



# **Syllabus structure**

FOUNDATIONS IN PROFESSIONALISM (FIP)



# Syllabus structure



## ETHICS AND PROFESSIONALISM

**Summative exercise** – the learner is faced with a situation where they are expected to identify ethical dilemmas and take ethical decisions.

### UNIT 1: ETHICS AND PROFESSIONALISM

This unit introduces you to the broad ethical and professional values which underpin professional skills and behaviours. Ethical and professional values provide a framework and a moral compass for an accounting professional and help guide their professional behaviours.

#### Section 1: Unit overview

- a Introduction

#### Section 2: Ethics guide

- a Perspectives on ethics
- b Branches of ethics
- c Justice vs care
- d Ethics and morality
- e Ethics and religion
- f Ethics and maturity
- g Ethics and the professions
- h Summary
- i Ethics guide quiz

#### Section 3: Rules vs principles

- a Rules vs principles
- b Some differences between rules and principles
- c Summary
- d Rules vs principles quiz

#### Section 4: Fundamental principles

- a About ACCA's fundamental principles
- b IFAC's five fundamental principles
- c Summary
- d Fundamental principles quiz

#### Section 5: The framework

- a The framework
- b The 4 step process
- c An ethical dilemma
- d Further considerations
- e Summary
- f Framework flowchart
- g The framework quiz

#### Section 6: Case study

- a Introduction
- b Meet the team
- c Iain's story
- d Gail's story

#### Section 7: End of unit activity: Applying what you have learned

- a Applying what you have learned

#### Section 8: Unit summary

- a Unit summary

## UNIT 2: PERSONAL EFFECTIVENESS

The personal effectiveness unit explains how you can work efficiently by prioritising, organising and managing your time effectively. It contains sections on how to organise successful meetings and how to make the best use of technology, including spreadsheets and data analytics, to find effective solutions to business issues. The unit concludes by considering the importance of maintaining professional competence and pursuing life-long learning



### PERSONAL EFFECTIVENESS

**Summative assessment** – the learner is faced with a challenging task where they are asked to guide April, a recently qualified ACCA member who wishes to progress in her career. They must use the skills learned throughout this unit to make appropriate choices for April.

#### Section 1: Unit overview

- a Introduction

#### Section 2: Prioritising, organising and managing time effectively

- a Introduction
- b Prioritising your time
- c The urgent-important principle
- d Ten ways to effectively manage your time
- e Managing time effectively quiz

#### Section 3: Using technology effectively

- a Introduction
- b Using email effectively
- c How to manage email

#### Section 4: Organising meetings effectively

- a Organising virtual meetings and managing diaries using appropriate software
- b Arranging a meeting

#### Section 5: Using spreadsheets effectively

- a Introduction
- b Virtual software

#### Section 6: Big data analytics

- a Introduction
- b Why is big data important?
- c Data security
- d Physical security
- e Computer security
- f Cyber security
- g What's my role?
- h Personal effectiveness test

#### Section 7: Maintaining professional competence and lifelong learning

- a Introduction
- b Continuing professional development
- c Personal development plan
- d How to craft your CV for the job of your dreams
- e Tips to prepare for an interview
- f The interview
- g Getting it wrong
- h Getting it right
- i Unit action plan
- j Continuing professional development quiz

#### Section 8: April's story

- a April's story

#### Section 9: Unit summary

- a Unit summary



### COMMUNICATION AND INTERPERSONAL SKILLS

**Summative assessment** –the learner has to coordinate a specific task with several colleagues with different skills, where there are resource and personality issues and where potential conflicts exist. The team must be persuaded to achieve the objectives using a suitable approach, or in such a way as to motivate the individuals to successfully achieve the task collectively.

### UNIT 3: COMMUNICATION AND INTERPERSONAL SKILLS

This unit is specifically about how we communicate effectively with others in a business environment, including clients, customers, colleagues and external authorities. This unit covers patterns and channels of communication and how effective these are in different contexts and the associated methods and skills involved in advising, supporting, motivating and influencing others.

#### Section 1: Unit overview

- a Introduction

#### Section 2: The communication process

- a Introduction
- b What can go wrong?
- c Barriers and distortions to the communications process
- d How good are you at communicating?
- e Formal and informal communication

#### Section 3: Effective communication

- a Six elements of effective communication

#### Section 4: Communicating in the workplace

- a Introduction
- b Errors
- c Solutions

#### Section 5: Meetings

- a Introduction
- b The basic rules of meetings
- c Drafting an agenda
- d Running a meeting
- e Responsibilities of the chair

#### Section 6: Emails

- a Introduction
- b Good practice with email
- c Do's and don'ts of business emails

#### Section 7: Report Writing

- a The purpose of reports
- b Best practices in report writing

#### Section 8: Telephone

- a Introduction
- b Making a call
- c Receiving a call
- d Best practices in using a phone

#### Section 9: Presentations

- a The basics of presentations
- b The presentation process
- c Planning a presentation
- d Presenting for the first time
- e The presentation
- f Audio-visual aids
- g Reviewing the presentation

#### Section 10: Interpersonal skills

- a Introduction
- b Interpersonal skills
- c Personal qualities
- d Verbal communication
- e Non-verbal communication
- f Using interpersonal skills to the full
- g Using interpersonal skills in a conflict situation
- h Interpersonal skills – questioning quiz

#### Section 11: Networking

- a Introduction
- b Networking activity
- c Bonding and bridging
- d Building networks effectively
- e Tips for networking

#### Section 12: End of unit assessment

- a Part A
- b Part B
- c Part C

#### Section 13: Unit summary

- a Unit summary

**UNIT 4: FIP FINAL ASSESSMENT**

Dynamic question bank

8 questions – multiple choice questions based on the three learning units.

Pass mark 50%

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