Syllabus structure

FOUNDATIONS IN PROFESSIONALISM (FIP)
Syllabus structure

UNIT 1: ETHICS AND PROFESSIONALISM
This unit introduces you to the broad ethical and professional values which underpin professional skills and behaviours. Ethical and professional values provide a framework and a moral compass for an accounting professional and help guide their professional behaviours.

Section 1: Unit overview
a Introduction

Section 2: Ethics guide
a Perspectives on ethics
b Branches of ethics
c Justice vs care
d Ethics and morality
e Ethics and religion
f Ethics and maturity
g Ethics and the professions
h Summary
i Ethics guide quiz

Section 3: Rules vs principles
a Rules vs principles
b Some differences between rules and principles
c Summary
d Rules vs principles quiz

Section 4: Fundamental principles
a About ACCA’s fundamental principles
b IFAC’s five fundamental principles
c Summary
d Fundamental principles quiz

Section 5: The framework
a The framework
b The 4 step process
c An ethical dilemma
d Further considerations
e Summary
f Framework flowchart
g The framework quiz

Section 6: Case study
a Introduction
b Meet the team
c Iain’s story
d Gail’s story

Section 7: End of unit activity: Applying what you have learned
a Applying what you have learned

Section 8: Unit summary
a Unit summary
UNIT 2: PERSONAL EFFECTIVENESS
The personal effectiveness unit explains how you can work efficiently by prioritising, organising and managing your time effectively. It contains sections on how to organise successful meetings and how to make the best use of technology, including spreadsheets and data analytics, to find effective solutions to business issues. The unit concludes by considering the importance of maintaining professional competence and pursuing life-long learning.

Section 1: Unit overview
a Introduction

Section 2: Prioritising, organising and managing time effectively
a Introduction
b Prioritising your time
c The urgent-important principle
d Ten ways to effectively manage your time
e Managing time effectively quiz

Section 3: Using technology effectively
a Introduction
b Using email effectively
c How to manage email

Section 4: Organising meetings effectively
a Organising virtual meetings and managing diaries using appropriate software
b Arranging a meeting

Section 5: Using spreadsheets effectively
a Introduction
b Virtual software

Section 6: Big data analytics
a Introduction
b Why is big data important?
c Data security
d Physical security
e Computer security
f Cyber security
g What’s my role?
h Personal effectiveness test

Section 7: Maintaining professional competence and lifelong learning
a Introduction
b Continuing professional development
c Personal development plan
d How to craft your CV for the job of your dreams
e Tips to prepare for an interview
f The interview
g Getting it wrong
h Getting it right
i Unit action plan
j Continuing professional development quiz

Section 8: April’s story
a April’s story

Section 9: Unit summary
a Unit summary

PERSONAL EFFECTIVENESS
Summative assessment – the learner is faced with a challenging task where they are asked to guide April, a recently qualified ACCA member who wishes to progress in her career. They must use the skills learned throughout this unit to make appropriate choices for April.
UNIT 3: COMMUNICATION AND INTERPERSONAL SKILLS
This unit is specifically about how we communicate effectively with others in a business environment, including clients, customers, colleagues and external authorities. This unit covers patterns and channels of communication and how effective these are in different contexts and the associated methods and skills involved in advising, supporting, motivating and influencing others.

Section 1: Unit overview
a Introduction

Section 2: The communication process
a Introduction
b What can go wrong?
c Barriers and distortions to the communications process
d How good are you at communicating?
e Formal and informal communication

Section 3: Effective communication
a Six elements of effective communication

Section 4: Communicating in the workplace
a Introduction
b Errors
c Solutions

Section 5: Meetings
a Introduction
b The basic rules of meetings
c Drafting an agenda
d Running a meeting
e Responsibilities of the chair

Section 6: Emails
a Introduction
b Good practice with email
c Do’s and don’ts of business emails

Section 7: Report Writing
a The purpose of reports
b Best practices in report writing

Section 8: Telephone
a Introduction
b Making a call
c Receiving a call
d Best practices in using a phone

Section 9: Presentations
a The basics of presentations
b The presentation process
c Planning a presentation
d Presenting for the first time
e The presentation
f Audio-visual aids
g Reviewing the presentation

Section 10: Interpersonal skills
a Introduction
b Interpersonal skills
c Personal qualities
d Verbal communication
e Non-verbal communication
f Using interpersonal skills to the full
g Using interpersonal skills in a conflict situation
h Interpersonal skills – questioning quiz

Section 11: Networking
a Introduction
b Networking activity
c Bonding and bridging
d Building networks effectively
e Tips for networking

Section 12: End of unit assessment
a Part A
b Part B
c Part C

Section 13: Unit summary
a Unit summary
UNIT 4: FIP FINAL ASSESSMENT

Dynamic question bank

8 questions – multiple choice questions based on the three learning units.

Pass mark 50%
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