking the toilets.

- **DO NOT STOP TO COLLECT PERSONAL BELONGINGS**
- **DO NOT RUN, REMAIN CALM**
- **DO NOT RE-ENTER THE BUILDINGS FOR ANY REASON UNTIL THE SAFETY OFFICER OR THEIR REPRESENTATIVE GIVES YOU PERMISSION**

FIRE/EVACUATION PROCEDURE FOR PETER STREET

Instructions to Employees, Students and Visitors

Action to be taken in case of fire or other emergency

Assembly Point – Wests Centre

If you discover a fire:-

1. Immediately operate the nearest fire alarm call point
2. Attack the fire with appliances provided without taking personal risks

On hearing the fire alarm:-

3. Leave the building and report to the person in charge of the assembly point at the place indicated above, where a roll call will be taken (all tutors to ensure that they have their class lists).
4. Report to Admin so that they can call 999 and are aware of what is happening.
5. Tutors will be in charge of ensuring all students/employees/visitors have been evacuated, checking the toilets.

- **DO NOT STOP TO COLLECT PERSONAL BELONGINGS**
- **DO NOT RUN, REMAIN CALM**
- **DO NOT RE-ENTER THE BUILDINGS FOR ANY REASON UNTIL THE SAFETY OFFICER OR THEIR REPRESENTATIVE GIVES YOU PERMISSION**