

BULK UP YOUR BRAIN

WE TAKE A LOOK AT HOW A HEALTHY BODY FEEDS A HEALTHY MIND AND, IN TURN, CAN BOOST PERFORMANCE DURING STUDIES, REVISION AND EXAMS. ALEX MILLER REPORTS



'THERE IS A DEFINITE LINK BETWEEN THOSE WHO ARE ACTIVE THREE OR FOUR TIMES A WEEK AND THOSE WHO DO BETTER IN THE CLASSROOM'

Many people exercise to tone thighs, build up biceps or flatten tummys. But working up a sweat can also improve the performance of your mind.

Research constantly shows that the performance of the brain is enhanced considerably by regular exercise. Working out can literally bulk up our brains to allow them to perform better at tasks that require concentration and recall.

Although researchers aren't 100% sure how exercise leads to better cognitive function, they are learning how it physically benefits the brain. To start with, aerobic exercise pumps more blood through the body including to the brain. More blood to the brain means more oxygen and, therefore, a better-nourished brain and highly nourished tissue.

In a study published in the journal *Perceptual and Motor Skills*, women were found to perform 20% better during memory tests after running on a treadmill compared to their performance before exercise. Women also increased their problem-solving abilities by the same levels post exercise.

Leading UK public school Harrow closely monitors the exam results of its First XI cricket team because they play a high number of matches that take students out of their lessons on a regular basis. School officials repeatedly report that they find the team's exam results to be better than expected.



A huge study of male teenagers in Sweden (1.2 million respondents) found those who were fit were also more likely to have a high IQ and go on to university or further education.

Meanwhile, the Health Education Unit at Exeter University in the UK found a clear connection between sporting activity and academic success.

Angela Balding led the study. She says: 'There is a definite link between those who are active three or four times a week and those who do better in the classroom.'

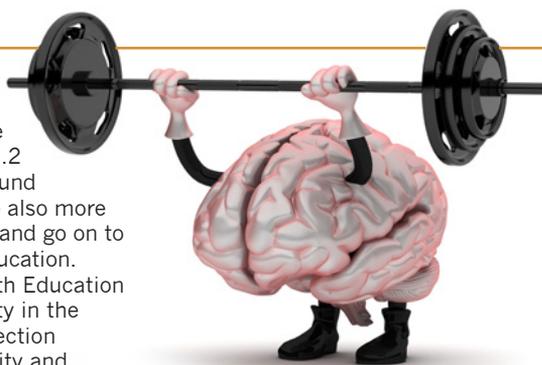
'The research that's going into brain activity at the moment suggests the reason may be that in those who are active, more oxygen gets to the brain. The brain is then better equipped to take more in and be receptive to new things.'

The Montreal Heart Institute carried out a study that found twice-weekly sessions of gym training for just four weeks – including circuit weights and exercise bikes – improved their cognitive functioning.

'At least 150 minutes of moderate-to-vigorous physical activity per week can make a huge difference,' says Heart and Stroke Foundation spokesperson Dr Beth Abramson in a statement. 'There are many benefits of exercise – we know it can make us feel better, but this research suggests it can make us "think better" as well.'

Fitting in 150 minutes of physical exercise into an already busy schedule may prove difficult, but it is definitely worth considering if it helps to pass exams and feel healthier in general.

There is no need to start off too eagerly at first. Consider starting off by doing just 15 minutes a day perhaps and working up gradually to 45 minutes or an hour of continuous working out. Even a 30-minute cardiovascular session will pump extra blood to the brain, delivering oxygen and nutrients needed to perform at maximum efficiency.



To really enjoy the benefits of exercise on a continual basis it is important to regularly exercise rather than start and stop again. The benefits on the brain from exercise – in a similar way to the muscles in our bodies – begin to wear off after several weeks. By starting to exercise in bite-sized periods of time, you are more likely to feel encouraged rather than deterred from carrying on.

There are a variety of aerobic exercises to consider such as team sports including five-a-side football, tennis, jogging, gym work outs, cycling, yoga, swimming or regular walking. All of these activities are guaranteed to help flood the brain with blood and the chemicals that can enhance memory, problem solving and decision making.

For some study can even be combined with exercise. Learning through audio on an iPod or reading while riding an exercise bike at low intensity is relatively straightforward and easy to manage – although certainly not everybody's ideal solution.

Physical activity can also be integrated while revising. A number of education experts suggest walking and stretching for five to 10 minutes during every hour of revision.

'Exercise is the single best thing you can do for your brain in terms of mood, memory, and learning,' says Harvard Medical School psychiatrist John Ratey, author of the book, *Spark: The Revolutionary New Science of Exercise and the Brain*. 'Even 10 minutes of activity changes your brain for the better.'

JEREMY DAHDI

DIRECTOR, PEARSON, LONDON, UK

As a sports science graduate, ACCA member Jeremy Dahdi began his career as a fitness professional, quickly progressing to health club management before deciding to move into business: 'I considered either an MBA or accountancy qualification, but as Ernst & Young would support my training I joined the firm as an auditor. The role was not for me, however, so I moved into commerce without completing my studies.'

After running the family business, Jeremy joined a small manufacturing company in his first senior finance-specific role before moving back to London. He spent three years as a business controller within the Guardian Media Group but, wanting a new challenge, he realised that being only part-qualified was a career disadvantage, despite an excellent CV. He did eventually gain the position of head of finance at the Financial Times (FT) – on the strength of his experience – but by then had decided to become an ACCA member.

Achieving membership was a real challenge, however. 'I had to combine a senior role in a new organisation with evening study and supporting a young family,' says Jeremy. 'I financed my own studies and, determined to complete all

the necessary exams in a year, I sat eight papers in two sessions which was extremely hard work.' Jeremy's time at the Guardian gave him his three years' work experience, signed off by 'a very encouraging manager', making the transition to membership almost immediate after passing his final exam.

He was then asked to become planning and reporting director with the FT's parent company, Pearson. 'If I hadn't been ACCA qualified I would not have been offered the role,' he says. 'ACCA membership really opens doors; high-profile companies want to demonstrate that their accountants are qualified, while ACCA's global recognition gives you the freedom to work almost anywhere in the world.' Keen to progress his career further, Jeremy hopes eventually to move into a 'number one' finance position and, in the longer term, to become an MD or CEO.

An ACCA member since 2011, Jeremy is now familiar with a new demand – continuing professional development (CPD) – which he finds a positive experience. 'Recording CPD makes you realise that you are continuously improving and gaining knowledge,' he comments. 'It's also surprisingly

straightforward as every day offers new opportunities.'

As a result of his experience – and the benefits he has gained – Jeremy is keen to encourage students to stay focused on achieving the ultimate goal of ACCA membership: 'To put so much effort into taking and passing the exams and then not to seek membership – what a waste! As I've found out, it's the qualification that opens doors.'



'ACCA MEMBERSHIP REALLY OPENS DOORS; ACCA'S GLOBAL RECOGNITION GIVES YOU THE FREEDOM TO WORK ALMOST ANYWHERE IN THE WORLD'



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ACHIEVE MORE. BECOME MORE.

FIRM FOUNDATIONS

WE MEET TWO STUDENTS WHO REVEAL THE BENEFITS OF HAVING STARTED THEIR ACCA STUDIES AT THE FOUNDATION LEVEL

SHIVRAJ PERSAUD

GUYANA



I chose to study for the Foundation level awards because they are highly recognised in Guyana and studying with ACCA is definitely an excellent choice.

Studying for any of ACCA's qualifications isn't easy but it's worth it. It's important to achieve a good balance between

studying and working. After sitting exams my friends and I like to take time from study and work and go camping, fishing, hunting and swimming. This allows us to relax and recharge so we are motivated and can concentrate on doing well in our next exams.

Making sure you get tuition from a good tuition provider is also important, as they are there to help you get through the exams. I study with Accountancy

Training Centre and always make sure I work through past exam papers that relate to the next exams I will be sitting.

For anyone thinking of studying with ACCA I would recommend starting with the Foundation level, especially if you don't have the necessary qualifications to start on the ACCA Qualification. It's good preparation, as the papers and syllabus will provide you with the background knowledge you need to advance in the ACCA Qualification, which is very beneficial.

My advice to anyone thinking of starting their studies with the Foundation level would be just start – you won't regret it.

I am currently employed with Guyana Sugar Corporation Inc. as designation – senior accounts clerk, but my aim for the future is to become an ACCA member, complete my Masters degree and have a comfortable and respectable lifestyle. My dream job is to be the CEO of a recognised company – then I will know I really have achieved all my goals.

DING WEI LAW

MALAYSIA



I decided to start studying with the Diploma in Accounting and Business at the Foundation level as it was the fastest route for me to get on to the ACCA Qualification and I felt confident that I could cope with the exams at this level.

If you decide to study for any of the ACCA exams you have to be determined, focused and willing to put in the effort. I spent a lot of time studying on my own

as well as using a local tuition provider. If I found that I was struggling or had trouble understanding what I was learning, I always made sure I went back and spoke to my lecturers, as that's what they are there for, or I used the website to search for my answers.

I found the Foundation level exams to be excellent preparation for tackling the ACCA Qualification exams.

My advice to anyone thinking about studying for the Foundation level would be don't think, just do it, as it's the best route to getting on to the ACCA Qualification.

In five years time, I see myself having passed all my exams and experience and becoming an ACCA member. I would love to work in a local or overseas firm, which I can do once I have the ACCA letters after my name.

ACCA STUDENT PLANNER APP: NEW UPDATE



DOWNLOAD THE ANDROID APP ▶



DOWNLOAD THE IPHONE APP ▶

SEARCH FOR YOUR NEAREST GOLD AND PLATINUM APPROVED LEARNING PARTNERS USING THE NEW GEO LOCATION FEATURE

The ACCA Student Planner app has had its first update. The newest feature to the app is geo location. You can use this to find your nearest Gold and Platinum Approved Learning Partner (ALP) as well as your nearest computer-based exam (CBE) centre.

In addition to its new geo location feature, ACCA's Student Planner app includes the following:

- ▣ Advice on how to get started, pass exams, gain experience and behave ethically and professionally.
- ▣ A countdown to key dates relating to exams and recording experience, with the ability to set alerts for these events and synchronise them with your iPhone calendar.
- ▣ An interactive tool to work out when you might become an ACCA member, based on your progress and if you stay on track with your study and plans for gaining experience.
- ▣ An insight into how fast you are progressing and tips on how to move faster through to ACCA membership.
- ▣ The app is available for both iPhone and Android, so why not download the Student Planner app now and see the great features for yourself?

STUDENT PLANNER APP: FAST FACTS

IPHONE LAUNCH: JULY 2012

ANDROID LAUNCH: OCTOBER 2012

- ▣ As of March 2013, the app has had 50,500 downloads
- ▣ It is available for download on 1,560 different Android devices
- ▣ The new location feature, launched in February 2013, is getting 10,000 location requests per day with each student performing on average six requests
- ▣ The UK and China have the highest downloads on iPhone, making up half of the app users (51.4%)
- ▣ The UK and Pakistan have the highest downloads on Android at 33.1%
- ▣ Since its launch, the app has topped that iTunes chart in 16 countries (category: free finance app)



INTERNATIONAL STUDENTS

WORK, AMBITION OR ECONOMIC NECESSITY CAN PROMPT A CAREER MOVE OVERSEAS. TWO GLOBETROTTING MEMBERS WORKING IN PRACTICE FOR ACCA APPROVED EMPLOYERS TELL US THEIR STORIES

A move abroad can be a way to accelerate a professional career, access increased salary, or just experience life in a different country. For ACCA member Zahid Jamal, such a move has marked every stage of his progression through ACCA.

'I was born in Karachi, Pakistan, but raised in Jeddah in Saudi Arabia,' he explains. 'When choosing a career I opted for accountancy because of its excellent reputation in both countries, but the lack of affordable training providers in Jeddah meant that I had to return to Pakistan in 2005 to study. After completing my ACCA exams 2007, I was lucky enough to be offered a job by Ernst & Young (EY) in Karachi, an excellent firm and one I also knew had strong links with the Middle East. As a result, a year later I moved to EY Jeddah where I received an excellent salary and training package even though I was still only an affiliate. Since then I've moved again – this time to EY in London (in 2011) as I was attracted by the prestige of the London office, and the professional challenges it offered.'

ACCA member Natasha Keddie has had a similar career trajectory – this time with Grant Thornton. 'I started my ACCA exams after joining Grant Thornton Milton Keynes, in the UK, qualifying in 2011,' she says. 'As part of my training I undertook a number of secondments – to London, into industry, and to New Zealand for four months in July 2011. In May 2012, I transferred to New Zealand and have been working in the firm's Wellington office ever since. Being with Grant Thornton has also enabled me to travel to countries such as Lebanon, Australia and South Africa.'

AN INTERNATIONAL CAREER MOVE – FROM A SECONDMENT TO FULL-SCALE RELOCATION – NEED NOT AFFECT PROGRESS TOWARDS ACCA MEMBERSHIP, AND CAN HELP ADD NEW EXPERIENCE TO YOUR CV

Does working for an ACCA Approved Employer make moving abroad more straightforward for students and affiliates? 'Having performance objective exemption makes life much easier,' says Natasha. 'I was already qualified before I moved, but I did benefit from ACCA's international recognition as my qualification is recognised here.' And it was just as straightforward for Zahid: 'My move from Karachi to Jeddah, and change of employer, did not have any impact on my PER records as ACCA's *My Experience* tool meant it was easy to log any changes as they happened.'

Both Natasha and Zahid agree that their international travels have contributed towards their professional development. 'My career has certainly progressed, otherwise I would have returned home by now,' says Zahid. 'Working with different cultures and communication styles enhances my CV, and being in the UK has

allowed me to work with US colleagues, giving me an insight into US audit requirements and underlying procedures, extending my experience further.' And the same goes for Natasha – who hasn't stopped moving yet: 'Experience of working in different countries and in different accounting environments will certainly help my career in the long term. I would also like to try working in Australia – and this should be easy given my New Zealand experience.'

An international career move – from a secondment to full-scale relocation – need not affect progress towards ACCA membership and can help add new experience to your CV. That Natasha and Zahid worked for an ACCA Approved Employer certainly helped ensure their ACCA journey progressed smoothly, but many employers also offer ACCA students and affiliates the support they need to move country and experience all the benefits of an international career.

COULD YOUR EMPLOYER BECOME ACCA APPROVED?

Approval status is given to employers of all sizes – not just major multinationals – who offer ACCA-approved levels of support to all their ACCA students, affiliates and members. Access further details if you think your employer could make the grade and gain all the benefits of Approved status ►

DIFFERENT PLACES, DIFFERENT CULTURES

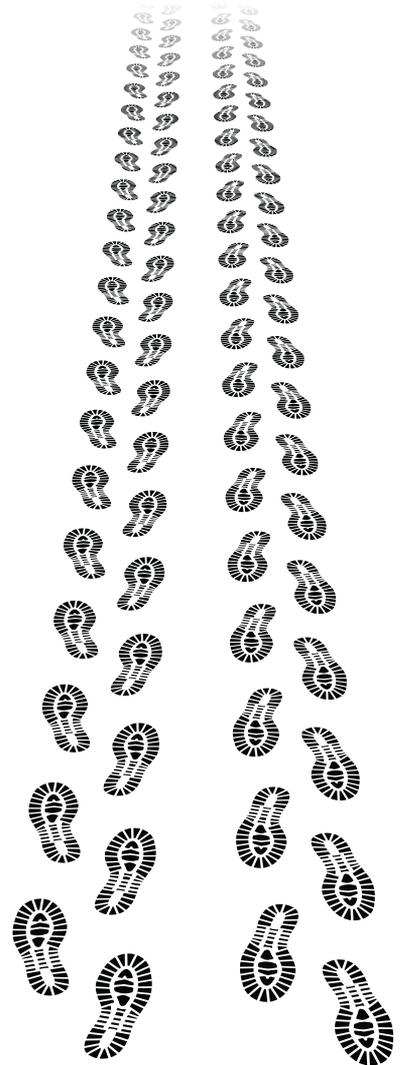
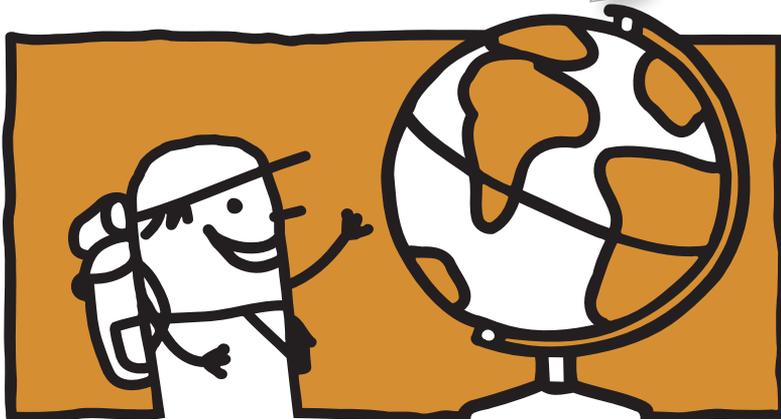
NATASHA KEDDIE, MANAGER, GRANT THORNTON
NEW ZEALAND AUDIT PARTNERSHIP

'The two main differences I experienced on moving to New Zealand were the change in client base and the relaxed approach to work and life, which was one of the main reasons why I decided to move here from the UK, and is something I adapted to very easily. The culture here is fairly similar to the UK so that made the transition more straightforward, and it also helped that I had been here on secondment so already knew people before I arrived. However, the different client base was harder to adapt to. In the UK I was used to dealing with no more than 15 clients a year, whereas here I have up to 80, and I sometimes find this quite difficult to get used to.'

ZAHID JAMAL, EXECUTIVE, ASSURANCE –
TELECOMMUNICATIONS, MEDIA AND TECHNOLOGY,
ERNST & YOUNG, LONDON

'I moved from hot and sunny Saudi Arabia to cold and rainy Britain but, as well as the weather, I was surprised by the different workplace culture even though I was working for the same employer. EY Jeddah is much smaller than EY London, so although the actual work is very similar, working practices are very different. In Jeddah, for example, we had much more face time with colleagues, and constantly worked in the same teams. Here in London we make much greater use of an online virtual environment, which reduces the number of face-to-face meetings but which also contributes towards a more flexible working style. The number of employees is much larger and we have an influx of new talent every six months. As a result, many of our teams are multicultural, which can be a management challenge, but one I enjoy.'

'EY JEDDAH IS MUCH SMALLER THAN EY LONDON, SO ALTHOUGH THE ACTUAL WORK IS VERY SIMILAR, WORKING PRACTICES ARE VERY DIFFERENT'





GHULAM ABBAS

**CORPORATE REPORTING AND CONSOLIDATION SPECIALIST,
NESTLÉ PAKISTAN LTD, LAHORE, PAKISTAN**

TWO YEARS ON FROM ACHIEVING MEMBERSHIP, GHULAM ABBAS RECALLS HIS JOURNEY TO ACCA MEMBERSHIP. HE PREDICTS HOW BEING QUALIFIED WILL HELP HIM TO REALISE HIS FUTURE CAREER AMBITIONS

It was not surprising that ACCA member Ghulam Abbas opted to study with ACCA after graduating from a leading Pakistan university with a degree in mathematics, statistics and economics.

‘I had always leant towards accountancy,’ he says, ‘and although I was good at maths I didn’t want to limit myself. I wanted a professional qualification that allowed me to use my mathematical skills while also providing an insight into business. ACCA delivered an education in both accountancy and business, and provides an internationally recognised qualification.’

Abbas started studying full time before joining a local firm of chartered accountants to begin his work experience while taking his last three papers.

‘Throughout my exams I studied every day,’ he says, ‘and I would advise all ACCA students to do

the same. It helps build your understanding of concepts and makes each exam less stressful. Many students do not study until the month before an exam, which is the wrong approach to take for a professional qualification.’

And Abbas should know because while he was an affiliate he also taught students taking Paper P6 (UK), *Advanced Taxation*. ‘There were few teachers for this paper in Pakistan at the time,’ he says, ‘and it has a reputation for being one of the toughest papers. My advice was – and still is – to focus on concepts. The course does not ask students to learn knowledge by heart, but rather to gain an understanding of concepts and then to apply this understanding in the exam.’

After passing his final paper, Abbas joined his current employer, Nestlé, where he completed the work experience necessary to transfer to ACCA membership. ‘Nestlé

is an ACCA Platinum Approved Employer,’ comments Abbas. ‘This demonstrates the respect the company has for ACCA students, affiliates and members, and we are supported with an excellent mix of training and experience in both accounting skills and business.’

Having gained ACCA membership in 2011, five years after registering, Abbas is now reaping the benefits it brings. ‘Becoming an ACCA member is a great personal achievement, but it also marks you out from the competition. Nestlé certainly recognised my achievement, evidence that multinational companies like Nestlé now increasingly look for “SMART” – rather than just hard – workers.’

Abbas hopes to develop his career beyond his current role in corporate reporting, and sees ACCA as fundamental to this longer term ambition. ‘I would like to move into brand management or to run a business unit,’ he says, ‘and I plan to take further professional qualifications, which will also meet ACCA’s CPD requirement. Current students should always remember that ACCA teaches you to think “outside the box”. It enables you to work in a wide variety of fields; being ACCA qualified does not limit you only to finance or accounting roles but to brand management, tax, insurance and many other areas.’

‘CURRENT STUDENTS SHOULD ALWAYS REMEMBER THAT ACCA TEACHES YOU TO THINK “OUTSIDE THE BOX”. IT ENABLES YOU TO WORK IN A WIDE VARIETY OF FIELDS; BEING ACCA QUALIFIED DOES NOT LIMIT YOU ONLY TO FINANCE OR ACCOUNTING ROLES BUT TO BRAND MANAGEMENT, TAX, INSURANCE AND MANY OTHER AREAS.’

SIMPSON SCHOLARSHIP

THE SIMPSON SCHOLARSHIP REWARDS TALENTED ACCA STUDENTS WHO HAVE ALREADY PROVEN THEMSELVES IN THE ACCA EXAMS

Each year, the Simpson Scholarship will fund the exam and registration fees of five students for a period of five years or until they become members – whichever happens first. In order to be eligible for the scholarship, you must meet strict qualification criteria and submit a 1,000-word essay. If you meet the eligibility criteria for the scholarship then the next step is to submit your application to ACCA.

When the judging panel are deciding on the winning essays, they are looking for five that will really inspire them and where they can see that the candidate will really benefit from receiving it. So think about how the Simpson Scholarship will benefit and make a difference to you and tell us about it.

For example, it could be:

- how it will make a positive contribution to your career
- how it will make a positive contribution to the community in which you live
- how it will make a positive contribution to the accounting profession in your country
- how it will help with your journey to membership.

Your essay must be personal to you and inspiring.

FIND OUT IF YOU ARE ELIGIBLE AND HOW TO APPLY ►

The 2013 closing date for receipt of scholarship applications is 3 May.



WHEN THE JUDGING PANEL ARE DECIDING ON THE WINNING ESSAYS, THEY ARE LOOKING FOR FIVE THAT WILL REALLY INSPIRE THEM AND WHERE THEY CAN SEE THAT THE CANDIDATE WILL REALLY BENEFIT FROM RECEIVING IT

Professionalism, ethics and public value are the foundations of being an ACCA member. That is why we are supporting the Robin Cosgrove Prize and its aim of creating an international conversation on the sustainable future of the finance sector based on strong ethical awareness and commitment to integrity.

The prize promotes greater awareness among young people around the world of the benefits of ethics in finance. Students and

members under the age of 35 are eligible to submit an unpublished paper that addresses the role of ethics in finance.

Do you have ideas about innovative ways in which ethics and integrity can be understood and promoted in finance? The deadline for submissions is 31 May 2013.

FIND OUT MORE AND REGISTER YOUR INTEREST ►

SCHOLARSHIP UPDATE

WE CAUGHT UP WITH ACCA MEMBER CHIPAMBANISO CHONGO, ONE OF THE RECIPIENTS OF THE SIMPSON SCHOLARSHIP IN 2008, TO SEE HOW RECEIVING THE SCHOLARSHIP HELPED HER TO ACHIEVE HER GOALS

Q What were the main reasons you entered for the Simpson Scholarship back in 2008?

I was finding it difficult to meet the subscription and exam fees.

Q How did winning it help you achieve your career goals?

I found that it put me in a much stronger position to convince employers why they should hire me – not least the fact that all my study and exam fees were being paid for by the scholarship, which meant potential training cost savings for them. Consequently, I was able to gain relevant work experience that was extremely valuable.

Q Do you think you would be where you are today without winning the scholarship?

No.

Q What does ACCA membership mean to you?

It means I have a greater opportunity to advance in my career because I have evidence of having both the relevant experience and training to take on more challenging roles.

Q What words of advice would you give to people wanting to win a scholarship?

Aim for maximum marks in the exams by studying diligently and trying to relate real-life experiences with your studies.

JOB TITLE:

ASSISTANT ACCOUNTANT – PAYROLL

PLACE/COMPANY OF WORK:

ZAMBIA REVENUE AUTHORITY

MAIN RESPONSIBILITIES:

PREPARATION OF PAYROLL AND PROCESSING OF BENEFITS TO STAFF



Q What advice would you give to students to inspire them to keep on working towards membership?

Never give up on your dreams and, no matter how hard it gets, keep going and have faith that you will achieve your goals.

'NEVER GIVE UP ON YOUR DREAMS AND, NO MATTER HOW HARD IT GETS, KEEP GOING AND HAVE FAITH'

ACCESS THE NEW ACCA STUDENT BLOG

The ACCA Student Blog has just been launched! Focusing on study-related topics, our student bloggers will provide regular insights on their ACCA journey. Check out this new tool for revision tips, study advice and exam technique – and share your experiences by commenting on the posts. Visit the new student blog at <http://studentblog.accaglobal.com>

GLOBAL PRIZEWINNERS

CONGRATULATIONS TO THE LATEST PRIZEWINNERS FROM THE DECEMBER 2012 EXAM SESSION. FIND OUT ABOUT THE PRIZEWINNERS AND READ THEIR ADVICE FOR EXAM SUCCESS IN THE MAY ISSUE OF *STUDENT ACCOUNTANT*



GOLD MEDAL WINNER:
NATASHA JONES, UK, 399 MARKS



SILVER MEDAL WINNER:
SAMUEL BAILEY, UK, 397 MARKS



BRONZE MEDAL WINNER:
ALEXANDER HUTCHINGS, UK, 393 MARKS



Review the Q&A session held on the ACCA Facebook page ▶



Watch Natasha Jones talk about her exam technique tips here ▶



INDIVIDUAL PRIZEWINNERS

Paper F4	Catherine Coleman	UK	99 marks
Paper F5	Philip Murray	Ireland	96 marks
Paper F6	Terri Hanley	UK	96 marks
Paper F7	Andrea Thien Hau Yee	Malaysia	95 marks
Paper F8	Jennifer Smith	UK	89 marks
Paper F9	Ahmed Ali	Pakistan	94 marks
Joint Paper P1	Sonika Bansal Katy Hoyle Caroline Gallagher	UK	87 marks
Paper P2	Muhammad Fahad Anwar	Pakistan	90 marks
Paper P3	David De Lange	UK	91 marks
Paper P3	Alexandra Maria Velianu	Romania	91 marks
Paper P4	Yu Shuyang	UK	89 marks
Paper P5	Sarah-Jane McHugh	Ireland	89 marks
Paper P6	Natasha Jones	UK	96 marks
Paper P7	Alexander Hutchings	UK	82 marks



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ACHIEVE MORE. BECOME MORE.

PUT YOUR THINKING CAP ON



DO YOU WANT TO LEARN HOW TO MAKE BETTER DECISIONS AND SOLVE PROBLEMS MORE EFFECTIVELY? THE SIX THINKING HATS IS A POWERFUL TECHNIQUE THAT HELPS YOU LOOK AT QUESTIONS AND SITUATIONS FROM DIFFERENT PERSPECTIVES BEFORE YOU REACH A CONCLUSION. BY IWONA TOKC-WILDE

Many successful people are natural optimists, with a 'glass half-full' approach to life and business and, perhaps, this is why they are successful. But forgetting to look at a problem from a negative point of view, or consciously squashing all those doubts niggling in the pit of your stomach, could mean that you ignore genuine risks and downsides of your decision. On the other hand, pessimists – or the 'glass half-empty' people – are often too defensive and see nothing but obstacles, ending up paralysed by their negative thoughts and unable to make a decision at all.

Clearly, when trying to decide on a course of action, there are positives to each of these approaches, but what if you are naturally inclined towards one and definitely not the other? In his book *Six Thinking Hats*, Edward de Bono proposes that it is as easy to switch modes or habits of thinking as it is to switch hats. According to de Bono, the human brain thinks in six distinct ways, all of which we can deliberately challenge and use in parallel to get a rounded view of a situation.

'The Six Thinking Hats is a tool that helps you focus your thoughts and stay on-track when making decisions,' says Tara Daynes (taradayneshr.com), HR consultant and trainer who uses the tool in her training sessions. It gives structure to the thinking process, forcing you to explore a subject in a disciplined manner and from one angle at a time (for example, you must stick to 'knowledge and facts' before you move to 'feelings'), the opposite

of what we do when we allow our minds to wander.

The Six Thinking Hats brainstorming technique is mostly used in the creative and manufacturing industries when looking at the feasibility of new concepts and products, but accountants can benefit from it too. 'Because of their skill set and training, accountants' thinking is typically analytical (white hat), structured (blue hat) and cautious (black hat),' says Linda Denny, career coach at The Smart Coaching Co (thesmartcoachingcompany.com). 'They could benefit from learning to "wear" the red (emotions), green (creativity) and yellow (positivity) hats

to make more rounded decisions. This will also help them communicate better with others – for example, with sales people who tend to "wear" the red, green and yellow hats.'

You can also apply this technique when considering issues relating to your personal career development. For example, once you qualify you usually face the challenge of deciding on 'what's next?' Let's say the question is: *Should I aim for a promotion in three to five years?* Not everyone wants to progress to manager, although most of us feel we should aim for the job title and all that comes with it. Discover below how you could think through this conundrum using the Six Hats.

'BECAUSE OF THEIR SKILL SET AND TRAINING, ACCOUNTANTS' THINKING IS TYPICALLY ANALYTICAL (WHITE HAT), STRUCTURED (BLUE HAT) AND CAUTIOUS (BLACK HAT)'



WHITE HAT (INFORMATION)

The White Hat focuses purely on the data available – what are the facts?

Tara Daynes: 'Think about the information you have to hand and that you would need to find out, such as what your responsibilities would be, any additional time commitment, whether you would need more training and how much you would get paid.'

Linda Denny: 'Also consider who in your network may help you answer these questions. Then look at the company and the sector you work in and consider other people's paths to promotion. Are there any trends that might guide you?'

RED HAT (EMOTIONS)

The Red Hat signifies feelings, hunches and intuitive or instinctive gut reactions.

When 'wearing' this hat, you concentrate on emotions, fears, likes and dislikes, without any justification or rationalising. Also, try to think how other people will react emotionally, including those who may not fully appreciate your final decision.

Tara: 'How do you really feel at the thought of a promotion? Excited, nervous, proud, scared? Be honest with yourself.'

Linda: 'Do you want to be a manager? Does this timescale motivate or scare you?'



BLACK HAT (PESSIMISM)



The Black Hat is the devil's advocate. With this hat 'on', you try

to pinpoint reasons to be cautious, difficulties and dangers and why something may not work. This is important because it highlights the weak points in a plan and allows you to either eliminate them or to decide on how you can counter them. A useful hat, but beware of keeping it on for too long...

Tara: 'What potential problems can you see as a result of being promoted? Maybe you would

have to line manage your former peers, which could be awkward for you, or it could mean spending less time with your family? Make sure you've considered all the possible downsides.'

Linda: 'What could go wrong? Do you actually know what being a manager involves? Are there any skills required for the job that you already know you do not possess or don't think you can learn?'

YELLOW HAT (OPTIMISM)

The Yellow Hat stands for positive thinking. Your aim is to see all the potential benefits of the decision and the value in it. Or, put this hat on and it will help you to get going when things look tough or gloomy.

Tara: 'How will a promotion help you, financially, professionally or otherwise? List all the 'pros' here.'

Linda: 'Use this hat to motivate yourself as to what is possible. Who do you know who has achieved this and what did they gain?'



GREEN HAT (CREATIVITY)



The Green Hat is an opportunity to express new ideas, possibilities

and even the wildest of alternatives. Keep it on, see where the thought process takes you, and you are likely to come up with a very creative solution to your problem, question or challenge.

Tara: 'What alternatives are available to you instead of promotion? A sideways move, a new job, even setting up your own business? When you've come up with new ideas, you can use the

rest of the hats again to consider each option in turn, until you come to a well-thought-through conclusion on whether you want to go for it, how you will make it happen or what you may want to do instead.'

Linda: 'Look at other people – for example, on LinkedIn, and the career steps they've taken.' There may be routes to promotion you have not yet considered.

BLUE HAT (PROCESS CONTROL)

The Blue Hat is used to manage the thinking process. It is the control mechanism that ensures the Six Thinking Hats principles are observed.

Tara: 'Make sure that, if you find yourself straying from one hat to another (for example, if you start drifting from thinking about advantages to disadvantages before you have finished with the

former), you get yourself back on track.' Then, review what you have learnt having 'worn' each hat and see if you are ready to decide on what your next steps should be.

There is no strictly prescribed sequence in which you should 'put' the hats on, although it wouldn't make sense to start thinking up conclusions before you have examined all the facts. So, if you feel that you have started with



the wrong 'hat' on and you have hit a mental block, switch to another hat and start again.



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BEING CREATIVE COULD BE THE KEY TO SUCCESS IN EVERYTHING YOU DO.
BUT IS CREATIVITY A GIFT OR A SKILL THAT YOU CAN LEARN?
IWONA TOKC-WILDE FINDS OUT



GET
CREATIVE

In a recent IBM Global CEO Survey, over 90% of 1,600 corporate leaders cited creativity as the top leadership competency today. This suggests that analytical thinking alone – the search for the one right answer, conventional rules and outdated corporate practices are no longer meeting the needs of our increasingly complex and unpredictable world economy.

Accountants in particular tend to rely on analytical thought to help them make correct decisions. But, although we do need analytical thinking to choose the best solution, shouldn't we use our imagination, insight and intuition to come up with a dozen possibilities first? Only by being creative, and by challenging the ways things are done, can we spot hidden opportunities and conceive fresh ideas.

But what does it really mean – to be creative?

THE CREATIVE FRAME OF MIND

'In simple terms, it's about creating something new – taking something from one context and applying it in another or coming up with an entirely original thought or idea,' explains Clive Lewis, director of training at Illumine Training (www.illumine.co.uk). 'This doesn't have to mean coming up with new blockbuster products or services, or saving your company millions of dollars or pounds. It can be applied to improving everything you do – your processes for making payments and for communicating with stakeholders, or how to motivate a team in novel ways.' Being creative may be as easy as taking a step back and asking yourself if there is a better way of doing something.

'It's true that some people are naturally more creative,' says Lewis. But often the only difference between creative and non-creative people is self-perception: creative people see themselves as such and give themselves the freedom to create;

non-creative people do not. Also, if you want to be creative, you need to shift your attitude towards becoming open-minded and adaptable.

'On top of this, follow the latest business, market and industry trends and you will gain both knowledge and confidence to try out new concepts,' says Yashivan Govender, founder of global student news site FirstStep.me. 'Learn to communicate better too because you can only find solutions by asking the right questions.'

Just remembering to 'think about thinking' is a great starting point, adds Lewis. 'Very few of us actually decide to look at situations from different perspectives,' he says. 'For example, when faced with a new situation, think in turn about its positive and negative aspects. If you are looking to improve the situation,

ask yourself what you can do to overcome the negatives and build on the positives. You'll be surprised at how the decision to think differently can be so effective.'

CREATIVE APPROACH TO PROBLEM SOLVING

Looking at a situation from different perspectives is an example of how creativity or creative thinking works in practice. Let's examine this in more detail. Say, there is a business problem or challenge X – how do you approach and solve it 'creatively'?

You may be surprised to discover that creative thinking 'is still a process,' says Lewis, and this is why it can be learnt. 'First, set a focus – you need to understand the problem thoroughly. Try challenging the wording used to articulate the problem and identify and test

TOOLS FOR BOLSTERING CREATIVITY

CLIVE LEWIS AT ILLUMINE TRAINING RECOMMENDS:

MIND MAPS

A great technique for making new connections and associations, and for seeing the big picture and detail at the same time. It represents how the human mind works – we don't think in lists or sentences, we think in images and key themes, shapes and patterns, all connected to one another.

METAPHORS

Compare the issue that you are grappling with to something else and see how many similarities you can find. You can think about the problem in new ways and generate fresh insights into solving it.

REVERSALS

Often people get stuck in their ways of thinking about a problem, but you can stimulate a breakthrough by reversing it. Once you know what wouldn't work, it will be easy for you to see what would.



'USE BRAINSTORMING, METAPHORS OR REVERSALS TO STRETCH AND FREE UP YOUR THINKING. MIX IT ALL UP – THE OLD WITH THE NEW'

any and all assumptions made. Mind maps and why, why, why questions are great tools that lead to the unveiling of root causes of problems.'

Then generate ideas. 'This should be done on an unfiltered, "anything goes" basis to allow ideas to lead to other ideas,' says Lewis. 'Use brainstorming, metaphors or reversals to stretch and free up your thinking.' Mix it all up – the old with the new. 'Use new technologies when trying to solve traditional business challenges like project management and logistics,' adds Govender.

The third step in the process is to assess the fruits of your work. Lewis says: 'Once you have lots of ideas, you need to sift them, improve them and ultimately decide whether what you have is any good.'

CREATIVE CAREER DEVELOPMENT

There is no escaping the fact that, to get to where you want to be career-wise, you have to be creative too. 'To remain at the top of your game, you must continuously develop and grow by building on what you have,' says Nisa Chitakasem, founder of career consultancy Position Ignition. It is up to you how you go about this. Mostly, you will be doing what

others are doing: taking courses, passing exams, and gaining relevant work experience that will allow you to progress from trainee to executive to manager. And, when you decide you need a new job, you will update your CV, talk to recruitment agencies and check out your LinkedIn connections.

When put like this, however, there is nothing particularly creative about this approach. To give yourself a competitive edge, do what others aren't doing. 'Instead of simply tapping your LinkedIn connections, target the company that you want to work for and identify any job opportunities this way,' advises Chitakasem. 'Also, find people on LinkedIn who have worked for that company in the past and approach them to learn how they were recruited, why they left and what other advice they could give you.'

Even if you don't want to leave your current job, get creative about your personal and professional growth. 'There could be internal

opportunities just waiting for you,' says Chitakasem. 'Open yourself up to these by being curious about what others are doing, getting involved in projects outside of your normal comfort zone and by keeping an eye on what's going on generally. Where is your company heading, what are they trying to achieve and how may you fit into that bigger picture?'

Leave your comfort zone by becoming an expert on a particular topic. 'But, rather than simply getting involved in LinkedIn group discussions and trying to establish yourself this way, take it a step further and apply to be a speaker at a conference,' says Chitakasem. Or how about writing an e-book and making it available for a free download via your LinkedIn, Twitter or Facebook profile? Now, this would mean mixing both technical and artistic creativity in one project.





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SECTOR FOCUS: **TECHNOLOGY**

Advances in technology on an almost daily basis means that the sector is one of the most dynamic, and whether you decide to work in practice with technology clients or start your career in the tech industry, the challenges and opportunities are both plentiful. But where are the best jobs and how can you go about setting your sights on them?

'The UK is home to the strongest IT industry in Europe and, with the creation of Tech City in London housing many of the large global IT companies, there is additional demand for accountants as companies need to manage rising workloads and growth initiatives,' says Ben Westwood, associate director, Robert Half UK.

'While companies are still cautious about the wider economic situation, the IT industry has fared relatively well compared to other industries. Companies struggle with managing advancements in technology and growth opportunities while maintaining efficient staffing levels within accountancy as well as the wider organisation.'

What type of work you may be involved with, as well as where those jobs exist, is directly correlated with the key drivers for the technology industry globally – it is these drivers that create or reduce demand.

For example, says Westwood: 'The rise of cloud technology and the reliance on companies for third-party technology providers in the areas of IT upgrades and security, as well as e-commerce, has created additional demand throughout.'

'The speed of change is unrelenting and presents huge opportunities as well as imminent threats to existing business models,' adds Steven Leith, director, media and technology, Grant Thornton UK LLP. 'The move from desktop to mobile, from storage to cloud, and from static to social is causing a need for continual reinvestment and refocus of strategy. Consumer online businesses that transcend pigeon holes and aim to integrate new technology with entertainment, commerce and social elements, are hugely exciting and are continuing to attract stratospheric valuations. Whether this really is another technology bubble only time will tell!'

So how do accountants contribute to the sector and what type of work are they involved in?

'Our clients are grabbing with not only the pace of change of the media and technology industry but also the impact that fast growth has on a business,' explains Leith. 'They need our help and support in many areas to ensure their accounting and tax compliance remains robust, but also to incentivise employees, to maximise shareholder value, to structure strategic and overseas expansion, and to minimise risk.'

'Finance and accounting professionals would contribute on core financial reporting, commercial finance and business analysis at all levels,' continues Westwood. 'This would allow key decision makers in the business – large or small – to make better

'THE MOVE FROM DESKTOP TO MOBILE, FROM STORAGE TO CLOUD, AND FROM STATIC TO SOCIAL IS CAUSING A NEED FOR CONTINUAL REINVESTMENT AND REFOCUS OF STRATEGY'

choices from a more detailed and numbers-driven insight. From the very bottom they would ensure all bills are paid at the right time and not before, ensure cash flow remains healthy and all debtors are held accountable to paying within payment terms set. In addition to this, they would provide support to finance regulations adhering to all standards as necessary.'

But the skills you need to demonstrate at interview stage and beyond go much further than simply technical.

'Technical skills can put you ahead of the competition, but soft skills should not be underestimated,' says Westwood. 'Companies increasingly value soft skills, such as positive attitude, problem-solving skills, initiative, ability to work independently and self-confidence, which can be just as important an indicator of job performance as hard skills.'

Equally important is showing enthusiasm for the work. As Leith says: 'We need people who genuinely understand, and have a passion for, the technology industry and can relate to the challenges our clients face. I expect my team to be able to talk fluently about not only the accounting and tax regulations but also the commercial and operational issues that our clients need to consider. We pride ourselves on giving our clients a personal and unique service that applies both reason and instinct to provide solutions and unlock their potential for growth – newly qualifieds coming into my team need to demonstrate they can do this, both technically and commercially.'

What sector would you want us to focus on next?

Email us at studentaccountant@accaglobal.com ►

CASE STUDY:

RYAN CARUS, IT CONTROLS AUDITOR, PwC



'I work within risk assurance and focus on IT controls assurance. I generally work with a team of control experts to test clients' IT control environments. I focus mainly on clients that run SAP as their main IT system, but the skills are transferable and I occasionally perform work on other systems.'

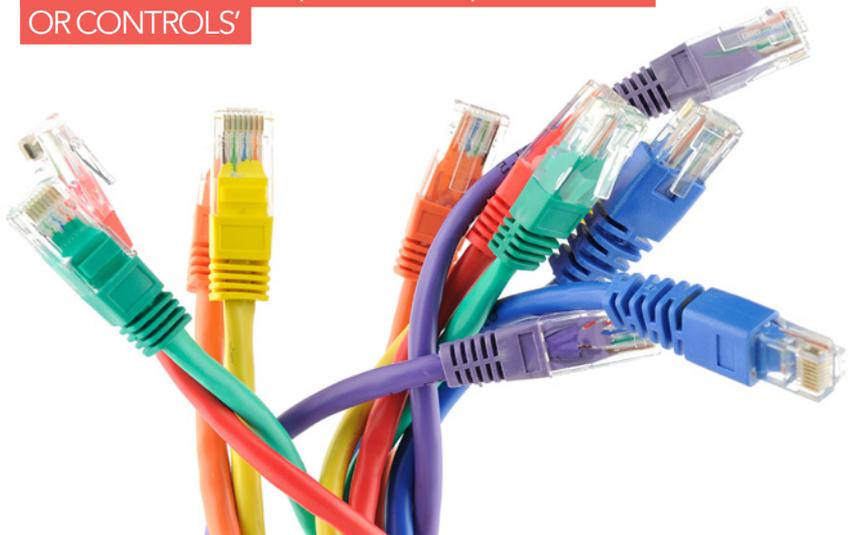
'Carus mainly deals with large SAP clients, typically in the FTSE100, but has carried out some work with smaller businesses. The large clients are multinational, complex companies,

which gives them the need to streamline their IT processes.

'In my experience, clients place a high priority on investing in good technology, whether this be hardware, software, processes or controls. In general I don't think technology has suffered much – for example, the massive increase in sales of tablet devices. In many ways technology has become embedded in our daily lives and work.

'One of the main challenges is that technology and the business environment is always changing, so you find there are constantly opportunities to perform at the next level. It is a great experience and you are constantly learning new skills and it keeps you on your toes! For my clients, I think the main challenge is embedding standards and procedures worldwide. There needs to be a common experience across a company, but this can be a challenge on such a large scale.'

'IN MY EXPERIENCE, CLIENTS PLACE A HIGH PRIORITY ON INVESTING IN GOOD TECHNOLOGY, WHETHER THIS BE HARDWARE, SOFTWARE, PROCESSES OR CONTROLS'



TECHNICAL

40 TECHNICAL ARTICLES

- **CORPORATION TAX** – PAPER FTX (UK)
- **CHANGES TO THE PAPER F5 SYLLABUS (FROM JUNE 2013): WHAT THEY MEAN TO YOU** – PAPER F5
- **CHARGEABLE GAINS** – PAPER F6 (UK)
- **GROUPS** – PAPER F6 (UK)
- **INHERITANCE TAX** – PAPER F6 (UK)
- **OVERSEAS ASPECTS OF CORPORATION TAX** – PAPER F6 (UK)
- **VALUE ADDED TAX** – PAPER F6 (UK)
- **EXAMINER APPROACH TO PAPER P7** – PAPER P7
- **SYLLABUS AND STUDY GUIDE AND EXAM FORMAT UPDATE** – PAPER P7



**ACCESS THE
TECHNICAL
ARTICLE
ARCHIVE ►**

41 EXAMINER FEEDBACK FROM THE DECEMBER 2012 SESSION

.....

Access videos to help support your studies in Papers F4, F5 (four videos), F7, F8, F9 (two videos), P1, P2, P3, P4, P5 and P7. We'll be releasing more videos in the near future



PAPER F4



PAPER F5_4



PAPER F9_2



PAPER P4



PAPER F5_1



PAPER F7



PAPER P1



PAPER P5



PAPER F5_2



PAPER F8



PAPER P2



PAPER P7



PAPER F5_3



PAPER F9_1



PAPER P3

.....

FOR MORE INFORMATION ON THE FOUNDATION LEVEL ►

CORPORATION TAX

RELEVANT TO FOUNDATION LEVEL
PAPER FTX (UK)

This article is written to assist candidates in approaching and succeeding in Question 2 of the Paper FTX (UK) exam. It covers the common areas of corporation tax and highlights the common errors and pitfalls made by those taking the exam.

[ACCESS THE ARTICLE HERE ▶](#)

CHANGES TO THE PAPER F5 SYLLABUS (FROM JUNE 2013): WHAT THEY MEAN TO YOU

RELEVANT TO ACCA QUALIFICATION
PAPER F5

A number of areas have been deleted from the Paper F5 syllabus while other areas have been added to it. The purpose of this article is to remind students taking Paper F5 what the exact changes are by listing them in detail and also to explain how the changes may affect future exams by clarifying the kind of requirements that may be asked.

[ACCESS THE ARTICLE HERE ▶](#)

CHARGEABLE GAINS

RELEVANT TO ACCA QUALIFICATION
PAPER F6 (UK)

This two-part article looks at chargeable gains in either a personal or corporate context. It focuses on shares, reliefs, and the way in which gains made by limited companies are taxed.

[ACCESS PART 1 HERE ▶](#)

[ACCESS PART 2 HERE ▶](#)

GROUPS

RELEVANT TO ACCA QUALIFICATION
PAPER F6 (UK)

It is important that Paper F6 (UK) candidates know the group relationship that must exist for reliefs to be available. Working through the examples in this article will prepare you for group-related questions in the exam.

[ACCESS THE ARTICLE HERE ▶](#)

INHERITANCE TAX

RELEVANT TO ACCA QUALIFICATION
PAPER F6 (UK)

In the Paper F6 (UK) exam, there will always be a minimum of five marks on inheritance tax. This two-part article looks at those aspects of inheritance tax that you need to know. Part 1 explains the scope of inheritance tax, while part 2 covers those aspects of inheritance tax that you will need to know, such as tax liability on lifetime transfers and death estates, and inheritance tax payments.

[ACCESS PART 1 HERE ▶](#)

[ACCESS PART 2 HERE ▶](#)

OVERSEAS ASPECTS OF CORPORATION TAX

RELEVANT TO ACCA QUALIFICATION
PAPER F6 (UK)

Overseas aspects of corporation tax may be examined as part of Question 2, or in Questions 4 or 5. The main principles are fairly straightforward as long as you understand them.

[ACCESS THE ARTICLE HERE ▶](#)

VALUE ADDED TAX

RELEVANT TO ACCA QUALIFICATION
PAPER F6 (UK)

In the first article of two, we look at how VAT will be examined in Paper F6 (UK). Among the areas discussed in the article are VAT registration and deregistration, and output and input VAT. Part 2 goes on to consider VAT returns, VAT invoices, penalties, overseas aspects of VAT, and special VAT schemes.

[ACCESS PART 1 HERE ▶](#)

[ACCESS PART 2 HERE ▶](#)

EXAMINER APPROACH TO PAPER P7

RELEVANT TO ACCA QUALIFICATION
PAPER P7

This updated examiner approach article looks at the syllabus and paper format changes that have occurred in the last few years. It should be read in conjunction with

the Paper 7 *Syllabus and Study Guide*, and with other recent articles prepared by the examining team.

[ACCESS THE ARTICLE HERE ►](#)

SYLLABUS AND STUDY GUIDE AND EXAM FORMAT UPDATE

RELEVANT TO ACCA QUALIFICATION
PAPER P7

This article explains the changes affecting Paper P7 from June 2013 and candidates are encouraged to familiarise themselves with the content of this article while preparing for exams in June 2013 and subsequent sittings.

[ACCESS THE ARTICLE HERE ►](#)

IMPORTANT INFORMATION ABOUT TECHNICAL

The purpose of a technical article is to do one of the following:

- ▣ Elaborate on a technical area in which students perform badly in the exam
- ▣ Give extra information about areas that are newer to the syllabus, which may therefore have less coverage than more traditional areas
- ▣ Provide guidance on a specific topic



EXAMINER FEEDBACK

REPORTS FROM EXAMINERS ON THE OVERALL PERFORMANCE OF
CANDIDATES IN DECEMBER 2012

FOUNDATION LEVEL PAPERS

[PAPER FA1 ►](#) [PAPER FMA ►](#)

[PAPER MA1 ►](#) [PAPER FFA ►](#)

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[PAPER MA2 ►](#) [PAPER FFM ►](#)

[PAPER FAB ►](#) [PAPER FTX ►](#)



ACCA QUALIFICATION PAPERS

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[PAPER F3 ►](#) [PAPER F7 ►](#) [PAPER P2 ►](#) [PAPER P6 ►](#)

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RESOURCES

ALL YOU NEED TO KNOW

From exam entry to recording practical experience, the following pages contain essential information for your journey to membership

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FEES

ANNUAL SUBSCRIPTION – 2013

All students eligible to attempt the June 2013 exams* will be liable for payment of the 2013 annual subscription fee. Please note that this is a separate fee to the initial registration/re-registration fee.

* Students registering/re-registering between November 2012 and 8 May 2013, who are eligible to attempt the June 2013 exam session, will be invoiced for their 2013 annual subscription in May 2013.

The payment enables ACCA to provide you with services and support to assist you with your studies and training as you work towards gaining your qualification. Students who fail to pay fees when due (including exam/exemption fees) will have their names removed from the ACCA register.

The following fees and subscriptions apply:

Initial registration	£79
Re-registration	*£79
Annual subscription	£79
*plus unpaid fee(s)	

EXAM FEES FOR JUNE 2013 (PER EXAM)

FOUNDATION LEVEL QUALIFICATIONS

Papers FA1, MA1, FA2 and MA2

Early (8 March 2013)	£42
Standard (8 April 2013)	£49
Late (8 May 2013)	£195

Papers FAB, FMA, FFA, FTX, FAU and FFM

Early	£62
Standard	£71
Late	£217

FUNDAMENTAL LEVEL SKILLS MODULE EXAMS

Papers F4, F5, F6, F7, F8 and F9

Early	£77
Standard	£89
Late	£235

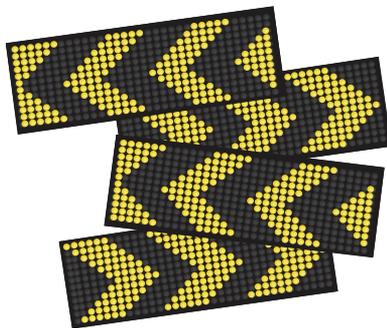
PROFESSIONAL LEVEL EXAMS

Papers P1, P2 and P3 (and any two from Papers P4, P5, P6 and P7)

Early	£91
Standard	£103
Late	£251

RULES AND REGULATIONS

ACCA's disciplinary procedures cover matters such as professional misconduct, misconduct in exams and breaches of regulations which include any actions likely to bring discredit to you, ACCA, or the accountancy profession.



READ THE ACCA RULEBOOK ONLINE ►

PRACTICAL EXPERIENCE

My Experience is ACCA's tool for recording your practical experience. Its launch followed a consultation with trainees globally, the aim of which was to improve the process of recording practical experience and, therefore, make the journey to membership easier.

FIND OUT MORE ►

COMPUTER-BASED EXAMS

Computer-based exams (CBEs) are available for the first seven of the Foundation level exams – Papers FA1, MA1, FA2, MA2, FAB, FMA and FFA (but not the specialist papers) – as well as for the Knowledge module exams (Papers F1, F2 and F3) of the ACCA Qualification.

Sitting CBEs provides the following benefits:

- ▣ **Flexibility** – You are not restricted to June and December paper-based exam sessions as you can sit CBEs at any time of year. CBEs also offer flexibility for re-sits, which you can take at any time. There is no restriction on the number of times you can resit the exams by CBE.
- ▣ **Instant results** – Your result is displayed on the computer screen at the end of the exam.
- ▣ **Results** – Your results are uploaded by the licensed centre and will be transferred to your ACCA account within 72 hours.



FIND OUT MORE ►

EXAM EXEMPTIONS

If you already have some qualifications, you may not have to take all of the exams in the ACCA Qualification or Foundation level awards. These are called exemptions and mean that you will start your studies at the right level



SHOULD I CLAIM? ►

HOW DO I CLAIM? ►

EXAM ENTRY INFORMATION

ACCA's exam entry process offers you flexibility and can save you money. You can now access **myACCA** to:

- ▣ submit an exam entry at any time of the year
- ▣ enter for exams early and save money
- ▣ enter for the next two exam sessions
- ▣ make amendments to existing exam entries up until the standard entry closing date – including changing exam centre, variant papers or entering for exams.





JUNE 2013 EXAM SESSION

The following dates have been confirmed for the next exam session:

JUNE 2013

Week 1 3 to 7 June
Week 2 10 to 12 June

Exams will take place over an eight-day period with one session of exams each day.

The exams will be held concurrently in five different time zones. The base starting times in each of these time zones will be:

- Zone 1 (Caribbean) – 08.00hrs
- Zone 2 (UK) – 10.00hrs
- Zone 3 (Pakistan and South Asia) – 14.00hrs
- Zone 4 (Asia Pacific) – 15.00hrs
- Zone 5 (Australasia) – 17.00hrs.

Local starting times will be set falling out from these base start times for every centre. Details of local start times can be found against each centre on the *Examination Centre List* accompanying your *Examination Entry Form*. Papers F1 to F3 are two-hour exams, and Papers F4 to F9 and P1 to P7 are three-hour exams.

Monday 3 June

- FTX** Foundations in Taxation
- F5** Performance Management
- P7** Advanced Audit and Assurance

Tuesday 4 June

- MA2** Managing Costs and Finance
- FFM** Foundations in Financial Management
- F6** Taxation
- P4** Advanced Financial Management

Wednesday 5 June

- FA2** Maintaining Financial Records
- F7** Financial Reporting

Thursday 6 June

- MA1** Management Information
- F8** Audit and Assurance
- P5** Advanced Performance Management

Friday 7 June

- FAB** Accountant in Business
- F1** Accountant in Business
- F9** Financial Management
- P6** Advanced Taxation

Monday 10 June

- FAU** Foundations in Audit
- F4** Corporate and Business Law
- P3** Business Analysis

Tuesday 11 June

- FFA** Financial Accounting
- F3** Financial Accounting
- P2** Corporate Reporting

Wednesday 12 June

- FA1** Recording Financial Transactions
- FMA** Management Accounting
- F2** Management Accounting
- P1** Governance, Risk and Ethics

EXAMS WILL TAKE PLACE OVER AN EIGHT-DAY PERIOD WITH ONE SESSION OF EXAMS EACH DAY

OXFORD BROOKES BSc (HONS)

ELIGIBILITY

The degree must be completed within 10 years of your initial registration on to ACCA's professional qualification, otherwise your eligibility will be withdrawn.

CHECK YOUR ELIGIBILITY STATUS ►

PROFESSIONAL ETHICS MODULE

In order to qualify for the BSc (Hons) in Applied Accounting, all students must first complete the nine Fundamental exams as well as the online Professional Ethics module.

The Professional Ethics module is accessed via *myACCA*, but you

will only be given access to the module once you are eligible to sit Paper P1. The module does not need to be completed in one go, and you may therefore find yourself re-visiting the module as it takes approximately two to three hours in total to complete. Once you have fully completed it, you are required to write a completion statement, and a certificate will subsequently be sent to you.

By completing this module, you will be gaining a better understanding of ethical issues in accounting, while giving you a chance to reflect on your own behaviours.

ACCESS *myACCA* ►



KEEPING YOU INFORMED

The quickest way for us to send you important information such as changes to exam entry and exam results is by e-communication (such as email or SMS) but we need you to give us your permission – it's the law.

UPDATE YOUR DETAILS AND COMMUNICATION METHOD ►



ACCA STUDENTS GO ONLINE



ACCA ROLLS OUT WEB-BASED SYSTEM FOR EXAM RESULTS AND OTHER STUDENT SERVICES

ACCA has launched a fully online service for registration, exam entry, exam docketts, exam results and certificates to increase processing speed and reliability.

Since 1 August 2012, these services have been available exclusively online – and are no longer issued as paper documents – in China, South Africa, Russia, Romania, Poland, Czech Republic, Slovakia, Malta, Oman and the United Arab Emirates. These countries have now joined Hong Kong, Singapore, Malaysia, Australia, New Zealand, the UK, Ireland and the Ukraine, all of which converted to paperless status in 2011.

Most students are currently interacting with ACCA online and this initiative reflects student demand for, and positive feedback on, our online services.

ACCA has also introduced a service that lets students print out their results via the ACCA student portal, *myACCA*.

Students in all countries can print an official notification of their results via *myACCA*. Paper copies of exam results will not be issued to students in the above listed locations.