

New Student
Information Kit
For
ACCA Qualification

2 May 2014

Dear Student,

Welcome to ACCA (the Association of Chartered Certified Accountants), the global body for professional accountants.

We hope to support you throughout your journey to be qualified. ACCA launched *ACCA Connect*, a dedicated global customer service centre for all its members and students around the world. You are welcome to contact an advisor by email at students@accaglobal.com. They could also be reached via calling at +852 2524 4988 (press 2 for registered student and then 1 for account enquiry).

ACCA Hong Kong provides support on local events.

Our opening hours are as follows:

Monday – Friday 10:00 am - 12:30 pm
2:00 pm - 6:00 pm

Close during lunch hours from 12.30 pm to 2.00 pm, on Saturdays, Sundays and Public Holidays.

In this information kit, you will learn more about:

- *myACCA* - your self-service tool online
- study resources and different options in preparing for ACCA exam
- Free study resources available at ACCA website
- Courses Providers and Study Texts
- *ACCA Connect*, a dedicated global customer service centre

Yours sincerely,
Learning and Development Team
ACCA Hong Kong

About ACCA

ACCA (the Association of Chartered Certified Accountants) is the global body for professional accountants. We aim to offer business-relevant, first-choice qualifications to people of application, ability and ambition around the world who seek a rewarding career in accountancy, finance and management. As the first global accountancy body entering into China, ACCA now has over 23,000 members and 48,000 students, with 8 offices in Beijing, Shanghai, Chengdu, Guangzhou, Shenzhen, Shenyang, Hong Kong SAR, and Macau SAR.

Founded in 1904, ACCA has consistently held unique core values: opportunity, diversity, innovation, integrity and accountability. We believe that accounting professionals bring value to economies in all stages of development. We aim to develop capacity in the profession and encourage the adoption of consistent global standards. Our values are aligned to the needs of employers in all sectors and we ensure that, through our qualifications, we prepare accountants for business. We work to open up the profession to people of all backgrounds and remove artificial barriers to entry, ensuring that our qualifications and their delivery meet the diverse needs of trainee professionals and their employers.

We support our 162,000 members and 428,000 students in 173 countries, helping them to develop successful careers in accounting and business, with the skills needed by employers. We work through a network of 89 offices and centres and 8,500 Approved Employers worldwide, who provide high standards of employee learning and development.

ACCA in Hong Kong SAR

ACCA Hong Kong was founded in January 1950. In 2010, we celebrated our 60 years in Hong Kong. The long history of ACCA not only made it widely recognised by Hong Kong employers in accounting firms, but also well accepted in the corporate and commercial sector. The ACCA Qualification stands for quality and integrity and is a passport to a good career prospect.

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A. After you register

1. How long will ACCA process my online application after I upload all the documents and settle registration fee by credit card?

Online applications with complete documents uploaded will be processed within 15 working days upon receipt. Once your registration is successfully processed, you should receive from ACCA, Glasgow office a Welcome Email with registration confirmation and login details to *myACCA* at <https://portal.accaglobal.com/>.

You can print the account statements from the *myACCA* portal and it can be found under "Fees, Payments and Print Receipts" of Account Administration section in *myACCA*. If you are awarded exemption from exam papers, the exemption notification will be sent by post along with guidelines for students to make payment via *myACCA*.

2. Where can I find the important information ACCA students should know?

ACCA produces a student FACTS booklet containing essential information for all ACCA students, including key dates in the student calendar, entering for exams, guidance on practical experience, BSc degree, ethics module and lots more.

This can be downloaded via accessing *myACCA* at <https://portal.accaglobal.com/> under the section on "Essential Information".

ACCA also produced a series of videos which are based on the FACTS booklet, if you would prefer to watch rather than read. It will guide you through all the things you need to know as an ACCA student.

Watch our videos to help you get started.

www.accaglobal.com/gb/en/student/acca-qual-student-journey/getting-started/know-the-facts.html

Information on ACCA Qualification is also available at

www.accaglobal.com/gb/en/student/acca-qual-student-journey.html

B. Exemption

1. How can I find out what exemptions I'm entitled to?

You can check the exemptions based on your academic qualification under ACCA's exemption enquiry database at

www.accaglobal.com/gb/en/student/acca-qual-student-journey/exemptions.html

No exemption from Professional Level will be granted under any circumstances.

2. When can I apply for further exemptions?

You will need to apply exemptions at least five working days before the exam entry closing date for the exam session you wish to sit. You can scan a copy of your full official transcript and graduation certificate stating your full name and registration number to ACCA Connect by email to students@accaglobal.com.

3. When/how can I pay for my exemptions?

As soon as the exemptions are awarded, pay **online** by credit or debit card through myACCA at <https://portal.accaglobal.com/>. Visa, MasterCard, AMEX, Maestro and Solo is acceptable.

4. If I disagree with the exemptions awarded to me, what can I do?

Please double check the ACCA's exemption enquiry database at www.accaglobal.com/gb/en/student/acca-qual-student-journey/exemptions.html. If the exemptions awarded to you match those stated on the database, this is the maximum exemption available to you.

If you have not received all of the exemptions stated on the database, please ensure that you have submitted all of your relevant educational documents.

If your exemption award differs from that stated on the database and you have submitted all of the required supporting documentation, please contact ACCA Connect – our global customer services centre by email at students@accaglobal.com to appeal exemptions.

C. Examination

1. What is the Structure of the ACCA Qualification?

Fundamental Level

Knowledge Module:

F1 – Accountant in Business
F2 – Management Accounting
F3 – Financial Accounting

Skills Module:

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

Professional Level

Essentials:

P1 – Governance, Risk and Ethics
P2 – Corporate Reporting
P3 – Business Analysis

Options: (two to be completed)

P4 – Advanced Financial Management
P5 – Advanced Performance Management
P6 – Advanced Taxation
P7 – Advanced Audit and Assurance

2. Where can I find the syllabus & study guide and past exam papers?

You can access ACCA Qualification Student Journey of ACCA website at www.accaglobal.com/gb/en/student/acca-qual-student-journey/qual-resource/acca-qualification.html

Study Guides are usually updated every year. It contains both the Syllabus for each year, which you can follow when preparing for the examination. It may also indicate what the examiner expects of candidates for each part of the syllabus, and therefore gives you guidance in the skills you are expected to demonstrate in the examination.

Any changes to the Syllabus and Study Guides are supported by the exam notes which will be published in *student accountant* magazine. The summary of changes is also included at the back of the Study Guide of each exam paper.

3. How many papers do I need to complete?

Up to 14, depending on exemption(s).

4. What are the variant papers and adapted papers?

Variant papers apply to the law and tax papers (F4, F6 & P6) and adapted papers go to the reporting and financial standards. They are Papers F7, F8, P2 and P7.

Check out

www.accaglobal.com/gb/en/student/acca-qual-student-journey/exams/variant-papers.html

5. How should I choose the variant and accounting/auditing stream?

The choice of the stream and variant depends on the country where you currently work or study, where you hope to work in the future, who you work for or the type of company you hope to work for, etc. You should check on the standards adopted by your country of employment. In addition, check the availability of study material and course provision in your area before deciding which stream to follow.

6. What is the exam format?

Please see the detailed syllabuses and study guides for the particular paper you are interested in by clicking on that specific paper under Qualification Resource. www.accaglobal.com/gb/en/student/acca-qual-student-journey/qual-resource.html

Please refer to the Past papers or pilot papers to prepare you for the types of questions you might face.

INTRODUCTION OF NEW QUESTION TYPES TO PAPERS F1 – F3

In 2014, ACCA will be introducing new questions types, known as Multi-Task Questions (MTQs), into the paper and computer based exams for the ACCA qualification F1-F3 and the Foundations in Accountancy equivalent exams (FAB, FMA and FFA). Multi-task questions (MTQs) contain a series of tasks which relate to one or more scenarios. When MTQs are introduced the structure of the exam will change, so please ensure you have the right support materials for the exam you are taking. The syllabus content will not change except for ACCA's normal annual updates.

Paper exams: MTQs will be introduced to the June 2014 exam and a specimen paper is now available via the Specimen Exam page of the relevant exam papers under Qualification Resources.

CBEs: The introduction of MTQs into CBEs is targeted to kick-off on 26 February 2014. The CBE specimen is available at <http://specimen.iassess.com/>

Take the time to familiarise yourself with the relevant structure and question types for the exam you will be sitting. Specimen exams in both the current and new formats are all available via the Specimen Exam page

7. Can I take the ACCA Qualification exams in any order?

You can attempt up to a maximum of four papers per examination. Students are expected to study each module – Knowledge (F1 – F3), Skills (F4 – F9), Essentials (P1 – P3) and Options (P4 – P7) – in order.

Papers may be attempted from different modules at the same sitting as long as modules are attempted in order. Students may vary the order they attempt exams within each module but they may not vary the order of the modules.

8. Is there any time limit to complete ACCA exam?

Students have ten years to complete all the exams – which starts from the date you registered as a student, not the date when you start taking exams. The last eligible exam session to sit your ACCA exams can be viewed in *myACCA*.

9. What is ACCA's Examinable Document Rule?

For the financial accounting, audit and law and tax papers except where indicated otherwise, ACCA will publish examinable documents once a year to indicate exactly what regulations and legislation could potentially be assessed within identified examination sessions

For paper based examinations regulation issued or legislation passed on or before 30th September annually, will be assessed from June 1st of the following year to May 31st of the year after. Knowledge of new examinable regulations issued by 30th September will be examinable in examination sessions being held in the following calendar year.

Regulation issued or legislation passed in accordance with the above dates may be examinable even if the effective date is in the future. The term issued or passed relates to when regulation or legislation has formally approved. The term effective relates to when regulation or legislation must be applied to an entity transactions and business practices.

The study guide offers more detailed guidance on the depth and level at which the examinable documents will be examined. The study guide should therefore be read in conjunction with the examinable documents list.

Go to

www.accaglobal.com/gb/en/student/acca-qual-student-journey/qual-resource/acca-qualification.html and click on examinable document of the relevant exam paper.

10. How to enter for exams?

You can apply exam online in [myACCA](#). You will receive immediate acknowledgement of your exam entry and will be able to make changes to the centre and papers you have chosen **before** the standard exam entry closing date.

www.accaglobal.com/gb/en/student/acca-qual-student-journey/exams/enter-an-exam.html

11. What are the closing dates for exam entry?

June exams

8 March- Early exam entry (online only)

8 April- Standard exam entry (online only)

8 May- Late exam entry (online only)

December exams

8 September- Early exam entry (online only)

8 October- Standard exam entry (online only)

8 November- Late exam entry (online only)

12. When will ACCA Examinations be held?

All ACCA examinations will be held in June and December. Exams in Hong Kong start from 3:00 pm.

June 2014 session

MONDAY 2 June	TUESDAY 3 June	WEDNESDAY 4 June	THURSDAY 5 June	FRIDAY 6 June
F5 Performance Management P7 Advanced Audit and Assurance	F6 Taxation P4 Advanced Financial Management	F7 Financial Reporting	F8 Audit and Assurance P5 Advanced Performance Management	F1 Accountant in Business F9 Financial Management P6 Advanced Taxation
MONDAY 9 June	TUESDAY 10 June	WEDNESDAY 11 June		
F4 Corporate and Business Law P3 Business Analysis	F3 Financial Accounting P2 Corporate Reporting	F2 Management Accounting P1 Governance, Risk and Ethics		

December 2014 session

MONDAY 1 December	TUESDAY 2 December	WEDNESDAY 3 December	THURSDAY 4 December	FRIDAY 5 December
F5 Performance Management P7 Advanced Audit and Assurance	F6 Taxation P4 Advanced Financial Management	F7 Financial Reporting	F8 Audit and Assurance P5 Advanced Performance Management	F1 Accountant in Business F9 Financial Management P6 Advanced Taxation
MONDAY 8 December	TUESDAY 9 December	WEDNESDAY 10 December		
F4 Corporate and Business Law P3 Business Analysis	F3 Financial Accounting P2 Corporate Reporting	F2 Management Accounting P1 Governance, Risk and Ethics		

The exam timetable for the upcoming exam sessions can be found at www.accaglobal.com/gb/en/student/acca-qual-student-journey/exams/exam-timetables.html .

13. How can I change the Variant and Stream?

You can change your tax/law variant and stream **before** the standard exam entry closing date (8 April for June session and 8 October for December session) via [myACCA](#).

14. Where is the exam centre in Hong Kong?

The only exam centre for June and December 2014 session in Hong Kong is named 1965 KITEC (Hong Kong)
Kowloonbay International Trade and Exhibition Centre (KITEC)
1 Trademart Drive, Kowloon Bay, Hong Kong

It is important that you refer to the signage at the Centre on the same day of exam. Since more than one hall may be used, check out for your candidate seat number assigned. Detailed information of the exam venue will be included on your Exam Attendance Docket (EAD).

15. How and when can I enter for exam using the online exam entry process?

You can:

- enter for exams all year round
- enter for **one** of the next two exam sessions
- add exams until the end of the standard entry closing date (the appropriate early or standard fee will apply, depending on when additional exams are added)
- remove exam entries made until the end of the standard entry closing date
- make amendments to existing exam entries – including change exam centre, stream or variant until the end of the standard exam entry closing date.

We have introduced an online early exam entry period and fee. It is before 8 September for December exams or 8 March for June exams. The exam fees for early, standard and late exam entry are below:

ACCA Qualification fees			
Exam level	Exam entry period	June 14 exam fee (per exam)	December 2014 exam fee (per exam)
Knowledge: F1, F2 and F3	Early	£69	£69
	Standard	£74	£74
	Late	£225	£225
Skills: F4, F5, F6, F7, F8 and F9	Early	£87	£87
	Standard	£93	£93
	Late	£245	£245
Professional: P1, P2 and P3 (and any two from P4, P5, P6 and P7)	Early	£100	£100
	Standard	£108	£108
	Late	£259	£259

The closing dates for early, standard and late exam entry are easy to remember - 8 is the date!

Closing dates	June exams	December exams
Early exam entry (online only)	8-Mar	8-Sep
Standard exam entry (online only)	8-Apr	8-Oct
Late exam entry (online only)	8-May	8-Nov

Please note the following:

- the early and late exam entry period only applies if you enter for exams online
- discounts only apply for early online exam entry for ACCA and Foundations in Accountancy exams
- the new dates only apply to entries for paper-based exams held in June and December and not computer-based exams (CBEs)
- All deadlines for exam entry are midnight UK time.
- The late exam entry facility does not allow you to amend an existing exam entry (for example change a variant or add further papers). In addition, first time entries submitted during the late entry period cannot be amended at a later date.

Go to

www.accaglobal.com/gb/en/student/acca-qual-student-journey/exams/enter-an-exam.html for details.

16. I would like to change my exam entry via myACCA, is this possible?

Yes. You can change the exam entry details (including exam centre, exam papers selection, law/tax variant, standards/stream) online before the standard exam entry closing date.

17. When can I expect to have the exam attendance docket (EAD)?

Candidates can download the EAD and bad weather notice from [myACCA](#) at around 4 – 6 weeks before start of exam. No paper EAD will be posted.

18. What am I allowed/not allowed to take into the exam centre?

You should refer to your Examination Attendance Docket (EAD) before each session to ensure that you are aware of the up-to-date regulations.

As answer scripts are electronically scanned and marked by marker, **BLACK** ball pens must be used to maximize the effect. Please score out incorrect answers rather than using correction fluid.

Mobile phones or pagers should be switched off at all times in the examination hall and are NOT permitted to be taken to your desk under any circumstances.

Please leave all bags and briefcases at the area indicated by the Supervisor. This includes mobile phones and pagers.

19. Where can I find the exam guidelines candidates for ACCA exams?

Please go to exam regulation at www.accaglobal.com/gb/en/student/acca-qual-student-journey/exams/rules-and-regs/exam-regulations.html .

Please also read the overleaf of the exam attendance docket (EAD) before the examinations. Arrive early and get seated before start of exam to listen any announcement by the centre supervisor.

20. Can I go into the exam hall after the start of the exam?

Please be on time for your examination(s). The exam centre supervisor will not allow you to enter the examination hall after the first hour of the examination.

21. Can I leave the exam hall earlier?

Candidates could not leave the hall permanently until the end of the session. Please refer to the instruction by the exam centre supervisor.

22. What is Reading and Planning time (RAPT)?

Reading and planning time (RAPT) is an additional 15-minute time allowance given to all students taking three-hour exam papers. You can read the questions and begin to plan your answers. You can also use calculators to make some preliminary numerical calculations too but could not write anything in your answer booklets.

23. Will students be allowed to annotate the question paper during RAPT?

Yes, but they will not be allowed to write anything in the answer book during the reading and planning time. You must not open your question paper until advised to do so.

24. What are professional marks?

All Professional level papers currently include four professional marks at each session. It is introduced to the ACCA Qualification to allow students to demonstrate – and examiners to assess – particular professional communication skills and high-level capabilities that employers expect ACCA members to possess. The professional marks are awarded for the quality of presentation, the standard of discussion and the persuasiveness of any argument required by the question.

25. What should I note for 'on-screen marking' for exams?

It has always been important to read and follow exam instructions carefully. There are six critical instructions to follow in order that your exam paper can be marked correctly using the new on-screen technologies.

- Please complete your personal details on the front of the script booklet plus it is essential that you bubble (fully colour in the appropriate circle) the following details very carefully
 - registration number
 - desk number
 - paper description for exam being taken
 - exam centre
- Please start each question on a new page and the question number should be bubbled in the section at the top of the page.
- Please use black pen at all times; to complete your details on the booklet and when answering the exam questions. Pencil, fountain pens, gel pens and other colours of pen (including highlighter pens) will not be picked up by the scanning technology and could result in questions not being marked correctly.
- Please score out incorrect answers rather than use correction fluid/ tape.
- Please do not write in the margins as this information will not be presented to the marker during the marking process.
- Please do not write answers across the centre of the booklet as the middle margins will not be visible in the marking process.

26. How can I receive my exam result?

Hong Kong candidates can choose to receive the exam result via email or text message. They can also view exam result in *myACCA* by using the personal pass code. Check out

www.accaglobal.com/gb/en/student/acca-qual-student-journey/exams/exam-results.html

Starting from June 2013 exam session, students who have opted in to receive the exam results via SMS message will receive the exam result both by SMS message and email via registered email address.

For those who did not opt-in to this service, their exam results would be sent to their registered email address only.

27. What is the pass mark?

50% for all ACCA papers. Pass rate for past exam sessions are published at www.accaglobal.com/gb/en/student/acca-qual-student-journey/qual-resource/acca-qualification/pass-rates.html

28. What can I do if I think that my results are incorrect?

ACCA has a range of procedures in place to ensure that the exam results issued are correct. However if you feel that your result does not reflect your performance, you may request an administrative review.

Students can now submit an administrative review request online through their *myACCA* accounts. As with exam entry, students will be required to submit a payment online for this service using a credit or debit card.

For those students who do not have access to a credit or debit card to apply online, the application form is still available for download online. The completed form should be returned with cheque or draft to the Glasgow office (Examination Operations Services, ACCA, 2 Central Quay, 89 Hydepark Street, Glasgow G3 8BW, UK) and must reach us no later than the published deadline. You must enclose the appropriate fee (per paper).

Please note administrative review is not a remarking service. Check out www.accaglobal.com/gb/en/student/acca-qual-student-journey/exams/exam-results/admin-reviews.html

29. Is ACCA offering computer based exams?

Yes, currently for Fundamentals Level - Knowledge Module (F1, F2, F3 (UK), F3 (INT)). More information on Computer Based Exam can be found at www.accaglobal.com/gb/en/student/acca-qual-student-journey/exams/computer-based-exams.html

30. How can I apply CBE?

One must register as ACCA students prior to sitting ACCA papers by CBE. ACCA's computer based examinations must be taken at one of ACCA's Licensed CBE centres. As each centre is responsible for scheduling its own CBE sessions, you should contact the centres directly for further information.

Though the students should contact the CBE centre to apply for CBE, if you would like to sit both CBE and paper-based examination in the same exam cycle, they should indicate both the paper and CBE option for one exam cycle during the online exam entry.

31. Where are the CBE centres in Hong Kong?

FTMS Training Systems (HK) Ltd, HKCA Learning Media Limited and Hong Kong School of Commerce are the CBE centres in Hong Kong for now. Please contact ACCA CBE centres directly for the time schedule and fees.

32. What is the exam timetable for CBE?

Students should contact the local CBE centre for more information. They are not restricted to June and December paper-based examination sessions.

33. What is the CBE exam format?

Check out

www.accaglobal.com/gb/en/student/acca-qual-student-journey/exams/computer-based-exams/exam-format.html

ACCA will be introducing an improved student experience for all exams available by CBE. At the same time, for the ACCA qualification F1-F3 and the Foundations in Accountancy equivalent exams (FAB, FMA and FFA) new question types, known as multi-task questions (MTQs) will be included as a section within the exam. MTQs contain a series of tasks which relate to one or more scenarios.

The CBE Specimen & Related Resources page can be found at

www.accaglobal.com/gb/en/student/acca-qual-student-journey/exams/computer-based-exams/cbe-specimen.html

34. What are the benefits of sitting ACCA by CBE?

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

D. How to study

1. What study materials will be provided by ACCA for students?

ACCA has free resources on-line to support your preparation for the exam. The ACCA student support section has been redesigned to make it easier for you to find the information you need to support you through your ACCA journey. In the Student Support Journey section, you will now find tailored support for each qualification, including exam support resources such as past exam papers, examiner's reports and syllabus guides. Please visit www.accaglobal.com/gb/en/student/acca-qual-student-journey.html .

There are also ACCA study materials published by Approved Learning Partner - content (ALP-c). Please go to www.accaglobal.com/gb/en/student/acca-qual-student-journey/study-revision/learning-providers/alp-content.html for details.

2. Are there any tuition courses on ACCA exam?

Our Approved Learning Partners – Student Tuition offer high quality tuition and excellent student support in a comfortable environment, conducive to study. www.accaglobal.com/gb/en/student/acca-qual-student-journey/study-revision/learning-providers/search-for-a-tuition-provider.html

3. Who are the Approved Learning Partners on student tuition in Hong Kong?

In Hong Kong, there are five GOLD Approved Learning Partners on student tuition. In alphabetical order, they are:

Executive Training Company (International) Ltd	www.etctraining.com.hk	+852 2117 1112
FTMS Training Systems (HK) Ltd	www.ftmsglobal.com/hk/	+852 2882 8733
HKCA Learning Media Limited	www.hkcaexam.com	+852 3107 0088
HKU School of Professional and Continuing Education	www.hkuspace.hku.hk	+852 2867 8474
Kaplan Financial (HK) Ltd	www.kaplanfinancial.com.hk	+ 852 2526 3686

4. Can I prepare ACCA exam by other means, such as self-study?

ACCA has launched the Approved Learning Partner - content (ALP-c) programme which gives formal recognition to leading content providers of the quality content that they offer to support ACCA students. ALP-c status is given to content providers who demonstrate that they have met the challenging quality assurance measures and performance indicators set by ACCA. It is a quality assurance framework and approval is granted only to high-quality content providers which ACCA are confident to recommend to students.

Becker Professional Education, BPP Learning Media and Kaplan Publishing are ACCA Approved Content Providers..

5. What are the sources of ACCA study materials?

BPP Learning Media **ACCA Approved Learning Partner - content** **(ALP-c) Platinum Level**

Website:

<http://www.bpp.com/learning-media>

Kaplan Publishing **ACCA Approved Learning Partner - content** **(ALP-c) Gold Level**

Website:

<http://www.kaplanpublishing.co.uk/>

Becker Professional Education - ATC **International** **ACCA Approved Learning Partner - content** **(ALP-c) Gold Level**

Website:

<http://www.beckeratci.com/>

Relevant Texts offered

(certain local variant may not be available)

BPP study text, Practice & Revision Kit for all papers in Fundamental and Professional Levels

- Variant paper: F4, F6 China (CHN), F4 England (ENG), F4 Global (GLO), F4 Scotland (SCT), F6 Czech Republic (CZE), F6, P6* Ireland (IRL), F6 P6 United Kingdom (UK)
 - Adapted paper: F7 F8 P2 P7 International (INT), F7 F8 P2 P7 United Kingdom (UK)
- * E-book only approved.

All ACCA Complete Text and Exam Kits (including P6HKG variant complete text & exam kit)

- Variant paper: F4 England (ENG), F4 Global (GLO) - law only, F4 Singapore (SGP), F6 Singapore (SGP), F6 P6 United Kingdom (UK)
- Adapted paper: F7 F8 P2 P7 International (INT), F8 Singapore (SGP), F7 F8 P2 P7 United Kingdom (UK), P7 Singapore (SGP)

Study System, Study Question Bank, Revision Question Bank for all papers in Fundamental and Professional Levels

- Variant paper: F4 Global (GLO), F4 English (ENG), F4 Russia (RUS), F6 United Kingdom (UK), F6 Russia (RUS)
- Adapted paper: International stream (INT)

6. Where could I shop for ACCA study materials in Hong Kong?

Major book stores in Hong Kong. Go to section “L” of this pack to check out outlets/shops who offer discounts to ACCA student members.

7. Where can I find the study material of Hong Kong Variant Papers?

Students could refer to the syllabus and study guide to plan the study and obtain information on what could be assessed in an examination session.

Check out syllabus and study guide at

www.accaglobal.com/gb/en/student/acca-qual-student-journey/qual-resource/acca-qualification.html and select the relevant exam paper.

The section on ACCA's content provider directory at

www2.accaglobal.com/learningproviders/alpcx/content_provider_directory/search/

[cpd_directory/](#) contains additional reading list which are suggested by the examiner to a wider study around the exam paper

Paper F4HKG

www2.accaglobal.com/learningproviders/alpcx/content_provider_directory/search/cpd_directory/acca_f4hkg

Paper F6HKG

www2.accaglobal.com/learningproviders/alpcx/content_provider_directory/search/cpd_directory/acca_f6hkg

Paper P6HKG

www2.accaglobal.com/learningproviders/alpcx/content_provider_directory/search/cpd_directory/acca_p6hkg

More resources are available at

www.accaglobal.com/gb/en/student/acca-qual-student-journey/qual-resource/acca-qualification.html to help you with your studies

There is also ACCA study text, published by Kaplan Publishing on Paper P6 HKG variant.

E. Practical Experience Requirement

1. What do I have to do to complete the practical experience requirement of the ACCA Qualification?

In order to qualify as ACCA member, all trainees must complete the practical experience requirement (PER). Access via “*My Experience*” in *myACCA*.

To begin achieving your PER, you need to be working in an accounting or finance-related role. You will need to:

- find a workplace mentor
- complete 36 months’ employment in an accounting or finance-related role(s)
- achieve 13 performance objectives (all nine Essentials plus any four Options performance objectives)
- record your progress using the online *My Experience* record

Check out Practical Experience Requirement section at

www.accaglobal.com/gb/en/student/acca-qual-student-journey/experience-employment/experience/practical-experience.html for more information.

2. What is *My Experience*?

My Experience is the online tool designed for ACCA trainees that you must use to plan and record your achievement of the Practical Experience Requirements (PER). You can access your personal *My Experience* by selecting Experience Record under the navigation menu through *myACCA* at

<https://portal.accaglobal.com/> . It will launch in a new window.

It will help you through every stage - from planning your development, targeting performance objectives and writing the answers to your challenge questions - through to having these questions reviewed and signed off by your workplace mentor.

3. What are Performance Objectives?

Performance objectives are ACCA's indicators of effective performance. They set the minimum standard that you need to achieve and demonstrate in the workplace.

Performance objectives are divided into nine key areas of knowledge which are closely linked to the exam syllabus. In order to meet ACCA's practical experience requirement, you are required to achieve 13 performance objectives in total - all nine from Essentials and any four from Options. You can only achieve performance objectives if you are in a relevant role. You will demonstrate your achievement of the performance objectives to your workplace mentor by answering three unique challenge questions for each performance objective.

Here is a list of Performance Objectives

ESSENTIALS (all nine to be completed)	OPTIONS (four to be completed)
Professionalism, ethics and governance	Financial accounting and reporting
1. Demonstrate the application of professional ethics, values and judgement	10. Prepare financial statements for external purposes
2. Contribute to the effective governance of an organization	11. Interpret financial transactions and financial statements
3. Raise awareness of non-financial risk	Performance measurement and management accounting
Personal effectiveness	12. Prepare financial information for management
4. Manage self	13. Contribute to budget planning and production
5. Communicate effectively	14. Monitor and control budgets
6. Use information and communications technology	Finance and Financial management
Business management	15. Evaluate potential business/investment opportunities and the required finance options
7. Manage on-going activities in your area of responsibility	16. Manage cash using active cash management and treasury systems
8. Improve departmental performance	Audit and assurance
9. Manage an assignment	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

Find out more on Performance Objective booklet at

www.accaglobal.com/gb/en/student/acca-qual-student-journey/experience-employment/experience/practical-experience/performance-objectives.html

4. What are the challenge questions to the performance objectives?

Each performance objective has 3 challenge questions attached to it. Your answers to the challenge questions should provide information about your achievement of the relevant experience through your work.

Challenge questions are designed to help you to describe how you gained your experience, showing that you have thought about the quality of your work and reflected on your performance in the workplace. Your answer to each challenge question should be between 100 and 500 words.

Challenging questions are not tests or exams that have to be passed. They are similar to questions you may be asked as part of a performance review or appraisal at work. The workplace mentor reviews the trainee's performance and their answers to the challenge questions to see if they have met the standard asked by the performance objective, signs off the answers to all three challenge questions for a performance objective, then that performance objective has been achieved.

5. What is three years' practical experience?

It doesn't matter what sector or organisation you work in – ACCA trainees work in every sector and size of organisation.

You will need to work for a total of 36-months (three years) in a relevant role or roles where the majority of your time is spent on activities and tasks that are related to accounting, finance, audit and assurance, or in other related technical areas such as taxation, insolvency, and forensic accounting.

Students may gain their 36-months' relevant practical experience prior to joining ACCA, before, during, or after passing the ACCA exams, as long as being verified by a workplace mentor. There is no minimum or maximum time limit for achieving a performance objective, but you must be able to demonstrate that you can carry out all the work activities that contribute to the performance objective, to a consistent standard.

6. Who can be my workplace mentor?

It is your responsibility to find a workplace mentor. They should be a qualified accountant recognised by law in your country and/or a member of an IFAC body; and they must have knowledge of your work. They do not have to be ACCA qualified as long as they are a member of accountancy or audit body that is recognised by law in the country in which you choose to work.

They should be someone with whom you work closely, who knows the type of work you are doing and the quality of your work. They will be assessing your achievements so it is important they have the knowledge and expertise to do this. Ideally this will be your line manager, or the person to whom you report on particular projects or activities. A workplace mentor cannot sign off experience that you have not achieved with them, or been able to demonstrate to them, in the workplace.

You can have one workplace mentor, or you can have several different workplace

mentors to support you in achieving different performance objectives.

You should not have friends or relatives as your workplace mentor to avoid any potential conflicts of interest.

7. If my supervisor does not have a professional accounting qualification, can he/she be my workplace mentor?

If your workplace mentor is not a professional accountant recognised by law in your country and/or a member of an IFAC body, you will need a training supervisor to countersign your successful achievement of each performance objective.

A training supervisor does not fulfil a workplace mentor's role but will confirm your achievement of the performance objective if your workplace mentor is not a professionally qualified accountant. In order to do this, your training supervisor will need to be reasonably familiar with your role, and your workplace mentor and training supervisor will need to communicate with each other about your performance to ensure they are in agreement regarding your achievement.

Training supervisors do not have access to the online *My Experience* record to review and sign off your achievements. Instead, you will need to give them a paper copy of your challenge questions and answers as well as the sign-off form – which you or your workplace mentor can print from *My Experience*. You must keep the signed-off forms in case you are selected for a PER audit.

You must enter the details of your training supervisor into *My Experience* and record when the training supervisor has signed off a performance objective and record that paper sign-off has been obtained.

8. Can lecturing experience count towards my PER?

Yes, up to 12 months' lecturing experience can count towards the PER for membership. The lecturing experience must be at a level equivalent to the Fundamentals level of the ACCA Qualification and cover basic accounting, business studies and finance-related subjects.

9. Can I use experience gained in a part-time or temporary position towards ACCA's PER?

Yes, provided that the work experience is of sufficient breadth and depth to contribute towards achieving performance objectives and is properly supervised. You may find that experience gained in a part-time or temporary position does not allow you to achieve many performance objectives and may not provide sufficient opportunities for career development.

You can use experience from previous roles, voluntary work, work placements and internships towards your PER, including experience gained before registering

with ACCA. If you are using previous experience to demonstrate achievement of a performance objective, the person who supervised your work at that time must be able to review and sign off your achievement.

Also, work experience gained on a part-time basis can only count towards the PER for membership on a pro-rata basis. Therefore, wherever possible, it is advisable to obtain full-time work experience* that is relevant, supervised and meets the PER.

**As a guideline, ACCA considers full-time work experience to be 140 hours per month. 1540 hours of part-time work equates to 12 months of full-time work experience. This discounts annual leave etc.*

10. Do I have to work for an organisation that has been approved by ACCA?

No. However, if you work for an ACCA Approved Employer – trainee development stream, gold or platinum level you may be able to claim exemption from completing the performance objectives. This exemption must be agreed by your employer.

11. How often should I update *My Experience*?

ACCA recommends that you record any performance objective as soon as it gets achieved and keep all your PER information up to date. Always remember to update *My Experience* if you are moving to a new organization or changing job roles, and ensure you have any relevant performance objectives reviewed and signed off by your workplace mentor.

If you haven't visited *My Experience* online recently, a pop-up reminder will appear when you log into *myACCA*, prompting you to revise your progress in *My Experience*.

12. What is Performance Objective exemption?

If your employer is a gold or platinum ACCA Approved Employer - trainee development stream, they may allow you to claim a Performance Objective exemption. You would still be required to achieve 36 months' experience and keep a record of this and your employer details in your online *My Experience* record, as well as recording that you are claiming the performance objective exemption. Please note that it is your employer - not you - who decides whether to claim the Performance Objectives exemption.

ACCA also has a Performance Objective exemption in place for trainees resident in Hong Kong following HKICPA's requirements. Trainees in this scenario would also need to use *My Experience* to record the number of months' work experience they have gained, their employer details and to record that they are claiming the exemption.

13. How can I indicate to claim performance objective exemption?

You can access *My Experience* and select “Update” under Performance Objective exemption claim. Please select the appropriate option on your route.

You still need to complete and record a total of 36 months experience and update your record regularly.

14. Where can I find more information how to complete *My Experience*?

Check out

www.accaglobal.com/gb/en/student/acca-qual-student-journey/experience-employment/experience/practical-experience.html for more PER information.

ACCA has lots of resources to help you understand and support you in achieving your PER. You’ll find them under PER support at www.accaglobal.com/gb/en/student/acca-qual-student-journey/experience-employment/experience/practical-experience/per-support.html including PER guide, performance objective booklet and guide on answering challenging questions.

F. Professional Ethics Module

1. What is Professional Ethics Module?

This module will give you exposure to a range of ethical perspectives and includes several self-tests which require you to reflect on your own ethical behaviour and values. You then apply what you have learned in a case study where you experience an audit situation from two points of view, that of the auditor and the corporate financial accountant.

Please visit

www.accaglobal.com/gb/en/student/acca-qual-student-journey/ethics/professional-ethics.html

2. How can I access Professional Ethics Module?

Students will be given access to the Professional Ethics module as soon as you become eligible to take Paper P1, Governance, Risk and Ethics. It can be accessed via *myACCA* at <https://portal.accaglobal.com/>.

3. Is it compulsory for me to complete the Professional Ethics module?

As of 1 January 2013, completion of the Professional Ethics module will be mandatory for all students and affiliates – no matter when they registered with ACCA. The Professional Ethics module will have to be completed before students or affiliates become eligible to receive an invitation to transfer to ACCA

membership.

G. Fee Payment

1. How can I pay fee?

The easiest method of making a payment is online by credit or debit card through *myACCA* at <https://portal.accaglobal.com/>

2. How can I check the current account balance?

You can check the current account balance online via *myACCA* at <https://portal.accaglobal.com/>

3. How much is the examination fee?

Different exam entry fees apply depending on when you enter for exams: early exam entry, standard exam entry and late exam entry period. www.accaglobal.com/gb/en/student/acca-qual-student-journey/exams/enter-an-exam.html

4. Is there an annual subscription fee?

Your first annual subscription payment needs to be made by 1 January following the date of your registration – irrespective of the month in which you registered.

Every student is required to pay a subscription every year in order to remain on the registry and the annual subscription will be due on 1st Jan every year. Please note that this is a separate fee to the initial registration/ re-registration fee.

5. How much do I need to pay for exemptions?

Exemption fees are the same as early exam entry fees. Please find your exemption fee through *myACCA* at <https://portal.accaglobal.com/>.

H. ACCA/Oxford Brookes University Partnership

1. What do I need to do to be awarded BSc (Hons) in Applied Accounting?

You must:

- have opted in to the BSc degree scheme (registered with Oxford Brookes University) before passing any of the three ACCA Fundamentals papers, F7, F8 and F9
- successfully complete all nine Fundamentals level papers
- complete the ACCA Professional Ethics module according to the RAP submission dates
- After then, complete and pass the Oxford Brookes University Research and Analysis Project (RAP). This includes a 7,500 word Research Report (RR) and a 2,000 word Skills and Learning Statement (SLS).
- The degree must be completed within 10 years of your initial registration to ACCA's professional qualification.

Log on to *myACCA* to find out if you have opted in to the degree scheme and whether you are eligible to do so.

2. How and when can I submit the Research and Analysis Project?

The next two RAP submission periods, and the dates on which RAP grades and BSc degree results can be found at RAP submission dates

www.accaglobal.com/gb/en/student/acca-qual-student-journey/bsc-degree/rap-submission-dates.html

The students will be required to complete a Registration Page when uploading their project. You will be required to enter your mentor details as well as personal details. Please note that project must be submitted online successfully by the date of latest receipt. Any project received after the date of latest receipt will be returned to student unmarked.

3. Do I have to submit any fee for this project?

You are required to pay a project submission fee to Oxford Brookes University with any project submission. The Oxford Brookes University RAP submission fee for period 28 will be £185.00. Please visit

<http://www.accaglobal.com/gb/en/student/acca-qual-student-journey/bsc-degree/rap-submission-dates/submission-form.html> for submission dates.

4. How do I work out my Oxford Brookes degree classification?

The BSc degree classification will be based on both:

- your average mark in the Fundamentals Skills papers (F4 to F9)
- the grade achieved for your Research and Analysis Project.

Check out

www.accaglobal.com/gb/en/student/acca-qual-student-journey/bsc-degree/assessment/determination-of-class-of-degree.html

5. Where can I find further information about the BSc degree programme with Oxford Brookes University?

Check out the BSc degree programme information pack at

www.accaglobal.com/gb/en/student/acca-qual-student-journey/bsc-degree.html

6. Who should I contact if I have queries on this BSc degree?

You can contact ACCA Office at Oxford Brookes University Business School by email at acca@brookes.ac.uk

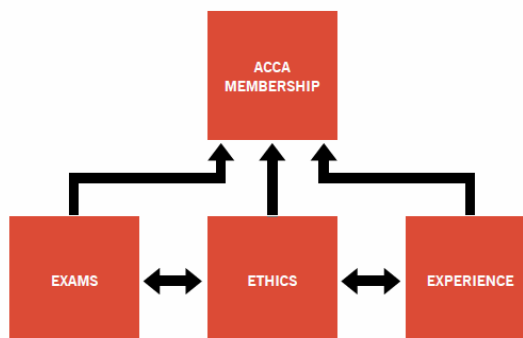
I. Transfer to membership

1. How can I qualify as ACCA member?

In order to qualify as an ACCA member, any individual will need to:

- pass or be exempted from up to 14 exams
- undertake a minimum of three-year' relevant practical experience and achieve 13 performance objectives (all nine Essentials and any four Options) and have these signed off by your workplace mentor. There are exemption if working for ACCA Approved Employers (gold or platinum Trainee Development stream)
- successfully complete an online professional ethics module.

<http://www.accaglobal.com/gb/en/student/acca-qual-student-journey/becoming-member.html>



J. Student Publication

1. Student Accountant

A digital copy of the *student accountant* is issued once a month. All registered students with valid email addresses receive an email when a new digital issue of *Student Accountant* is available. Each digital issue contains a range of technical articles, as well as careers-related features and advice. We also provide PDF downloads for students who want to read the magazine offline.

www.accaglobal.com/gb/en/student/acca-qual-student-journey/sa.html

Past Issue of *student accountant* (digital version) can be found at <http://issuu.com/studentaccountant/docs>

2. Student Accountant Direct

Students can now personalise their issue of *Student Accountant Direct* based on the papers they are studying and receive tailored information according to their studies. The all-new version of *Student Accountant* also comes in mobile and desktop-friendly versions and you will be able to customise your editions by region, your career aspirations, and your media preferences.

Special e-magazines relating to the exam cycle will be sent. The special issues of *Student Accountant Direct* will focus on exam technique, examiner feedback and advice as well as a range of other support to help you make your way to ACCA membership.

You can customise your edition at <http://accastudent.newsweaver.co.uk/Studentaccountant/>

K. Services from ACCA Hong Kong Office

1. Students' Events

From time to time, *ACCA Hong Kong* may organise and sign-post activities for all students. Keep your email address, mobile phone number and mailing address update. Look out for any email communication we send you.

Please keep abreast of the students events posted in the Hong Kong ACCA website, www.hongkong.accaglobal.com/ . Enrolment is available online!

2. Online enrolment to student seminars and events

Check out the step by step guide to online enrolment system www2.accaglobal.com/pdfs/international/hongkong/studentonline.pdf

L. Students Special Offer

1. Will I enjoy any discounts on book purchase if I am an ACCA student?

The following offers are now available to all ACCA student members upon presentation of the letter issued by ACCA confirming your successful registration or ACCA student card (student members registered before June 2011)

** (Following terms and offer are subject to change without prior notice).

<p>Academic & Professional Books Centre</p>	<p>Room 603, Austin Tower, 22-26A Austin Ave. Tsimshatsui Tel: (852) 2774 3740 Fax: (852) 2774 6762 E-mail: english@apbookshop.com Website: www.apbookshop.com On-line bookstore: www.elephants.com.hk</p> <p>~ All books (except textbook) ** ~ Textbook**</p> <p>(**except special priced, net priced, promotion and consignment items)</p> <p><u>For purchase at Downtown Branch</u> - The offer of 15% discount on academic, professional, reference and trade books and 10% discount on textbook is available at the above branch only.</p> <p><u>For purchase Online Bookstore (www.elephants.com.hk)</u> - Enjoy the 15% discount on academic, professional, reference and trade books except textbooks. - Free delivery in HKSAR - Key in Privilege Code ACCA2014 when placing order online</p>	<p>15% off 10% off</p>
<p>Bloomsbury Books Ltd</p>	<p>Rm 1202, 12/F, Chung Sheung Building, 9-10 Queen Victoria Street, Central, Hong Kong Tel: (852) 2110 9828 Fax: (852) 2877 0755 E-mail: books@bloomsbury.com.hk Website: www.bloomsbury.com.hk</p> <p>~ BPP/Kaplan on ACCA & FIA series* ~ Becker Professional Education on ACCA series* ~ Business titles* ~ Selected law student titles*</p> <p>(*except special priced items)</p>	<p>20% 25% 15% 10%</p>
<p>Cosmos Books</p>	<p>B/F & 1/F, 30 Johnston Road, Wan Chai, Hong Kong Tel: (852) 2866 1677 Fax: (852) 2529 3220 103 Tung Choi Street, Mongkok, Kowloon Tel: (852) 2367 8699 Fax: (852) 2367 1812 E-mail: info@cosmosbooks.com.hk Website: www.cosmosbooks.com.hk</p> <p>~ Regular priced books and stationery (except sale items)* (*offer applicable from now to 31 December 2014)</p>	<p>10%</p>

Executive Training Company (International) Ltd.	Room 1002, 10/F, The Hennessy, 256 Hennessy Road, Wanchai, Hong Kong Tel: (852) 2117 1112 Fax: (852) 3421 0877 Email: enquiry@etctraining.com.hk Website: www.etctraining.com.hk ~ Exam Pack, Progress Test, Final Mocks	15%
FTMS Training Systems (HK) Ltd	6/F, 18 Hysan Avenue, Causeway Bay, Hong Kong Tel: (852) 2882 8733 Fax: (852) 2881 0920 Email: ftmsaf@ftmsaf.com.hk Website: www.ftmsglobal.com ~ F5, F7(INT), F8(INT), F9, P1, P2(INT), P3-P5, P7(INT) Study Text published by BPP	20%
Kaplan Financial Hong Kong	G/F to 3/F, E-Tech Centre, Nos 402-406 Hennessy Road, Wanchai, Hong Kong (Causeway Bay MTR Exit A) Tel: (852) 2526 3686 Fax: (852) 2501 0589 Email: HKACCA@kaplan.com.hk Website: www.kaplanfinancial.com.hk ~ ACCA complete text & pocket notes are available ~ P6HKG variant complete text & exam kit are available	20% 20%
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M. myACCA

1. What is myACCA? How can I login myACCA?

myACCA is your personalised area on ACCA's website, <https://portal.accaglobal.com/> . It provides customised information and services relevant to the qualification and level you are studying.

You can login by entering your student registration number and passcode.

2. What services are offered through *myACCA*?

There are a host of services and information available through *myACCA*, including:

- Chart your progress towards achieving the ACCA Qualification.
- Enter for examinations and amend an existing exam entry.
- Download examination attendance docket (EAD)
- View and print examination results and certificates
- Request Administrative Review online
- Record your practical experience by accessing *My Experience*.
- Access the Professional Ethics module.
- Update your personal and/or employment details.
- Make a payment.
- View your Oxford Brookes status.
- Download and read the Student Facts booklet.

3. Can I learn more about how to access different section in *myACCA*?

A Simple Guide to *myACCA* is available for download to help students understand more on the major online services.

www.hongkong.accaglobal.com/hongkong/students/information/myACCAguide

4. What if I forget the login password to *myACCA*?

You can request a new one at *myACCA*. If you can confirm the registration number, email address and date of birth recorded in our registry, ACCA can email your pass code to you. Please allow 30 minutes for your new pass code to be emailed to you.

Make sure you receive your new password by making ACCA a safe sender - your email account must be able to recognise messages from accaglobal.com

5. Can I update my personal particulars in *myACCA*?

You can ONLY update your contact details in *myACCA*. This includes phone numbers, email, home and business addresses. Please use a valid email address that you have frequent access to. You would receive e-invitation to events and updates which helps you in preparing for exams. You will also receive alert to enter early for exams and to receive results by means of email or text messages. For other updates, please contact ACCA *Connect* at students@accaglobal.com .

N. Other Support

1. What are the important dates throughout the year?

You will find all the important dates you need to remember throughout the year in the PDF attached in the Related Documents section.

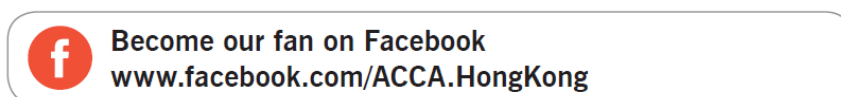
www.accaglobal.com/gb/en/student/acca-qual-student-journey/getting-started/dates-and-fees.html

2. Where can I find out job opportunities pertaining to accounting & finance?

ACCA has launched *ACCA Careers* where ACCA members and students could find the best accounting & finance job in the region. You could upload your CV; get career advice or being notified on a job that you desire.

Check out: <https://www.accacareers.com/china-hong-kong>

3. How do I connect with other ACCA students?



ACCA Global: www.facebook.com/ACCA.Official

4. ACCA Student Planner app



ACCA is constantly making changes to its Student Planner app. The latest features include push notifications (or alerts) and contacts.

The push notifications function will enable ACCA to highlight important messages that are relevant to your studies. To be able to do so, you will have to enable this function on the app and then enter your country and the qualification you are studying.

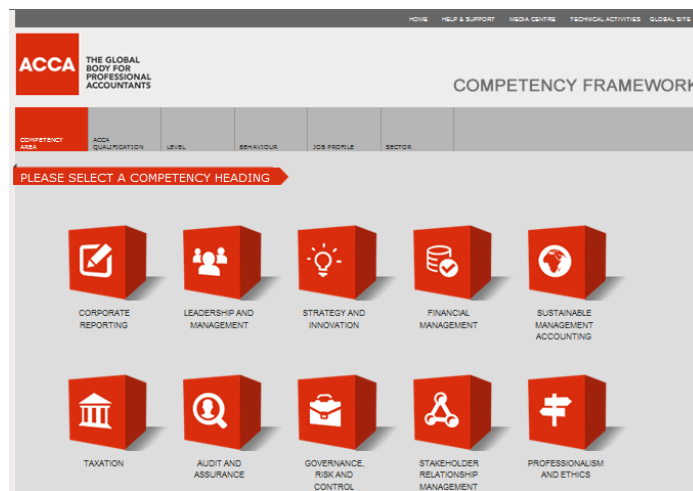
You can now also contact *ACCA Connect* through the app. You can email any query you may have or, if you prefer, you can phone *ACCA Connect* directly or phone your local ACCA office as these numbers have now been included.

Let's not forget the other great features, such as advice on passing exams, a countdown to key dates relating to exams and recording experience, an

interactive tool that calculates when you might achieve membership and location of your nearest Approved Learning Partner - student tuition (ALP-st) as well as your nearest computer-based exam (CBE) Licensed Centre.

Check it out now! ACCA Student Planner app for iPhone and Android is available as a free download on iTunes for iPhone users or Google Play for Android users.

5. ACCA Competency Framework



The ACCA Competency Framework is an online, interactive tool which demonstrates the different competencies developed through all elements of the ACCA Qualification (exams, ethics module and experience requirement) and links these competencies to jobs in finance. It is a valuable tool to illustrate how ACCA members are complete finance professionals and have a comprehensive skills set, allowing them to work in a variety of accounting and finance roles.

If you want to see the main areas the ACCA Qualification covers, start your search at 'competency area' and you will see the ten main competency areas which are covered by the ACCA Qualification.

Learn how the ACCA Competency Framework can help you.

<http://competencyframework.accaglobal.com/>

O. Useful contact

1. Who should I go for help on account related issues e.g. exemptions, payment, examination, practical experience requirement, access to *myACCA* etc.?

Located at ACCA's Glasgow office, *ACCA Connect* is now providing a 24 hour a day, 7 days a week, 365 days a year global customer service centre for all ACCA members and students around the world. You could reach them at NO cost by calling the Hong Kong phone number 2524-4988 (press 2 for registered students and press 1 for account related issues).

2 Central Quay , 89 Hydepark Street, Glasgow G3 8BW United Kingdom
tel: +852 2524 4988 (press 2 for registered students and press 1 for account related issues)
+44 (141) 582 2000
fax: +44 (141) 582 2222
email: students@accaglobal.com

2. When should I contact ACCA Hong Kong?

Enquiries on local activities and events please send us an email or call us.

By email: hkstudents@accaglobal.com

By phone: +852 2524 4988 (press 2 for registered students and press 2 for local events)
during 10:00 am - 12:30 pm and 2:00 pm - 6:00 pm (Monday to Friday)

The End