



ACCA

***Start your journey***  
*in accounting and finance*

# Think about something you like

**It could be your favourite food. Your favourite gadget. Or your favourite movie.**

Now think about the companies that produce your favourite things. Why do they produce them? Well, they want you to be a happy customer. Because happy customers are good for business. Happy customers make a company money. And money is the main reason why companies exist. Even charities and not-for-profit companies need to make sure they use their funds in the most efficient way. And every single organisation, big or small, local or global, is in business to make money. Or save money. Or advise other businesses how to make and save money.

All have one thing in common. They need professionals who understand finance. Who can play a fundamental role in running the business. Who can help make the business a success.

There you have it. You're thinking about a career in accountancy.

A career in accountancy is a great choice and can offer you excellent job prospects. You could work your way right to the very top of an organisation with the right professional accountancy qualification. And because accountants play a central function in any business, accountancy can offer you prestige and responsibility.

There's a lot to think about and consider. You may already know you want to become a professional accountant and the type of work you want to do. You just need to decide which accountancy qualification to complete. Or you may still be undecided and want to keep your options open in terms of where you work and what type of accounting role you choose.

Whatever stage you are at in your career planning, ACCA can help. We have a range of qualifications, relevant to all business sectors, to help you reach your career destination.



# Think about ACCA

## Here are just some of the reasons why you should choose ACCA as your route to a career in accountancy and finance.

Studying for our qualifications will provide you with skills and knowledge relevant to any business, which means you are free to choose which type of accountancy role and organisation you want to work for.

ACCA is known as the global body for professional accountants and our qualifications are available around the world. It means you can study and work wherever you wish your career path to take you.

People already working in the accountancy and finance profession know and respect our organisation and the qualifications we offer. By association, it means you will be in demand. Employers will recognise and respect your qualifications and know you have the right skills needed to get the job done.

We've been around for a long time – over 100 years. It means people in business know about us for all the right reasons. We have a proven reputation for quality and excellence. Our qualifications remain globally relevant. Which is why employers recruit individuals who have our qualifications and why we have so many students and members. We currently have 147,000 members and 424,000 students in over 170 countries.

We have a network of 83 offices around the world to offer you support while you complete your qualification.

## Are you starting out in accounting and finance or already working in finance but have no formal qualifications? Then you can choose to take any or all of our following entry-level qualifications, referred to as Foundations in Accountancy:

Introductory Certificate in Financial and Management Accounting	6
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Diploma in Accounting and Business	8
Certified Accounting Technician (CAT) Qualification	10

## Are you a school leaver with university entry-level qualifications or a graduate? Then you meet the entry requirements to start your studies on the ACCA Qualification. You can achieve qualifications on the way to becoming an ACCA member.

The ACCA Qualification	12
Diploma in Accounting and Business	8
Advanced Diploma in Accounting and Business	19
BSc (Hons) degree in Applied Accounting	20

▼ **ENTRY LEVEL 1**

MATHS AND ENGLISH SELF-CHECK MODULES (optional)

FOUNDATIONS IN PROFESSIONALISM MODULE

+ 2 exams

= INTRODUCTORY  
CERTIFICATE IN  
FINANCIAL AND  
MANAGEMENT  
ACCOUNTING

+ 2 exams

= INTERMEDIATE  
CERTIFICATE IN  
FINANCIAL AND  
MANAGEMENT  
ACCOUNTING

+ 3 exams

= DIPLOMA IN  
ACCOUNTING  
AND BUSINESS

Foundations in Accountancy

▼ **ENTRY LEVEL 2**

+ PROFESSIONAL  
ETHICS MODULE

+ 6 exams

= ADVANCED DIPLOMA  
IN ACCOUNTING  
AND BUSINESS

▼ **ENTRY LEVEL 3**

+ PER INCLUDING 36 MONTHS'  
WORK EXPERIENCE\*

+ 5 exams

= ACCA member

ACCA Qualification

**ENTRY LEVEL 1**

No prior qualifications required.

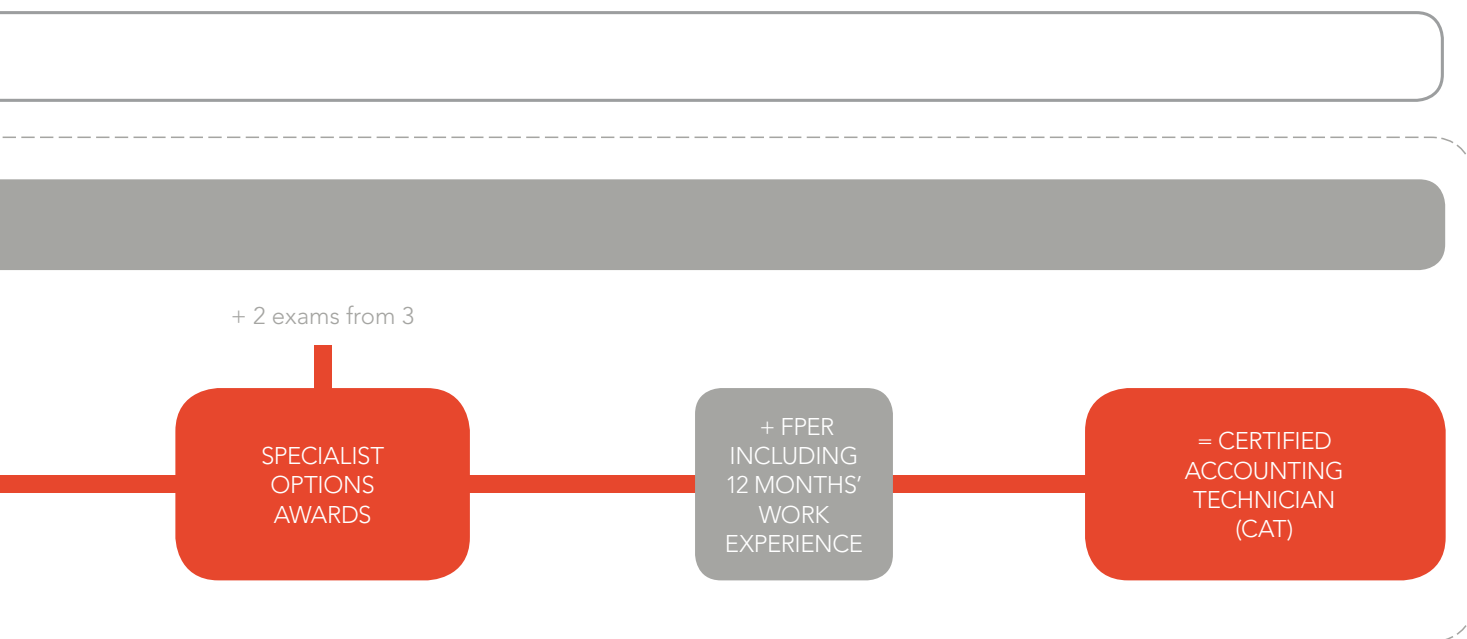
**ENTRY LEVEL 2**

Technician level entry or equivalent eg CAT.

**ENTRY LEVEL 3**

Graduate entry for accredited degrees from recognised institutions. These graduates will also need to complete the Professional Ethics module.

\*Relevant practical experience can be gained before, during or after exams.



What qualifications you have now will determine at which point you start your journey with us. But it's up to you to decide how far you wish to progress your career in accountancy. Of course we hope you go all the way and become a professional accountant and an ACCA member.

There are lots of qualifications you can pick up along the way to measure your success and keep you motivated. And all of our qualifications can be studied as single qualifications too.

So it really is up to you to decide how far you wish to progress. All we ask is that you have the ambition and determination to work hard to succeed. We hope the information in this brochure will help you make that decision.

Enjoy your  
journey

BSc from Oxford Brookes University

MBA from Oxford Brookes University

## Introductory Certificate in Financial and Management Accounting

### IS THIS SUITABLE FOR ME?

This certificate is suitable for anyone looking to do an introductory qualification in accounting and finance, including school leavers or those already working in accounts-support roles.

### DO I NEED ANY QUALIFICATIONS TO START?

No previous academic qualifications are required to study for this qualification.

### HOW DIFFICULT IS IT?

It is broadly equivalent to GCSE level.

### WHAT KIND OF WORK COULD I DO WITH THIS QUALIFICATION?

You could work in a variety of accounts-support roles including:

- junior accounts clerk/junior bookkeeper role in an SME
- a range of junior accounting administration roles within an accounting department of a larger organisation or financial shared service centre.

### WHAT'S INVOLVED?

To achieve the Introductory Certificate in Financial and Management Accounting you will need to register as a student for Foundations in Accountancy and complete:

- two exams: FA1, Recording Financial Transactions and MA1, Management Information
- a professionalism and ethics module called Foundations in Professionalism.

### HOW LONG WILL IT TAKE TO COMPLETE?

It's up to you as there is no time limit. You can sit the exams on demand as computer-based exams, or paper-based exams in June and December, at one of our 380 exam centres around the world. You can complete Foundations in Professionalism before or after the exams. So you could complete this certificate in six months or even less.

### CAN I MISS OUT SOME EXAMS IF I HAVE RELEVANT QUALIFICATIONS?

Yes. Please visit our website to check what exemptions you may claim based on your previous qualifications.

### CAN I GO ON TO DO OTHER ACCA QUALIFICATIONS?

We hope you will continue to study with ACCA and progress to the next level. You can go on to complete the Intermediate Certificate in Financial and Management Accounting or the Diploma in Accounting and Business.



## Intermediate Certificate in Financial and Management Accounting

### IS THIS SUITABLE FOR ME?

This certificate is suitable for anyone looking to do an introductory qualification in accounting and finance, including school leavers or those already working in accounts-support roles.

### DO I NEED ANY QUALIFICATIONS TO START?

No previous academic qualifications are required to study for this qualification. However, you may wish to complete ACCA's Introductory Certificate in Financial and Management Accounting before attempting the Intermediate certificate.

### HOW DIFFICULT IS IT?

It is broadly equivalent to A level standard.

### WHAT KIND OF WORK COULD I DO WITH THIS QUALIFICATION?

You could work in a variety of roles including:

- a bookkeeping or cost clerk role in a small to medium size organisation
- a range of accounting administration roles within an accounting department of a larger organisation or financial shared service centre.

### WHAT'S INVOLVED?

To achieve the Intermediate Certificate in Financial and Management Accounting you will need to register as a student for Foundations in Accountancy and complete:

- two exams: FA2, Maintaining Financial Records; and MA2, Managing Costs and Finance
- a professionalism and ethics module called Foundations in Professionalism.

Please note, if you have already completed Foundations in Professionalism, to achieve the Introductory Certificate in Financial and Management Accounting, you don't have to complete it again.

### HOW LONG WILL IT TAKE TO COMPLETE?

It's up to you as there is no time limit. You can sit the exams on demand as computer-based exams, or paper-based exams in June and December, at one of our 380 exam centres around the world. You can complete Foundations in Professionalism before or after the exams. So you could complete this certificate in six months or even less.

### CAN I MISS OUT SOME EXAMS IF I HAVE RELEVANT QUALIFICATIONS?

Yes. Please visit our website to check what exemptions you may claim based on your previous qualifications.

### CAN I GO ON TO DO OTHER ACCA QUALIFICATIONS?

We hope you will continue to study with ACCA and progress to the next level. You can go on to complete the Diploma in Accounting and Business.

## Diploma in Accounting and Business

### IS THIS SUITABLE FOR ME?

This Diploma is suitable for anyone looking to do an introductory qualification in accounting and finance, including school leavers or those already working in accounts-support roles.

### DO I NEED ANY QUALIFICATIONS TO START?

It depends. There are two ways you can achieve this qualification. If you don't have any previous academic qualifications you can complete the Diploma, but you will need to register as a student for Foundations in Accountancy.

However, you may wish to complete ACCA's Introductory Certificate and/or the Intermediate Certificate in Financial and Management Accounting before attempting the Diploma.

If you have a minimum of three GCSEs and two A levels in five separate subjects, including maths and English, you can register for the ACCA Qualification and complete the Diploma on the way to achieving the ACCA Qualification.

### HOW DIFFICULT IS IT?

It is broadly equivalent to the first year of a degree programme/HND.

### WHAT KIND OF WORK COULD I DO WITH THIS QUALIFICATION?

You could work in the following type of roles:

- basic bookkeeping
- trainee accountant in a commercial organisation or accounting practice
- accounts clerk in public sector.

### WHAT'S INVOLVED?

You can achieve the Diploma in Accounting and Business in one of two ways, depending on what qualifications you have before you register with ACCA.

#### Route 1

If you do not have any formal qualifications, or you have completed the Introductory and/or Intermediate Certificate in Financial and Management Accounting you will need to complete:

- three exams: FAB, Accountant in Business; FMA, Management Accounting; and FFA, Financial Accounting
- a professionalism and ethics module called Foundations in Professionalism.

Please note, if you have already completed Foundations in Professionalism to gain either the Introductory and/or Intermediate Certificate in Financial and Management Accounting, you don't have to complete the module again.

#### Route 2

If you have qualifications to meet the minimum entry requirements to start the ACCA Qualification, you can achieve the Diploma on the way to achieving the ACCA Qualification. You will need to register as a student on the ACCA Qualification and complete:

- the first three exams of the ACCA Qualification. These are: F1, Accountant in Business; F2, Management Accounting; and F3, Financial Accounting
- a professionalism and ethics module called Foundations in Professionalism.

### HOW LONG WILL IT TAKE TO COMPLETE?

It's up to you but please note there is a 10-year time limit to complete the exams when achieving the ACCA Qualification. You can sit the exams on demand as computer-based exams, or paper-based exams in June and December, at one of our 380 exam centres around the world. You can complete Foundations in Professionalism before or after the exams. So you could complete this Diploma in 6–12 months.

### CAN I MISS OUT SOME EXAMS IF I HAVE RELEVANT QUALIFICATIONS?

Yes. Please visit our website to check what exemptions you may claim based on your previous qualifications.

### CAN I GO ON TO DO OTHER ACCA QUALIFICATIONS?

We hope you will continue to study with ACCA and progress your career to the next level. If you complete the Diploma via the Foundations in Accountancy route, you can either continue your studies with the Certified Accounting Technician (CAT) Qualification and gain our technician-level qualification. Alternatively, you can continue your studies to become a professional accountant. Having completed the Diploma, you can transfer to the ACCA Qualification, miss out exams F1, F2 and F3 and continue your studies from F4 onwards. If you registered on the ACCA Qualification to take the Diploma, you can continue with the ACCA Qualification from F4 onwards.



## Foundations in Professionalism

**At ACCA we believe accountants who are good – ie are professional and ethical – make good accountants. As a professional accountancy body, it is important to ACCA to ensure all our students – irrespective of which qualification they are studying for and to which level they wish to take their career – understand what it means to work and act professionally and ethically in the workplace.**

So if you become one of our students and study for any of our entry-level qualifications within Foundations in Accountancy, you are required to complete Foundations in Professionalism. This is an online, interactive module, designed to help you develop your understanding of what it means to act professionally and ethically in the work you carry out.

You can complete Foundations in Professionalism before or after completing the exam component of the qualification you are aiming to achieve and you only need to successfully complete the module once, even if you decide to complete one or more of our qualifications.

There is no set time allocated to completing Foundations in Professionalism. We encourage you to complete the module at your own pace to allow you to reflect on what you have learnt.



## Certified Accounting Technician (CAT) Qualification

### IS THIS SUITABLE FOR ME?

The CAT Qualification is suitable for anyone looking to gain a solid foundation of knowledge in finance and accounting. It will provide you with all the technical skills and knowledge you need to perform an accounts-support role and work at a technician level.

### DO I NEED ANY QUALIFICATIONS TO START?

No previous academic qualifications are required to study for the CAT Qualification.

### HOW DIFFICULT IS IT?

It is broadly equivalent to the first year of a degree programme/HND.

### WHAT KIND OF WORK COULD I DO WITH THIS QUALIFICATION?

You could work in the following type of roles:

- a wide ranging and responsible accounting role in a small to medium size organisation
- a financial reporting and/or financial decision-support role, possibly in a supervisory role, within an accounting department of a larger organisation
- a financial supervisory or management role in accounts payables and/or receivables, or a financial role in fixed asset accounting or in financial shared service centres
- an accounting technician role in a commercial organisation.

### WHAT'S INVOLVED?

To achieve the CAT Qualification you will need to register as a student for Foundations in Accountancy and complete nine exams:

- FA1 Recording Financial Transactions
- MA1 Management Information
- FA2 Maintaining Financial Records
- MA2 Managing Costs and Finance
- FAB Accountant in Business
- FMA Management Accounting
- FFA Financial Accounting

plus two of the following:

- FTX Foundations in Taxation
- FFM Foundations in Financial Management
- FAU Foundations in Audit

You will need to complete a professionalism and ethics module called Foundations in Professionalism.

You will also need one year's relevant practical experience, in any accounting environment, to demonstrate you can apply the knowledge you have gained from the exams to the working environment. Experience can be completed before, at the same time or after completing the exams.

You will be awarded certificates and a diploma along the way as you complete the exams. This is a great way to demonstrate to employers your level of knowledge and capabilities and helps motivate you to keep studying. You'll be awarded the Introductory Certificate in Financial and Management Accounting when you have completed exams FA1 and MA1; the Intermediate Certificate in Financial and Management Accounting when you have completed exams FA2 and MA2; and the Diploma in Accounting and Business when you have completed exams FAB, FMA and FFA. To achieve these awards you must also complete Foundations in Professionalism, but you only need to complete it once.

### Foundation Certificates in Taxation, Financial Management and Audit

It is possible to complete the options exams as individual exams and, if you complete the professional and ethics module Foundations in Professionalism, you will be awarded a certificate in that subject area. Perfect if you are working – or wanting to work – in tax, financial management or audit and want to validate your knowledge and skills.

### HOW LONG WILL IT TAKE TO COMPLETE?

It's up to you as there is no time limit. You can sit most of the exams (not the options) on demand as computer-based exams, or paper-based exams in June and December, at one of our 380 exam centres around the world. You can complete Foundations in Professionalism before or after the exams. The practical experience can be completed before, at the same time or after the exams. So you could complete the CAT Qualification in one or two years.

### CAN I MISS OUT SOME EXAMS IF I HAVE RELEVANT QUALIFICATIONS?

Yes. Please visit our website to check what exemptions you may claim based on your previous qualifications.

Also, you can use any relevant practical experience you have to claim exemption from exams FA1, MA1, FA2 and MA2.

### CAN I GO ON TO DO OTHER ACCA QUALIFICATIONS?

We hope you will continue to study with ACCA and progress your career to the next level. After completing your CAT Qualification, you can continue your studies with the ACCA Qualification and work towards becoming a qualified chartered certified accountant. You will be able to claim exemption from three exams of the ACCA Qualification (F1, F2 and F3) and start your studies from F4 onwards. The one year's experience you have completed to gain the CAT Qualification can count towards the three years of practical experience needed to achieve the ACCA Qualification. You've made a great start towards achieving the ACCA Qualification, so why not continue the journey and become a professionally qualified accountant and an ACCA member?

## Firm foundations

It's Chris Tang's ambition to be a chief credit analyst or portfolio manager in his bank and he is already well on his way to achieving it. 'I started my CAT Qualification studies while I was doing a four-year honours programme at what is now known as Hong Kong Shue Yan University,' explains Chris. 'Just over four years later not only had I attained the CAT Qualification but I'd also successfully completed the ACCA Qualification and got a degree from a prestigious UK university – all with ACCA.'

Embarking on his studies, Chris's aim was to take at least two exams every six months. 'Sometimes I managed to complete four papers in a six-month period – which was great progress – especially as I chose self-study,' says Chris. But he decided to maximise his chances of passing his ACCA Qualification exams by attending an ACCA Approved Learning Partner. 'I was one of the first students to complete the CAT Qualification back in 2000,' Chris says proudly. 'The skills I acquired helped me to rapidly advance my career from a support role into management.'

Chris is now a credit analyst at China Construction Bank and before that he worked for another listed bank for eight years. 'As well as my role at China Construction Bank I am also a senior lecturer for students taking ACCA Qualification exams,' explain Chris. 'I'm proud to have taught students who have been awarded prizes from ACCA for achieving top marks.'

'The job prospects for accounting professionals are bright,' says Chris. 'CAT and ACCA are recognised worldwide and are regarded as premium business qualifications. They cover the essential skills needed to understand the financial activities and performance of a company and allow students to make sense of different aspects of business so they can prepare themselves to take up further challenges in the future.'

**TO MAXIMISE VALUE FROM MY OPPORTUNITIES WITH ACCA I TOOK MY CAT STUDIES TO THE NEXT LEVEL AND COMPLETED THE ACCA QUALIFICATION AND THE BSC DEGREE.**



### FAST FACTS

Name	<b>CHRIS TANG</b>
Job title	<b>CREDIT ANALYST</b>
Employer	<b>CHINA CONSTRUCTION BANK</b>
Studies	Chris completed his CAT exams in 2000 and achieved his ACCA Qualification in 2005. Through his studies he also achieved a degree – graduating with a BSc in Applied Accounting from Oxford Brookes University and Master of Finance from Curtin University of Technology, Australia
Career at a glance	Eight years at a listed bank in Hong Kong, including six years in a management role and joined China Construction Bank in 2010
Hobbies	Going to the movies, spending time with family and friends, and travelling

## The ACCA Qualification

### IS THIS SUITABLE FOR ME?

You should choose this qualification if you want to become a professional accountant and have the choice of working in any type of accountancy sector, either in your own country or other countries around the world.

### DO I NEED ANY QUALIFICATIONS TO START?

Yes. You need a minimum of three GCSEs and two A levels, in five separate subjects, including maths and English, or equivalent qualifications.

If you don't have these minimum qualifications, you should register for Foundations in Accountancy and study for one, or all, of our entry-level qualifications. You can study for the ACCA Qualification after you have completed the Diploma in Accounting and Business, but you may wish to complete the Introductory and Intermediate Certificates in Financial and Management Accounting first. Please refer to these sections in this booklet for more information.

### HOW DIFFICULT IS IT?

Professional exams are hard work, so only those with the determination to succeed should apply. The Fundamentals level (the first nine papers) is equivalent to degree level and the Professional level is equivalent to a master's degree.

### WHAT KIND OF WORK COULD I DO WITH THIS QUALIFICATION?

As a qualified chartered certified accountant you could work in any sector, in any type and size of organisation. For example, with the ACCA Qualification you can specialise in one area of accountancy, eg audit or tax, with a small firm of accountants or one of the big accountancy firms. Or you may wish to work in a consultancy role, provide financial information and advice, or manage the finances of a large multinational company.

### HOW LONG WILL IT TAKE TO COMPLETE?

It depends on what qualifications you have before you register with us. The quickest way to qualify is to work and study at the same time. If you do, you could qualify in three or four years. Studying for the ACCA Qualification is very flexible and you can progress at your own pace. ACCA has a ten year time limit, from the date of registration, for you to complete the exam component.

### CAN I MISS OUT SOME EXAMS IF I HAVE RELEVANT QUALIFICATIONS?

Yes. For example, if you have a relevant degree from an accredited institution, you may be exempt from our first nine exams, leaving you only five exams to complete. Please visit our website to check what exemptions you may claim based on your previous qualifications.

### DO I JUST NEED TO PASS EXAMS TO BECOME ACCA QUALIFIED?

No. You will also need to complete three years' relevant practical experience and achieve 13 performance objectives. Don't forget, you will also need to complete the Professional Ethics module too.

### CAN I GO ON TO DO OTHER ACCA QUALIFICATIONS?

Yes. As an ACCA member, you will be required to keep your knowledge and skills up to date. We provide lots of learning opportunities for you to do this, including technical resources, articles to read, courses and seminars. We also offer an MBA with Oxford Brookes University for members who wish to achieve a generalist business qualification.

### WHAT'S INVOLVED?

To achieve the ACCA Qualification you will need to complete exams, an ethics module and practical experience.

### Exams

You need to complete 14 exams in total. A maximum of nine exams in the Fundamentals level are available for exemption.

#### FUNDAMENTALS LEVEL

##### Knowledge exams

- F1 Accountant in Business
- F2 Management Accounting
- F3\* Financial Accounting

##### Skills exams

- F4\*\* Corporate and Business Law
- F5 Performance Management
- F6\*\* Taxation
- F7\* Financial Reporting
- F8\* Audit and Assurance
- F9 Financial Management

#### PROFESSIONAL LEVEL

- P1 Governance, Risk and Ethics
- P2\* Corporate Reporting
- P3 Business Analysis

##### Two of the following options

- P4 Advanced Financial Management
- P5 Advanced Performance Management
- P6\*\* Advanced Taxation
- P7\* Advanced Audit and Assurance

\* These exams are based on international standards for financial reporting and auditing and have also been adapted for national accountancy practices in Hong Kong, Ireland, Singapore and the UK.

\*\* In some countries, it is possible to take versions of these exams based on local law and tax. We call these variants. Visit our website for more details.

## Ethics

A Professional Ethics module designed to give you exposure to a range of perspectives to develop your ethical knowledge. It's important to ACCA that you know how to behave ethically and professionally. This module should be completed before, at the same time as or soon after completing Paper P1, Governance, Risk and Ethics.

## Experience

You will need to complete three years' relevant practical experience and achieve 13 performance objectives. This will help you to demonstrate to potential employers that you can apply your knowledge to the workplace and are ready for business. You can achieve your work experience before, at the same time as or after completing your exams. Ideally, at the same time is best.

### ESSENTIALS (all nine to be completed)

#### Professionalism, ethics and governance

- 1 Demonstrate the application of professional ethics, values and judgement
- 2 Contribute to the effective governance of an organisation
- 3 Raise awareness of non-financial risk

#### Personal effectiveness

- 4 Manage self
- 5 Communicate effectively
- 6 Use information and communications technology

#### Business management

- 7 Manage ongoing activities in your area of responsibility
- 8 Improve departmental performance
- 9 Manage an assignment

### OPTIONS (any four to be completed)

#### Financial accounting and reporting

- 10 Prepare financial statements for external purposes
- 11 Interpret financial transactions and financial statements

#### Performance measurement and management accounting

- 12 Prepare financial information for management
- 13 Contribute to budget planning and production
- 14 Monitor and control budgets

#### Finance and financial management

- 15 Evaluate potential business/investment opportunities and the required finance options
- 16 Manage cash using active cash management and treasury systems

#### Audit and assurance

- 17 Prepare for and collect evidence for audit
- 18 Evaluate and report on audit

#### Taxation

- 19 Evaluate and compute taxes payable
- 20 Assist with tax planning



## Destination anywhere

'It's a career where both your earning and travel potential are limited only by the opportunities you choose,' says Sarah Pumfrett FCCA. Having left school at 16 to work in a shop, she started her ACCA studies aged 27. Sarah has now seen the world, and has never looked back.

'I left school at 16 and started work the following day in an ironmonger's shop,' says Sarah. 'I sold everything from fine china to maggots! From there, I held a variety of jobs in a number of sectors including engineering, local authority, education, agriculture, and also in charity. At the same time I went to night school to gain some qualifications. I was 27 when I made my big decision. I had two job options – driving an ambulance and training to be a paramedic or taking a role as an internal audit clerk. And the rest, as they say, is history.'

Just over a decade later, Sarah is now a senior internal auditor at Shell, a global group of energy and petrochemicals companies with around 101,000 employees in more than 90 countries. 'Internal audit is more common sense than rocket science,' explains Sarah. 'Essentially, what I do is find out what management wants to achieve, identify what can get in the way, and assess whether or not there are controls in place to allow them to manage, monitor and evaluate their progress towards their goals.'

Sarah started her ACCA studies in 1998. Back then she was employed full-time, simultaneously ran a business part-time, and had six horses to look after. During her studies she attained a couple of promotions and also changed employer, moving from the public to private sector. 'I won't lie, it was tough' admits Sarah. 'It wasn't possible for me to attend regular tuition or intensive study sessions. So I simply bought the approved textbooks and studied as best I could during evenings and weekends.'

'ACCA isn't an easy option. It will take hours of study, experience and hard work. But the dedication will pay dividends as employers recognise the value qualified accountants bring to business. It's a profession with great flexibility, which truly can be fitted in around "life" in terms of work/life balance.'

Sarah attempted four exams each exam session every six months. But towards the end of her studies she focused on one paper at a time. 'There were some papers I found easy and passed first time and there were some that I struggled with,' admits Sarah. 'There was always a dilemma between studying fewer papers and attempting to get a good pass first time, or studying as many as I could and then retaking any that I failed. I decided that, for me, there was more value in qualifying than being a prize-winning student.'

Sarah completed her final exams in 2003. 'Attaining ACCA after all the hard work finally gave my mother the opportunity to "wear a hat" at my graduation. I remember the first time I wrote "ACCA" after my name. I'd been asked to write a reference for somebody and it was a fantastic feeling to add the authority of my designation.'



**FINANCIAL EXPERTISE IS NOT ONLY AN ADVANTAGE FOR ANY MANAGER, BUT A FUNDAMENTAL REQUIREMENT FOR THOSE AT THE TOP OF ANY ORGANISATION.**



## FAST FACTS

Name	<b>SARAH PUMFRETT</b>
Job title	<b>SENIOR INTERNAL AUDITOR</b>
Employer	<b>SHELL</b>
Studies	Joined ACCA in 1998, completed her final exams in February 2003 and achieved membership a month later
Career at a glance	12 years' experience working across Africa, Asia, the Middle East, Europe and the Americas, including assignments in Port Harcourt, Nigeria; Tehran, Iran; Damascus, Syria; and Anchorage, the US
Hobbies	Caring for four horses and two dogs, gardening, reading and listening to music

## WHAT'S INVOLVED?

**SARAH'S WORK FALLS INTO THREE BROAD PHASES****Preparation**

Finding out about the business.

**Fieldwork**

Interviewing, reviewing evidence of risk management controls, documenting results.

**Wrap**

Concluding on the effectiveness of risk management controls, performing root cause analysis on control gaps and failures, agreeing actions to address the deficiencies with management, and issuing the report.

Her work covers 'upstream' – getting the oil/gas out of the ground and through to a point for processing, 'midstream' – initial processing (such as liquefying natural gas), 'downstream' – turning the condensate into chemicals, lubricants and by-products at the refineries, through to sales on the garage forecourt.

## Thinking big

Having enjoyed working for a Big Four firm in Barbados, Canada and the Bahamas – across a broad range of industries – it is little wonder that Chris Brome FCCA, a senior manager at KPMG, can't think of anything else he'd rather do.

'I really enjoy travelling and exploring new places,' says Chris. 'I love to experience new cultures and people, and fortunately my current job has afforded me travel to a number of places across Europe, North America and the Caribbean.'

Originally from Barbados, Chris studied for a degree in computer science and accounting from the University of the West Indies. 'I chose subjects in my degree that closely followed the ACCA syllabus so that when I registered with ACCA my degree studies would be recognised and I could gain maximum exemptions. As a result, I only had to sit seven exams with ACCA.'

'I joined KPMG Barbados in 1998 and started my ACCA studies. I found that a combination of self-study, group study and revision classes worked best for me.' Chris completed his final exams two years later and achieved membership the following year. 'As I was working while I was studying I was able to put my studies into context. This meant my work helped me understand the theory and I found that I could immediately put into practice what I was learning in my studies. It also helped that I was earning while I was learning.'

Chris's decision to study ACCA still required careful thought: 'Be aware of the uncertainty, but inspired by the possibility,' is his advice. 'As you consider whether or not to pursue an ACCA qualification there may be tremendous doubt in your mind about registering and whether or not you will pass the exams. But if you look past that, you can be really inspired by the possibilities that are almost immediately created.'

Chris's achievements, including being top Barbados student in two subjects, were recognised at work through remuneration and promotion. It also enhanced his ability to manage relationships with clients.

'I was invited to travel to Toronto in 2002 where I started to work in the financial advisory services area. By 2003 I was an assistant manager. But I continued to have a keen interest in corporate finance. And I maintained contact with colleagues in the Caribbean.' In 2004, Chris returned to Barbados. Two years later he was promoted to manager and was working on transactions up to US\$370m, for which he enjoyed a secondment to the Bahamas.

He is now a senior manager at KPMG in Barbados in the corporate finance area and has experience of working across a number of industries. 'What I most enjoy is that no two days are the same. I get satisfaction from seeing a completed assignment in the form of a report, and from that report your client taking action based on what you've advised. It's also about working with a good team of individuals on a project.'

'Working in a Big Four firm like KPMG provides variety – both in terms of the people and companies that you get to work with – and you can expect to enjoy upward, global and cross-functional mobility. I can't think of anywhere else I'd rather be. And there's one thing my job will never be – dull.'



**IF YOU WANT A CHALLENGING AND REWARDING CAREER IT'S ESSENTIAL THAT YOU GET QUALIFIED. AT THE END OF THE DAY, WHEN YOU STEP INTO A BOARDROOM, YOU WANT TO ADD VALUE AND SPEAK WITH AUTHORITY.**





## FAST FACTS

Name	<b>CHRIS BROME</b>
Job title	<b>SENIOR MANAGER – ADVISORY</b>
Employer	<b>KPMG BARBADOS</b>
Studies	Joined ACCA in 1998, completed his final exams in December 2000 and achieved membership in 2001
Career at a glance	12 years' experience working mainly in financial advisory services in Barbados, the Bahamas and Canada in offshore banking, insurance, telecommunications, retail, hospitality, tourism and leisure, oil and gas, government and not-for-profit organisations
Hobbies	'Liming' (hanging out) with friends and playing the piano

## WHAT'S INVOLVED?

**IN PRACTICE**

Chris was part of an international team performing an evaluation of the operations for the privatisation and development of an airport.

He managed a team of regional resources that performed financial due diligence for a multimillion-dollar transaction which involved reviewing the operations of a hotel and development costs for a number of villas in St Lucia.

Chris led a team of professionals that performed bid defence services for a client involved in a hostile takeover situation.

## Collect qualifications along the way

As you study and train for the ACCA Qualification, there are lots of qualifications you can achieve along the way as you progress towards ACCA membership. This is a great way to demonstrate to employers the knowledge and skills you have acquired and helps keep you on track and motivated.

On your way to ACCA membership you can achieve:

- a Diploma in Accounting and Business (see page 8)
- an Advanced Diploma in Accounting and Business
- a BSc (Hons) degree in Applied Accounting from Oxford Brookes University (see page 20).

## Advanced Diploma in Accounting and Business

### IS THIS SUITABLE FOR ME?

If you decide to complete the ACCA Qualification, you can achieve the Advanced Diploma in Accounting and Business on your way to completing the ACCA Qualification.

### DO I NEED ANY QUALIFICATIONS TO START?

You need the minimum entry requirements to start the ACCA Qualification, which is three GCSEs and two A levels in five separate subjects, including maths and English. Or you could complete ACCA's Diploma in Accounting and Business first – via the Foundations in Accountancy route – and then go on to complete the Advanced Diploma. If you choose this route you can miss out exams F1, F2 and F3.

### HOW DIFFICULT IS IT?

It is broadly equivalent to an undergraduate degree programme.

### WHAT KIND OF WORK COULD I DO WITH THIS QUALIFICATION?

You could work in the following type of roles:

- a wide ranging and responsible accounting role in a small to medium size organisation
- a financial reporting and/or financial decision-support role, possibly in a supervisory role, within an accounting department of a larger organisation
- a financial supervisory or management role in accounts payables and/or receivables, or a financial role in fixed asset accounting or in financial shared service centres
- an accounting technician role in a commercial organisation.

### WHAT'S INVOLVED?

You will need to register to complete the ACCA Qualification.

When you have completed the Fundamentals level exams (F1-F9) and also the Professional Ethics module, you will be awarded the Advanced Diploma in Accounting and Business. You can progress to the Professional level to continue your ACCA Qualification.

### HOW LONG WILL IT TAKE TO COMPLETE?

It's up to you, but please note there is a 10-year time limit to complete the exams when gaining the ACCA Qualification. You can sit the exams in June and December at one of our 380 exam centres around the world. You can complete the Professional Ethics module before or after you complete Paper P1, Governance, Risk and Ethics to be awarded the Advanced Diploma.

### CAN I MISS OUT SOME EXAMS IF I HAVE RELEVANT QUALIFICATIONS?

Yes. Please visit our website to check what exemptions you may claim based on your previous qualifications. However, please note you will have to complete at least two of the Fundamentals level exams and the ethics module to be awarded the Advanced Diploma in Accounting and Business.

### CAN I GO ON TO DO OTHER ACCA QUALIFICATIONS?

Yes. We hope you will continue with your Professional level exams to gain the ACCA Qualification.

## BSc (Hons) degree in Applied Accounting

### IS THIS SUITABLE FOR ME?

You can achieve a BSc (Hons) degree in Applied Accounting, awarded by Oxford Brookes University, while you work towards your ACCA Qualification. Perfect for those of you who haven't got a degree. And even if you are a graduate, you get the opportunity to achieve a degree awarded by a UK university with an excellent reputation. Oxford Brookes University has been voted the best modern university in the *Sunday Times Good University Guide* for 10 years in succession.

### DO I NEED ANY QUALIFICATIONS TO START?

You can complete this qualification as you work towards achieving ACCA membership so you need the minimum entry qualifications to start the ACCA Qualification, which is three GCSEs and two A levels in five separate subjects, including maths and English. Or you could complete ACCA's Diploma in Accounting and Business first – via the Foundations in Accountancy route. If you choose this route you can miss out exams F1, F2 and F3.

### HOW DIFFICULT IS IT?

Although this degree programme is exclusively available to ACCA students, it is awarded by Oxford Brookes University and is the same level as any other UK undergraduate degree programme.

### WHY WOULD I WANT A DEGREE IF I'M WORKING TOWARDS A PROFESSIONAL ACCOUNTANCY QUALIFICATION? ISN'T A PROFESSIONAL QUALIFICATION A HIGHER LEVEL OF QUALIFICATION?

Yes it is and even if you have a relevant accounting degree you would still need to complete a professional accountancy qualification to become a qualified accountant. But if you want to add valuable qualifications to your CV and boost your job prospects you should consider completing this degree. A degree gives you credibility in the workplace. You also develop new skills which are highly valued by employers and can lead to improved job prospects. The combination of a degree and a professional qualification makes you very employable. And the good thing about this degree is that you gain it at the same time as you are studying for your ACCA Qualification. So you get two qualifications without doubling your workload (or the cost of studying).

### WHAT'S INVOLVED?

You don't actually have to go to Oxford Brookes and study for three years to complete this degree. What you have to do is:

- register for the ACCA Qualification
- complete the Fundamentals level exams (F1-F9)
- complete the Professional Ethics module
- submit a Research and Analysis project.

As two of these three steps are required anyway to complete the ACCA Qualification, the only extra work you have to do is complete a business-related Research and Analysis project.

### CAN I GO ON TO DO OTHER ACCA QUALIFICATIONS?

We hope you will continue to study with ACCA and progress your career to the next level. If you have completed the degree you will also be awarded the Advanced Diploma in Accounting and Business (having completed the Professional Ethics module and exams F1-F9) and can progress with the Professional level exams of the ACCA Qualification.

**“ IN TERMS OF THE USUAL TIME AND COSTS INVOLVED IN UNDERTAKING A DEGREE IT'S GREAT VALUE FOR MONEY AND A CLEVER WAY OF GETTING YOUR ACCA STUDIES RECOGNISED BY A UK UNIVERSITY.**

## Degree of confidence

Affan Ali, originally from Pakistan and now living in Singapore, completed the CAT exams, ACCA exams and gained a degree from the UK's leading modern university, all within five years. 'What's best is that I didn't have to repeat any studies,' says Affan. 'I used the CAT Qualification as a fast-track on to the ACCA Qualification, and the ACCA exams I passed contributed towards achieving the BSc degree. It meant I only needed to complete a Research and Analysis Project and the Professional Ethics module to gain a BSc (Hons) degree in Applied Accounting awarded by Oxford Brookes University.'

'Attaining the degree shows employers that you have the key graduate skills of self-reflection and communication,' explains Affan. 'To complete the project I chose to focus on the accounting and business issues within an organisation and explained why a company's financial performance had changed. You need to look into its business environment and identify those actions taken by the company, its competitors and government which led to changes in the overall business performance.'

Affan chose Shell and was awarded a prize for the best project out of the 2,500 ACCA students who submitted their projects at the same session. Judges said his analysis was coherent, accurate, informative logical and intelligent. 'It's my proudest achievement to date,' says Affan.

It took Affan about two months to complete his Research and Analysis Project. 'In terms of the usual time and costs involved in undertaking a degree it's great value for money and a clever way of getting your ACCA studies recognised by a UK university. But more than that, I wouldn't have otherwise had the opportunity to be awarded a degree. And the beauty is that students can gain a degree from Oxford Brookes University from anywhere in the world.'



### FAST FACTS

Name	<b>AFFAN ALI</b>
Job title	<b>AUDIT ASSISTANT</b>
Employer	<b>ROHAN MAH AND PARTNERS, SINGAPORE</b>
Studies	Joined ACCA in 2005 and completed his final exams and gained his BSc in Applied Accounting in December 2008
Career at a glance	14 months' experience working at PwC in Lahore, Pakistan, and has worked at a firm in Singapore for the past nine months
Hobbies	Watching and playing cricket and football

## READY TO APPLY?

So you've now decided which ACCA qualification is right for you and at what level you need to start.

The next thing you need to do is apply to be a student.

You can register at any time of the year. The easiest and quickest way to apply is online. There are lots of extra benefits if you do. You can:

- upload all your supporting documentation, saving time and postage costs
- apply online for any of ACCA's range of qualifications
- plan ahead and enter for your exams at the same time, saving you time and money (there are discounts available for early exam entry – please note this service will be available later in the year)
- claim provisional exemptions so you know at which level you can start your studies, immediately after completing your application
- track your application
- start studying! Your application will only take a short time to process and we will confirm at which level you can progress your studies.

Apply online at [www.accaglobal.com/applynow](http://www.accaglobal.com/applynow)

If you can't apply online, you will need to submit a paper application form. You can obtain a paper application form by contacting your nearest ACCA office or contact *ACCA Connect* – our global customer contact centre. You'll find the details on our website and on the back cover of this brochure.

Please note, if you submit a paper application form you will need to allow plenty of time for your application to be processed so you can, if you wish, sit exams at the next available exam session. We start issuing exam entry forms from mid February and August for exams in June and December. And don't forget to allow extra time for postal delivery services from your home country to the UK. Please visit the ACCA website, contact *ACCA Connect* or your local ACCA office for further information.

You see, it is quicker and easier to register online!

## OUR PARTNERSHIPS WITH NATIONAL ACCOUNTANCY BODIES

In certain countries, ACCA works in partnership with the national accountancy body to allow you to gain membership to both ACCA or CAT and the national body at the same time. We refer to these partnerships as Joint Examination Schemes. It means you only need to sit one set of exams to meet the exam requirement for the ACCA or CAT Qualification and the national body qualification. You will need to register with ACCA and the national accountancy body if you live in a country where we have a Joint Examination Scheme. Please visit our website for further information.





### ARE YOU READY TO STUDY?

Completing our self-check modules in maths and English can help you decide if you are ready to start your studies with ACCA.

The self-check modules are optional to complete, free of charge, and could save you time and money as they provide instant feedback on your levels of ability in maths and English – the language in which ACCA's exams are assessed.

Not only could the modules boost your confidence, but they may also give you the reassurance you need to begin studying with ACCA.

Also available are e-learning modules to improve your maths, as well as information on learning materials offered by other providers to enhance your English language skills. Visit our website to complete the self-check modules and access the learning resources.

### GETTING STARTED

After you have registered with us as a student, you will need to think about how you want to study for the qualification you have chosen. There are lots of different ways to study so you need to decide what study method is right for you.

You can choose to study at a tuition provider, by distance learning or even self study. And you can choose full-time or part-time, depending on how much time you have available.

If you decide face-to-face learning is for you, ACCA has a network of over 440 tuition providers around the world. Some of them are part of ACCA's Approved Learning Partner programme, which means they are checked by ACCA and offer high-quality tuition and support. You can find your nearest Approved Learning Partner on the ACCA website.

### THE RIGHT MATERIALS

However you decide to study, you should make sure you use the most up to date study materials available and preferably from one of ACCA's Approved Learning Partners - content (or ALP-c for short). BPP Learning Media is ACCA's only Platinum Approved Learning Partner - content. You can find BPP's contact details on the back of this brochure. As BPP is ACCA's Platinum Approved Learning Partner - content, its materials are subject to quality assurance by ACCA, including exclusive examiner reviews of study texts and exam question kits.

ACCA also has a number of quality assured Gold Approved Learning Partners - content. The Gold ALP-c providers, as of 1 January 2011, are listed on the back of this brochure. Please visit our website to find the most up-to-date details of ACCA's Approved Learning Partners - content. You will also find details of non-approved learning materials and suggested wider reading which may help support your studies.

### PROVE YOUR ABILITY

If you have chosen to complete the CAT Qualification or the ACCA Qualification, you also need to gain relevant training. It's up to you to decide if you want to work and study at the same time or complete your exams first.

We have a global network of over 8,500 Approved Employers who we work closely with to make sure they provide you with the right type of training and development. But you can gain your training with any employer. They don't have to be approved by ACCA.

It is your responsibility to find an employer to work for but we will give you lots of guidance and support to help you make the right choice. Through our website we will provide you with resources to help you record your relevant training.

### **ANY QUESTIONS?**

Contact ACCA Connect – our global customer services centre – by email or telephone or visit our website for further information.

[students@accaglobal.com](mailto:students@accaglobal.com)

+44 (0)141 582 2000

[www.accaglobal.com](http://www.accaglobal.com)

### **PLATINUM APPROVED LEARNING PARTNER - CONTENT**



LEARNING MEDIA

**BPP Learning Media is ACCA's Platinum  
Approved Learning Partner - content**

[learningmedia@bpp.com](mailto:learningmedia@bpp.com)

+44 (0)845 075 1100

[www.bpp.com/learning-materials.aspx](http://www.bpp.com/learning-materials.aspx)

### **GOLD APPROVED LEARNING PARTNERS – CONTENT**

#### **Get Through Guides**

[enquiry@GetThroughGuides.co.uk](mailto:enquiry@GetThroughGuides.co.uk)

+44 (0)845 257 5729

[www.getthroughguides.co.uk](http://www.getthroughguides.co.uk)

#### **Kaplan**

[publishing@kaplan.co.uk](mailto:publishing@kaplan.co.uk)

+44 (0)1189 890629

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