

# UPDATES TO THE ACCA QUALIFICATION IN 2013

GARETH OWEN, ACCA QUALIFICATIONS MANAGER, EXPLAINS THE PLANNED UPDATES TO THE ACCA QUALIFICATION SYLLABUSES TAKING PLACE IN 2013 AS PART OF THE PROCESS OF CONTINUOUS SYLLABUS MAINTENANCE AND IMPROVEMENT. THE ARTICLE HIGHLIGHTS THE LATEST SYLLABUS CHANGES, INCLUDING ANY MINOR STRUCTURAL CHANGES TO EXAMS

There are a number of syllabus changes to the ACCA Qualification in 2013. These are mainly minor additions and updates, rather than major structural changes, ensuring that the qualification continues to evolve and adapt to the latest business and accounting sector needs. These latest changes are being introduced to update the syllabus content, to ensure that the ACCA Qualification continues to comply with the appropriate regulatory standards, to improve the articulation between related syllabuses and to reflect the views of our key stakeholders. The key change in 2013 is to the exam structure of the Professional Options papers. This will be described in the relevant Professional Options syllabus changes. (Read on for detailed changes.)

In all cases, please refer to the 2013 Study Guides for full details. The summary of changes is also included at the end of each Study Guide.

TERMINOLOGY CHANGES

The IASB has changed the names of the performance statements. ACCA will implement this terminology in 2013 for ACCA Study Guides and exams from Papers F4 to P7.

The following table shows the changes:

OLD TERM	NEW TERM
Income statement	Statement of profit or loss
Statement of comprehensive income	Statement of profit or loss and other comprehensive income

As in the previous version of IAS 1, there is still the option to present performance in either a single statement or in two statements. No other wordings in accounting standards have been changed as these generally referred to items being charged/credited to profit or loss rather than mentioning the term income statement.

All the detailed changes to the syllabuses are summarised on the right.

Paper P1, Governance, Risk and Ethics

There are a few minor changes to the Paper P1 syllabus for 2013. The first is a new outcome in A3 concerning diversity as a consideration in the composition of boards of directors. The second is an amendment to E7(a) to link environmental reporting to social and environmental 'footprints'. The final change is an addition to the Study Guide under E7 relating to the typical contents of a social and environmental report. From 2013, the IFAC Code of Ethics is referred to as the IESBA Code of Ethics. This change of terminology also affects Paper P7 (please see below).

These changes are summarised in the following table.

SECTION AND SUBJECT AREA	SYLLABUS CONTENT
A3 – New	i) Explain the meaning of 'diversity' and critically evaluate issues of diversity on boards of directors.
E7 – Amended	(a) Describe and assess the social and environmental effects that economic activity can have (in terms of social and environmental 'footprints' and environmental reporting).
E7 – New	(d) Explain and assess the typical contents of a social and environmental report, and discuss the usefulness of this information to stakeholders.

Paper P2 (INT) and (UK), Corporate Reporting

There have not been any additions or deletions to the 2013 Study Guides for either of the above syllabuses. However, there have been minor amendments to the wording of some of the Study Guide outcomes corresponding to changes within examinable documents. The change in terminology relating to performance statements in IAS 1, as explained above, has been made throughout the Study Guide.

Paper P3, Business Analysis

Since 2011, Paper P3 has had more management accounting/performance management areas added to it to increase the scope for the examiner to assess performance issues within business analytical contexts. These changes have been phased in, and the only change for 2013 is that a new outcome in G3 has been added to allow the examination of cost and management accounting concepts, which are relevant to strategy development and implementation.

The additions are as follows:

SECTION AND SUBJECT AREA	SYLLABUS CONTENT
G3	(e) Evaluate the role and limitations of cost accounting in strategy development and implementation, specifically relating to: i) direct and indirect costs in multi-product contexts ii) overhead apportionment in full costing iii) activity-based costing in planning and control.

THESE LATEST CHANGES ARE BEING INTRODUCED TO UPDATE THE SYLLABUS CONTENT, TO ENSURE THAT THE ACCA QUALIFICATION CONTINUES TO COMPLY WITH THE APPROPRIATE REGULATORY STANDARDS

Paper P4, *Advanced Financial Management*  
The main change to Paper P4 has been to the structure of the exam.

The new structure of the exam is as follows:

- Section A:** One compulsory question:  
*Question 1: 50 marks (including four professional marks)*
- Section B:** Choice of two from three questions:  
*All three questions: 25 marks*

**Total: 100 marks**

A pilot paper has been produced to reflect the new format.  
Changes to the syllabus include an addition to Section G on Islamic finance, the re-grouping of topics to help with the logical flow and a new sub-section added into syllabus area C. A number of *Study Guide* outcomes have been clarified to give a better indication of the scope and depth of potential exam questions in the relevant areas. Finally, some study outcomes in syllabus area F have been moved to Paper F9 but will be assumed knowledge in Paper P4.

Additions to Paper P4

SECTION AND SUBJECT AREA	SYLLABUS CONTENT
G3 Developments in Islamic finance	Demonstrate an understanding of the role of, and developments in, Islamic financing as a growing source of finance for organisations; explaining the rationale for its use, and identifying its benefits and deficiencies.

Deletions from Paper P4

SECTION AND SUBJECT AREA	SYLLABUS CONTENT
F1 The role of treasury function	<ul style="list-style-type: none"><li>(a) Describe the role of the money markets in:<ul style="list-style-type: none"><li>i) providing short-term liquidity to industry and the public sector</li><li>ii) providing short-term trade finance</li><li>iii) allowing a multinational company to manage its exposure to FOREX and interest rate risk.</li></ul></li><li>(b) Explain the role of the banks and other financial institutions in the operation of the money markets.</li><li>(c) Explain the characteristics and role of the principal money market instruments:<ul style="list-style-type: none"><li>i) coupon bearing</li><li>ii) discount instruments</li><li>iii) derivative products.</li></ul></li></ul>

Other amendments to Paper P4  
The following areas have been added to clarify what was already in the syllabus:

SECTION AND SUBJECT AREA	SYLLABUS CONTENT
C1(a)	<ul style="list-style-type: none"><li>iii) Single period and multi-period capital rationing.</li></ul> Multi-period capital rationing to include the formulation of programming methods and the interpretation of their output. <ul style="list-style-type: none"><li>v) Risk adjusted discount rates</li></ul>
C3(b)	Calculate the cost of capital of an organisation, including the cost of equity and cost of debt, based on the range of equity and debt sources of finance. Discuss the appropriateness of using the cost of capital to establish project and organisational value, and discuss its relationship to such value.
C3(c)	Calculate and evaluate project specific cost of equity and cost of capital, including their impact on the overall cost of capital of an organisation. Demonstrate detailed knowledge of business and financial risk, the capital asset pricing model and the relationship between equity and asset betas.
C4(a)	Apply asset-based, income-based and cash flow-based models to value equity. Apply appropriate models, including term structure of interest rates, the yield curve and credit spreads, to value corporate debt.

Other amendments to Paper P4  
The following areas have either wording changes, small insertions and or small deletions to provide clarity and scope for exams:

SECTION AND SUBJECT AREA	SYLLABUS CONTENT
	A2(f), A3(c), C1(c), C2(c), C3(a), C3(g), D2(a) and F1(a)

The following have moved and some with wording changes for better flow of topics and for clarity (sections here are referenced in the old syllabus)

SECTION AND SUBJECT AREA	SYLLABUS CONTENT
	C1(d), C1(f), C2(d) and C3(e) to new Section C4. C1(e) to Section F4.
Formula sheet	The formula sheet has been amended to remove the two asset portfolio theory formulae due to changes in scope for A2(f). Note that portfolio theory principles are still in the syllabus.

Paper P5, *Advanced Performance management*  
The main change to Paper P5 has been to the structure of the exam.

The new structure of the exam is as follows:

- Section A:** One compulsory question:  
*Question 1: 50 marks (including four professional marks)*
- Section B:** Choice of two from three questions:  
*All three questions: 25 marks*

**Total: 100 marks**

A new pilot paper has been produced to reflect the new format.  
The only major change to the syllabus is the removal of some study outcomes from section C and clarification of the remaining outcomes in this section. The areas removed will be treated as assumed knowledge from Paper F5.

Additions to Paper P5  
The following areas have been removed explicitly from the syllabus but will be examined as assumed knowledge from Paper F5:

SECTION AND SUBJECT AREA	SYLLABUS CONTENT
C1 Performance management information systems	(a) Identify the accounting information requirements and describe the different types of information systems used for strategic planning, management control and operational control and decision making. (f) Define and discuss the merits of, and potential problems with, open and closed systems with regard to the needs of performance management.
C2 Sources of management information	(b) Demonstrate how these principal sources of management information might be used for control purposes. (c) Identify and discuss the direct data capture and process costs of management accounting information. (d) Identify and discuss the indirect costs of producing information. (e) Discuss the limitations of using externally generated information.
C4 Management reports	(a) Discuss the principal controls required in generating and distributing internal information. (b) Discuss the procedures that may be necessary to ensure security of highly confidential information that is not for external consumption.

Other amendments to Paper P5  
The following areas have been amended to give more clarity and depth of expected level of coverage:

SECTION AND SUBJECT AREA	SYLLABUS CONTENT
C4(a)	Evaluate the output reports of an information system in the light of: i) best practice in presentation ii) the objectives of the report/organisation iii) the needs of the readers of the report; and avoiding the problem of information overload.
C2(a)	Discuss the principal internal and external sources of management accounting information, their costs and limitations.

Paper P6 (UK), *Advanced Taxation*  
The structure of the exam paper from June 2013 will be as follows:

- Section A: two compulsory questions:
  - Question 1: 35 marks (including four professional marks)
  - Question 2: 25 marks
- Section B: Choice of two from three questions:
  - All three questions: 20 marks

Total: 100 marks

*Study Guide* section A1(g)(i) has been expanded to include the seed enterprise investment scheme.  
The syllabus has been updated to reflect the fact that inheritance tax (IHT) is now covered at the Paper F6 level, and *Study Guide* section A4 shows which additional aspects of IHT are examinable at the Paper P6 level.  
Syllabus sections B to E have been restructured and reduced to sections B to D. The previous section B on ‘the importance of taxation to personal and corporate financial management’ has been removed, although B5 ‘the taxation effects of the financial decisions made by businesses (corporate and unincorporated) and by individuals’ has been retained and moved to within what was previously section C ‘the impact of relevant taxes on various situations and courses of action, including the interaction of taxes’.  
The terminology of gift aid donations for companies in section E2(f) has changed to qualifying charitable donations, in line with the tax law rewrite.

Paper P7 (INT), *Advanced Audit and Assurance*

The new structure of the exam is as follows:

- Section A: two compulsory questions (including four professional marks from either Question 1 or Question 2):
  - Question 1: 35 marks
  - Question 2: 25 marks
- Section B: Choice of two from three questions:
  - All three questions: 20 marks

Total: 100 marks

Please note that the IFAC Code of Ethics is now known as the IESBA Code rather than IFAC.

Additions to Paper P7  
The syllabus amendments to Paper P7 are as follows:

SECTION AND SUBJECT AREA	SYLLABUS CONTENT
D1(h) Planning, materiality and assessing the risk of material misstatement	Additional information
D1(i) misstatement	Matters not relevant to planning

Amendments to Paper P7  
The syllabus amendments to Paper P7 are as follows:

SECTION AND SUBJECT AREA	SYLLABUS CONTENT
B1(e) Code of Ethics for Professional Accountants	Professional scepticism
B1(f)	Evaluation of professional scepticism

Paper P7 (UK), *Advanced Audit and Assurance*  
All as above with the addition of (following the restructure of the FRC):

SECTION AND SUBJECT AREA	SYLLABUS CONTENT
G1(c) Professional and ethical current issues and developments	FRC developments (instead of APB)

Planned changes for 2014 and examinable document updates  
In order to make changes to the cut-off dates for examinable documents, in response to feedback from stakeholders, the examinable document update for the following papers will be delayed for a session:  
■ Papers P1 to P7 (except Paper P6)

For these papers only, the examinable documents and *Study Guide* published for 2013 will also apply to the June 2014 session.  
ACCA Approved Learning Partners – content are aware of this and this has been reflected in their materials.  
Papers P6 examinable documents will be updated for 2014 as normal, in line with tax legislation.



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# MAKING THE BEST OPTIONS CHOICES

**The Options papers are the final exam hurdle before you can become an ACCA member and choosing the Options papers that you are most comfortable with will, hopefully, improve your chances of success.**

To complete the Professional level you must sit three Essentials papers (P1, P2 and P3) and then complete two from four Options papers (P4, P5, P6 and P7).

THE FUNDAMENTALS

Our research proves that if you do well in the underpinning Fundamentals paper, you have a better chance of passing the Options paper. This is backed up by what students, tutors and examiners tell us.

It is important to remember that the Options papers take the subjects covered in the Fundamental papers to a more advanced level. This is set out below:

- Paper F9, *Financial Management*  
→ Paper P4, *Advanced Financial Management*
- Paper F5, *Performance Management*  
→ Paper P5, *Advanced Performance Management*
- Paper F6, *Taxation* → Paper P6, *Advanced Taxation*
- Paper F8, *Audit and Assurance*  
→ Paper P7, *Advanced Audit and Assurance*

When you choose which Options papers to take, think about how well you did in the Fundamentals level papers. If there was a subject you excelled at or felt most comfortable with, then that would be a good choice to take as your option.

In the tables on pages 41 and 42 we have identified the key areas of the Fundamentals level paper syllabuses that relate directly to each Options paper. Looking at this will help you see which areas of the Fundamentals level paper you need to have grasped to be successful in the Options papers. It will also show you that there may be some areas of the Fundamental papers that you are not required to demonstrate in the Options paper exam. It is also worth noting that, along with the Fundamentals level papers, some of the areas covered in Paper P3 underpin Paper P5. Likewise, some areas of Paper P2 underpin Paper P7.

APPLYING YOUR EXPERIENCE

The ACCA exams are designed to be achievable even if you have no relevant

experience. That said, one of the things most students, tutors and examiners say about the Options papers is that you may perform better if you have gained work experience relevant to the Options papers you are taking.

If you are currently working, remember to look at ACCA's practical experience requirements. You need to complete these requirements to gain the benefits of ACCA membership. They may also help you focus on gaining experience relevant to your Options papers. Part of the requirements is that you need to achieve 13 from 20 performance objectives. Like the ACCA Qualification exams, there are some performance objectives you need to take – known as the Essentials performance objectives – and there are others where you get a choice of which ones to do – known as the Options performance objectives. These cover some of the same areas as the Options papers (see Table 1).

One of the benefits of matching the experience performance requirements to the Options papers you are taking is that it may assist your workplace mentor or supervisor in giving you the experience to help your studies. It may also help your workplace mentor or supervisor answer questions you have about particular areas of the Options paper syllabuses that you are struggling with.

It is a great idea to be thinking about how your studies can be applied to your future career prospects. However, be careful. If there is an Options paper subject you find particularly hard, but you feel it would be better for your career prospects, you may be wiser to choose a different Options paper subject that better suits your ability. Remember, you can take the Options papers after you have qualified as part of your continuing professional development (CPD).

Whether you have gained relevant experience or not, wider reading will also help you relate your studies to real-life situations. The case studies used in the exams are often based on situations that have been in the news. Reading both the financial press, the wider press and the corporate reports of multinational companies, and relating the stories to your studies, is a good way to prepare for the exams. It will help you understand the challenges real businesses face, such as ethical issues, environmental issues, strategic decisions, risk management and investment decisions.

There are a number of ways the ACCA Qualification can be studied, such as via a taught course or by self-study. Our research has found that if you study with one of our Approved Learning Partners (ALPs), you will stand a better chance of passing the Options papers. You can find out more about our ALPs via the ACCA website, which includes the searchable Tuition Provider Directory. If there are no ALPs in your area, you may wish to consider distance learning using the materials from an Approved Learning Partner – content (ALP–c).

CONCLUSION

It is important you make the right choice of which two Options papers to take. You will have a greater chance of success if you choose the Options papers based on what you feel most comfortable with, whether that is because you did well in the underpinning Fundamentals paper or you took the underpinning Fundamentals paper recently, or because you have gained most work experience in that area. Lastly, you should consider studying with an ALP–st to give yourself the best chance of passing the Options papers.

TABLE 1: THE OPTIONS PERFORMANCE OBJECTIVES

OPTIONS PAPER	RELEVANT OPTIONS PERFORMANCE OBJECTIVES
Paper P4	POs 15 and 16 on finance and financial management
Paper P5	POs 12, 13 and 14 on performance measurement and management accounting
Paper P6	POs 19 and 20 on taxation
Paper P7	POs 17 and 18 on audit and assurance and underpinned by POs 10 and 11 for financial reporting

# ESSENTIAL UNDERPINNING FOR OPTIONS PAPERS

## PAPER P4

Paper F9 to Paper P4 –  
essential knowledge

### D Investment appraisal

All subheadings

### E Business finance

- 1 Sources of, and raising, short-term finance
- 2 Sources of, and raising, long-term finance
- 4 Internal sources of finance and dividend policy
- 5 Gearing and capital structure considerations

### F Cost of capital

All subheadings

### G Business valuations

- 2 Models for the valuation of shares
- 3 The valuation of debt and other financial assets
- 4 Efficient market hypothesis (EMH) and practical considerations in the valuation of shares

### H Risk management

All subheadings

Paper P3 to Paper P4 –  
essential knowledge

### G Financial analysis

- 2 Finance decisions to formulate and support business strategy
- 4 Financial implications of making strategic choices and of implementing strategic actions

## PAPER P5

Paper F5 to Paper P5 –  
essential knowledge

### A Specialist cost and management accounting techniques

All subheadings

### B Decision-making techniques

- 6 Dealing with risk and uncertainty in decision making

### C Budgeting

- 2 Budgetary systems
- 3 Types of budget
- 5 Behavioural aspects of budgeting

### D Standard costing and variances analysis

All subheadings excluding:

- 2 Basic variances and operating statements

### E Performance measurement and control

All subheadings

Paper P3 to Paper P5 –  
essential knowledge

### B Strategic position

- 2 Environmental issues affecting the strategic position of an organisation
- 3 Competitive forces affecting an organisation
- 4 Marketing and the value of goods and services
- 6 The expectations of stakeholders and the influence of ethics and culture

### B Strategic choices

- 1 The influence of corporate strategy on an organisation
- 3 Alternative directions and methods of development

### C Strategic action

- 1 Organising and enabling success

### G Financial analysis

- 3 The role of cost and management accounting in strategic planning and implementation

Paper P1 to Paper P5 –  
essential knowledge

### B Internal control and review

- 1 Management control systems in corporate governance

### C Identifying and assessing risk

- 1 Risk and the risk management process
- 2 Categories of risk
- 3 Identification, assessment and measurement of risk

### D Controlling risk

- 3 Risk avoidance, retention and modelling

## PAPER P6

Paper F6 (UK) to Paper P6 (UK) –  
essential knowledge

### B Income tax liabilities

- 2 Income from employment
  - h) Compute the amount of benefits assessable
- 3 Income from self-employment
  - e) Compute assessable profits on commencement and cessation
  - h) Relief for trading losses
- 5 The comprehensive computation of taxable income and income tax liability
  - b) Calculate the amount of personal allowance available generally, and for people aged 65 and above
  - c) Compute the amount of income tax payable
- 6 The use of exemptions and reliefs in deferring and minimising income tax liabilities
  - a) Explain and compute the relief given for contributions to personal pension schemes, using the rules applicable from 6 April 2011

### C Corporation tax liabilities

- 2 Taxable total profits
  - e) Explain the treatment of interest paid and received under the loan relationship rules
  - g) Understand how trading losses can be carried forward
  - h) Understand how trade losses can be claimed against income of the current or previous accounting periods
  - i) Recognise the factors that will influence the choice of loss relief claim
  - k) Explain how relief for a property business loss is given
- 3 The comprehensive computation of corporation tax liability
  - a) Compute the corporation tax liability and apply marginal relief
- 4 The effect of a group corporate structure for corporation tax purposes
  - a) Define an associated company and recognise the effect of being an associated company for corporation tax purposes
  - b) Define a 75% group, and recognise the reliefs that are available to members of such a group ▶

THE ACCA EXAMS ARE DESIGNED TO BE ACHIEVABLE  
EVEN IF YOU HAVE NO RELEVANT EXPERIENCE AT ALL

IT IS IMPORTANT YOU MAKE THE RIGHT CHOICE OF WHICH TWO OPTIONS PAPERS TO TAKE. YOU WILL HAVE A GREATER CHANCE OF SUCCESS IF YOU CHOOSE THE OPTIONS PAPERS BASED ON WHAT YOU FEEL MOST COMFORTABLE WITH

- ◀ c) Define a 75% capital gains group, and recognise the reliefs that are available to members of such a group
- d) Compare the UK tax treatment of an overseas branch to an overseas subsidiary
- e) Calculate double taxation relief

#### **D Chargeable gains**

- 1 The scope of the taxation of capital gains
  - b) Explain how the residence and ordinary residence of an individual is determined
- 2 The basic principles of computing gains and losses
  - a) Compute capital gains for both individuals and companies
- 3 Gains and losses on the disposal of movable and immovable property
  - d) Compute the exemption where a principal private residence is disposed of
- 5 The computation of capital gains tax payable by individuals
  - a) Compute the amount of capital gains tax payable
- 6 The use of exemptions and reliefs in deferring and minimising the tax liabilities arising on the disposal of capital assets
  - a) Explain and apply entrepreneurs' relief as it applies to individuals
  - b) Explain and apply rollover relief as it applies to individuals and companies
  - c) Explain and apply holdover relief for the gift of business assets
  - d) Explain and apply the incorporation relief that is available upon the transfer of a business to a company

#### **E Inheritance tax**

- 2 The basic principles of computing transfers of value
  - a) State, explain and apply the meaning of transfer of value, chargeable transfer and potentially exempt transfer

- b) Demonstrate the diminution in value principle
- c) Demonstrate the seven-year accumulation principle taking into account changes in the level of the nil rate band
- 3 The liabilities arising on chargeable lifetime transfers and on the death of an individual
  - a) Understand the tax implications of chargeable lifetime transfers and compute the relevant liabilities
  - b) Understand the tax implications of transfers within seven years of death and compute the relevant liabilities
  - c) Compute the tax liability on a death estate

#### **G Value added tax**

- 2 The VAT registration requirements
  - a) Recognise the circumstances in which a person must register for VAT
  - b) Explain the advantages of voluntary VAT registration
  - d) Explain how and when a person can deregister for VAT
  - e) Explain the conditions that must be met for two or more companies to be treated as a group for VAT purposes, and the consequences of being so treated
- 3 The computation of VAT liabilities
  - h) Explain the treatment of imports, exports and trade within the European Union
- 4 The effect of special schemes
  - a) Describe the cash accounting scheme, and recognise when it will be advantageous to use the scheme
  - b) Describe the annual accounting scheme, and recognise when it will be advantageous to use the scheme
  - c) Describe the flat rate scheme, and recognise when it will be advantageous to use the scheme

#### **PAPER P7**

Paper F8 to Paper P7 – essential knowledge

#### **A Audit framework and regulation**

- 4 Professional ethics and ACCA's Code of Ethics and Conduct

#### **B Internal audit**

- 3 The scope of the internal audit function

#### **C Planning and risk assessment**

- 2 Assessing the risks of material misstatement
- 3 Understanding the entity and its environment
- 4 Materiality, fraud, laws and regulations
- 5 Analytical procedures
- 6 Planning an audit

#### **D Internal control**

- 6 Communication on internal control

#### **E Audit evidence**

- 2 Audit procedures
- 3 The audit of specific items
- 6 The work of others

#### **F Review**

- 1 Subsequent events
- 2 Going concern
- 4 Audit finalisation and the final review

#### **G Reporting**

- 1 Audit reports

Paper P2 to Paper P7 – essential knowledge

#### **C Reporting the financial performance of entities**

- All subheadings excluding:
- 11 Reporting requirements of small and medium-sized entities (SMEs)

#### **D Financial statements of groups of entities**

All subheadings

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**Andy Tan**

Overall 3rd Placing  
in Singapore,  
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2nd Placing for P6 Paper



**Goh Xing Keng**

1st Placing for F4 Paper



**Ang Mingwei**

5th Placing in Singapore  
3rd Placing for P6 Paper

*\* Singapore Prizewinners from ACCA June 2012 Sitting*

**AND THEY HAVE THESE SAA-GE ACCA LECTURERS TO THANK:**

**Chee Hay Kheong** *FCCA Australia, FCCA Singapore*

**Ben Lee** *ACCA, MBA (International Business)*

**Goh Sher Wee** *FCCA, FCCA Singapore*

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# HOW TO BE GOOD

## PROFESSIONAL ETHICS

**In matters of ethics, the cases in which a right or wrong answer is absolute are few and far between. But what is a certainty is that ethics is everyone's responsibility – not just those at the top. This makes it even more important to develop and fine-tune your personal ethical awareness so that you can rely on your own judgment on those occasions where you might need to make a call on an important ethical dilemma.**

As an aspiring professional accountant, you will have many opportunities to choose between right and wrong during your career. From reading about corporate scandals in the press during recent years, you will have seen just how catastrophic the consequences of making the wrong choice can be – from corporate failure, loss or reputation, to fines and even prison sentences.

Your ethical and professional development started from the moment you registered as an ACCA student, thanks to the holistic approach ACCA has adopted for your ethical development via the exams syllabus, the practical experience requirement and the Professional Ethics module – all the requirements you need to complete in order to obtain your ACCA Qualification.

### PROFESSIONAL ETHICS MODULE

The Professional Ethics module will give you exposure to a range of ethical perspectives and includes several self-tests that 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.

Sometimes, without you even realising, your personal values can get in the way of your professional ethics. As accounting students, you have

### INTEGRITY AND PROFESSIONAL BEHAVIOUR

Integrity and professional behaviour are two of the five fundamental principles of professional ethics.

As a student, this means that you must be straightforward, honest, and fair when dealing with ACCA in the following areas:

- ▣ Supplying valid information for the purpose of your admission as a student.
- ▣ Providing authentic information for the purposes of gaining exemptions from any ACCA exams.
- ▣ Conducting yourself properly in all exams, using fair practice.

required to write a short paragraph about what you have learned from completing the module.

You are given access to the Professional Ethics module as soon as you become eligible to take Paper P1, *Governance, Risk and Ethics*. It is recommended that you take the Professional Ethics module at the same time as, or before, Paper P1.

### FURTHER READING

'A question of ethics', published in *Student Accountant* in July 2011: [www.accaglobal.com/content/dam/acca/global/pdf/sa\\_july11\\_ethics.pdf](http://www.accaglobal.com/content/dam/acca/global/pdf/sa_july11_ethics.pdf)

Go to [www.accaglobal.com/ethics](http://www.accaglobal.com/ethics) for further information on the Professional Ethics module.

been learning the technical aspects of your chosen profession and may not have spent much time thinking about your own values, how you make decisions, and how you may be influenced in making those decisions.

The Professional Ethics module includes exercises to help you explore these issues. Then, when you are faced with a difficult decision and find yourself applying the fundamental principles of your profession, you will be better prepared to apply your professional judgment rather than your personal beliefs.

The module consists of nine units, each designed to help you understand what it means to think and act as a professional accountant.

The units give you the opportunity to judge the acceptability of arguments for and against some difficult decisions and to practise your ethical decision-making skills. In some units you can obtain feedback on the decisions you make. Finally, you are



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AND PROFESSIONAL  
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STARTED AS SOON  
AS YOU REGISTERED  
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*Chua Lee Sim is an ACCA student in KDU*

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Speaker: Mr Chan Tze Kang, Head- Professional Accountancy Centre

2.00pm-3.30pm

How to complete your Practical Experience Requirement (PER) return?

Speaker: Ms Seri Idawaty, Head – Student Support, ACCA Malaysia

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*T & C apply*



# UNDERSTANDING THE QUESTION

When taking exams, it is particularly important to consider the question requirements carefully to make sure you understand exactly what is being asked, and whether each question part has to be answered in the context of the scenario or is more general. You also need to be sure that you understand all the tasks that the question is asking you to perform.

The different levels of the ACCA Qualification each address different intellectual levels (see box, right, for further details).

ACCA examiners often highlight the lack of understanding of the requirements of question verbs as the most serious weakness in many candidates' scripts. Given below are some common question verbs used in the exams,

## QUESTION VERBS

**Analyse** *Intellectual level 2, 3 Actual meaning* Break into separate parts and discuss, examine, or interpret each part *Key tips* Give reasons for the current situation or what has happened.

**Apply** *Intellectual level 2 Actual meaning* To put into action pertinently and/or relevantly *Key tips* Properly apply the scenario/case.

**Assess** *Intellectual level 3 Actual meaning* To judge the worth, importance, evaluate or estimate the nature, quality, ability, extent, or significance *Key tips* Determine the strengths/weaknesses/importance/significance/ability to contribute.

**Calculate** *Intellectual level 2, 3 Actual meaning* To ascertain by computation, to make an estimate of; evaluate, to perform a mathematical process *Key tips* Provide description along with numerical calculations.

**Comment** *Intellectual level 3 Actual meaning* To remark or express an opinion *Key tips* Your answer should include an explanation, illustration or criticism.

**Compare** *Intellectual level 2 Actual meaning* Examine two or more things to identify similarities and differences *Key tips* Clearly explain the resemblances or differences.

**Conclusion** *Intellectual level 2, 3 Actual meaning* The result or outcome of an act or process or event, final arrangement or settlement *Key tips* End your answer well, with a clear decision.

**Criticise** *Intellectual level 3 Actual meaning* Present the weaknesses/problems; evaluate comparative worth. Don't explain the situation. Instead,

## INTELLECTUAL LEVEL

### Evaluation and synthesis

*Papers P1–P7*

- ▣ generalisation, comparison and discrimination using complex and unstructured information
- ▣ assessment and evaluation of complex information
- ▣ use of reasoned argument to infer and make judgments
- ▣ presentation and justification of valid recommendations

analyse it *Key tips* Criticism often involves analysis.

**Define** *Intellectual level 1 Actual meaning* Give the meaning; usually a meaning specific to the course or subject *Key tips* Explain the exact meaning because usually definitions are short.

**Describe** *Intellectual level 1, 2 Actual meaning* Give a detailed account or key features. List characteristics, qualities and parts *Key tips* Make a picture with words; identification is not sufficient.

**Discuss** *Intellectual level 3 Actual meaning* Consider and debate/argue about the pros and cons of an issue. Examine in detail by using arguments

in favour or against *Key tips* Write about any conflict, compare and contrast.

**Evaluate** *Intellectual level 3 Actual meaning* Determine the scenario in the light of the arguments for and against *Key tips* Mention evidence/case/point/issue to support evaluation.

**Explain** *Intellectual level 1, 2 Actual meaning* Make an idea clear. Show logically how a concept is developed. Give the reason for an event *Key tips* Don't just provide a list of points, add in some explanation of the points you are discussing.

**Illustrate** *Intellectual level 2 Actual meaning* Give concrete examples. Explain clearly by using comparisons or examples *Key tips* Add in some description.

**Interpret** *Intellectual level 3 Actual meaning* Comment on, give examples, describe relationships *Key tips* Include explanation and evaluation.

**List** *Intellectual level 1 Actual meaning* List several ideas, aspects, events, things, qualities, reasons, etc *Key tips* Don't discuss, just make a list.

**Outline** *Intellectual level 2 Actual meaning* Describe main ideas, characteristics, or events *Key tips* Briefly explain the highlighted points.

**Recommend** *Intellectual level 3 Actual meaning* Advise the appropriate actions to pursue in terms the recipient will understand *Key tips* Give advice or counsel.

**Relate** *Intellectual level 2, 3 Actual meaning* Show the connections between ideas or events *Key tips* Relate to real time examples.

**State** *Intellectual level 2 Actual meaning* Explain precisely *Key tips* Focus on the exact point.

**Summarise** *Intellectual level 2 Actual meaning* Give a brief, condensed account Include conclusions. Avoid unnecessary details *Key tips* Remember to conclude your explanation.



ACCA EXAMINERS OFTEN HIGHLIGHT THE LACK OF UNDERSTANDING OF THE REQUIREMENTS OF QUESTION VERBS AS THE MOST SERIOUS WEAKNESS IN MANY CANDIDATES' SCRIPTS

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F6	Andrew Kok / Alan Yeo	Ben Kit / Andrew Kok
F7	Joe Fang / Keith Farmer / Spencer Cheah	Eng Guo Miao
F8	Marcus Ong	Marcus Ong
F9	Andrew Pang / Max Yong	Andrew Pang / Max Yong
P1	Parmindar Singh	Marcus Ong
P2	Joe Fang / Spencer Cheah	Eng Guo Miao
P3	Marcus Ong / Parmindar Singh	Marcus Ong
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# READING AND PLANNING TIME

**Reading and planning time (RAPT) is a 15-minute time allowance given to all students taking three-hour exam papers.**

## WHAT CAN YOU DO IN RAPT?

This additional time, to be spent at the beginning of each three-hour exam, allows you to familiarise yourself with, and to navigate around, the exam paper. During RAPT, you can read and understand the questions on the paper and begin to plan your answers before you start writing in your answer books. You can also use calculators to make some preliminary numerical calculations.

RAPT begins when instruction is received from your centre supervisor. You must not open your question paper until advised to do so, and during RAPT you may only write or make notes on your question paper. You must not write anything in your answer booklets until advised to do so by the supervisor.

## HOW CAN YOU MAKE THE BEST USE OF RAPT?

RAPT gives you the opportunity to make sure you are clear about what the examiner is assessing. It also allows you valuable extra time for thinking and planning. To use this additional 15 minutes most effectively:

- ▣ carefully read and understand all question requirements, making an informed choice about which optional questions to attempt where applicable
- ▣ read through and highlight relevant information and financial data, noting why it is included
- ▣ take note of the marks awarded for each question and the allocation of

marks between different requirements within a question

- ▣ start to plan your answers, particularly for discursive questions
- ▣ think about the order in which to attempt questions
- ▣ make preliminary calculations.

## READING THE QUESTION REQUIREMENTS

You should use some of the RAPT to carefully read through the main requirements in each question. This is particularly important in exams where you need to decide which questions to answer.

Even where there is no choice of question, it is still important to read the question carefully so that you understand what the examiner is asking you to do. All too often, examiner reports contain references to students who have answered questions they wanted to answer rather than the ones the examiner was asking. The best way to avoid this is to use RAPT to ensure that you fully understand the verbs used by examiners. For example, if the examiner has asked you to compare and contrast two theories or techniques, they are not looking for a full description or explanation of each, but an explanation of the similarities or differences.

## READ AND HIGHLIGHT RELEVANT INFORMATION AND FINANCIAL DATA, NOTING WHY IT IS INCLUDED

RAPT allows you to have a first read through of all the information contained in each question. Having already carefully read the question requirements, you can now highlight any relevant information or data that you feel are of most relevance with reference to each question requirement. You can use calculators during RAPT, which allows you to make quick calculations of key financial or quantitative data contained within the exam paper.

Reading through the paper will allow you to familiarise yourself with – and find your way around – the exam paper. As a result, when you come to writing in your answer book, you will already have a good idea what is relevant information, where it is located, and possibly how to use it.

In case study or scenario questions, RAPT is a particularly good opportunity to familiarise yourself with the facts and

data contained within the case study and to decide what information may be the most relevant. RAPT also allows you to gain an initial understanding of the main facts of a case study. This means that when you come to read it again during the exam, things will become much clearer, and more points will become apparent, as happens when watching a film or reading a book for the second time.

As would be expected, most ACCA exam questions contain financial data and information that must be considered and analysed. During RAPT, it is useful to think about why such information is included, with reference to the question requirements, and to consider which of this information or data is of particular relevance and how it might be needed to answer the questions.

## TAKE NOTE OF THE MARK ALLOCATION BETWEEN DIFFERENT REQUIREMENTS WITHIN QUESTIONS

You should also use RAPT to help you plan your approach to answering the questions. This is particularly important when you are deciding which questions to attempt at the Professional level of the ACCA Qualification.

When you are first reading the question requirements, you should undertake a personal exam SWOT analysis – matching your own strengths and weaknesses to the opportunities available and, thereby, identify any potential threats to your performance within the exam paper.

Where you have a choice, you should identify those question requirements (and their specific parts) which offer you the best opportunity to earn marks. It is particularly important that your choice of questions enables you to give your best performance in the exam. When making your question choices you need to be aware of the mark allocation. A question could look very attractive if you see one or two requirements in areas you have studied and revised. However, if these requirements only attract a few marks – and the main requirement, which attracts the most marks is one that you feel unprepared for – it may be advisable to attempt another question.

By doing this you will make a more informed choice of question, where choice exists. Even where there is

**RAPT IS AN ADDITIONAL 15 MINUTES THAT IS TO BE SPENT AT THE BEGINNING OF EACH THREE-HOUR EXAM AND ALLOWS YOU TO FAMILIARISE YOURSELF WITH, AND TO NAVIGATE AROUND, THE EXAM PAPER**

no choice, it is still important to assess which parts of which question requirements attract most marks and where you need to focus your attention.

#### START TO PLAN ANSWERS – PARTICULARLY FOR DISCURSIVE QUESTIONS

If time allows, after reading the paper, it is worth planning answers to certain questions, particularly to longer-form discursive questions. Start by trying to identify the relevant main themes within a question; normally relevant points can be classified under a few broad headings. There is usually insufficient time to identify specific points during RAPT, but it is very useful to identify the main headings under which to put these points.

Identifying these headings or themes also acts as a way for you to structure your answers logically, for which some professional marks are available at the Professional level of the ACCA Qualification. It will also help to remind you about the types of points you should be making under each heading so that you can maximise the marks you can earn. For example, a Paper P1 exam question could contain the following requirement: 'Explain four roles of a non-executive director and how cross-directorships could undermine these roles.'

During RAPT, you could identify the four roles that you would need to explain, and quickly write these down as an aide-memoire. For example, you could identify the following roles:

- ▣ strategy
- ▣ scrutiny
- ▣ risk
- ▣ people.

When you answer this question in the exam you can develop these roles and expand on them before you go on to identify how cross-directorships could undermine these roles.

#### THINK ABOUT THE ORDER IN WHICH YOU SHOULD ATTEMPT THE QUESTIONS

You can answer questions in the order they are presented in the exam paper, but there may be good reasons why you shouldn't do this. For example:

- ▣ There is a question you believe you can answer well, that you have revised for thoroughly and, therefore, by answering it first, you get yourself off to a good, confident start.
- ▣ There is a question which, if you don't answer it first, could worry and distract you during the exam, and may be more difficult to answer later

### WHEN YOU ARE FIRST READING THE QUESTION REQUIREMENTS, YOU SHOULD UNDERTAKE A PERSONAL EXAM SWOT ANALYSIS

- on when you become more tired.
- ▣ You want to tackle the question with the highest mark allocation while you are at your freshest and most disciplined, both to ensure that you perform well and that you leave enough time to attempt all other questions.
- ▣ You prefer to start with a shorter question and leave a longer case study question until you have settled into the exam.
- ▣ There may be other reasons why you might want to tackle a paper in a particular order, so RAPT is the ideal time to make that decision and to decide on your exam strategy.

It is important that you always answer every part of a question before moving on to the next question – clearly labelling all parts of your answer. Ideally, you should answer all parts

of a question in order, and there are two main reasons for this. First, there may well be a logical and progressive structure to the requirements of a question, and so answering these in the wrong order could put you at a disadvantage. Second, if your mind is engaged with the information contained within a particular question, and you leave it part way through to move on to another, you will need time to get to grips with that information again when you return to that question later. This is not a good idea.

#### SUMMARY

Making the best use of RAPT, rather than rushing ahead to write down as much as you can in the time allowed, will help you develop a better and more effective exam strategy. It will also help you develop a more relaxed, positive, and controlled approach.



# PROFESSIONAL MARKS

## HOW TO EARN THESE VITAL MARKS

**This article explains what professional marks are, how they are awarded at the Professional level and reminds potential candidates how best to achieve these additional, and often crucial, marks.**

Professional marks were 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.

**WHERE AND HOW MANY PROFESSIONAL MARKS ARE AVAILABLE?**

All Professional level papers include four professional marks at each session until further notice.

Table 1 shows how these are awarded across the seven Professional level papers.

**TABLE 1: WHERE THE FOUR PROFESSIONAL MARKS ARE AWARDED AT THE PROFESSIONAL LEVEL**

PROFESSIONAL LEVEL PAPER	SECTION A OR B	QUESTIONS
Paper P1, <i>Governance, Risk and Ethics</i>	A	All four in Q1
Paper P2, <i>Corporate Reporting</i>	B	Two marks in each question
Paper P3, <i>Business Analysis</i>	A	All four in Q1
Paper P4, <i>Advanced Financial Management</i>	A	All four either in Q1 or Q2
Paper P5, <i>Advanced Performance Management</i>	A	All four either in Q1 or Q2
Paper P6, <i>Advanced Taxation</i>	A	All four either in Q1 or Q2*
Paper P7, <i>Advanced Audit and Assurance</i>	A	All four either in Q1 or Q2

Note that in Paper P2 (as professional marks are only available in Section B and candidates must select two from three questions to answer) two marks are available in each question to ensure that the candidate can potentially earn four in total. These are awarded for capabilities and skills which are in addition to – and separate from – the technical intellectual levels, which include synthesis and evaluation as the basis of Level 3 intellectual level capabilities – and as specified in the ACCA Professional level *Study Guides*.

Professional marks are awarded for the overall quality of answers, and for using or adopting effective professional communication skills as required by the examiner. These are determined by a number of factors, as decided by the relevant examiner. They can include the strength and persuasiveness of arguments made, the effective use of evidence, presenting logical conclusions and recommendations where appropriate, showing sensitivity to the intended target audience, and for effectively utilising the format, structure and presentation of the answer or communication required. Professional marks can also be awarded for introducing an answer clearly by ‘setting the scene’ – laying out key objectives in the context of the specific requirements – and for the use of judgment in addressing the key objective of the communication, using the appropriate tone.

A common requirement relating to professional marks would be as follows from the June 2011 Paper P1, *Governance, Risk and Ethics* exam: *Professional marks will additionally be awarded in Part (d) for drafting a statement that is clear, has a logical flow, is persuasive and is appropriately structured. (4 marks)*

Such requirements have been regularly examined since December 2007, in a range of Professional level exams, and have included the need to do the following or similar:

- prepare a speech
- draft a statement
- report to a committee
- compose a memo
- write an article or press briefing
- justify a position or argue against it
- consider an ethical dimension to a technical issue.

Candidates can earn a majority of the marks available for the technical content within such requirements, particularly if their answer contains enough relevant points, but the major discriminator in requirements such as these is the professional mark component. It is the latter that many technically well-prepared and knowledgeable candidates fail to adequately address, and which, in many cases, can lead to failure for the exam overall. As there are 1.8 minutes per mark for the Professional level exams, in theory professional marks should attract at least seven minutes of work or thought in an exam and, therefore, should be given sufficient attention when answering such a question.

It is vitally important to remember that, statistically, a significant proportion of candidates score between 45% and 55% in any exam, as a consequence of the ‘bell shaped’ curve of the normal distribution of marks derived from a representative cohort of candidates. This means that marks lost or missed for any available professional marks can make a considerable difference to the marginal candidates’ chances of success, particularly when up to 4% of the marks in any one exam may be at stake for demonstrating these professional skills. And following the 1.8 minutes per mark rule, you should

aim to use the required exam time to gain these marks. Hence, the need for careful consideration.

An article written by Sara Condon in the June/July 2009 issue of *Student Accountant* clearly explains how critical the professional marks are to candidate success at this level. She also explains how these marks can be most effectively earned and why such marks are often needlessly lost.

Her main tips for acquiring professional marks, depending on what is being asked for, are included in the following list:

- ▣ Think and plan your answer before you start writing (remember there are 15 minutes of reading time, so make allowances for this component within that time).
- ▣ Establish who you are or what your role is in the requirement, along with who your audience is and what you are trying to achieve. For example, are you an auditor, a shareholder, or a director and who are you trying to influence or persuade, and for what reason?
- ▣ Consider the type of communication you are required to give and be clear whether you are writing in the first ('I' or 'we') or third person ('it' or 'the company'). For example, a speech is best written in the first person and a report usually in the third person.
- ▣ Adopt a format or structure that is most appropriate for the type of communication required – is there a need for an introduction, conclusions or recommendations?
- ▣ Decide in which order you should present information, to improve the logical flow and strength of your arguments.
- ▣ Group similar points together and decide whether you want to introduce key points first, or keep some until last, for maximum impact and to improve persuasiveness.
- ▣ Use headings, and include spaces between your paragraphs to enhance your presentation marks and create a more professional looking answer.
- ▣ Avoid the use of bullet points as these are not usually appropriate for earning professional marks.
- ▣ Insert linking narratives between the sections of your answer, particularly if you are writing a speech or statement. For example, 'having covered some of the economic arguments, I will now move to the key social responsibility issues involved...'
- ▣ Try and refer to your audience throughout the answer, particularly

in a speech or briefing, keeping the tone of your answer personal, where relevant, and linked directly to their main interest. For example: 'If you remember, when I last addressed you, we had some very good news to give you regarding the value of your share options...'

- ▣ Be prepared to answer the question from a perspective that may differ from your own, regardless of whether you agree with it or not, and make use of counter argument where appropriate such as: 'The economic case for building a new highway through the forest is obvious, but ethically such a decision may be disastrous, not for voluntary stakeholders who can speak for themselves, but for involuntary stakeholders who may not be able to independently defend their own interests.'

Professional marks are, therefore, about showing the ability to communicate effectively by forming or supporting opinion and demonstrating alternative viewpoints through the use of case evidence and through the use of effective argument and counter-argument. It may be that the examiner wants the candidate to generate ideas or link or adapt theories or models. Professional marks may require a candidate to arrive at a solution or gain a new insight by exercising professional judgment and using an ethical approach to providing advice – in line with relevant legislation, regulation, and accounting or auditing standards in the stakeholders' interests.

Such professional skills require the candidate to analyse and present information in the context of the views and perceptions of the person that they are supposed to represent, such as a CEO. This may include anticipating reactions from the intended audience, or from the alternative points of view of different stakeholders. To earn professional marks it may often be necessary to draw together the main themes of an answer and select or prioritise the main points of an argument to arrive at a valid and properly supported overall conclusion. Sometimes you may be required to put forward some recommendations, which faithfully represent the content included within the main body of the answer given, or drawn from available case or scenario information.

#### SUMMARY

In summary, professional marks are for doing the following:

- ▣ Understanding the intended purpose of a communication.
- ▣ Identifying its intended users and their needs.
- ▣ Preparing and using the appropriate type of document in an answer.
- ▣ Using a logical and appropriate answer structure or format.
- ▣ Judging the tone to use, depending on the nature of background information and objectives to be met.
- ▣ Assessing where and how much detail is required, as appropriate.
- ▣ Adopting clear, concise, and precise methods of presentation, both in verbal and numerical contexts.

Not all the above will be assessed in each exam paper, but they do indicate the kind of capabilities that candidates might be required to demonstrate. It will be clearly indicated within the question requirements where professional marks are allocated in each paper, and the requirement should always make it clear how these marks will be awarded.

As already stated, in total four marks are awarded within each paper at the Professional level for the above professional capabilities. In most papers the professional marks are awarded in Section A and all awarded within one question. If assessed in Section B, where questions are optional, there will always be the same number of professional marks awarded for each question in that section, as is the case for Paper P2, *Corporate Reporting*. This ensures that candidates can potentially earn the same number of professional marks in total, regardless of their choice of questions.

*\* Papers P6 (CYP) and P6 (MLA) have all four marks in either Q1 or Q2 from December 2012 onwards*

#### FURTHER READING

'Professional Marks', *Student Accountant* (June/July 2009)  
[www.accaglobal.com/content/dam/accaglobal/PDF-students/2012s/sa\\_junjul09\\_condon.pdf](http://www.accaglobal.com/content/dam/accaglobal/PDF-students/2012s/sa_junjul09_condon.pdf)

'Professional Marks', *Student Accountant* (October 2007)  
[www.accaglobal.com/content/dam/accaglobal/PDF-students/2012s/professional-marks.pdf](http://www.accaglobal.com/content/dam/accaglobal/PDF-students/2012s/professional-marks.pdf)

**Gareth Owen is ACCA qualifications development manager**

# TIME MANAGEMENT

**Even the most hard-working, well-prepared students sometimes fail exams if they don't manage their time properly in the exam hall.**

If you have read the textbook from cover to cover, practised every past exam question from the last five years, and done everything that your tutor told you to do in the days and weeks leading up to the exam, it is still difficult to pass without also having a clear strategy when you are sitting in the exam hall.

Managing your time effectively in the exam is critical to success. There will always be plenty of easy marks on every exam paper, so it is vitally important that you focus on accumulating these easy marks and don't allow yourself to become bogged down in the difficult parts of the paper.

## ENTERING THE EXAM HALL

Effective time management starts as you are walking to your desk in the exam hall. Three-hour exams (180 minutes) have 100 marks on the exam paper, so you should be preparing to allocate 1.8 minutes to each mark. If you know that the paper is made up of, say, 20-mark questions, calculate that you should be spending 36 minutes ( $20 \times 1.8$ ) on each question.

## READING TIME

For the first 15 minutes that you sit at your desk, you are not allowed to write in your answer booklet – this period is designated as reading and planning time. Many students impatiently wish this time away, keen to start writing to show the extent of their knowledge. However, a student with good time management skills will use this reading time effectively.

- ▣ First, flick through the exam paper and note next to each question the time allocations you have calculated using your 1.8 minutes per mark rule. For example, each 20-mark question will have a 36-minute allocation, or a 10-mark question will have an 18-minute allocation.
- ▣ Next, check the instructions on the exam paper to see whether all

questions are compulsory, or whether there is some choice of questions. This will ensure that you don't spend time unnecessarily working through too many questions.

## No choice of questions

Even if all the questions on the exam paper are compulsory, it is still very important to spend the reading time developing a plan of attack. Even if you have to attempt all questions over the course of the following three hours, there is no rule that dictates the order in which you should attempt the questions.

Look through the exam paper and review the question requirements.

Search for questions that test your favourite syllabus areas, and questions that will allow you to show your strengths. For example, some students are more confident with writing than doing calculations (or vice versa), so make sure you focus initially on the questions that suit you. Of course, you may find that there are some questions that you really don't like the look of. Try to push these questions to the back of your mind for the moment. The key thing is that you start the exam by attempting your preferred questions, so that you accumulate marks quickly, and only end up attempting your least favourite questions later on, when you have already scored most, if not all, of the marks needed to secure a pass.

## Choice of questions

If there is a choice of questions in the exam, you must decide quickly which questions you want to attempt and which you want to leave out.

As explained above, look for those questions that test your preferred syllabus areas or those where you will be able to best demonstrate your strengths.

Once you have decided which questions to leave out, focus on the questions you have decided to attempt and (as explained above) choose the order in which you are going to attempt the questions.

## TIME TO START WRITING

At the end of the reading time, start with the question you have identified to be your favourite. Split the overall time allocation between the different parts of the question and write the times on the exam paper to emphasise how important it is to manage time properly within the question.

As you consider the best way to attack the question, consider how you will be able to accumulate marks quickly. For example, if the first part of the question involves a calculation and then the second part is a discussion, is it possible to attempt the writing first, to grab some easy marks, before you even start your calculations? As long as you clearly note in your answer booklet which part of the question you are attempting, the markers don't mind which part of the question you present first.

As you progress through the question, keep your eye on the time, and be strict with your time allocations.

It is very tempting to tell yourself that you are going to spend 'just an extra five minutes' on a question if you haven't quite finished it in the allocated time, but over the course of the exam, 'just an extra five minutes' on each question can mount up and mean you have no time left for your final question.

Admittedly, you will have planned to leave your least favourite question until last, so it might be tempting to focus on those questions that you have decided to do first, but bear in mind that there are always some easy marks on every question, so you must pay attention to your time management.

Of course, if you find yourself running out of ideas as you attempt your least favourite questions, by all means abandon them and go back to spend some more time on your unfinished answers to previous questions.

The key to success is accumulating the easy marks on all questions, and not allowing yourself to become too bogged down in the detail of any one question.

**LOOK FOR THOSE QUESTIONS THAT TEST YOUR PREFERRED SYLLABUS AREAS AND THOSE WHERE YOU WILL BE ABLE TO BEST DEMONSTRATE YOUR STRENGTHS**

# EXAM NOTES

## EXAMINABLE DOCUMENTS

RELEVANT TO THE JUNE 2013 EXAM SESSION

Exam notes provide guidance on ACCA examinable material, including any relevant accounting and auditing documents. Use them in conjunction with your studies and revision

**54 PAPER P6**

**55 PAPER P2**

**58 PAPER P7**

To access *Syllabus*, *Study Guides*, past papers, examiner feedback, and examiner resources, visit the links below:

### **PAPER P6**

[www.accaglobal.com/paperp6/](http://www.accaglobal.com/paperp6/)

### **PAPER P2**

[www.accaglobal.com/paperp2/](http://www.accaglobal.com/paperp2/)

### **PAPER P7**

[www.accaglobal.com/paperp7/](http://www.accaglobal.com/paperp7/)



# EXAMINABLE DOCUMENTS

## WHAT YOU NEED TO KNOW

TAX

PAPER P6 (UK), ADVANCED TAXATION

The following notes refer to Paper P6 (UK) only. Guidance for other variant papers – where available – is published on the ACCA website.

Legislation that received Royal Assent on or before 30 September annually will be assessed in the exam sessions being held in the following calendar year. Therefore, the June and December 2013 exams will be assessed on legislation that received Royal Assent on or before 30 September 2012.

FINANCE ACT

The latest Finance Act that will be examined in Paper P6 (UK) at the June and December 2013 sessions is the Finance Act 2012. With regard to prospective legislation when, for example, provisions included in the Finance Act will only take effect at some date in the future, such legislation will not normally be examined until such time as it actually takes effect. The same rule applies to the effective date of the provisions of an act introduced by statutory instrument.

SUPPLEMENTARY INSTRUCTIONS, TAX RATES AND ALLOWANCES

The following supplementary instructions and tax rates and allowances will be reproduced in the exam paper in the June and December 2013 sittings and are examinable in Paper P6 (UK). In addition, other specific information necessary for candidates to answer individual questions will be given as part of the question.

- You should assume that the tax rates and allowances for the tax year 2012/13 and for the financial year to 31 March 2013 will continue to apply for the foreseeable future unless you are instructed otherwise.
- Calculations and workings need only be made to nearest £.
- All apportionments should be made to the nearest month.
- All workings should be shown.

Income tax

		Normal rates	Dividend rates
		%	%
Basic rate	£1–£34,370	20	10
Higher rate	£34,371–£150,000	40	32.5
Additional rate	£150,001 and over	50	42.5

A starting rate of 10% applies to savings income where it falls within the first £2,710 of taxable income.

Personal allowances

		£
Personal allowance	Standard	8,105
	65–74	10,500
	75 and over	10,660
Income limit for age related allowances		25,400
Income limit for standard personal allowance		100,000

Car benefit percentage

The base level of CO<sub>2</sub> emissions is 100 grams per kilometre (g/km).

	%
Petrol cars with CO <sub>2</sub> emissions of 75g/km or less	5
Petrol cars with CO <sub>2</sub> emissions between 76 and 99g/km	10
Petrol cars with CO <sub>2</sub> emissions of 100g/km	11

Car fuel benefit

The base figure for calculating the car fuel benefit is £20,200

Individual savings accounts (ISAs)

Overall investment limit	£11,280
Amount of which can be invested in a cash ISA	£5,640

Pension scheme limits

Annual allowance	£50,000
Lifetime allowance	£1,500,000
The maximum contribution that can qualify for tax relief without evidence of earnings	£3,600

Authorised mileage allowances: cars

Up to 10,000 miles	45p
Over 10,000 miles	25p

CAPITAL ALLOWANCES: RATES OF ALLOWANCE

Plant and machinery

	%
Main pool	18
Special rate pool	8

Motor cars

New cars with CO <sub>2</sub> emissions up to 110 grams per kilometre	100
CO <sub>2</sub> emissions between 111 and 160 grams per kilometre	18
CO <sub>2</sub> emissions over 160 grams per kilometre	8

Annual investment allowance

First £25,000 of expenditure	100
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Corporation tax

Financial year	2010	2011	2012
Small companies rate	21%	20%	20%
Main rate	28%	26%	24%
	£	£	£
Lower limit	300,000	300,000	300,000
Upper limit	1,500,000	1,500,000	1,500,000
Standard fraction	7/400	3/200	1/100

Marginal relief

Standard fraction x (U–A) x N/A

Value added tax

Standard rate	20%
Registration limit	£77,000
Deregistration limit	£75,000

Inheritance tax: nil rate bands and tax rates

	£
6 April 2012 to 5 April 2013	325,000
6 April 2011 to 5 April 2012	325,000
6 April 2010 to 5 April 2011	325,000
6 April 2009 to 5 April 2010	325,000
6 April 2008 to 5 April 2009	312,000
6 April 2007 to 5 April 2008	300,000
6 April 2006 to 5 April 2007	285,000
6 April 2005 to 5 April 2006	275,000
6 April 2004 to 5 April 2005	263,000
6 April 2003 to 5 April 2004	255,000
6 April 2002 to 5 April 2003	250,000
6 April 2001 to 5 April 2002	242,000
6 April 2000 to 5 April 2001	234,000

6 April 1999 to 5 April 2000	231,000
6 April 1998 to 5 April 1999	223,000

Rate of tax on excess over nil rate band	– Lifetime rate	20%
	– Death rate	40%

Inheritance tax: taper relief

Years before death:	Percentage reduction
More than 3 but less than 4 years	20
More than 4 but less than 5 years	40
More than 5 but less than 6 years	60
More than 6 but less than 7 years	80

Capital gains tax

Rate of tax	– Lower rate	18
	– Higher rate	28
Annual exemption	£10,600	
Entrepreneurs' relief – Lifetime limit	£10,000,000	
	– Rate of tax	10%

National Insurance contributions (not contracted out rates)

		%
Class 1 Employee	£1–£7,605 per year	Nil
	£7,606–£42,475 per year	12.0
	£42,476 and above per year	2.0
Class 1 Employer	£1–£7,488 per year	Nil
	£7,489 and above per year	13.8
Class 1A		13.8
Class 2	£2.65 per week	
	Small earnings exception limit – £5,595	
Class 4	£1–£7,605 per year	Nil
	£7,606–£42,475 per year	9.0
	£42,476 and above per year	2.0

Rates of interest (assumed)

Official rate of interest	4%
Rate of late payment interest	3%
Rate of repayment interest	0.5%

Stamp duty land tax

£150,000 or less <sup>1</sup>	Nil
£150,001–£250,000	1%
£250,001–£500,000	3%
£500,001–£1,000,000	4%
£1,000,001–£2,000,000 <sup>2</sup>	5%
£2,000,001 or more <sup>2</sup>	7%

1 For residential property, the nil rate is restricted to £125,000.

2 The 5% and 7% rates apply to residential properties only. The 4% rate applies to all non-residential properties where the consideration is in excess of £500,000.

Stamp duty

Shares	0.5%
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FINANCIAL REPORTING - INTERNATIONAL AND UK PAPER P2, CORPORATE REPORTING

Knowledge of new examinable regulations and legislation issued by 30 September will be required in exam sessions being held in the following calendar year. Documents may be examinable even if the effective date is in the future.

The documents listed as being examinable are the latest that were issued prior to 30 September 2012 and will be examinable in the June and December 2013 exams.

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

International Accounting Standards (IASs)/International Financial Reporting Standards (IFRSs)

IAS 1	Presentation of Financial Statements
IAS 2	Inventories
IAS 7	Statement of Cash Flows
IAS 8	Accounting Policies, Changes in Accounting Estimates and Errors
IAS 10	Events after the Reporting Period
IAS 12	Income Taxes
IAS 16	Property, Plant and Equipment
IAS 17	Leases
IAS 18	Revenue
IAS 19	Employee Benefits
IAS 20	Accounting for Government Grants and Disclosure of Government Assistance
IAS 21	The Effects of Changes in Foreign Exchange Rates
IAS 23	Borrowing Costs
IAS 24	Related Party Disclosures
IAS 27	Separate Financial Statements
IAS 28	Investments in Associates and Joint Ventures
IAS 32	Financial Instruments: Presentation
IAS 33	Earnings per Share
IAS 34	Interim Financial Reporting
IAS 36	Impairment of Assets
IAS 37	Provisions, Contingent Liabilities and Contingent Assets
IAS 38	Intangible Assets
IAS 39	Financial Instruments: Recognition and Measurement
IAS 40	Investment Property
IFRS 1	First-Time Adoption of International Financial Reporting Standards
IFRS 2	Share-based Payment
IFRS 3	Business Combinations (revised)
IFRS 5	Non-Current Assets Held for Sale and Discontinued Operations
IFRS 7	Financial Instruments: Disclosures
IFRS 8	Operating Segments
IFRS 9	Financial Instruments
IFRS 10	Consolidated Financial Statements
IFRS 11	Joint Arrangements
IFRS 12	Disclosure of Interests in Other Entities
IFRS 13	Fair Value Measurement
IFRS for SMEs	IFRS for Small and Medium-sized Entities

Other statements

The Conceptual Framework for Financial Reporting

Practice Stmt

Management Commentary

# EDs, discussion papers and other documents

ED 2009/12 Financial Instruments: Amortised Cost and Impairment (inc expected loss approach)  
ED 2011/06 Revenue from Contracts with Customers  
ED 2010/09 Leases  
Draft IFRS 9 – Chapter 6 – Hedge Accounting  
ED 2012/1 Improvements to IFRSs  
ED 2011/4 Investment Entities

this standard was in issue as at 30 September 2012. For any elements of the *Study Guide* deemed as examinable and not covered by IFRS 9, these elements should be dealt with by studying IAS 39.

# ADDITIONALLY EXAMINABLE FOR UK AND IRISH PAPERS ONLY

Indicated below are the main areas of difference between IFRS and UK standards/legislation and whether these differences are examinable in Paper P2 (UK).

## Note:

The accounting of financial assets and financial liabilities is accounted for in accordance with IFRS 9 to the extent that

International Standard	UK Standard	UK difference	Is the difference examinable in Paper P2?
IAS 1	Co Act	Difference in terminology	No
	FRS 3	Disclosure of certain exceptional items on face of income statement not specified by IAS 1, although some picked up by IFRS 5	No
	FRS 3	Separate presentation of STRGL and income statement, whereas International combines statements	No
	FRS 18	Less extensive disclosure requirements for estimation techniques	No
IAS 2	SSAP 9	Slight wording differences which mean that LIFO could be allowable, whereas this doesn't appear within International	No
IAS 7	FRS 1	Format more detailed	No
	FRS 1	Cash and cash equivalents more strictly defined	No
	FRS 1	Exemptions available from preparing cash flow	Yes
IAS 8	FRS 3	Fundamental errors v International's material errors, although broadly similar	No
IAS 10	FRS 21	No examinable differences	No
IAS 11	SSAP 9	Services fall within scope whereas International this is addressed by IAS 18, although principle broadly the same	No
	SSAP 9	Disclosure of year end balance split into recoverable on contracts and long term contract balances	No
IAS 12	FRS 19	Timing differences rather than temporary differences	Yes
	FRS 19	Permits discounting	Yes
	FRS 19	Revaluation less likely to create deferred tax balance	Yes
IAS 16	FRS 15	Revaluation frequency specified by time (every five years), whereas International solely based on material changes in fair value as frequency indicator	Yes
	FRS 15	Different methods of revaluation dependent on the asset type	Yes
	FRS 15	Treatment of revaluation gains and losses, especially with reference to clear consumption of economic benefit	Yes
IAS 17	SSAP 21	90% test included as part of guidance in lease classification	Yes
	SSAP 21	Encourages land and buildings to be accounted for separately	Yes
	SSAP 21	Sale and finance leaseback requires asset to be disposed with new finance lease created and disposal profit to be deferred over lease term. Additionally UK rules allow funds to be treated as a secured loan per FRS 5	Yes
	SSAP 21	Operating lease incentives to be spread over shorter of lease term and period of next rent review. International spreads over lease term	Yes
IAS 18	FRS 5	In principle similar	No
IAS 19	FRS 17	Restricted scope as only covers retirement benefits, whereas International covers various short-term and long-term employee benefits	Yes
	FRS 17	Deferred tax balances netted off net pension asset/liability, whereas shown separately under International	No
IAS 20	SSAP 4	Cannot net off grant against non-current asset to which it relates (although CoAct disallows not the standard)	No
IAS 21	FRS 23	No examinable differences	No
IAS 23	FRS 15	Choice as to whether to capitalise borrowing costs	Yes
IAS 24	FRS 8	Materiality considered from perspective of company and related party	Yes
	FRS 8	Requires disclosure of names of related party where transaction has occurred	Yes

International Standard	UK Standard	UK difference	Is the difference examinable in Paper P2?
IAS 24	FRS 8	Wholly owned UK subs exempt from disclosing in their own accounts transactions with parent	Yes
IAS 26		No UK equivalent	No
IAS 27		No UK equivalent	No
IAS 28	FRS 9	Equity accounting in income statement shows associate split out across a number of lines, whereas International shows associate as one balance	No
	FRS 9	UK standard requires gross equity method for joint ventures, but International requires equity accounting for both	Yes
IAS 29	FRS 24	No examinable differences	No
IAS 32	FRS 25	No examinable differences	No
IAS 33	FRS 22	No examinable differences	No
IAS 34	Statement on Interim reports	No examinable differences	No
IAS 36	FRS 11	Impairment on IGU specifically allocated to specifically damaged asset then to goodwill, intangibles and then tangible assets. International does not separate intangibles from tangibles	Yes
IAS 36	FRS 11	Allocation of impairment loss on clear consumption to income statement irrespective of revaluation balance relating to asset	Yes
IAS 36	FRS 11	Reversals of goodwill and intangibles only if external event clear demonstrates reversal of impairing event. UK standard more restrictive. Goodwill impairments will realistically not be reversed, whereas International specifically disallows reversals of goodwill impairments	Yes
	FRS 11	Requires future cash flows to be monitored for the next five years to ensure that asset not further impaired	No
IAS 37	FRS 12	No examinable differences	No
IAS 38	SSAP 13	Choice as to whether capitalise development costs or write off to income statement	Yes
	FRS 10	Only separable intangibles can be capitalised, whereas International allows capitalisation if non separable but legal or contractual rights are held	Yes
IAS 39	FRS 26	Treatment of financial asset differences due to IFRS 9, otherwise no examinable differences. See IFRS 9	No
IAS 40	SSAP 19	No choice between cost model or fair value model	Yes
	SSAP 19	Treatment of revaluation gains and losses to revaluation reserve unless permanent diminution	Yes
IAS 41		No UK equivalent	No
IFRS 1		No UK equivalent	No
IFRS 2		No examinable differences	No
IFRS 3	FRS 6	Merger accounting where applicable	No
	FRS 6	Merger accounting on reconstructions	Yes
	FRS 7	NCI only calculated under partial method	Yes
	FRS 7	Acquisition costs capitalised	Yes
		Changes in contingent consideration capitalised within cost of investment	Yes
	FRS 7	Only separable intangibles can be capitalised	Yes
	FRS 10	Goodwill amortised with rebuttable assumption of life not exceeding 20 years	Yes
	FRS 10	Negative goodwill capitalised and amortised over life of assets to which they relate	Yes
	FRS 7	Goodwill calculation difference on piecemeal acquisitions	Yes
IFRS 4	FRS 27	Covers life assurance businesses, although principles are similar	No
IFRS 5	FRS 3	Discontinued criteria difference meaning that UK likely to show discontinuance later than International	Yes
	FRS 3	Both continuing and discontinued must be analysed on face of profit and loss account	Yes
	FRS 3	Encourages separate disclosure of acquisitions	No
IFRS 6	SORP	Covers oil and gas, with similar principles of capitalisation and impairment	No
IFRS 7	FRS 29	No examinable differences	No
IFRS 8	SSAP 25	Identification of segments based on risks and returns approach, whereas International based on management information and the decision-making process	Yes
	SSAP 25	Disclosure for both business and geographical segments unlike International, which is based on management decision-making process	Yes

International Standard	UK Standard	UK difference	Is the difference examinable in Paper P2?
IFRS 9	SSAP 25	Segment information prepared in accordance with accounting policies, whereas International based management information	Yes
	SSAP 25	Seriously prejudicial exemption available	Yes
	FRS 26	Not yet updated to changes in financial asset classification categories and therefore recognition differences	No
IFRS 10	FRS 2	Disposals not resulting in a loss of control, gain or loss to be shown in statement of profit or loss whereas under International this is shown in equity as an owners transaction	Yes
	FRS 2	Partial disposals resulting in loss of control, remaining shareholding not required to be valued at fair value	Yes
	FRS 2	FRS 2 definition of control aligned with Companies Act, some differences in detail	Yes
IFRS 11	FRS 9	Differences in definitions of joint ventures and joint arrangements	No
IFRS 12		Disclosures of interests in other entities do not have a separate standard in UK	No
IFRS 13		No UK equivalent	No
IFRS for SMEs	FRSSE	Differences in principle not actual accounting differences examinable between FRSSE and IFRS for SME	Yes

Additionally, for Paper P2 (UK), the following basic Companies Act requirements surrounding:

- single and group entity financial statements are required and when exemptions may be claimed from the preparation
- a subsidiary may be excluded from the group financial statements are also examinable.

AUDIT - INTERNATIONAL

PAPER P7, ADVANCED AUDIT AND ASSURANCE

Knowledge of new examinable regulations issued by 30 September will be examinable in exam sessions being held in the following calendar year. Documents may be examinable even if the effective date is in the future. This means that all regulations issued by 30 September 2012 will be examinable in the June and December 2013 sessions.

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

ACCOUNTING STANDARDS

The accounting knowledge that is assumed for Paper P7 is the same as that examined in Paper P2. Therefore, candidates studying for Paper P7 should refer to the Accounting Standards listed under Paper P2. Note: Paper P7 will only expect knowledge of accounting standards and financial reporting standards from Paper P2. Knowledge of exposure drafts and discussion papers will not be expected.

International Standards on Auditing (ISAs)

	Glossary of Terms		ISA 260	Communication with Those Charged with Governance
	International Framework for Assurance Assignments		ISA 265	Communicating Deficiencies in Internal Control to Those Charged with Governance and Management
	Preface to the International Standards on Quality Control, Auditing, Review, Other Assurance and Related Services		ISA 300	Planning an Audit of Financial Statements
			ISA 315	Identifying and Assessing the Risks of Material Misstatement through Understanding the Entity and Its Environment
			ISA 320	Materiality in Planning and Performing an Audit
			ISA 330	The Auditor's Responses to Assessed Risks
			ISA 402	Audit Considerations Relating to an Entity Using a Service Organisation
			ISA 450	Evaluation of Misstatements Identified During the Audit
			ISA 500	Audit Evidence
			ISA 501	Audit Evidence – Specific Considerations for Selected Items
			ISA 505	External Confirmations
			ISA 510	Initial Audit Engagements – Opening Balances
			ISA 520	Analytical Procedures
			ISA 530	Audit Sampling
			ISA 540	Auditing Accounting Estimates, Including Fair Value Accounting Estimates and Related Disclosures
			ISA 550	Related Parties
			ISA 560	Subsequent Events
			ISA 570	Going Concern
			ISA 580	Written Representations
ISA 200	Overall Objectives of the Independent Auditor and the Conduct of an Audit in Accordance with ISAs		ISA 600	Special Considerations – Audits of Group Financial Statements (Including the Work of Component Auditors)
ISA 210	Agreeing the Terms of Audit Engagements			
ISA 220	Quality Control for an Audit of Financial Statements		ISA 610	Using the Work of Internal Auditors
ISA 230	Audit Documentation		ISA 620	Using the Work of an Auditor's Expert
ISA 240	The Auditor's Responsibilities Relating to Fraud in an Audit of Financial Statements		ISA 700	Forming an Opinion and Reporting on Financial Statements
ISA 250	Consideration of Laws and Regulations in an Audit of Financial Statements		ISA 705	Modifications to the Opinion in the Independent Auditor's Report

ISA 706	Emphasis of Matter Paragraphs and Other Matter Paragraphs in the Independent Auditor's Report
ISA 710	Comparative Information – Corresponding Figures and Comparative Financial Statements
ISA 720	The Auditor's Responsibilities Relating to Other Information in Documents Containing Audited Financial Statements
<b>International Standards on Assurance Engagements (ISAEs)</b>	
ISAE 3000	Assurance Engagements other than Audits or Reviews of Historical Financial Information
ISAE 3400	The Examination of Prospective Financial Information
ISAE 3402	Assurance Reports on Controls at a Service Organisation
ISAE 3420	Assurance Engagements to Report on the Compilation of Pro Forma Financial Information Included in a Prospectus
<b>International Standards on Quality Control (ISQCs)</b>	
ISQC 1	Quality Controls for Firms that Perform Audits and Reviews of Financial Statements, and Other Assurance and Related Services Engagements
<b>International Standards on Related Services (ISRSs)</b>	
ISRS 4400	Engagements to Perform Agreed-Upon Procedures Regarding Financial Information
ISRS 4410	Compilation Engagements
<b>International Standards on Review Engagements (ISREs)</b>	
ISRE 2400	Engagements to Review Financial Statements
ISRE 2410	Review of Interim Financial Information Performed by the Independent Auditor of the Entity

<b>Exposure drafts (EDs)</b>	
IAASB Invitation to Comment Improving the Auditor's Report	
IESBA Responding to a Suspected Illegal Act	
ISAE 3000 (Revised) Assurance Engagements other than Audits or Reviews of Historical Financial Information	
<b>Other documents</b>	
ACCA's Code of Ethics and Conduct	
International Ethics Standards Board for Accountants (IESBA)	
IFAC's Code of Ethics for Professional Accountants	
ACCA's Technical Factsheet 145 – Anti Money-Laundering Guidance for the Accountancy Sector	
The UK Corporate Governance Code (revised September 2012) as an example of a code of best practice in relation to audit committees	
IAASB Practice Alert Challenges in Auditing Fair Value Accounting Estimates in the Current Market Environment (October 2008)	
IAASB Practice Alert Audit Considerations in Respect of Going Concern in the Current Economic Environment (January 2009)	
IAASB Applying ISAs Proportionately with the Size and Complexity of an Entity (August 2009)	
IAASB XBRL: The Emerging Landscape (January 2010)	
IAASB Auditor Considerations Regarding Significant Unusual or Highly Complex Transactions (September 2010)	
IAASB Questions and Answers Professional Skepticism in an Audit of Financial Statements (February 2012)	
<b>Note:</b>	
Topics of exposure drafts are examinable to the extent that relevant articles about them are published in <i>Student Accountant</i> .	

AUDIT - UK

PAPER P7, ADVANCED AUDIT AND ASSURANCE

Knowledge of new examinable regulations issued by 30 September will be examinable in exam sessions being held in the following calendar year. Documents may be examinable even if the effective date is in the future. This means that all regulations issued by 30 September 2012 will be examinable in the June and December 2013 sessions.

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

ACCOUNTING STANDARDS

The accounting knowledge that is assumed for Paper P7 is the same as that examined in Paper P2. Therefore, candidates studying for Paper P7 should refer to the Accounting Standards listed under Paper P2. Note: Paper P7 will only expect knowledge of accounting standards and financial reporting standards from Paper P2. Knowledge of exposure drafts and discussion papers will not be expected.

THE STUDY GUIDE OFFERS MORE DETAILED GUIDANCE ON THE DEPTH AND LEVEL AT WHICH THE EXAMINABLE DOCUMENTS WILL BE EXAMINED

International Standards on Auditing (ISAs) (UK and Ireland)

Summary of changes to the new ISAs (UK and Ireland)	
Glossary of terms 2009	
ISA 200	Overall Objectives of the Independent Auditor and the Conduct of an Audit in Accordance with ISAs (UK and Ireland)
ISA 210	Agreeing the Terms of Audit Engagements
ISA 220	Quality Control for an Audit of Financial Statements
ISA 230	Audit Documentation
ISA 240	The Auditor's Responsibilities Relating to Fraud in an Audit of Financial Statements
ISA 250A	Consideration of Laws and Regulations in an Audit of Financial Statements
ISA 260	(Revised September 2012) Communication with Those Charged with Governance
ISA 265	Communicating Deficiencies in Internal Control to Those Charged with Governance and Management
ISA 300	Planning an Audit of Financial Statements
ISA 315	Identifying and Assessing the Risks of Material Misstatement Through Understanding the Entity and its Environment
ISA 320	Materiality in Planning and Performing an Audit
ISA 330	The Auditor's Responses to Assessed Risks
ISA 402	Audit Considerations Relating to Entities Using a Service Organisation
ISA 450	Evaluation of Misstatements Identified During the Audit

ISA 500	Audit Evidence
ISA 501	Audit Evidence – Specific Considerations for Selected Items
ISA 505	External Confirmations
ISA 510	Initial Audit Engagements – Opening Balances
ISA 520	Analytical Procedures
ISA 530	Audit Sampling
ISA 540	Auditing Accounting Estimates, Including Fair Value Accounting Estimates and Related Disclosures
ISA 550	Related Parties
ISA 560	Subsequent Events
ISA 570	Going Concern
ISA 580	Written Representations
ISA 600	Special Considerations – Audits of Group Financial Statements (including the work of component auditors)
ISA 610	Using the Work of Internal Auditors
ISA 620	Using the Work of an Auditor's Expert
ISA 700	(Revised September 2012) The Auditor's Report on Financial Statements
ISA 705	(Revised September 2012) Modifications to Opinions in the Independent Auditor's Report
ISA 706	(Revised September 2012) Emphasis of Matter Paragraphs and Other Matter Paragraphs in the Independent Auditor's Report
ISA 710	Comparative Information – Corresponding Figures and Comparative Financial Statements
ISA 720A	(Revised September 2012) The Auditor's Responsibilities Relating to Other Information in Documents Containing Audited Financial Statements
ISA 720B	The Auditor's Statutory Reporting Responsibility in Relation to Directors' Reports

#### International Standards on Quality Control (ISQC)

ISQC 1	Quality Control for Firms that Perform Audits and Reviews of Financial Statements and Other Assurance and Related Services Engagements
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#### Practice Notes (PNs)

PN 16	Bank Reports for Audit Purposes in the United Kingdom (Revised February 2011)
PN 25	Attendance at Stocktaking (Revised February 2011)
PN 26	(Revised) Guidance for Smaller Entity Audit Documentation (December 2009)

#### Ethical Standards (ESs)

ES	(Revised December 2010) Provisions Available for Small Entities
ES1	(Revised December 2011) Integrity, Objectivity and Independence
ES2	(Revised December 2010) Financial, Business, Employment and Personal Relationships
ES3	(Revised October 2009) Long Association with the Audit Engagement
ES4	(Revised December 2011) Fees, Remuneration and Evaluation Policies, Litigation, Gifts and Hospitality
ES5	(Revised December 2011) Non-audit Services Provided to Audit Clients
	Glossary
	Audited Entities
	Glossary (Revised December 2010)

#### Bulletins

2008/01	Audit Issues when Financial Market Conditions are Difficult and Credit Facilities May Be restricted
2008/06	The 'Senior Statutory Auditor' Under the United Kingdom Companies Act 2006
2008/10	Going Concern Issues During the Current Economic Conditions
2010/1	XBRL Tagging of Information in Audited Financial Statements – Guidance for Auditors
2010/2	(Revised) Compendium of Illustrative Reports on United Kingdom private sector financial statements for periods ended on or after 15 December 2010

#### Statement of Standards for Reporting Accountants (SSRAs)

ISRE (UK and Ireland) 2410	Review of Interim Financial Information Performed by the Independent Auditor of the Entity
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#### Exposure drafts (EDs) (UK and Ireland)

Consultation Paper – Revision of ISAs (UK and Ireland) 315 and 610 re Internal Audit
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#### Other documents

ACCA's Code of Ethics and Conduct
International Ethics Standards Board for Accountants
IFAC's Code of Ethics for Professional Accountants
The UK Corporate Governance Code (revised September 2012) in relation to audit committees
FRC Going Concern and Liquidity Risk: Guidance for Directors of UK Companies 2009
Scope and Authority of APB Pronouncements (Revised) – October 2009
ACCA's Technical Factsheet 145 – Anti-Money Laundering Guidance for the Accountancy Sector
IAASB Practice Alert Challenges in Auditing Fair Value Accounting Estimates in the Current Market Environment (October 2008)
IAASB Applying ISAs Proportionately with the Size and Complexity of an Entity (August 2009)
IAASB Auditor Considerations Regarding Significant Unusual or Highly Complex Transactions (September 2010)
FRC Briefing Paper: Professional Scepticism (March 2012)

#### Note:

Topics of exposure drafts are examinable to the extent that relevant articles about them are published in *Student Accountant*.

# ACCA CAREERS



ARE YOU A JOB-HUNTING ACCA STUDENT? THEN WE'RE HERE FOR YOU – WE ARE ACCA'S OFFICIAL CAREERS WEBSITE



The past few years have proved challenging for many job-seeking accounting and finance professionals, and while 2013 is hinting at recovery, it's likely to be slight. You need to be well informed and ready for opportunities, so we've gathered together recruitment experts to give their career advice for the year ahead.

## NEIL JOHNSON, EDITOR, ACCA CAREERS

### On the up?

The global recruitment market in 2013 will be a mixed bag. For many looking to get on the ladder, macroeconomic conditions will continue to shape a tight, competitive environment. Yet there is a continued scramble for top talent, with many employers bemoaning a lack of candidates with the desired communication skills, business acumen, commercial awareness and strategic thinking capabilities. Expand your skill-set, attend CPD events, network, become a social media maverick, register your CV with ACCA Careers: these are all things that can give you the edge.

## PHIL SHERIDAN, MANAGING DIRECTOR, ROBERT HALF UK

### Active networking

Trainee accountants looking to take advantage of opportunities should make sure that their CV is up to date and continue to network, both online and off, to ensure that they are constantly connecting with peers within their industry and profession, should an opportunity arise. Likewise, speaking with a financial recruiter, even if you are not actively searching, will ensure you are kept aware of any opportunities that may come up.

### Temping up the ladder

For individuals looking for work, consider temporary work as you'll have the opportunity to demonstrate your skills and experience while on the job and position yourself for a permanent role if one becomes available.

### HOW YOU CAN USE ACCA CAREERS

- ▣ Search for jobs at companies like: HSBC, Unilever, Petronas, Philip Morris, Dow Jones, KPMG, PwC
- ▣ Upload your CV and let these employers search for you
- ▣ Get and give support – careers advice articles, monthly webinars, blogs, salary surveys, videos, interviews, forum
- ▣ Sign up to our newsletter – all the latest jobs and news to your inbox
- ▣ Follow us on Twitter – daily job alerts and interesting articles

### Know your value

Robert Half also offers video clips on how to negotiate a salary and a promotion for those looking to increase their career potential.

## NICHOLAS KIRK, MANAGING DIRECTOR, PAGE PERSONNEL FINANCE

### Constant communication

Candidates must work on their presentation skills at every opportunity. Put questions to your audience to check they understand what you are trying to explain – good communication should be two-way.

### No room for basic mistakes

Spell-check your CV and covering letter thoroughly before applying for a role.

## RACHEL HURST-SMITH, MORGAN MCKINLEY

### Show your potential

Look at the skills that you do have and sell yourself on those. Employers are more risk averse in this climate and are looking for specific experience, but they are not short-sighted enough to miss out on potential if it is outlined in the right way. Use a positive tone and try to differentiate your experience by highlighting the relevant skills you feel it has afforded you, whether these are from professional or academic experience.

### Be seen in a snowstorm

Online visibility is increasingly important in the jobs market. Make sure that you maintain a professional LinkedIn profile and that you utilise every section on it. For example, the skills part of it may seem a little long-winded, but it is



really important to detail your expertise as it could mean that you get noticed by potential employers and recruiters looking to fill specific job vacancies.

### Employers do not like...

Dishonesty: either by stretching the truth on CVs or purely making things up. Do not lie on applications – you will be found out. Talk to a recruitment consultant about how best to phrase your experience if necessary, but do not make anything up.

### Networking... worth it?

Building effective professional relationships is key to job searching and this is, in effect, all that networking is. Make sure you are not overbearing in your approach to networking – do not simply connect with hundreds of random people on LinkedIn. Attend networking events where possible and use online forums and discussions, but make sure to build relationships with individuals based on personal interactions, either in person or online.

### Keep calm and carry on

Remain positive and upbeat about your search and your skills. Be focused and do not give up hope.

## DANYLO DANYLO HAYAKAWA, DIVISION MANAGER, ROBERT HALF BRAZIL

### No experience?

Show a desire to run after knowledge, using practical examples.

### Learning never ends

Improve your career chances by actively continuing your professional development (courses, extensions, MBAs) – especially in an environment of constant change.

### Networking... how?

Use the main tools (such as LinkedIn) and maintain the reliability of your details and recommendations.

### Best piece of career advice

Always be transparent and be as professionally up to date as possible.

# PER: PATHWAY TO MEMBERSHIP

**Becoming an ACCA-qualified accountant does not just involve passing your exams and the Professional Ethics module; you also need to complete the practical experience requirement (PER). You can gain your practical experience before, during or after you complete the exams.**

## WHAT IS PER?

PER provides a structure for you to follow by setting you a range of performance objectives. The performance objectives ensure you gain the experience to demonstrate that you have the abilities required to become an ACCA member.

Completing the performance objectives will allow you to:

- apply in practice the knowledge and techniques gained through your studies towards the ACCA exams
- observe and be involved in real-life work situations that help you to develop the skills, attitudes and behaviours you will need as a qualified accountant
- develop your judgment, encouraging you to reflect on the quality of your work and how you could improve your work performance in the future.

The performance objectives are closely linked to the exam syllabus and many students try to coordinate their studies and practical experience achievement to gain the most from both.

## WHAT DO I HAVE TO DO?

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
- record your progress using *My Experience*.

If you think the opportunities to achieve your PER in your current role are limited, consider other options available to you before you choose to find alternative employment. Aim to get your employer's support to help you gain your PER; consider work shadowing, secondment or an internship; and work closely with your workplace mentor.

## ARE YOU A FULL-TIME STUDENT?

If you are a full-time student, or you are not working in a relevant role, start thinking about what steps you will need to take in the future to gain the practical experience you need in order to become a member.

For more information on the practical experience requirement, visit [www.accaglobal.com/content/dam/acca/global/PDF-students/acca/per/per\\_guide.pdf](http://www.accaglobal.com/content/dam/acca/global/PDF-students/acca/per/per_guide.pdf).

## 36-MONTHS' PRACTICAL EXPERIENCE

It doesn't matter what sector or organisation you work in or choose to work in. ACCA trainees can work in any sector and size of organisation. What's important is to look for the opportunities to help you meet your PER and to obtain a total of 36-months' experience in a relevant role or roles.

Ideally, this means that you have a job where the majority of your time is spent on activities and tasks that are accounting, finance, audit and assurance related, or in other related technical areas such as taxation, insolvency and forensics.

Even if your job includes only a small amount of accountancy and finance work, it can count as long as you pro rata the time you spend on these activities. For example, if only a quarter of your working time (equivalent to three months) during the year is spent in an accounting capacity, you may only claim three months as relevant time in your PER return. This may mean that it will take you more than three years to achieve the relevant experience because some of your experience is not relevant and will not count.

Your experience doesn't have to be gained in a single role or one continuous period, and relevant experience gained before you joined ACCA may be counted, providing it can be verified by a workplace mentor.

## PERFORMANCE OBJECTIVES

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

They describe the kind of work activities you may carry out and the values and attitudes you are expected to possess and demonstrate as a trainee accountant.

Performance objectives are divided into key areas of knowledge that are closely linked to the exam syllabus – reinforcing that any knowledge developed through the exams will have a clear application in the workplace (read more about this opposite).

You will demonstrate your achievement of the performance objectives to your workplace mentor by answering three unique challenge questions for each performance objective.

## CHALLENGE QUESTIONS

For each performance objective you complete, you will need to answer three challenge questions which are then submitted to your workplace mentor for review and sign off.

The challenge questions help you summarise your work activity, so your workplace mentor can evaluate whether you have achieved the standard required for that performance objective. This is the only way you can achieve a performance objective.

You are required to achieve 13 performance objectives in total – these are:

- all nine Essentials – performance objectives one to nine, and
- any four Options – performance objectives 10 to 20.

Visit [www.accaglobal.com/en/student/qualification-resources/acca-qualification/acca-exams/Practical-experience.html](http://www.accaglobal.com/en/student/qualification-resources/acca-qualification/acca-exams/Practical-experience.html) for more information on PER

**PER PROVIDES A STRUCTURE FOR YOU TO FOLLOW BY SETTING YOU A RANGE OF PERFORMANCE OBJECTIVES. THESE OBJECTIVES ENSURE YOU GAIN THE EXPERIENCE TO DEMONSTRATE THAT YOU HAVE THE ABILITIES REQUIRED TO BECOME AN ACCA MEMBER**

# PERFORMANCE OBJECTIVES

PERFORMANCE OBJECTIVES ARE ACCA'S INDICATORS OF EFFECTIVE PERFORMANCE AND THOSE STUDYING THE ACCA QUALIFICATION WILL NEED TO COMPLETE 13 OF THESE AS PART OF THEIR PRACTICAL EXPERIENCE REQUIREMENT

**If you have ever taken part in a performance management or appraisal process at work, you may find ACCA's performance objectives are similar in structure to those work-related objectives and expectations agreed by you and your manager.**

Performance objectives are divided into key areas of knowledge that are closely linked to the exam syllabus – reinforcing that any knowledge developed through the exams will have a clear application in the workplace. You will demonstrate your achievement of these to your workplace mentor by answering three unique challenge questions for each performance objective.

## PLANNING AHEAD FOR MEETING PERFORMANCE OBJECTIVES

As stated opposite, ACCA Qualification students are required to achieve 13 performance objectives in total:

- ▣ all nine Essentials – performance objectives one to nine, and
- ▣ any four Options – performance objectives 10 to 20.

Although mandatory, you need to think how the nine Essentials performance objectives can be best achieved through workplace experience. With regards to the Options performance objectives, you should consider that selecting those that most closely align with your personal preferences may not be the most effective strategy.

You should take into consideration the following issues:

- ▣ Think creatively about how you might be able to work with your workplace mentor – from initial planning of how to gain experience through to assessment of your performance. Does your workplace mentor have specific knowledge or access to opportunities that might favour certain performance objectives over others?
- ▣ Examine all the Essentials performance objectives with an open mind. Some objectives, or even the way in which you plan to achieve

**THE MY EXPERIENCE TOOL IS DESIGNED TO HELP YOU PLAN, RECORD, AND REPORT YOUR PRACTICAL EXPERIENCE, HELPING YOU THROUGH ROLE-PROFILING EXERCISES AND DEVELOPMENTAL PLANS TO ACHIEVE THE REQUIREMENTS FOR ACCA MEMBERSHIP**



them, may provide opportunities to attain Options performance objectives you might not have otherwise considered. Who are you hoping will help you acquire some specific experience? What are that person's other duties and responsibilities? If you have to liaise with other teams, to which areas of experience could they provide access?

- ▣ You may be able to contribute to certain personal effectiveness performance objectives indirectly. For instance, planning how to meet a technical objective through work experience demonstrates a certain ability to 'self-manage', while working with other people or teams provides an opportunity to build communication skills.

## SETTING PERFORMANCE OBJECTIVES WITH YOUR WORKPLACE MENTOR

As you achieve each of your performance objectives, you will be one step closer to becoming a well-rounded business professional. Remember that your workplace mentor will be more likely to appreciate the increase in your effectiveness at work, as you add to your 'worth' within the office – and this may provide them with extra motivation and impetus to support you.

Your employer may already encourage you to set objectives as part of an appraisal or review process. When setting these, consider the performance objectives you must achieve to help you towards gaining ACCA membership. How do these reflect your current responsibilities and the objectives your employer wants you to achieve? The practical experience requirements cover technical accounting skills, a commitment to high ethical standards, a flair for communicating and influencing, use of information technology, and the ability to manage people or resources.

The key issue to address – and this is primarily your responsibility – is how to gain the experience you need to help you meet your objectives. Many employers have no formal development system in place that encompasses the setting and appraisal of ACCA performance objectives. The *My Experience* tool is designed to help you plan, record, and report your practical experience, helping you through role-profiling exercises and developmental plans to achieve the requirements for ACCA membership alongside your employer's expectations.

**More information is also available online at [www.accaglobal.com/per-support.html](http://www.accaglobal.com/per-support.html)**

# ACCA CONNECT



For all enquiries, simply contact **ACCA Connect** – our global customer service centre. However you want to contact us – by phone or email – one of our expert advisers will be happy to assist you.

## STAY CONNECTED

ACCA Connect is available 24 hours a day, seven days a week, 365 days a year providing global support at times convenient to you.

You can also access your *myACCA* account and the ACCA website for answers to many queries.

ACCA Connect  
tel: +44 (0)141 582 2000  
email: [students@accaglobal.com](mailto:students@accaglobal.com)  
website: [www.accaglobal.com](http://www.accaglobal.com)

## FEES

### ANNUAL SUBSCRIPTION – 2013

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

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

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



### The following fees and subscriptions apply:

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

### EXAM FEES FOR JUNE 2013 (PER EXAM)

#### FUNDAMENTAL LEVEL SKILLS MODULE EXAMS

Papers F4, F5, F6, F7, F8 and F9	
Early	£77
Standard	£89
Late	£235

#### PROFESSIONAL LEVEL EXAMS

Papers P1, P2 and P3 (and any two from Papers P4, P5, P6 and P7)	
Early	£91
Standard	£103
Late	£251

## ACHIEVING ACCA MEMBERSHIP

ACCA will now invite you to transfer to membership as soon as your records indicate that you are ready.

However, if, after the next set of results in August 2013, you think you are ready, you can download and complete the application form (and find out more information) at [www.accaglobal.com/student/qualification-resources/](http://www.accaglobal.com/student/qualification-resources/)

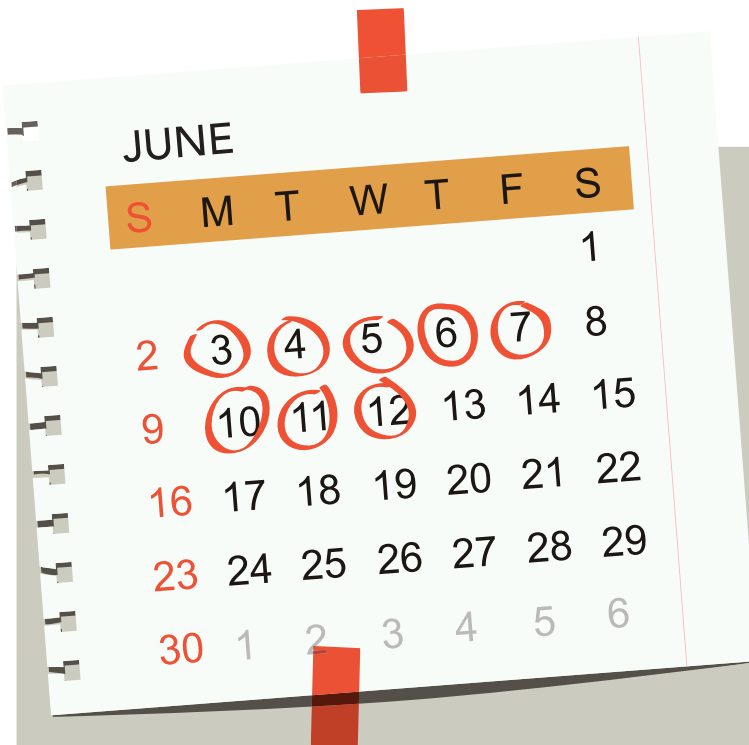
[acca-qualification/transfer-to.html](http://acca-qualification/transfer-to.html) and return it to:

ACCA Customer Services  
2 Central Quay  
89 Hydepark Street  
Glasgow G3 8BW, United Kingdom  
It will take approximately four to six weeks to process your application for membership.



**ARE YOUR CONTACT  
DETAILS UP TO DATE?**

<https://www.acca-business.org>



## JUNE 2013 EXAM SESSION

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

### JUNE 2013

Week 1 3 to 7 June

Week 2 10 to 12 June

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

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

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

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

### Monday 3 June

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

### Tuesday 4 June

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

### Wednesday 5 June

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

### Thursday 6 June

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

### Friday 7 June

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

### Monday 10 June

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

### Tuesday 11 June

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

### Wednesday 12 June

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

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

# EXAM TIMETABLE

## KEEPING YOU INFORMED

The quickest way for us to send you important information such as changes to exam entry and exam results is by e-communication (such as email or SMS) but we need you to give us your permission – it's the law. To update your details to ensure we use your preferred method of communication, please change your consent details in your *myACCA* account.



# EXAM RULES

IMPORTANT INFORMATION FOR ACCA STUDENTS INTENDING TO TAKE EXAMS AT THE JUNE 2013 EXAM SESSION

- 1 You are required to comply in all respects with any instructions issued by the registrar, exam supervisor and invigilators before and during an exam.
- 2 You may not attempt to deceive the registrar or the exam supervisor by giving false or misleading information.
- 3 If you are given reading time at the beginning of the exam, you are not allowed to open or write on your answer booklet until the supervisor tells you to do so at the end of the reading time. You are, however, permitted to write on your question paper.
- 4 If you are given reading time at the beginning of the exam, the exam is considered to be in progress from the start of the reading time.
- 5 You are not allowed to take to your exam desk any books, notes or other materials except those authorised by the registrar. These are known as 'unauthorised materials'.
- 6 You are not allowed to possess any unauthorised materials while the exam is in progress (whether at your desk or otherwise).
- 7 You are not permitted to:
  - ▢ use a dictionary or an electronic translator of any kind
  - ▢ have on your desk a calculator that can store or display text
  - ▢ use or have on or at your desk a mobile phone or pager of any kind.
 Any kept in bags or briefcases must be switched off at all times in the examination hall.

**THESE RULES ARE REPRODUCED ON YOUR EXAMINATION ATTENDANCE DOCKET – YOU SHOULD TAKE TIME BEFORE THE EXAMS TO FAMILIARISE YOURSELF WITH THEM. IN ORDER TO BE ELIGIBLE TO SIT YOUR EXAMS YOU MUST SIGN YOUR DOCKET CONFIRMING YOUR AGREEMENT TO COMPLY WITH THESE REGULATIONS**

- 8 You are not allowed to use, or attempt to use, or intend to use, any unauthorised materials while the exam is in progress.
- 9 If you breach exam regulation 5, 6, 7 or 8 and the unauthorised materials are relevant to the syllabus being examined, it will be assumed that you intended to use them to gain an unfair advantage in the exam. In any subsequent disciplinary proceedings, you will have to prove that you did not intend to use the unauthorised materials to gain an unfair advantage in the exam.
- 10 You may not assist, attempt to assist, obtain or attempt to obtain assistance by improper means from any other person during your exams.
- 11 You are required to adhere at all times to the Examination Guidelines, which you receive with your Examination Attendance Docket.
- 12 You are required to comply with the exam supervisor's ruling. Supervisors are obliged to report any cases of irregularity or improper conduct to the registrar.

The supervisor is empowered to discontinue your exam if you are suspected of misconduct and to exclude you from the exam hall.

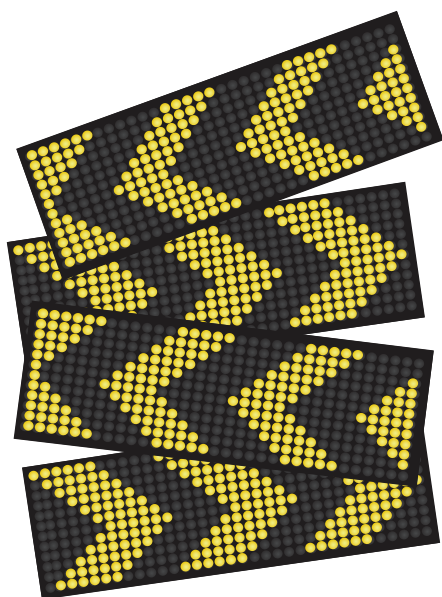
- 13 You may not engage in any other unprofessional conduct designed to assist you in your exam attempt.
- 14 You are not permitted to remove either your candidate answer booklet(s) or your question paper from the exam hall. All exam candidate answer booklets remain the property of ACCA.
- 15 Once the exam has started, you are not allowed to leave the exam hall permanently until the end of the session and then only when instructed by the supervisor.
- 16 If you attempt to gain an unfair advantage in the exam (whether by breaching an exam regulation or otherwise) you are likely to be removed from ACCA's student register following disciplinary proceedings.
- 17 Candidates must not talk to or attempt to communicate with other candidates during the exam under any circumstances.

## RULES AND REGULATIONS

ACCA's disciplinary procedures cover matters such as professional misconduct, misconduct in exams and breaches of regulations which include any actions likely to bring discredit to you, ACCA, or the accountancy profession. The rules governing disciplinary procedures for students (and members) are set out in ACCA's Bye-laws and Regulations. All registered students are bound by

these Bye-laws and Regulations. Further enquiries about matters which may be subject to disciplinary procedures can be directed to the Professional Conduct Department at our London office in the UK. ACCA's *Rulebook* is available for reading online, or at ACCA offices. Visit [www.accaglobal.com/en/student/Exams/Rules-and-regulations.html](http://www.accaglobal.com/en/student/Exams/Rules-and-regulations.html) for more information.

**THE LATEST VERSION OF ACCA'S RULEBOOK IS AVAILABLE FOR READING ONLINE, OR AT ACCA OFFICES. VISIT [WWW.ACCAGLOBAL.COM/EN/STUDENT/EXAMS/RULES-AND-REGULATIONS.HTML](http://WWW.ACCAGLOBAL.COM/EN/STUDENT/EXAMS/RULES-AND-REGULATIONS.HTML) FOR MORE INFORMATION**



ARE YOUR CONTACT  
DETAILS UP TO DATE?  
<https://www.acca-business.org>



# EXAM ENTRY: KEY DATES

ACCA's exam entry process offers you flexibility and can save you money. Using the online exam entry process, you can:

- submit an exam entry at any time of the year
- enter for exams early at a reduced fee
- enter for one of the next two exam sessions – June or December
- make amendments to existing exam entries up until the standard entry closing date – including changing exam centre, variant papers or entering for other exams.

ALL OF THESE BENEFITS ARE EXCLUSIVELY AVAILABLE FOR EXAM ENTRIES MADE ONLINE

Take note of the standard exam entry closing date for online and paper exam entries and the online late exam entry period for those last-minute exam entry emergencies. The dates to remember are illustrated in **Table 1** (June 2013) and **Table 2** (December 2013).

TABLE 1: CLOSING DATES TO REMEMBER FOR JUNE 2013 EXAM ENTRY

8 March 2013	Early exam entry (online only)
8 April 2013	Standard exam entry (online and paper)
8 May 2013	Late exam entry (online only)

TABLE 2: CLOSING DATES TO REMEMBER FOR DECEMBER 2013 EXAM ENTRY

8 September 2013	Early exam entry (online only)
8 October 2013	Standard exam entry (online and paper)
8 November 2013	Late exam entry (online only)

SEE PAGE 64 FOR INFORMATION ABOUT EXAM FEES FOR EARLY, STANDARD AND LATE EXAM ENTRY

# OXFORD BROOKES BSc (HONS)

Students completing certain papers of the ACCA Qualification are eligible to apply for a BSc (Hons) in Applied Accounting from Oxford Brookes University.

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

Check your eligibility status at [www.accaglobal.com/en/student/qualification-resources/bsc.html](http://www.accaglobal.com/en/student/qualification-resources/bsc.html), as well as details of forthcoming deadlines for completing the qualifying exams and the last opportunity to submit your *Research and Analysis Project* (RAP).

Professional Ethics module

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

The Professional Ethics module is accessed via *myACCA*, but you will only be given access to the module once you are eligible to sit Paper P1. The module does not need to be completed in one go, and you may therefore find

yourself re-visiting the module as it takes approximately two to three hours in total to complete. Once you have fully completed it, you are required to write a completion statement, and a certificate will subsequently be sent to you.



# Flexible ACCA courses

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\*FBT Pass 1<sup>st</sup> Time Guarantee<sup>TM</sup> ensures that if you do not successfully pass your paper on the first sitting, you will be able to attend a free re-sit course (full-time students), or free revision class (part-time students) at the next available sitting, at no extra cost. The revision paper will cover the failed paper only.

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B5 4UA