



guide to services for the public sector 2005

IN THE UK

ACCA is committed to providing the best possible services for finance professionals working in the public sector. We strive to offer ongoing support and assistance by delivering high-quality services that are in tune with your professional needs.

This guide details the growing range of support services currently provided. We hope you will find it a practical and useful tool, and we welcome any feedback and suggestions you may have for future initiatives.

Contents

Raising the profile of ACCA and its members	4
Continuing professional development	6
Members' networks	10
Advisory and information services	13
Publications	15
Career development	16
Facilities	18
Contact details	19

Raising the profile of ACCA and its members

Many ACCA activities can be described as “intangible” services. These include lobbying and working with governments and regulators, maintaining high press visibility, high quality research, submissions to standards’ setters and educational innovation. Many of these activities are about reinforcing standing and reputation. ACCA builds its corporate reputation in order to strengthen the standing and reputation of every one of its members.

COMMENT

ACCA comments on a wide range of business, financial and regulatory issues. ACCA’s policy site – www.accaglobal.com/policy – shows ACCA media comment and responses to consultation documents. In 2004 ACCA appeared in almost 2,500 articles in the global media.

ACCA’s head of public sector technical issues has a regular column in *The Guardian’s* monthly magazine, *Public*. ACCA regularly responds to consultation documents issued by government departments and public sector standard setters. This has included responses to CIPFA and the Local Authorities (Scotland) Accounts Advisory Committee on accounting in local government; the Audit Commissions’ revised Code of Audit; appraising potential PFI projects; and the introduction of payment by results in the NHS.

RESEARCH

Technological developments, globalisation, the knowledge economy... The environment in which we operate continues to evolve and with it the finance function. More than perhaps ever before, it is essential to invest in accounting and business research to extend the evidence and knowledge base that underpins and helps develop the profession.

ACCA is proud to be a leader in this development and has made a firm commitment to initiating and funding research into some of the most important issues facing the accountancy profession globally. As the largest, and fastest-growing global professional accountancy body with an extensive network of over 70 offices and other centres around the world, ACCA is uniquely well placed to do this.

This global perspective, together with a focus on current and practical matters, gives ACCA’s research programme the edge to shape agendas and policy.

ACCA’s research findings are reported frequently in the professional and international press. In addition, details of the ACCA research programme, together with downloadable published reports are available at www.accaglobal.com/research.

In 2004 ACCA issued a research report on accounting for PFI schemes and this year a report will be issued on the costs and benefits of the move to resource accounting and budgeting.

PARTNERSHIPS

ACCA endeavours to forge partnerships to raise its profile.

To assist its members’ career progression ACCA strives to build closer relationships with recruitment consultants, helping to raise awareness of ACCA and the reputation of its members in the marketplace. In the past year, ACCA collaborated with recruitment consultants on a number of initiatives including salary surveys, career development consultations, events and web-based links and feeds.

Increasingly, ACCA works with partners, eg the Healthcare Financial Management Association, NHS Confederation, European Commission and Department of Health to expand the range of services and events available to members in the public sector. As members from a range of organisations are attending these events the potential to network is enhanced. It also means that the ACCA brand appears in front of a new audience.

FINANCE STAFF DEVELOPMENT (FSD) NETWORK

ACCA has developed a good relationship with the NHS FSD Network. ACCA meets regularly with Pamela Dyson, the National Head of FSD. Discussions have focused on the support that can be provided to ACCA students and members working in the NHS. Further discussions are planned, including the possibility of working together on conferences and other activities.

Continuing professional development

Continuing professional development (CPD) is the continuous maintenance, development and enhancement of the professional and personal knowledge and skills which ACCA members require throughout their working lives.

ACCA's approach to CPD aims to ensure that learning and development are relevant to members at all stages of their career. The new CPD scheme *ACCA Realise* has been designed to achieve the following objectives:

- help members identify areas of development which are relevant and support their careers
- assure employers that ACCA members are meeting a global standard of development and approach their work in a responsible and ethical manner
- ensure a transparent and measurable approach to CPD which provides guidance and clarity to members and their employers
- provide a flexible approach, supported by a range of products and services.

Participation in *ACCA Realise* is a requirement for all members, including those who work part-time or are semi-retired, practising certificate holders and those with insolvency licences.

ACCA is adopting a three-phase approach to CPD participation. Phase 1 includes members admitted since 1 January 2001, and all practising certificate or insolvency licence holders. Members in this phase had to start completing CPD from 1 January 2005.

CPD AND FELLOWSHIP

Members will be awarded automatic fellowship after five-years' continuous membership and compliance with *ACCA Realise*.

PROFESSIONAL DEVELOPMENT MATRIX (PDM)

ACCA has developed a unique planning tool – the PDM. Acting as an electronic coach, the PDM helps members to identify knowledge, skills and expertise they may need in either their current role, or in roles which they are interested in for the future. It will also help members to plan and prioritise relevant learning needs.

One of the features of the PDM is a process to help members identify their preferred learning style. This will help to plan and choose learning opportunities that are more suited to you.

The PDM is exclusively available to ACCA members and to ACCA Approved Employers.

Further information on *ACCA Realise* and access to a range of online tools, including the PDM, is found on ACCA's website www.accaglobal.com/cpdrealise

PROFESSIONAL COURSES

ACCA UK's professional courses team organises a comprehensive programme of training events for accountants. All events offer value-for-money learning across a range of relevant topics and provide a variety of flexible formats, including one-day, half-day and modular courses.

Detailed below are the main types of events organised in a typical year. Brochures detailing further information (including prices) are mailed to members at appropriate times throughout the year. These brochures are also available on request from *ACCA UK's* professional courses team. Up-to-date event details can also be found on ACCA's website at <http://uk.accaglobal.com/uk/events>

Technical updates for accountants in the public and health sectors

These include a comprehensive range of half-day and one-day courses on key technical topics. Previous topics for the public sector have included Accounting for the Prudential Framework for Local Government Capital Expenditure, Accounting Standards Update for the Public Sector, Benchmarking and Good Practice Exchange in the Public Sector, Charities Bill 2004 – The Path to Royal Assent and Risk Management and Internal Control. Recent courses for the health sector have included Accounting Standards in the NHS,

Achieving Success Through Business Planning and a two-day Comprehensive Guide to Foundation Trusts.

One-day conferences

ACCA UK organises one-day conferences designed to provide comprehensive coverage of a topical issue or an update on key developments in a particular sector, as well as an excellent networking opportunity. Recent events have included a Charities Conference.

Corporate governance for non-executive directors

This three day programme has been developed in response to the growing demand within all sectors for well-equipped NEDs. The interactive programme provides an excellent opportunity to learn from and network with other participants. It is held in London.

Management development events

ACCA organises a number of management development events providing professionals with the key skills required to develop and manage people, streamline and improve communications, and plan and implement strategy.

Programme One – Essential skills for the successful manager

Programme Two – Practical skills for working well

Programme Three – Successful people management

These three day programmes consist of 18 individual seminars that can be attended in isolation or as part of a package of six. The programmes cover the essentials of successful management and effective working practices.

Programme Four – Improving your general management skills

This programme consists of two seminars covering corporate strategy, marketing, operations and change management that can be attended separately or as a full day package.

In-company training service

Many of the courses that ACCA UK develops can be delivered in house. In addition, courses can also be arranged on topics where ACCA UK does not currently

offer public courses. The courses can be delivered off the shelf or tailored to an organisation's specific requirements through close consultation with the lecturer. ACCA UK's in-company training service offers a flexible, cost-effective way to deliver training and allows organisations to keep control of the content, location and programming of courses.

Computer training courses

In order to cater for the growing demand for IT training, ACCA UK offers an extensive range of computing courses, in conjunction with PASS Training Ltd.

For further details please contact professional courses on 020 7059 5910 or e-mail professionalcourses@uk.accaglobal.com

REGIONAL MEMBERS' NETWORKS/DISTRICT SOCIETY EVENTS

ACCA UK's regional networks and district societies hold a range of lectures.

These can provide up to two units of CPD providing the content is relevant to an individual's personal development plan.

Details of regional members' networks/district society events are listed in each issue of *accounting&business* and on ACCA UK's website at www.uk.accaglobal.com/uk/events

E-LEARNING

E-learning is an extremely convenient way to learn and develop as it provides the opportunity to participate in learning activities beyond the conventional constraints of time and place, to fit in with your existing work-life balance. ACCA offers its members the following e-learning opportunities:

- audio – listen to a classroom-based training event, whilst reading supporting handout slides
- video – watch a video of a classroom-based training event (access to a higher bandwidth than for audio will be required to view these events) and

- interactive e-learning – take part in an interactive course which will give you the opportunity to answer questions, submit information and receive feedback on your progress.

Finding an e-learning course

ACCA offers a range of over 140 e-learning courses provided by expert e-learning providers which have been carefully selected to provide members with technical and business management learning opportunities. These courses are categorised within the following subject areas:

- professional ethics
- technical
- management, leadership and strategy
- other professional specialisms
- personal effectiveness

ACCA's website at www.accaglobal.com/cpdrealise/learning-opportunities/e-learning will provide you with information on each course, including course objectives, content, duration and cost.

FURTHER QUALIFICATIONS

As well as attending structured courses and participating in online training, members may wish to consider obtaining a further qualification, such as an MBA.

ACCA MBA

ACCA and Oxford Brookes University have developed an MBA tailored specifically for ACCA members and other finance professionals. The programme is designed to build on the ACCA qualification and to prepare members for the international business environment of the future.

Delivered through the Oxford Institute of International Finance, the MBA programme has been developed following extensive consultation with members and employers. The programme has a strategic focus and is delivered through a combination of online study and bespoke textbooks for maximum flexibility.

For further information, visit www.oxfordinstitute.org

Diploma in Corporate Governance (DipCG)

Sound governance – organisational transparency, disclosure and accountability – is essential for maximising an organisation's performance and enhancing its reputation.

The ACCA DipCG is designed for executive and non-executive directors who are responsible for the management and direction of their organisations, senior managers and executives who are involved in establishing governance procedures, members of governing bodies, local government officials, auditors and investors who are involved in establishing corporate governance procedures.

It covers both the theoretical and practical aspects of the subject. It demonstrates that a positive approach to corporate governance is entirely compatible with and supportive of responsible entrepreneurship and public service and serves to protect and benefit all stakeholders.

The Diploma is studied through a flexible web-based course. To be awarded the Diploma candidates must successfully complete two 5000-word projects. The qualification can be studied within six months and in up to nine months and may be started at any time.

For further information about registration, flexible study support and services, please visit www.accaglobal.com/students/dicg or e-mail info@accaglobal.com

EXPANDING YOUR EXPERIENCE

ACCA and The Non-Executive Director (provided in association with Ernst & Young) have joined forces to provide ACCA members with the opportunity to join the only web-based portal for aspiring and current non-executive directors.

Membership benefits include:

- the chance to become visible to the leading recruitment firms, learn about their areas of expertise and what they look for in a non-executive director
- advice from experts on looking for a position, your CV, legal liability and so on
- the creation of a personal profile outlining your experience and qualifications. This will be included, together with your CV, in the searchable database available to recruitment associates and companies looking for non-executives
- member-only events featuring top speakers and receive significant member-only discounts on seminars, events, publications and reference material
- a comprehensive website with fascinating articles about directors and companies, a news round-up, conferences, courses, links to relevant sites and other resources to provide you with the latest information about the global non-executive arena.

What are the charges?

Until 31 December 2005 there is no charge. From 1 January 2006 the annual fee is £50 + VAT (£58.75) which can be paid online by credit card. This special offer waives a standard £50 joining fee and provides up to seven months of the service at no additional charge.

For more information visit www.non-execs.com. There is detailed information about the service and testimonials from members and those who have used the service to find non-executives.

If you would like to participate please e-mail ros.leah@uk.accaglobal.com

Members' networks

This section informs members about the activities of ACCA employment based members' networks and regional members' networks/district societies.

INTRODUCTION

ACCA's Public Sector and Health Service Networks are dedicated to providing outstanding services and support for those working in the public and health care sectors. Each network is steered by an elected panel of members and acts as a forum for the exchange of ideas and learning. Both networks aim to facilitate networking among their members.

All ACCA members working in the public and health care sectors are automatically enrolled into the appropriate members' network unless they opt not to be.

EMPLOYMENT BASED MEMBERS' NETWORKS

There are currently five members' networks:

- corporate sector
- public sector
- practitioners
- financial services
- health service

Members are welcome to join more than one network.

The aims of each members' network are to:

- advise on current and future issues affecting members
- respond to developments and trends in the sector as they occur
- raise ACCA's profile and enhance its reputation in the sector
- act as a sounding board for new ideas and topics that may be addressed through continuing professional development (CPD) courses, technical factsheets, publications and other services
- provide ACCA with input on technical issues and comment on consultative documents.

ACCA affiliates, students and members of the other Consultative Committee of Accounting Bodies are welcome to enrol as 'subscriber' members of the members' networks, for which there is no charge.

PUBLIC SECTOR AND HEALTH SERVICE SECTOR NETWORK ACTIVITIES

Magazines

Public Eye and *Health Service Review* provide members with a range of sector-specific articles that address issues currently facing the public and health services sectors in the UK.

The magazines are professionally edited and published quarterly. In 2004 the magazines were expanded and given a new look. Each quarterly mailing also provides members with a regular update on ACCA news and activities.

Magazines are provided free of charge and can also be downloaded from ACCA's website:
www.accaglobal.com/publications

Lectures

Keeping up to date with the latest topics and issues is of key importance to members. Each members' network has developed a successful programme of free lectures. Each lecture is led by a key figure from the sector who shares his/her knowledge, expertise and practical experiences with the audience. These complement the in-depth technical courses run by ACCA's professional courses team. Members have the opportunity to ask questions and participate in the discussion to gain maximum benefit.

The lecture programme is based mainly at ACCA's head office in London. In addition, a number of lectures will take place around the UK, each year.

Health sector working groups

Working groups have been established for those members that wish to contribute to the work done by the Health Service Network. ACCA recognises that many members are not able to commit themselves to regular participation in members' network activities, but that they would be willing to support ad hoc projects in areas where they have particular

expertise, or to act as an occasional sounding board, providing input for the direction and strategy of the Network. Groups include the governance group, the payment by results group and the press group and a practice-based commissioning group is currently being set up.

Participation in working groups will support your personal development and may help you meet your CPD requirements.

If you are interested in getting involved in one of the working groups please contact
sharon.cannaby@uk.accaglobal.com

Policy formulation

The Health Service Network Panel meets regularly with the Department of Health and other key organisations, such as the NHS Confederation, the European Commission's Information Society & Media Directorate General, and the EU Parliament's committee for environment, public health and food safety, that provide commentary and guidance to finance professionals in the healthcare sector. These meetings provide the Network with an opportunity to inform the debate on relevant issues.

Health Service Network – international programme

Always on the cutting edge of best practice, the Network visits other countries in its search for the latest developments. For this reason, the Network has developed an international programme that brings finance professionals in the NHS together with international finance colleagues and other healthcare organisations. The programme has undertaken the following study tours recently:

2001 – Republic of Ireland

2002 – Netherlands

2004 – Australia

Each study tour gives participants the opportunity to contrast and compare the NHS with other healthcare models. The findings of these tours are disseminated to other members via the publication of articles in

Health Service Review and/or a booklet available at <http://uk.accaglobal.com/uk/members/publications/hs>

The next study tour will visit Singapore in October 2005.

GETTING INVOLVED

If you have any suggestions for network activities, or would like to join the Public Sector or Health Service Network Panels please contact Natalie Bell: natalie.bell@uk.accaglobal.com or Sharon Cannaby: sharon.cannaby@uk.accaglobal.com respectively.

REGIONAL MEMBERS' NETWORKS/DISTRICT SOCIETIES

There are 35 regional members' networks, two district societies and two regional women's societies in the UK. Regional members' networks and district societies provide professional support for members in their local areas.

Regional members' networks and district societies organise a programme of lectures on technical or management issues. These are generally held in the evenings, are free of charge and are open to all members, affiliates, students and guests. The majority of these meetings will constitute verifiable continuing professional development (CPD) if relevant to an individual's personal development plan.

Historically it was considered that the networks were practice dominated but this has now changed. In 2004 47% of the events organised by the networks were of general interest to members across all sectors: 15% focused on life skill topics.

In addition to the main lecture programmes, networks/ societies organise site visits to local businesses and business lectures. Social events include professional bodies luncheons, where representatives from other professional bodies in the area are invited.

More information about regional members' networks can be found here: www.uk.accaglobal.com/uk/members/networks/regional

JOINING OR CHANGING NETWORKS

Members and affiliates can update their network details or join additional networks by visiting www.accaglobal.com/login

UPDATING YOUR DETAILS

In order to receive information from ACCA relevant to your area of employment, please ensure that your details are kept up to date. This can be done by visiting www.accaglobal.com/login

Advisory and information services

ACCA provides a range of advisory services designed to support members.

TECHNICAL ADVISORY SERVICE

The technical advisory service is able to provide guidance to members on a range of matters, including the applicability of auditing/financial reporting standards, tax legislation and company law matters.

The service also provides guidance on ethics issues and the interpretation of ACCA's Rules of Professional Conduct, which are published annually in ACCA's rulebook. E-mail and telephone enquiries are handled by qualified, experienced accountants. The service is free of charge.

The technical advisory service contact details are given below:

tel: 020 7059 5920

fax: 020 7059 5959

e-mail: members@accaglobal.com

Technical factsheets

A valuable source of information for members, technical factsheets provide useful, practical, commentary on topical issues; they contain technical material produced in-house and authorised reproductions of releases from the Auditing Practices Board (APB) and Accounting Standards Board (ASB).

Several factsheets have been issued on accounting standards for the NHS.

Where possible factsheets are made available on ACCA UK's website. Those not available on the website can be requested in hard copy. (Due to copyright restrictions, APB/ASB releases are not available on ACCA's website. However, APB and ASB releases can be viewed free of charge on their respective websites (www.auditingpracticesboard.com and www.asb.org.uk)).

To obtain factsheets go to the ACCA website: www.accaglobal.com/practicechannel/publications/compendium

Or contact members' services:

tel: 020 7059 5900

KNOWLEDGE LIBRARY

ACCA has an enormous range of resources, including technical updates, technical microsites, research reports, consultation responses, commentaries, opinion pieces and much more. The knowledge library has been developed in direct response to feedback from members, and draws together these resources, as well as a range of links to other relevant sources of information to help members with their research.

This is an invaluable CPD tool, as it contributes to members' ability to obtain information that is relevant to them and can help them in their jobs.

Members can search by topics, by resource types, alphabetically, or by key words. Resources have been classified with the help of technical experts, according to relevant subject areas and employment categories.

The knowledge library is designed to provide members with free, straightforward and flexible access to over 9000 sources of information. The knowledge library is exclusively available to ACCA members and to ACCA approved CPD employers and can be accessed at www.accaglobal.com/cpdrealise/library

PUBLIC SECTOR WEBPAGES

An area on ACCA's website dedicated to the public sector can be found here:

www.accaglobal.com/transparency/publicsector

This section provides a point of access to a variety of resources related to the public sector. Information on five key areas can be found on the site:

- public sector overview
- public sector audit
- public sector accounting
- public sector financial management
- public sector governance.

TECHNICAL MICROSITES

ACCA has established a number of microsites (accessible from www.accaglobal.com) which deal with key technical issues. These include:

Corporate governance

www.accaglobal.com/governance

Pensions

www.accaglobal.com/transparency/pensions

Budget

www.accaglobal.com/budget2005

Money laundering

www.accaglobal.com/transparency/moneylaundering

International Financial Reporting Standards

www.accaglobal.com/ifrs

Sustainability

www.accaglobal.com/sustainability

Small business

www.accaglobal.com/smallbusiness

Publications

ACCA produces a range of publications which are available to members free of charge. These are either distributed automatically or are available on request.

ADVISORY BOOKLETS

ACCA commissions and publishes a wide range of advisory booklets providing commentary on key issues.

The first copy of these publications is free of charge to members. Thereafter there is a charge of £10 per copy. Copies of these booklets can be downloaded, free of charge, from ACCA's website at www.accaglobal.com/publications

Public Sector booklets include; *Accountability in the Public Sector*, *Common Shared Service Centres* and *PFI – Practical Perspectives*.

ACCA RULEBOOK

The *ACCA Rulebook* is published each January in three formats – in print, on CD-Rom and can be viewed online via ACCA's website at www.accaglobal.com/publications

The *Rulebook* contains ACCA's bye-laws and membership, disciplinary, authorisation and practising regulations, as well as the rules of professional conduct. In addition, it contains UK/Irish-specific investment business regulations and UK designated professional body regulations.

AUDITING HANDBOOK AND ACCOUNTING HANDBOOK

Published annually in July, the *ACCA Auditing Handbook* and the *ACCA Accounting Handbook* contain all UK auditing standards and UK accounting and financial reporting standards, respectively.

These publications are not distributed automatically; copies must be requested. Announcements advertising the availability of new editions of both publications are published in *accounting&business*.

Members may request one free copy of all these publications from the ACCA distribution unit. Second or replacement copies can be obtained for £20 per copy. Members on the retired list and ACCA affiliates may also obtain copies at this price.

Full details are available at:
www.accaglobal.com/professionalstandards/rules

DIRECTORY OF BUSINESS ADVISERS

The Directory of Business Advisers lists the specialisms of ACCA firms in the UK and Ireland. This Directory is only available online and can be found at: www.acca-business.org/dom

When sourcing an external business adviser, it is hoped that ACCA members will turn to an ACCA business adviser.

TECHNICAL PUBLICATIONS

The ACCA Research Programme publishes a range of research reports focusing on six core areas: auditing, environmental and social reporting, financial management, international accounting, public sector accounting and small business research.

An international public sector bulletin is produced twice a year, current and back issues are available on the website – www.accaglobal.com/publicsector

An internal audit bulletin is sent by email to subscribers each quarter, current and back issues can be found at: www.accaglobal.com/publications/audit

All research publications are available free of charge from ACCA's website at:
www.accaglobal.com/research

Career development

ACCA's career development services include an online recruitment and careers advice service, an advisory publication on career management, a series of workshops, a 'quick query' careers helpline, a vacancy list service and one-to-one careers counselling.

ACCA CAREERS

ACCA Careers is a free online recruitment and careers advice service, dedicated to providing opportunities for ACCA students, affiliates and members.

ACCA has also collaborated with FT.com to offer an exclusive service to ACCA students and members. The site covers an exciting range of sectors: from accountancy, finance and consulting to general management, banking and IT. In addition, you will find all the latest careers news, an informative business education section and an extensive range of recruitment tools.

The service can be accessed through ACCA's website at: www.accaglobal.com/careers

PROGRESSING YOUR CAREER

Workshops

Since 1993, ACCA has responded to the problems of unemployment – especially for older members coping with the effects of ageism – by running a series of workshops (held in London). ACCA offers substantial subsidies on these workshops for unemployed members. The objective of the workshops is to help members gain the edge over competitors in the job market. The emphasis is on practical advice.

Fees

Members receiving means-tested income support

– no charge

Members receiving unemployment benefit

– £45 + VAT

Members in employment

– £450 + VAT

Follow-up individual counselling is also available for those who have attended a *Progressing Your Career* workshop and have identified particular areas of their job search activities where further help is needed.

CHIUMENTO CONSULTING GROUP (CCG)

CCG specialises in providing positive and practical assistance to people undergoing career change. CCG is the largest career management specialist in the UK, currently providing services for over 250,000 professionals through its UK-wide network of consultants. ACCA has worked in conjunction with CCG to provide a tailored and comprehensive range of career development services to meet the needs of ACCA members.

'Quick query' telephone helpline

The helpline number is 01865 882100. The helpline can offer brief advice only and cannot deal with lengthy queries, for which a one-to-one session with a consultant would be more appropriate.

One-to-one career counselling

CCG provides one-to-one career counselling for ACCA members at its fully resourced offices at Regent's Park, London and Eynsham, near Oxford or at one of its satellite offices in Birmingham, Manchester, Edinburgh and Glasgow. ACCA has arranged for CCG to provide an initial one-to-one counselling session free of charge to members receiving means-tested income support and at a subsidised rate to those receiving jobseeker's allowance. Typical sessions cover:

- assistance in thinking through a strategy to revitalise career prospects
- a general 'audit' of progress to date on key elements of the jobsearch process such as CV, career direction, covering letters and interview technique
- detailed work in greater depth on one of these elements to overcome a perceived difficulty.

What does it cost?

Members receiving means-tested income support

– free

Members in employment or receiving jobseeker's allowance

– £85 + VAT.

How to book

To book an initial counselling session, contact CCG directly by post, telephone, fax or email:

8 Elm Place, Eynsham, Oxford OX8 1PU

tel: 01865 882100

fax: 01865 882122

e-mail: info@chiumento.co.uk.

Further one-to-one counselling

For members interested in undergoing further counselling, a CCG counsellor can advise on a modular programme of career development, including programmes that cover personal career and employability management and getting back to work.

The costs for tailored programmes vary.

Resource centre

CCG offices in London and Oxford house fully equipped resource centres, which include an extensive library, word-processing facilities and multi-media self-development equipment. Members whose counselling sessions take place there will have access to the resource centre free of charge at agreed times.

Facilities

ACCA secures arrangements with external suppliers to provide members with products or services at preferential rates or with added facilities. This policy is applied where it is not practical or appropriate for ACCA to provide such facilities directly. Unless otherwise stated, please contact ACCA for further information. Contact details can be found on the inside back cover.

PROFESSIONAL INSURANCE

Management indemnity insurance/directors' and officers' liability insurance

This is an increasingly important safeguard for members who hold directorships or other official positions which result in a personal duty of care. As the incidence of litigation increases, personal wealth can be seriously jeopardised. These schemes are tailored to cover the increased obligations of a qualified accountant.

PRIVATE MEDICAL INSURANCE

BUPA UK offers private medical insurance at discounted rates to ACCA members. The specially negotiated terms of this scheme enable members to choose from three different levels of cover for a premium that is up to 32% lower than BUPA's usual rates.

For further information contact ACCA insurance services, tel: 0117 906 5000

WEB-BASED FACILITIES

ACCANet

ACCANet is ACCA's free internet service provider (ISP). The service offers free space for a personal or business website and up to five e-mail addresses, all carrying the ACCA name. Users pay only for the cost of the telephone connection.

Further information can be found on ACCA's website: www.accaglobal.com/accanet

ACCAMail

ACCA provides a free e-mail address service for members. The e-mail address, in the form of *yourname@accamail.com*, can be accessed from any web browser anywhere in the world and includes a personal calendar and tasks facility. Further information can be found on ACCA's website: www.accaglobal.com/login

Contact details

Up-to-date information on services provided for members in the corporate sector can be found on ACCA's website at www.accaglobal.com

For details of services/facilities/networks/societies contact:

tel: 020 7059 5900

e-mail: members@accaglobal.com

For technical and ethical queries contact:

tel: 020 7059 5920

e-mail: members@accaglobal.com

For professional courses contact:

tel: 020 7059 5910

e-mail: professionalcourses@uk.accaglobal.com

To obtain publications contact:

ACCA distribution unit

PO Box 66

Glasgow G3 8WN

tel: 0141 534 3698

fax: 0141 534 3998

e-mail: info@accaglobal.com

For other membership matters contact:

ACCA Connect

tel: 0141 582 2000

