

Prepare to pass

Welcome to your guide helping you to study for your F5 exam

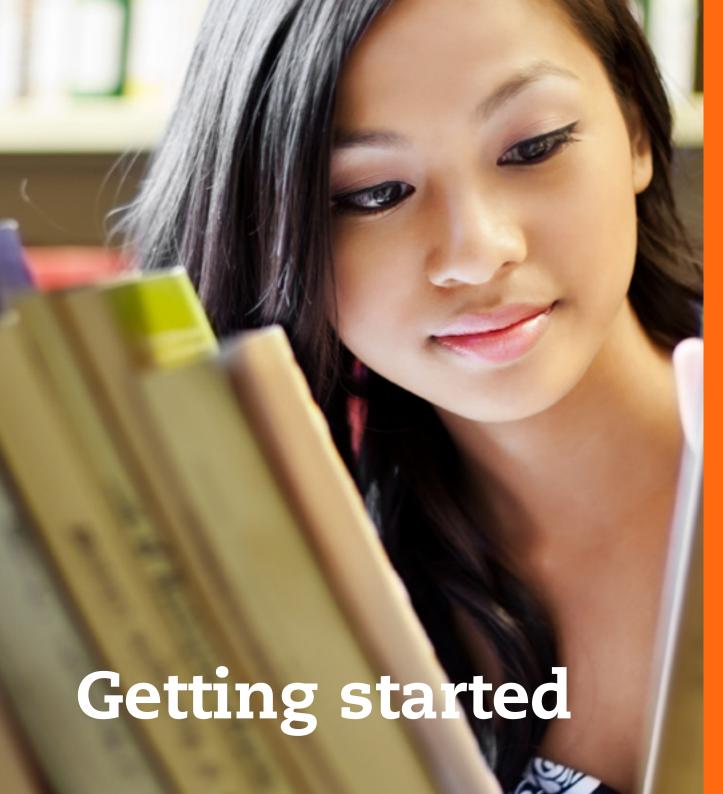
Why use this guide?

- ✓ Structured approach to show you how to succeed
- ✓ Signposted resources and how to use them
- ✓ Tips for success to help you through your studies
- ✓ Interactive clickable checklists to keep you on track

This guide applies to CBE and paper-based exams for September and December 2016 and March and June 2017.

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- D Enter for your exam
- O Buy an Approved Content Provider study text and question and answer bank
- Draw up your study plan
- O Get to know your exam

Getting started – Tips for success



Tips for success

We strongly recommend that you buy an F5 Approved Content Provider study text and question and answer bank to ensure exam success. These provide:

- the most up to date content and syllabus coverage.
- tests, quizzes and other support designed to help you prepare for your exam.
- past exam questions updated for changes to the syllabus, question style and exam format as well as practice questions and answers and full mock exams to ensure you are fully prepared for your exam.

You may want to consider attending a face to face or online tuition course with one of ACCA's Approved Learning Providers for all or part of your studies.

- ✓ The earlier you enter for your exam the less it costs! Use our exam planner tool to plan which exam(s) you want to sit and when.
- ✓ Use the ACCA Learning
 Community to link up
 with fellow students
 around the world studying
 the same exam as you –
 get tips, join discussions
 and share ideas and
 advice. You can also
 access live Q&A sessions
 and presentations.
- Spend some time familiarising yourself with the free resources available via the exam resource finder on the student section of the ACCA website we will provide you with specific guidance on when and how to use these resources during the relevant stages of study.

- Remember to personalise your edition of Student Accountant so you receive F5 specific information as you need it.
- Computer based exams are gradually being made available in some of our markets – keep an eye on Student Accountant and the ACCA website for news of what is happening where you are.

Exempt from F2?

- Make sure you have the assumed knowledge needed from F2 for F5 (see F5 syllabus and study guide).
- ✓ If you feel your knowledge is lacking, consider buying an F2 Approved Content Provider study text to refresh your understanding.

When drawing up your study plan (see page 5)

- ✓ Be realistic and consider when you are best able to study – maybe early mornings work better for you or perhaps shorter, more frequent study periods.
- Once you have prepared your plan stick to it!
- Consider building in an extra study period after every few chapters to review and consolidate your learning.
- ✓ Take a 5-10 minute break every hour to help maintain your motivation and concentration.
- ✓ Use this plan whether you intend to self-study through all the phases or mix with some tuition from an Approved Learning Provider.

Getting started – Draw up your study plan

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Week 1	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Week 2	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Week 3	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Week 4	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Week 5	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Week 6	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Week 7	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Week 8	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Week 9	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Week 10	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Week 11				REVISION				
Week 12		REVISION						
Week 13		REVISION						
Week 14		REVISION						
Week 15		REVISION						
Week 16			REVSION AN	D FINAL PREPA	RATION			

Other commitments

Daytime study period

Study plan checklist

- O Calculate the number of weeks from now until your exam date and draw up a plan see the example to the left and a possible proforma for you to use on the next page
- You may need to add or take away weeks depending on your own circumstances and which exam sitting(s) you are focusing on
- Block out days/half days/ evenings already committed to family/social events
- Plan study periods evenings/ half days/full days, aiming for roughly one evening/half day per chapter of your study text
- If possible leave a six week period for the revision and final preparation phases

Evening study period

Getting started – Your study plan

Print out and write down when you will study, relax and revise!

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 1							
Week 2							
Week 3							
Week 4							
Week 5							
Week 6							
Week 7							
Week 8							
Week 9							
Week 10							
Week 11				REVISION			
Week 12		REVISION					
Week 13	REVISION						
Week 14		REVISION					
Week 15	REVISION						
Week 16			REVISIO	ON AND FINAL PREPA	RATION		

Other commitments

Getting started – Get to know your exam

 Review the syllabus and study guide

- This gives you an understanding of the aims and objectives of the exam, learning outcomes and exam structure
- O Scan the F5 specimen exam
- The specimen exam provides you with a clear picture of how F5 will be assessed and how the exam is structured as well as the likely style and range of questions that you could see in the real exam
- Review the examining team's quidance
- Using these resources at the start of your studies will help you understand the focus of the exam by concentrating on the exam structure, question style, exam technique and tips as well as pitfalls to avoid see an extract from the examiner's approach article over the page
- Review the examiner's reports from the last four sittings
- These provide feedback on students' performance after each exam session, highlight problem areas that students need to improve on and tell you what the examining teams are looking for; these are critical to your success in passing F5
- Read the exam technique articles for F5
- The articles Multiple-choice questions, Top tips for the F5 exam and Approaching written questions will provide you with a head start in terms of knowing what to expect and how to approach exam standard questions
- Familiarise yourself with the formulae sheet
- You will be provided with this document in the exam and so you will not need to learn these formulae

Getting started – What the examiner has said about F5 (extract from the examiner's approach article)

Comments on assumed knowledge:

Where an area of the F5 syllabus covers a topic already covered in F2 as well, such as performance measurement, for example, there is twice as much reason to assume that candidates will be able to tackle such a question.

Previous articles and presentations at conferences have referred to the metaphorical toolbox that is required for F5. This is the set of management accounting techniques that should have been learnt and practised for the exam. Many of these were first introduced in F2, *Management Accounting*, so anyone that was exempt from this exam needs to make sure that they do in fact have the assumed knowledge that gained the exemption in the first place.

Everyone must go into the exam with these metaphorical tools in their bags. A builder wouldn't turn up to a job with only some of the tools he needs. He doesn't empty out his toolbox after one job on the basis that he doesn't need those tools anymore. He knows that he could require a particular tool at any time on a job, depending on what he is doing, and he must be fully prepared at all times. Accountancy is no different, particularly management accounting.

As mentioned at the beginning of this article, **F2 topics that arise again in F5 may be examined in a more challenging way in F5 in order to reflect the difference between the two.** Also, by the time a candidate reaches F5, they may sometimes be expected to work out which tool they need to take out of their toolbox in order to answer a question, rather than always being told which technique they will need to use. This is another step towards the skills required for P5 and for the workplace itself, where accountants must act as advisors in many situations. Please remember that F5 is a *skills* module whereas F2 is only a *knowledge* module, although the F5 exam would usually be expected to contain a small proportion of pure knowledge marks too.



- O Work through the control sheet which has been designed to give you a structured approach to your learning phase to ensure you:
 - gain the knowledge you need; and
 - learn how to apply that knowledge to pass the exam

Learning phase – Get the most out of your control sheet

Use the control sheet relevant to the Approved Content Provider's materials you have purchased:

- ✓ Becker Professional Education page 12
- ✓ BPP Learning Media page 13
- ✓ Kaplan Publishing page 14

Tick the box Content in the control sheet once you have:

- Read through the introduction to the chapter
- Actively read and understood each chapter's content
- Noted any additional commentary and exam focus tips provided
- Worked through and understood examples and illustrations of concepts given

Tick the box Quiz/Test in the control sheet once you have:

Attempted the quiz at the end of the chapter (if you are using Becker or BPP material) or the test your understanding questions throughout the chapter (if you are using Kaplan material)

Tick the box Questions in the control sheet once you have:

- ✓ Attempted the questions referred to in the question bank – some of these you should do in full but others you can just draw up a plan for, depending on the time you have available
- Compared your answer, or plan, with the solution given and understood where you did well or not so well and why

Tick the box ACCA related resources in the control sheet once you have:

- Read / viewed the related ACCA article(s) / video(s) signposted
- ✓ Note that ACCA produces new articles and videos throughout the year and so you should always check the technical articles page on the website to ensure you have seen all of the related resources

Learning phase – Tips for success



Tips for success

- Actively read the material ask yourself 'do I understand this?' If not re-read and re-work examples if you still struggle, make a note and come back to it during the revision phase.
- Scan headings before going into the detail to give you an idea of the content first and consider highlighting, underlining, making notes, drawing pictures or mind maps whatever helps you to remember.
- Consider using the additional resources provided by the Approved Content Providers including for example passcards or pocket notes to help

- you remember the key knowledge areas.
- Always work through the questions signposted – it is vital that you practise questions throughout the learning phase as this will ensure that you are applying the knowledge you learn as you progress.
- Make sure you use the ACCA resources to help your understanding these give you real insight to help you in your exam.
- If you find you are not covering all of the material in each study period, build some extra time into your study plan – everyone works at a different pace.
- Keep an eye on Student Accountant for any relevant articles.

- Visit the ACCA Learning Community regularly to view new video content and to join online study events.
- There are PER (Practical Experience Requirement) objectives associated with specific syllabus areas and, if possible, you should try to gain experience in these alongside your studying as this will help you to put your studies into a workplace context and reinforce what you have learned.
- Try to read a good quality business journal or newspaper regularly and use this to help bring your studies to life by linking your learning into what you are reading.

Learning phase – Control sheet for Becker Professional Education

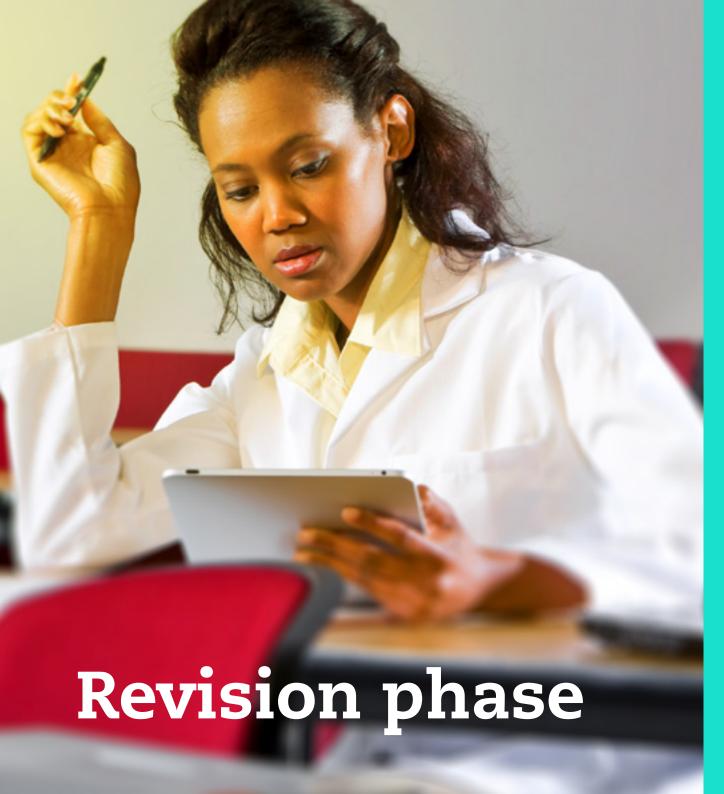
Chapter	Content	Quiz/Test	Questions	ACCA related resources
	✓ tick th	e boxes belo	w when com	nplete
Introduction				
1 Cost accounting				Activity based costing
Developments in management accounting				 Throughput accounting and the theory of constraints – part 1 Throughput accounting and the theory of constraints – part 2 Environmental management accounting Target costing and lifecycle costing
3 Relevant cost analysis				Study support video: Decision making techniques
4 Cost volume profit analysis				Cost volume profit analysisStudy support video: Break even and profit volume charts
5 Limiting factor decisions				Linear programming
6 Pricing				
7 Risk and uncertainty				Decision treesThe risks of uncertaintyStudy support video: Decision trees
8 Budgeting				Comparing budgeting techniques
9 Quantitative analysis in budgeting				The learning rate and learning effect
10 Standard costing				
11 Basic variance analysis				Interpreting financial data
12 Advanced variance analysis				Materials mix and yield variancesStudy support video: Variances
13 Planning and operational variances				
14 Performance measurement				
15 Further aspects of performance analysis				 Not-for-profit organisations – part 1 Not-for-profit organisations – part 2
16 Divisional performance evaluation				Performance measurement
17 Transfer pricing				Transfer pricing 1Transfer pricing 2Study support video: Transfer pricing
18 Performance management information systems				

Learning phase – Control sheet for BPP Learning Media

Chapter	Content	Quiz/Test	Questions	ACCA related resources
	✓ tick the	e boxes belo	w when com	nplete
Introduction				
1 Costing				
2a Activity based costing				Activity based costing
2b Target costing				Target costing and lifecycle costing
2c Life cycle costing				Target costing and lifecycle costing
2d Throughput accounting				 Throughput accounting and the theory of constraints – part 1 Throughput accounting and the theory of constraints – part 2
2e Environmental accounting				Environmental management accounting
3 Cost volume profit (CVP) analysis				Cost volume profit analysisStudy support video: Break even and profit volume charts
4 Limiting factor analysis				Linear programming
5 Pricing decisions				
6 Short-term decisions				Study support video: Decision making techniques
7 Risk and uncertainty				Decision treesThe risks of uncertaintyStudy support video: Decision trees
8 Budgetary systems				Comparing budgeting techniques
9 Quantitative analysis in budgeting				The learning rate and learning effect
10 Budgeting and standard costing				
11 Variance analysis				Materials mix and yield variances
12 Planning and operational variances				Study support video: Variances
13 Performance analysis and behavioural aspects				
14 Performance management information systems				
15 Sources of management information and management reports				
16 Performance measurement in private sector organisations				Performance measurement Interpreting financial data
17 Divisional performance and transfer pricing				 Transfer pricing 1 Transfer pricing 2 Study support video: Transfer pricing
18 Further aspects of performance management				 Not-for-profit organisations – part 1 Not-for-profit organisations – part 2

Learning phase – Control sheet for Kaplan Publishing

Chapter	Content	Quiz/Test	Questions	ACCA related resources
	✓ tick th	ne boxes belo	ow when com	plete
Introduction				
1 A revision of F2 topics				
2 Advanced costing methods				 Throughput accounting and the theory of constraints – part 1 Throughput accounting and the theory of constraints – part 2 Environmental management accounting Target costing and lifecycle costing Activity based costing
3 Cost volume profit analysis				Cost volume profit analysisStudy support video: Break even and profit volume charts
4 Planning with limiting factors				Linear programming
5 Pricing				
6 Relevant costing				Study support video: Decision making techniques
7 Risk and uncertainty				 Decision trees The risks of uncertainty Study support video: Decision trees
8 Budgeting				Comparing budgeting techniques
9 Quantitative analysis				The learning rate and learning effect
10 Advanced variances				 Materials mix and yield variances Interpreting financial data Study support video: Variances
11 Performance measurement and control				
12 Divisional performance measurement and transfer pricing				 Performance measurement Transfer pricing 1 Transfer pricing 2 Study support video: Transfer pricing
13 Performance measurement in not-for profit organisations				 Not-for-profit organisations – part 1 Not-for-profit organisations – part 2
14 Performance measurement information systems				



- O Revisit areas you struggled with during the learning phase
- O Ensure you are confident with the knowledge needed to pass the exam
- O Make sure you are able to apply that knowledge in questions

Revision phase – Question practice

- Exam-standard question practice is vital now
- Work through as many questions as possible and all mock exams included in the Approved Content Provider question and answer banks – remember these are best for question practice as they include past exam questions updated for syllabus and format changes
- Work through the specimen exam

 this will provide you with a clear picture of what the exam will look like making sure you know what to expect on the day



Tips for success

- Consider blocking time in your study plan for specific questions or mock exams to ensure you cover everything.
- Don't be afraid to attempt questions you have already done – especially the ones you found tricky first time round.
- ✓ It is really important that you do some questions in full, to exam time time management is often an issue and the more you prepare yourself the better you will perform in the exam.
- To keep motivation high, break some questions into individual parts, write plans or

- notes for some parts and do others in full.
- ✓ Work through the answers carefully pay attention to areas you got wrong and understand where you went wrong it is better to do a few questions well, than lots of questions badly.
- Try not to look at the answers before really attempting the question – you won't be able to do this in the real exam!
- Don't forget to review the marking guide too – you need to understand how marks are allocated to ensure you know how to maximise your marks.

Revision phase – Key resources

- Review the examining team's guidance again in the context of what you have learnt
- Remind yourself of areas that students often struggle with and obtain tips on how to ensure you do not make the same mistakes by reviewing the examiner's reports from the last four sittings again
- View the study support videos referred to in your control sheet again – this time focusing on the exam technique aspects
- View the study support videos Question 1 debrief and Question 5 debrief to gain a better understanding of how to approach these types of question in the real exam as well as Answering narrative questions and the F5 revision webinar for further advice to help you prepare for your exam
- Read the exam technique articles Multiple-choice questions, Top tips for the F5 exam and Approaching written questions again – this time using the techniques to help you practice questions
- Make sure you read the study skills articles in Student Accountant covering topics such as how to overcome exam anxiety as well as checking the Student Accountant Hub for any new technical articles related to F5



Tips for success

Don't give up easily – if you really cannot understand something then consider posting a question on the ACCA Learning Community – if you found it difficult so will have others.

Revision phase – What the examiner has said about F5 (extract from examiner's report December 2015)

Comments on Question Three:

This was a purely discursive question on budgeting. Part (a) required candidates to discuss whether the budgeting style being used was as described by the senior partner in his statement (he said he was using incremental and participative budgeting). Here, a number of candidates **failed to answer the requirement which had been set and instead saw the word 'budgeting' and started discussing zero based budgets or rolling budgets.**

Another major problem also came down to **poor exam technique.** Most candidates knew what the two budgeting styles being used were and could spot that the senior partner was budgeting badly, but they were unable to critique the style used in the way the question required them to. They simply needed to divide up the requirement into its two parts, look at the scenario and consider:

- Incremental budgeting What is it? Is the partner using it? Yes why? No why not?
- Participative budgeting What is it? Is the partner using it? Yes why? No why not?

Many candidates also included superfluous detail regarding how to improve the current situation which was not what the question had asked. This meant that time was wasted that could have been spent earning marks elsewhere.

In part (b), the question asked for a discussion of the likely effect of the budgeting system on the partners. Most candidates again failed to answer the question set because they did not consider the effect on the partners. Instead, they either made general comments about the advantages and disadvantages of the budgeting styles or they talked about the effect of them on the business rather than on the partners. Again, it was an exam technique issue rather than lack of syllabus knowledge. Since this is a skills exam rather than a knowledge exam, most of the time it will be necessary to apply knowledge.





- O You are clear on the knowledge you need to pass the exam as well as how to apply that knowledge
- You have the skills you need to pass the exam – eg time management

Ensure you are familiar with:

- O the exam format
- O the style of questions
- O the way the marks are allocated
- O what specific syllabus areas are likely to be tested and in which questions

Final preparation – Tips for success

An extract from the syllabus and study guide for F5

All questions are compulsory. It will contain both computational and discursive elements. Some questions will adopt a scenario/case study approach.

Section A of the exam comprises 15 multiple choice questions of 2 marks each. Section B of the exam comprises three questions comprised of 5 multiple choice questions. Section C of the exam comprises two 20 mark questions.

The two 20 mark questions will come from decision making techniques, budgeting and control and/or performance measurement and control areas of the syllabus. The section A questions and the questions in section B can cover any areas of the syllabus. Candidates are provided with a formulae sheet.

An extract from the F5 specimen exam marking guide

Section C Question 32:

(a)

Sales growth	3
Maintenance	3
Directors' pay	2
Wages	2
Net profit	2
Return on assets	2

(b)

Reliability of rides	2
Average queuing time	2
Risks	2

Total marks 20

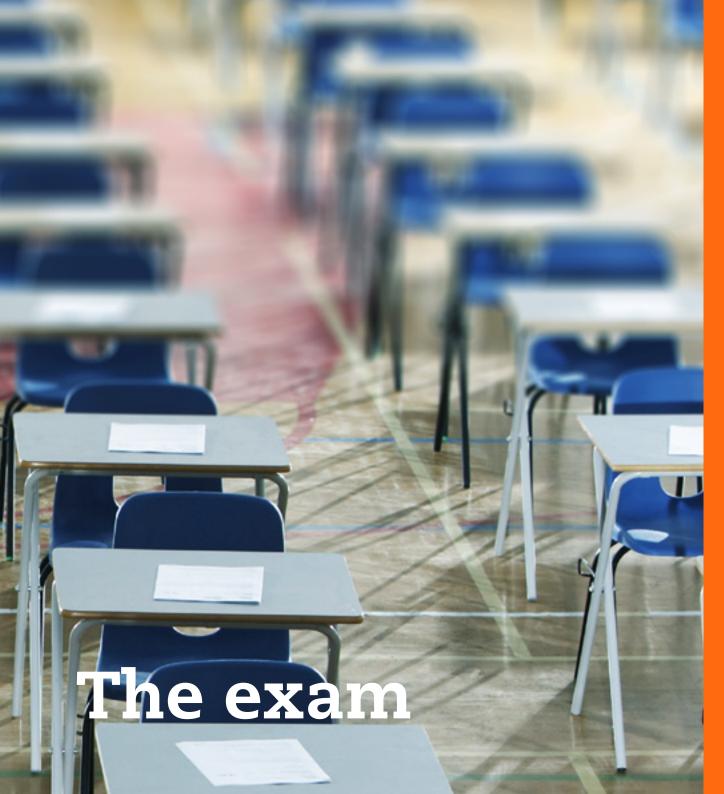
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Tips for success

- Go over questions again that you found difficult during the revision phase and make sure you attempt at least one mock again in full to time.
- ✓ If you are unsure about the exam format, the style of questions or what specific syllabus areas are likely to be tested in which questions, read the syllabus and study guide again.
- If you are not sure about how the marks are allocated review the specimen exam again.



O Make sure you are ready to walk into your exam

The Exam – Tips for success



Tips for success

Very few students enjoy taking exams but there are things you can do to make the experience less stressful!

- ✓ Identify where the exam hall is.
- ✓ Plan your route to the exam hall, considering the time of day you will be travelling and any potential issues.
- Have in place a back-up plan in case of traffic problems or public transport delays.
- Ensure you have all the equipment you need for

- the exam (black pens, calculator etc).
- Don't forget to take your exam docket with you as well as your student identification.
- ✓ Eat properly before you leave for the exam.
- Sleep properly do not spend the night before doing last minute late night revision you will perform so much better if you are alert and well rested (and in any case, last minute revision will only cause you to panic!).

✓ Try not to get into discussions with fellow students just before the exam about what might come up – again this will only cause you stress.

Once the exam is over:

- ✓ Relax.
- Don't over analyse – you cannot change anything now!

Good Luck!

Appendix – Links

Appendix - Links

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04	ACCA Learning Community	https://www.accalearningcommunity.com/
04	Exam planner tool	http://www.accaglobal.com/gb/en/student/exam-entry-and-administration/enter-an-exam/exam-planner.html
04	Exam resource finder	http://www.accaglobal.com/gb/en/student/exam-support-resources.html
04	Student section	http://www.accaglobal.com/gb/en/student.html
04	Approved Learning Provider(s)	http://www.accaglobal.com/gb/en/student/your-study-options/learning-providers.html
04, 07, 20	Syllabus and study guide	http://www.accaglobal.com/gb/en/student/acca-qual-student-journey/qual-resource/acca-qualification/f5/syllabus-study-guide.html
04, 11, 16	Approved Content Provider(s)	http://www.accaglobal.com/gb/en/student/your-study-options/alp-content.html
07	Formulae sheet	http://www.accaglobal.com/gb/en/student/acca-qual-student-journey/qual-resource/acca-qualification/f5/exam-formulae-maths-tables.html
07, 16, 20	Specimen exam	http://www.accaglobal.com/gb/en/student/acca-qual-student-journey/qual-resource/acca-qualification/f5/specimen-exams.html
07, 17	Examining team's guidance	http://www.accaglobal.com/gb/en/student/exam-support-resources/fundamentals-exams-study-resources/f5/examiners-reports.html
07, 17	Examiner's reports	http://www.accaglobal.com/gb/en/student/exam-support-resources/fundamentals-exams-study-resources/f5/examiners-reports.html
07, 17	Exam technique – multiple choice questions	http://www.accaglobal.com/gb/en/student/acca-qual-student-journey/qual-resource/acca-qualification/f4/technical-articles/mcq-dec14.html
07, 17	Exam technique – top tips for the F5 exam	http://www.accaglobal.com/gb/en/student/acca-qual-student-journey/qual-resource/acca-qualification/f5/technical-articles/top-tips-for-the-paper-f5-exam.html
07, 17	Exam technique – approaching written questions	http://www.accaglobal.com/gb/en/student/acca-qual-student-journey/qual-resource/acca-qualification/f5/technical-articles/approaching-written-articles.html
10	Technical articles	http://www.accaglobal.com/gb/en/student/exam-support-resources/fundamentals-exams-study-resources/f5/technical-articles.html
11	PER (Practical Experience Requirement) objectives	http://www.accaglobal.com/gb/en/student/practical-experience/performance-objectives.html
12, 13, 14	Decision trees	http://www.accaglobal.com/gb/en/student/acca-qual-student-journey/qual-resource/acca-qualification/f5/technical-articles/decision-trees.html
12, 13, 14	The learning rate and the learning effect	http://www.accaglobal.com/gb/en/student/acca-qual-student-journey/qual-resource/acca-qualification/f5/technical-articles/the-learning-rate-and-learning-effect.html
12, 13, 14	Throughput accounting and the theory of constraints – part 1	http://www.accaglobal.com/gb/en/student/acca-qual-student-journey/qual-resource/acca-qualification/f5/technical-articles/throughput-constraints1.html

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12, 13, 14	Environmental management accounting	http://www.accaglobal.com/gb/en/student/acca-qual-student-journey/qual-resource/acca-qualification/f5/technical-articles/Env-MA.html
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12, 13, 14	Activity based costing	http://www.accaglobal.com/gb/en/student/acca-qual-student-journey/qual-resource/acca-qualification/f5/technical-articles/ABC.html
12, 13, 14	Transfer pricing 1	http://www.accaglobal.com/gb/en/student/acca-qual-student-journey/qual-resource/acca-qualification/f5/technical-articles/transfer-pricing.html
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12, 13, 14	Not-for-profit organisations – part 1	http://www.accaglobal.com/gb/en/student/acca-qual-student-journey/qual-resource/acca-qualification/f5/technical-articles/NFP-organisations.
12, 13, 14	Not-for-profit organisations – part 2	http://www.accaglobal.com/gb/en/student/acca-qual-student-journey/qual-resource/acca-qualification/f5/technical-articles/NFP-org-pt2.html
12, 13, 14	The risks of uncertainty	http://www.accaglobal.com/gb/en/student/acca-qual-student-journey/qual-resource/acca-qualification/f5/technical-articles/the-risks-of-uncertainty.html
12, 13, 14	Interpreting financial data	http://www.accaglobal.com/gb/en/student/acca-qual-student-journey/qual-resource/acca-qualification/f5/technical-articles/interpreting-financial-data.html
12, 13, 14	Linear programming	http://www.accaglobal.com/gb/en/student/exam-support-resources/fundamentals-exams-study-resources/f5/technical-articles/linear-programming.html
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Appendix - Links

Page No.	Link	URL
12, 13, 14	Study support video – variances	http://www.accaglobal.com/gb/en/student/acca-qual-student-journey/qual-resource/acca-qualification/f5/technical-articles.html
17	Answering narrative questions	http://www.accaglobal.com/gb/en/student/exam-support-resources/fundamentals-exams-study-resources/f5/technical-articles.html
17	F5 revision webinar	http://www.accaglobal.com/gb/en/student/exam-support-resources/fundamentals-exams-study-resources/f5/technical-articles.html
17	Study support video – Q1 debrief (June 2012)	http://www.accaglobal.com/gb/en/student/acca-qual-student-journey/qual-resource/acca-qualification/f5/technical-articles.html
17	Study support video – Q5 debrief (June 2012)	http://www.accaglobal.com/gb/en/student/acca-qual-student-journey/qual-resource/acca-qualification/f5/technical-articles.html
17	Study skills articles in Student Accountant	http://www.accaglobal.com/gb/en/student/sa/study-skills.html