

Think Ahead

ACCA

Prepare to pass

A guide to help
you if you are
studying

Accountant
in Business

FAB

Prepare to pass

Welcome to your guide helping you to study for your FAB 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 is applicable for exams from September 2016 to August 2017.

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Getting started

Your checklist

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

Getting started - Tips for success



Tips for success

We strongly recommend that you buy an [FAB 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 or signing up for [ACCA-X](#) for all or part of your learning.

- ✓ 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 FAB specific information as you need it.

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 study periods more often.

- ✓ 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

Study plan checklist

- 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
- 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 four week period for the revision and final preparation phases

	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	REVISION						
Week 10	REVISION						
Week 11	REVISION						
Week 12	REVISION AND FINAL PREPARATION						

Evening study period
 Daytime study period
 Other commitments

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	REVISION						
Week 10	REVISION						
Week 11	REVISION						
Week 12	REVISION AND FINAL PREPARATION						

☐ Evening study period
 ☐ Daytime study period
 ☐ Other commitments

Colour boxes in your preferred highlighter colours.

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 |
| □ Scan the FAB specimen exam | ➤ The specimen exam provides you with a clear picture of how FAB 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 guidance | ➤ 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 |
| □ 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 FAB – see some of the most recent comments from your examiner over the page |
| □ View the study support video Paper F1/FAB MTQ advice | ➤ View this video for pointers to some of the key skills you will need to pass FAB as well as more information about the exam structure and exam technique |
| □ Scan the exam technique and syllabus updates articles | ➤ The articles here cover answering multiple-choice questions, computer-based exam technique and how to prepare for knowledge modules exams – you will need to come back to these during the revision phase but they will provide you with guidance that will be helpful in attempting questions throughout the learning phase |

Getting started - What the examiner has said about FAB (extracts from the examiner's approach article)

“ Comments on paper exams:

For candidates who choose to take the paper-based version of the examination, it has to be emphasised very strongly that they must select answers in the manner required, as set down clearly in the instructions. Writing narrative answers and giving written justifications for answers is given no credit, as the required answers are objective.

Candidates must never write out words, sentences or paragraphs. If the candidate believes that the correct answer is B, it is only necessary to write the letter B, and nothing else. **By attempting to enhance the submission with added words, phrases or sentences, candidates simply waste valuable time that would be better spent on questions that are more challenging.**

Likewise, it is futile to write down more answers than the number required. Therefore, if there are two correct answers and the candidate writes 'B, D and E', no marks will be awarded, even if two of the selections are correct.

”

“ Comments on CBE and paper based exams:

Syllabus topics on which candidates performed poorly included non-governmental organisations, Tuckman's team development theory, intrinsic rewards, and corporate codes of ethics. There was also evidence to suggest that candidates struggled to identify the appropriate action that should be taken by external auditors when evidence of fraud was uncovered. **Many candidates did not understand how a package of legislation would impact on the labour market and wages.** Newer organisational models (hollow, modular, virtual) and Herzberg's two factor theory presented difficulties for some.

Candidates did not always understand some of the distinctions between the role and duties of internal auditors and external auditors, or indeed some of the attributes of both.

”



Learning phase

Your checklist

- 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 (if you are using Becker or BPP materials) or the practice questions at the end of the text (if you are using Kaplan materials)

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.
- ✓ 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.
- ✓ If you are planning to complete the CAT qualification there are practical experience requirements ([FPER](#)) that you need to achieve in addition to passing your exams. If you plan to progress on to the ACCA qualification you will also need to complete practical experience ([PER](#)) objectives associated with specific syllabus areas – so, you should try to gain experience whenever possible 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

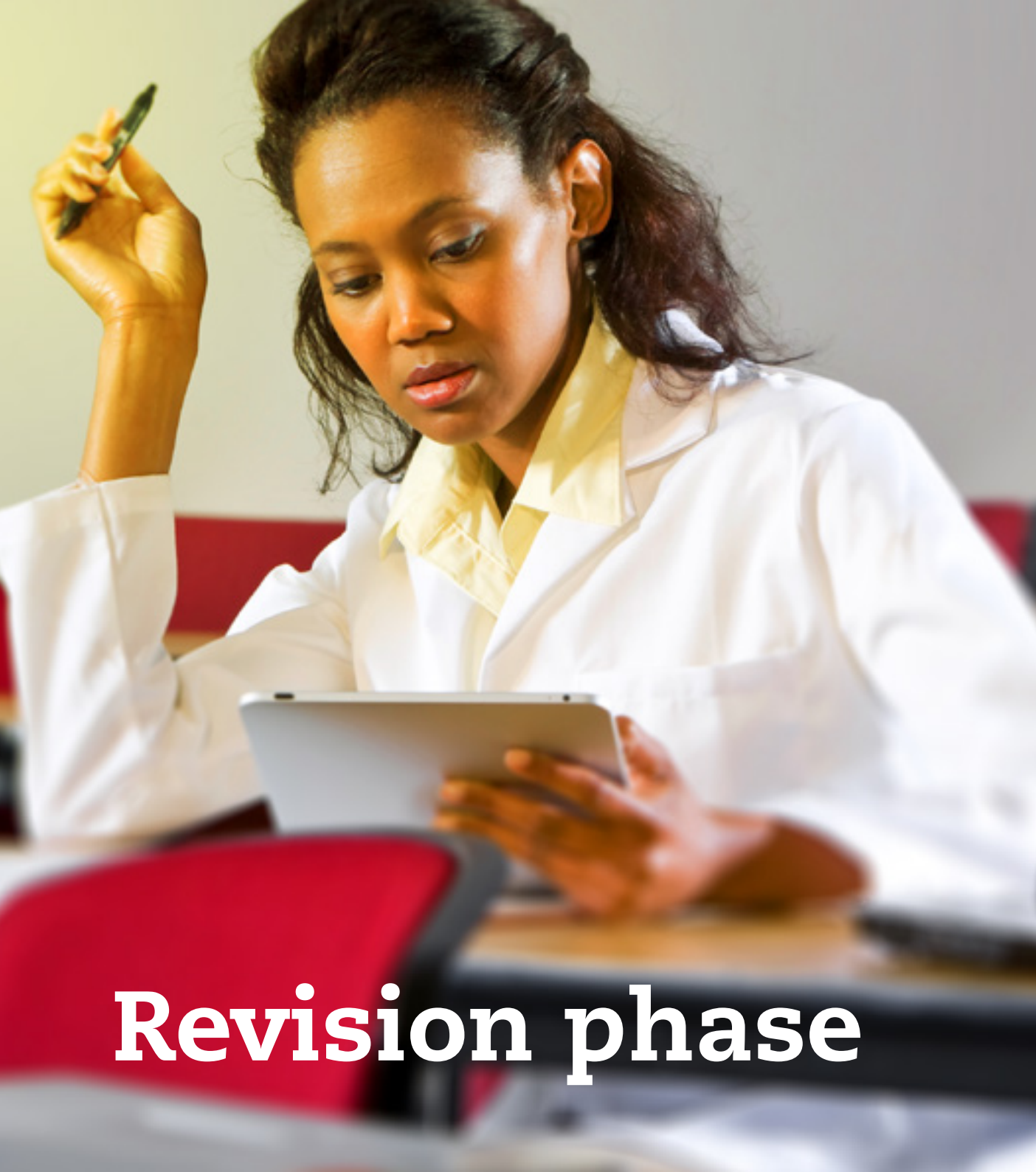
Chapter	Content	Quiz/Test	Questions	ACCA related resources
✓ tick the boxes below when complete				
Introduction				
1 The business organisation				<ul style="list-style-type: none"> • Not-for-profit organisations (1) • Not-for-profit organisations (2) • The role of marketing
2 Stakeholders in business organisations				<ul style="list-style-type: none"> • Communicating core values and mission
3 The business environment				
4 The macroeconomic environment				
5 The microeconomic environment				<ul style="list-style-type: none"> • Introduction to microeconomics
6 Organisational structure				<ul style="list-style-type: none"> • Organisations
7 Organisational culture				
8 Committees in the business organisation				
9 Governance and social responsibility				<ul style="list-style-type: none"> • Corporate Governance: The board of directors and standing committees
10 Accounting and finance				
11 External and internal audit				
12 Regulatory environment of accounting				
13 Financial systems and procedures				
14 Internal control and security				
15 Business fraud				
16 Leadership, management and supervision				<ul style="list-style-type: none"> • Mintzberg's theory on organisations • Theories of leadership style
17 Recruitment and selection				
18 Equal opportunities and diversity				<ul style="list-style-type: none"> • Equal opportunities
19 Individuals, groups and teams				<ul style="list-style-type: none"> • The importance of teams
20 Motivating individuals and groups				<ul style="list-style-type: none"> • Understanding Herzberg's motivation theory • Let's get motivated
21 Training and development				
22 Performance appraisal				<ul style="list-style-type: none"> • Understanding the importance of appraisals
23 Personal effectiveness				
24 Information within business				
25 Communication within business				
26 Ethics and ethical behaviour				<ul style="list-style-type: none"> • A question of ethics

Learning phase - Control sheet for BPP Learning Media

Chapter	Content	Quiz/Test	Questions	ACCA related resources	
✓ tick the boxes below when complete					
Introduction					
1 Business organisations and their stakeholders				<ul style="list-style-type: none"> • Not-for-profit organisations (1) • Not-for-profit organisations (2) • Communicating core values and mission 	
2 The business environment					
3 The macroeconomic environment					
4 Microeconomic factors				<ul style="list-style-type: none"> • Introduction to microeconomics 	
5 Business organisation, structure and strategy				<ul style="list-style-type: none"> • Organisations • Mintzberg's theory on organisations 	
6 Organisational culture and committees				<ul style="list-style-type: none"> • The role of marketing • Corporate Governance: The board of directors and standing committees 	
7 Corporate governance and social responsibility				<ul style="list-style-type: none"> • Corporate Governance: The board of directors and standing committees 	
8 The role of accounting					
9 Control, security and audit					
10 Identifying and preventing fraud					
11 Leading and managing people				<ul style="list-style-type: none"> • Theories of leadership style 	
12 Recruitment and selection					
13 Diversity and equal opportunities				<ul style="list-style-type: none"> • Equal opportunities 	
14 Individuals, groups and teams				<ul style="list-style-type: none"> • The importance of teams 	
15 Motivating individuals and groups				<ul style="list-style-type: none"> • Understanding Herzberg's motivation theory • Let's get motivated 	
16 Training and development					
17 Performance appraisal				<ul style="list-style-type: none"> • Understanding the importance of appraisals 	
18 Personal effectiveness and communication					
19 Ethical considerations				<ul style="list-style-type: none"> • A question of ethics 	

Learning phase - Control sheet for Kaplan Publishing

Chapter	Content	Quiz/Test	Questions	ACCA related resources	
✓ tick the boxes below when complete					
Introduction					
1 The business organisation				<ul style="list-style-type: none"> • Not-for-profit organisations (1) • Not-for-profit organisations (2) 	
2 Business organisation and structure				<ul style="list-style-type: none"> • Organisations • The role of marketing 	
3 Organisational culture in business					
4 Information technology and information systems in business					
5 Stakeholders in business organisations				• Communicating core values and mission	
6 External analysis – political and legal factors					
7 External analysis – economic factors				• Introduction to microeconomics	
8 External analysis – social, environmental and technological factors					
9 Competitive factors					
10 Professional ethics in accounting and business				• A question of ethics	
11 Governance and social responsibility in business				• Corporate Governance: The board of directors and standing committees	
12 Law and regulation governing accounting					
13 Accounting and finance functions within business					
14 Financial systems and procedures					
15 The relationship between accounting and other business functions					
16 Audit and financial control					
17 Fraud, fraudulent behaviour, and their prevention in business					
18 Leadership, management and supervision				<ul style="list-style-type: none"> • Mintzberg's theory on organisations • Theories of leadership style 	
19 Recruitment and selection of employees				• Equal opportunities	
20 Individual, group and team behaviour				• The importance of teams	
21 Motivating individuals and groups				<ul style="list-style-type: none"> • Understanding Herzberg's motivation theory • Let's get motivated 	
22 Learning and training at work					
23 Review and appraisal of individual performance				• Understanding the importance of appraisals	
24 Personal effectiveness at work					
25 Communicating in business					



Revision phase

Your checklist

- ☐ Revisit areas you struggled with during the learning phase
- ☐ Ensure you are confident with the knowledge needed to pass the exam
- ☐ 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!

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 video [Paper F1/FAB MTQ](#) advice again
- Read the [exam technique and syllabus updates articles](#) – this time linking into what you have learnt
- 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 FAB



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 others.
- ✓ Don't miss the [specimen exam](#) – this is a full example of the exam available for both paper and CBE format and replicates the exam environment – attempt in full to time.
- ✓ Think about purchasing a [Practice Test](#) – practice makes perfect and, even better, you get personalised feedback diagrams highlighting your strengths and weaknesses, so you can refine your revision. See the [Practice tests video](#) on the student section of the website for more information on how useful these can be for your revision

Revision phase - What the examiner has said about FAB (extracts from December 2015 examiner's report)

“ Comments on Section B

Many of the questions in part B of the exam are based on scenarios, and as such are likely to take the average candidate longer to work through in accordance with the mark allocations for these questions. However, **candidates should not be intimidated by questions of this type**, as they provide adequate information from which correct answers can be deduced. It is notable that some candidates did not complete a full set of answers to part B questions, and a small minority did not attempt this part of the exam at all.

It is **extremely unwise to rely on performance in part A** of the exam being sufficient to achieve a pass mark, and this is underlined by the fact that some who did not attempt some of the part B questions did not quite do enough to achieve a pass mark. Some areas tested in part B of the exam caused difficulties. These included different macro-economic policy instruments, and the different applications of coaching, counselling and mentoring.

”

“ Sample Question 3 on leadership theories

Which of the following theorists suggested that leaders can emerge, rather than be formally designated?

- A Kotter
- B Heifetz
- C Adair
- D Mintzberg

This question was a test of whether candidates could **recognise the essential features of leadership theories and attribute them to the relevant writer**. Kotter's theory is concerned with the leader's responsibilities in coping with changes, and focuses on differences between 'leadership' and 'management'. Adair's work relates to the effectiveness of leaders in achieving a balance between achieving the task, maintaining the team and developing individuals. Mintzberg considers the roles of leaders. It is Heifetz who proposed that leaders can emerge informally in his theory of dispersed leadership.

The correct answer is B.

”



Final preparation

Your checklist

- ☐ 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:

- ☐ the exam format
- ☐ the style of questions
- ☐ the way the marks are allocated
- ☐ 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 FAB**

The syllabus for FAB/F1, Accountant in Business introduces students who may not have a business background, to the business, which as an entity is made up of people and systems which interact with the environment and with each other.

The syllabus begins with examining the purpose and types of business which exist, the key stakeholders and the rights and responsibilities that businesses have in connection with them, exploring the external influences that affect the business in its environment, including economic, legal, social and technological factors. The syllabus then examines the structure and functions of business, focusing on corporate governance and the specific accounting related roles in this process, particularly in financial reporting, assurance, control and compliance.

The syllabus then introduces key leadership, management and people issues such as effective individual and team behaviour, motivation and personal effectiveness.”

“ An extract from the **FAB specimen exam answer**

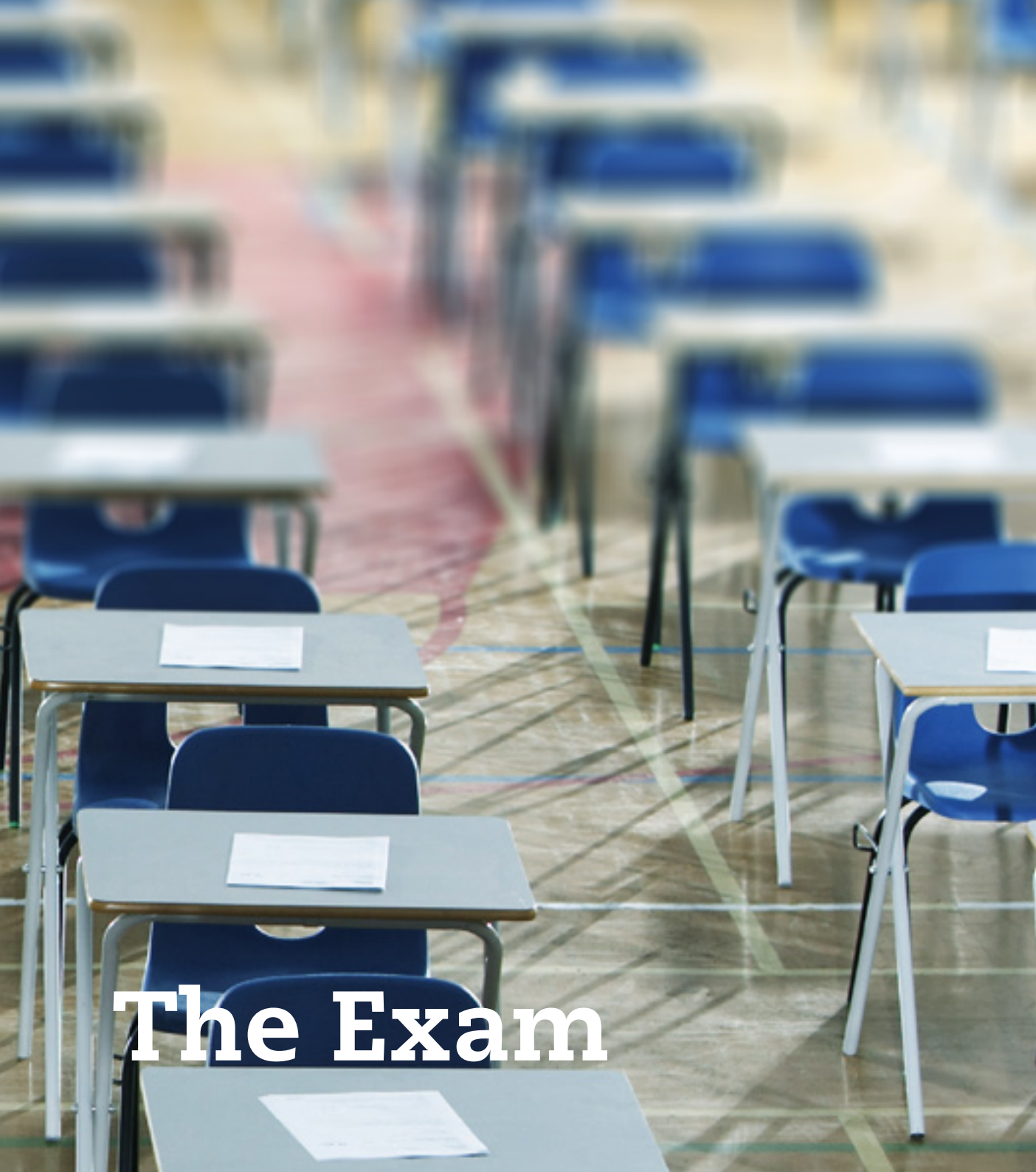
Section A

- 1 B The IASB aims to promote consistency in corporate reporting by creating financial reporting standards to which major businesses are expected to adhere.
- 2 B The Ashridge model identifies four styles: autocratic; authoritarian; consultative; laissez-faire (or participative). The first of these is the least participative.
- 3 B Negotiation gives the best opportunity for the two sides in a conflict to converge their positions. The other options either involve backing down, forcing a position, potentially increasing conflict, or leaving the issue unresolved.”



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.



The Exam

Your checklist

- ☐ 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 CBE centre (if you have entered for the computer based exam) or exam hall (if you have entered for the paper based exam) is.
- ✓ Plan your route to the CBE centre or 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

Page No.	Link	URL
04	Enter for your exam	http://www.accaglobal.com/gb/en/student/acca-qual-student-journey/exams/enter-an-exam.html
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	ACCA-X	http://www.accaglobal.com/gb/en/student/your-study-options/acca-x-online-courses-from-acca.html
04, 11, 16	Approved Content Provider(s)	http://www.accaglobal.com/gb/en/learning-provider/learningproviders-alpc.html
07, 16, 17, 20	Specimen exam	http://www.accaglobal.com/gb/en/student/exam-support-resources/foundation-level-study-resources/fab/fab-pilot-papers.html
07, 17	Examining team's guidance	http://www.accaglobal.com/gb/en/student/exam-support-resources/foundation-level-study-resources/fab/FAB-examiners-reports.html
07, 17	Examiners reports	http://www.accaglobal.com/gb/en/student/exam-support-resources/foundation-level-study-resources/fab/FAB-examiners-reports.html
07, 17	Paper F1/FAB MTQ advice	http://www.accaglobal.com/gb/en/student/exam-support-resources/foundation-level-study-resources/fab/fab-technical-articles.html
07, 17	Exam technique and syllabus updates guidance	http://www.accaglobal.com/gb/en/student/exam-support-resources/foundation-level-study-resources/fab/fab-technical-articles.html
07, 20	Syllabus and study guide	http://www.accaglobal.com/gb/en/student/exam-support-resources/foundation-level-study-resources/fab/fab-syllabus-study-guide.html
10	Technical articles	http://www.accaglobal.com/gb/en/student/exam-support-resources/foundation-level-study-resources/fab/fab-technical-articles.html
11	FPER	http://www.accaglobal.com/gb/en/student/practical-experience/practical-experience-foundation-level.html
11	PER	http://www.accaglobal.com/gb/en/student/practical-experience.html
12, 13, 14	Communicating core values and mission	http://www.accaglobal.com/gb/en/student/exam-support-resources/fundamentals-exams-study-resources/f1/technical-articles/communicating-core-values-and-mission.html
12, 13, 14	Mintzberg's theory on organisations	http://www.accaglobal.com/gb/en/student/acca-qual-student-journey/qual-resource/acca-qualification/f1/technical-articles/mintzberg-theory.html
12, 13, 14	Organisations	http://www.accaglobal.com/gb/en/student/acca-qual-student-journey/qual-resource/acca-qualification/f1/technical-articles/organisations.html

Appendix – Links

Page No.	Link	URL
12, 13, 14	The role of marketing	http://www.accaglobal.com/gb/en/student/acca-qual-student-journey/qual-resource/acca-qualification/f1/technical-articles/the-role-of-marketing.html
12, 13, 14	Corporate governance: the Board of Directors and Standing Committees	http://www.accaglobal.com/gb/en/student/acca-qual-student-journey/qual-resource/acca-qualification/f1/technical-articles/corp-governance.html
12, 13, 14	Communicating core values and mission	http://www.accaglobal.com/gb/en/student/acca-qual-student-journey/qual-resource/acca-qualification/f1/technical-articles/communicating-core-values-and-mission.html
12, 13, 14	Introduction to microeconomics	http://www.accaglobal.com/gb/en/student/acca-qual-student-journey/qual-resource/acca-qualification/f1/technical-articles/introduction-to-microeconomics.html
12, 13, 14	A question of ethics	http://www.accaglobal.com/gb/en/student/acca-qual-student-journey/qual-resource/acca-qualification/f1/technical-articles/question-of-ethics.html
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.html
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	Understanding the importance of appraisals	http://www.accaglobal.com/gb/en/student/acca-qual-student-journey/qual-resource/acca-qualification/f1/technical-articles/Importance-of-appraisals.html
12, 13, 14	Theories of leadership style	http://www.accaglobal.com/gb/en/student/acca-qual-student-journey/qual-resource/acca-qualification/f1/technical-articles/theories-leadership.html
12, 13, 14	The importance of teams	http://www.accaglobal.com/gb/en/student/acca-qual-student-journey/qual-resource/acca-qualification/f1/technical-articles/teams.html
12, 13, 14	Understanding Herzberg's motivation theory	http://www.accaglobal.com/gb/en/student/acca-qual-student-journey/qual-resource/acca-qualification/f1/technical-articles/herzbergs-motivation.html
12, 13, 14	Equal opportunities	http://www.accaglobal.com/gb/en/student/acca-qual-student-journey/qual-resource/acca-qualification/f1/technical-articles/students-acca-exams-f1-technical-articles-2944890.html
12, 13, 14	Let's get motivated	http://www.accaglobal.com/gb/en/student/acca-qual-student-journey/qual-resource/acca-qualification/f1/technical-articles/students-acca-exams-f1-technical-articles-2950961.html
17	Practice test	http://www.accaglobal.com/gb/en/student/acca-qual-student-journey/exams/preparing-for-exams/practice-tests.html
17	Practice tests video	http://www.accaglobal.com/gb/en/student/exam-entry-and-administration/preparing-for-exams/practice-tests.html
17	Study skills articles in Student Accountant	http://www.accaglobal.com/gb/en/student/sa/study-skills.html

