



University
College of the Caribbean

Corporate Education
& Management Services Solutions
17 Worthington Avenue, Kingston 5
Tel# 935-0997 / 0977 / 0999 Fax # 929-8044
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ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS (ACCA)
QUALIFICATIONS

PROGRAMME INFORMATION SHEET

KEY POINTS:

- Develops theoretical & practical Knowledge required for finance professionals
- Introduces basic accounting principles, the function of financial information & core managerial issues
- Teaches the essential technical accounting skills & provides an understanding of the modern corporations' legal framework.
- Provides finance professionals with evaluation skills & the ability impart sound commercial advice & recommendations

DURATION: 45Hrs. – 3 hours per paper per day

CLASS STRUCTURE: Sundays

INSTRUCTIONS: UCC will provide support in the form of tutorials (45hours per subject). These will be conducted by a highly qualified team of local faculty.

TEXTBOOKS: (Optional) Textbooks can be purchased from Acorn or Sangster's Bookshop.

TUITION/ FEES: JAD\$8,500 per subject plus registration fee of JAD\$1000

STUDENT LOAN:

Students may apply for a student's loan offered by one of several local financial institutions, such as the City of Kingston Co-op Credit Union. Application forms and brochures are available at UCC Student Financial Services office.

N.B. Interim payments should be negotiated with the Student Financial Services Supervisor until loans are finalised.

ENTRY REQUIREMENTS:

To be considered for registration in ACCA's Professional Qualification applicants should meet the following criteria:

Standard Entry

Be at least 18 years

2 GCE A' Levels + 3 GCE O' Levels or 3 CXC's

Mature Entry (MSER)

Be 21 years or over

MSER students must pass the equivalent of Paper F2, *Management Accounting* and Paper F3, *Financial Accounting* within two years of registering.

EXEMPTIONS

Exemptions may be granted for some papers based on qualifications:

Business/ Accounting Degree holders

BS.c. holders may gain exemption from some or all of Part 1 & Part 2 exams.

Certified Accounting Technicians

Holders of ACCA's CAT qualification can receive exemption from Part/ Level 1 exams

No exemptions are offered from any Part/ Level 3 exams.

APPLICATION PROCEDURE: *Complete ACCA/ICAJ Initial registration form & ACCA/ICAJ* *enclose the following:*

- A passport sized photo with form-number clearly written on back
- A copy of an identity document (passport, Birth certificate or National ID)
- A copy of Marriage Certificate or Deed Poll (*in the event of name change*)
- Copies of Academic certificates
- Copies of Official transcript(s)
- ACCA fee payable by sterling draft or credit card (£66.00)
- ICAJ fee (J\$1,650.00)

Students are encouraged to contact the ICAJ office to confirm all ACCA fees.

Ensure that your form ID number has been written on all enclosed documents.

All registration/ exam forms & fees should be submitted directly to the **Institute of Chartered Accountants of Jamaica:**

8 -10 Ruthven Road, Kingston 10

Telephone 929-6082, 929-5869 extension 226 or 235

APPLICATION PROCEDURE: Individuals interested in registering for

UCC

the UCC tutorials should submit the following:

- UCC application form
- 1 passport sized photo
- copies of academic certificates
- Non-refundable UCC registration fee of JA \$1000.00 is required.

IMPORTANT DATES:

	Fees	June Exams	Dec. Exams
Registration	£66	Sept. 15- Nov. 15	March 15 – July 15
Subscription	£66	Jan. 1- Mar. 31	Jan. 1- Mar. 31
Exam Entry	*See below (per subject)	March (last working day)	Sept. (last working day)

*Knowledge £50 *Skills £60 * Professional £70

ACCA COURSE LIST

FUNDAMENTALS (9 papers in total)	
<i>Knowledge</i>	
F1	Accountant in Business (<i>AB</i>)- <i>Kingston</i>
F2	Management Accounting (<i>MA</i>)- <i>Kingston</i>
F3	Financial Accounting (<i>FA</i>)- <i>Kingston & Mobay</i>
<i>Skills</i>	
F4	Corporate and Business Law (<i>CL</i>)- <i>Mobay</i>
F5	Performance Management (<i>PM</i>)
F6	Taxation (<i>TX</i>)
F7	Financial Reporting (<i>FR</i>)
F8	Audit and Assurance (<i>AA</i>)
F9	Financial Management (<i>FM</i>)
PROFESSIONAL (5 papers in total)	
<i>Essentials</i>	
P1	Professional Accountant (<i>PA</i>)
P2	Corporate Reporting (<i>CR</i>)
P3	Business Analysis (<i>BA</i>)

<i>Options (two to be completed)</i>	
P4	Advanced Financial Management (<i>AFM</i>)
P5	Advanced Performance Management (<i>APM</i>)
P6	Advanced Taxation (<i>ATX</i>)
P7	Advanced Audit and Assurance (<i>AAA</i>)

NB. Late applications will only be considered by UCC on a case-by-case basis and on the availability of space.

The Institute reserves the right to withdraw/postpone a scheduled course if the registration is insufficient for a complete class consisting of twenty-five (25) participants. In this event, UCC will refund all fees already paid towards the withdrawn course.

For further information please contact:

The Corporate Education & Management Services Solutions Department

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