



Your journey to ACCA membership

Why accountancy?

Deciding on what direction you want your life to take is hard. Working out how you are going to get there can be even harder.

So wouldn't it be great if there was a career choice that gave you lots of opportunities; the chance of career development and personal growth; variety in terms of the types and sizes of organisations you could work with; and a career which could provide you with responsibility and prestige because it is vital to every business?

THEN CONSIDER A CAREER IN ACCOUNTANCY.

All organisations need professionals who understand finance, talented people who can help make the business a success. And professional accountants play a vital role in wider society too. They provide real value by giving businesses and individuals the confidence to invest, and that in turn, allows countries, organisations and, most importantly, people, the opportunity to realise their potential.

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**WE WILL HELP YOU REACH YOUR
CAREER DESTINATION OF CHOICE**

Why ACCA?

ACCA (the Association of Chartered Certified Accountants) is the global body for professional accountants. And with good reason.

Here are just some of the reasons why you should choose ACCA as your route to becoming a qualified accountant.

- Employers know and respect our qualifications and value the skills and contribution ACCA accountants make to their organisation. As an ACCA-qualified accountant, you will be in demand for having the right skills.
- The ACCA Qualification is relevant to each and every area of accountancy and finance, so you will have the choice of working in many different financial roles and at senior levels within an organisation.
- Study and work wherever you want your career path to take you because our qualifications are recognised and valued around the world.
- Flexibility is key when it comes to gaining your ACCA Qualification, with different starting points, study methods to choose from and choice when it comes to when and where you gain your relevant on-the-job training.
- We have a network of 89 offices around the world, so you can rely on the services and support you would expect to receive from a global organisation.



Denis Murphy
Finance Analyst
British Airways

Denis has worked for British Airways for one and a half years as a finance analyst and enjoys the variety and complexity of work his role offers. After qualifying in 2008, Denis had the opportunity to work overseas, spending two years in the Caribbean working on off-shore corporate restructuring.

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I would recommend ACCA to anyone serious about a career in accounting and finance. It is the best qualification for providing good technical knowledge with a sound understanding of how a business operates. It has allowed me to achieve my career goals.

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Studying for the ACCA Qualification involves a lot of hard work so manage your time wisely and be flexible. But it is absolutely worth it when you achieve your ACCA membership as it provides you with lots more career opportunities.

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Zoe Manwaring
Forensic accounting senior
BDO LLP

Zoe has worked for BDO LLP for over eight years in the forensic accounting department, which involves fraud investigations, professional negligence and expert witness work. For Zoe, the best part of working in this field is the variety of work – no two days or cases are the same – and she gets to work with a wide range of clients from different sectors and industries.



Stefan Tung
Controllers, Finance Division
Goldman Sachs Asia L.L.C.

After working as a tax consultant at one of the Big Four firms for three years, Stefan joined Goldman Sachs' Finance Division in 2011 focusing on compensation, individual tax and controls of accounts for Asia Pacific region. For Stefan, the best part of working in this investment bank is the regional role of his job. He has to deal with taxes in different jurisdictions and work with different people across Asia Pacific.

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The business world is always challenging. The ACCA Qualification can equip you with solid accounting and finance knowledge to tackle all the challenges.

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Where to start?

At ACCA we strongly believe it's the end result that counts. That's why it isn't important to us what qualifications, if any, you have when you join us. We will start you on your journey at the most relevant level. Through our comprehensive and rigorous exams and training, along with a range of resources and support to help you on your way to achieving the ACCA Qualification, we will help you reach your career destination of choice.

Foundation level

We offer a range of Foundation-level certificates and diplomas which provide the ideal starting point for anyone new to accounting and finance and who doesn't have any formal academic qualifications. You can start your ACCA journey at the Introductory Certificate, the Intermediate Certificate or the Diploma in Accounting and Business. It's up to you. However, we strongly recommend you start with the introductory exams if you have no prior qualifications – you'll do better at the higher level exams if you complete the basics first. Then progress through the rest of exams and achieve the Intermediate Certificate in Financial and Management Accounting and Diploma in Accounting and Business. You can then transfer to the ACCA Qualification and start at F4 of the Fundamentals level – missing out the first three exams at this level.

Fundamentals level

The ACCA Qualification is divided into two levels – Fundamentals and Professional level. If you meet our minimum entry requirement which is three GCSEs and two A Levels (or their equivalent) in five separate subjects, including maths and English – you can start at the Fundamentals level. There are lots of qualifications you can achieve along the way as you work towards ACCA membership, including a Diploma in Accounting and Business, Advanced Diploma in Accounting and Business and even a BSc degree in Applied Accounting, awarded by Oxford Brookes University.

Professional level

For graduates with relevant accredited degrees from recognised institutions, you can start your journey to ACCA membership at the Professional level. Your previous qualifications mean you have already made significant progress towards the exam component of the ACCA Qualification and could allow you to claim a maximum of nine exemptions. You can check out what exemptions you may be eligible to claim at www.accaglobal.com/exemptions

Experience

Becoming a professional accountant isn't just about sitting exams. That's only part of it. Equally important is getting relevant, supervised practical experience. It demonstrates to employers that you have proven experience and practical skills relevant to the role and can be relied on to get the job done. You can complete your work experience before, at the same time, or after completing the exams. But at the same time is best. It means a quicker journey time to ACCA membership and can really benefit your studies if you can start to apply what you're learning to the workplace.

Ethics

Ethics and professionalism are at the heart of everything we do and stand for at ACCA. It doesn't matter where you start your journey, it's important you know what it means to act professionally and ethically. It builds confidence in those who employ your services that you carry out your duties with trust and integrity. It demonstrates you are professional. That's why all our students have to take the Foundations in Professionalism online interactive module to achieve any of the Foundation-level awards and the Diploma in Accounting and Business as part of the ACCA Qualification; and the Professional Ethics module to achieve the Advanced Diploma and the ACCA Qualification.

Entry routes

We offer various entry points so you can start your ACCA studies at the right level, based on your previous qualifications. We've listed the main entry routes here but visit our website to find out further information about entry requirements and exemptions.

I AM A SCHOOL LEAVER – WHERE DO I START?

Do you have three GCSEs and two A Levels (or equivalent) in five separate subjects, including maths and English?

YES

NO

Start at the Foundation level – the Introductory Certificate is recommended, especially if you have no prior knowledge or qualifications.

FOUNDATION

FA1 Recording Financial Transactions
MA1 Management Information

FA2 Maintaining Financial Records
MA2 Managing Costs and Finance

 Foundations in Professionalism

An online ethics module – must be completed, but only once, if you wish to achieve a certificate for

INTRODUCTORY CERTIFICATE IN
FINANCIAL AND MANAGEMENT
ACCOUNTING

INTERMEDIATE CERTIFICATE IN
FINANCIAL AND MANAGEMENT
ACCOUNTING

I AM A GRADUATE, WHERE DO I START?

Do you have a relevant, fully accredited degree from a recognised university?

NO

But check out our exemptions database - you may get some exemptions from this level!

YES

FUNDAMENTALS

KNOWLEDGE
 F1 Accountant in Business
 F2 Management Accounting
 F3 Financial Accounting
 + Foundations in Professionalism

DIPLOMA IN ACCOUNTING AND BUSINESS

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

ADVANCED DIPLOMA IN ACCOUNTING AND BUSINESS

Research & Analysis and Key Skills Statement +

BSc IN APPLIED ACCOUNTING AWARDED BY OXFORD BROOKES UNIVERSITY

PROFESSIONAL

ESSENTIALS
 P1 Governance Risk and Ethics
 P2 Corporate Reporting
 P3 Business Analysis

OPTIONS (two to be completed)
 P4 Advanced Financial Management
 P5 Advanced Performance Management
 P6 Advanced Taxation
 P7 Advanced Audit and Assurance

ETHICS

The Professional Ethics Module is an online ethics module which must be completed before, at the same time, or soon after you become eligible to sit Paper P1.

You also need to complete this to achieve the Advanced Diploma in Accounting and Business and the BSc degree awarded by Oxford Brookes University.

FAB Accountant in Business
 FMA Management Accounting
 FFA Financial Accounting

... for any of these awards.

DIPLOMA IN ACCOUNTING AND BUSINESS

EXPERIENCE

36 months' relevant work experience is required and can be completed before, at the same time, or after the exams.

ACCA QUALIFICATION

Getting started

After registering with us as a student, you need to think about how you want to prepare for the exams. There are lots of different ways to study so you need to decide which study method is right for you.

You can choose to study with a tuition provider either via distance learning or face-to-face, or self-study. And you can choose full-time or part-time, depending on how much time you have available.

ACCA recommends that you always choose to study with an ACCA quality-assured tuition provider, known as an Approved Learning Partner – student tuition. We have over 265 Approved Learning Partners – student tuition around the world. You can find a list of these on our website www.accaglobal.com/tuition

Need more information?

We have lots of information on our website to help you plan your journey to ACCA membership, including advice from our members, guidance on study options, tuition available, exemptions for prior studies and how to gain and record practical experience. Visit www.accaglobal.com for more information.

Any questions?

We are available – day or night – every day of the year to answer your questions by email or by phone. Contact ACCA Connect – our global customer service centre and one of our advisers will be happy to help.

Email: students@accaglobal.com
Phone: +44 (0)141 582 2000

Ready to apply?

If you are ready to apply to become a student, then it's quickest to apply online – you can even enter for exams at the same time too. Please visit www.accaglobal.com/applynow

The right study materials

It's important to use the most up to date study materials. We recommend you use materials produced by one of our Approved Learning Partners – content. BPP Learning Media is ACCA's sole Platinum Approved Learning Partner – content, which means they are quality assured by ACCA and benefit from an exclusive examiner review of content.



Telephone: 00 44 (0) 20 8740 2211
Telephone (UK only): 0845 075 1100
Website: www.bpp.com/learning-materials.aspx

We also have a number of Gold Approved Learning Partners – content which are quality assured by ACCA.

You can find details of BPP and all of our Gold Approved Learning Partners – content on our website:

BPP
www2.accaglobal.com/bpp

Becker Professional Education – ATC International
www2.accaglobal.com/becker

Get Through Guides
www2.accaglobal.com/getthroughguides

Kaplan
www2.accaglobal.com/kaplan