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Licensed CBE centre : Ghana, Malawi, South Africa

Harley Reed ACCA Training Information Pack

Harley Reed uses



PUBLISHING

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Contents

Harley Reed overview	3
Why study with Harley Reed	4
Introduction to the ACCA programme	5
Awards & Qualifications	6
Routes to full membership of ACCA	7
Description of study methods	8
Assessment methods and general guidance	9
Components of Harley Reed course offerings	11
ACCA study methods summary	12
Expected timeline to reach your goal	13
Key dates	14
Registration	15
Meeting the needs of Corporate Clients	16
Contacts	17

Harley Reed Overview

- Harley Reed is a multidisciplinary professional services group, headquartered in the UK with additional offices in Ghana, Nigeria, Malawi, Zimbabwe and South Africa. Further openings are planned across the African continent.
- The core service offerings are Advisory Services, Assurance and Accounting Services and Training Services.
- The offices also work together to assist in the international business development of organisations targeting emerging markets, having been engaged in projects across Africa and Asia.
- Harley Reed has delivered a full range of services to Public, Private and Third sector organisations, and our clients range from individuals and partnerships, private enterprises, through to state owned enterprises, governments and multinationals.



Why study with Harley Reed?

Harley Reed places students at the centre of all we do. We support our students with tailored course materials and Kaplan study materials. All our Platinum students receive Kaplan approved study texts, revision kits and key notes – All Accredited as Gold Standard by ACCA.

Harley Reed provides experienced, qualified, designated tutors and a full-time team to guide and support our students. Our team also boasts of seasoned and experienced bankers, financial and tax consultants with extensive experience in consulting for large corporate firms, small and medium size firms in a wide range of industries.

We believe our fees to be cost effective, whilst still offering a comprehensive learning programme and a first class experience.

We teach in a well equipped, modern, air conditioned environment.

Introduction to the ACCA Programme

Introducing ACCA

- The Association of Chartered Certified Accountants (“ACCA”) is one of the world's leading accountancy organisations and a globally recognised symbol of accountancy expertise.
- As an industry body, ACCA has about 154,000 members and 432,000 students in over 170 countries. The qualification follows education standards set by the International Federation of Accountants (IFAC) and focuses strongly on professional values, ethics, and governance.
- With over 100 years of experience, ACCA has built and developed strong relationships with a vast network of employers, governmental bodies and professional institutes across the world.
- The qualification provides a leading range of services to its members. ACCA offers privileged access to world-renowned technical and thought-leadership materials as well as comprehensive resources designed to underpin continuous professional development.
- The new Foundations in Accountancy provides entry routes to school leavers onto the professional programme, as well as a suite of entry level certificates and diplomas.

Benefits of ACCA Membership

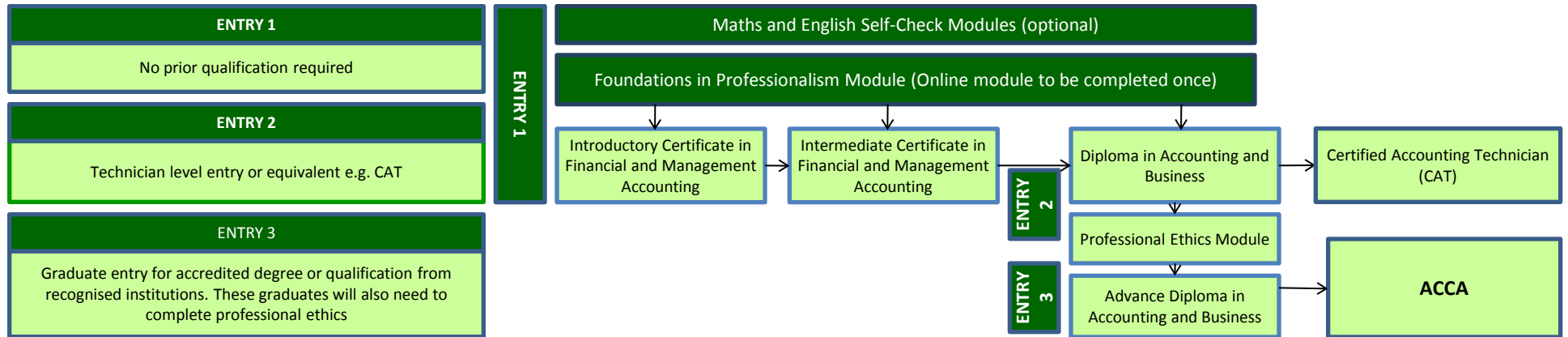
- ACCA is highly regarded in the fields of banking, management and consulting, and provides a major advantage in competing for senior roles.
- ACCA membership opens doors to a successful career in accountancy practice or finance, and increases your earning potential.
- ACCA’s world-class reputation makes the qualification highly recognised all over the globe, allowing its members international mobility in their career.
- ACCA members are internationally recognised in public practice, industry, commerce and the public sector.
- ACCA membership also allows you to obtain status as a Registered Auditor in many countries after meeting experience requirements

Awards & Qualifications

- **ACCA provides suites of awards and qualifications for its students – Harley Reed is able to support you all the way:**

Foundation in Accountancy (FIA)	ACCA Professional Qualification & Awards
<ul style="list-style-type: none"> ➤ There is NO Entry Requirement for FIA suites of qualifications & students can start at ANY level of the FIA ➤ Introductory Certificate in Financial and Management Accounting – awarded on the completion of exams FA1 (Recording Financial Transactions) and MA1 (Management Information); and Foundations in Professionalism (online ethics module). ➤ Intermediate Certificate in Financial and Management Accounting – awarded on the completion of exams FA2 (Maintaining Financial Records) and MA2 (Managing Costs and Finances); and Foundations in Professionalism. ➤ Diploma in Accounting and Business – awarded on the completion of exams FAB (Accountant in Business), FMA (Management Accounting) and FFA (Financial Accounting); and Foundations in Professionalism. ➤ Certified Accounting Technician (CAT) Qualification: In order to obtain the CAT Qualification, students will need to complete the following: <ul style="list-style-type: none"> — FA1, MA1, FA2, MA2, FAB, FFA and FMA; + two of the three options papers; (Foundations in Financial Management /Foundations in Audit / Foundations in Tax) + a practical experience of 12 months; + Foundations in Professionalism. 	<ul style="list-style-type: none"> ➤ Direct entry requires holding the required number of passes at senior high school. Exemptions available for courses relating to individual modules. ➤ Diploma in Accounting and Business: awarded on the completion of exams F1 (Accountant in Business), F2 (Management Accounting) and F3 (Financial Accounting); and . Foundations in Professionalism (online ethics module). ➤ Advance Diploma in Accounting & Business: awarded on the completion of exams F1, F2, F3 & F4 (Corporate & Business Law), F5 (Performance Management), F6 (Taxation), F7 (Financial Reporting), F8 (Auditing & Assurance), and F9 (Financial Management) and Professional Ethics Module. ➤ BSc (Hons) Degree in Applied Accounting: awarded after the completion of Advanced Diploma and submission of a business-related Research and Analysis Project (Note: Students are to opt in before attempting paper F7 (Financial Reporting) and must complete within 5 years of starting the ACCA qualification) ➤ ACCA Membership: awarded after completion of Advanced Diploma, P1 (Governance Risk & Ethics), P2 (Corporate Reporting), P3 (Business Analysis); + two of four options papers: P4 (Advanced Financial Management), P5 (Advanced Performance Management), P6 (Advanced Taxation), P7 (Advance Audit & assurance) + Ethics Module + 3 years' relevant practical experience. ➤ Global MBA: available for ACCA Members with a minimum of three years' professional/managerial work experience.

Routes to Full Membership of ACCA



Explaining the contents of each level above

AWARDED QUALIFICATIONS	COUSE CONTENT	ENTRY REQUIREMENT
Introductory Certificate in Financial and Management Accounting	<ul style="list-style-type: none"> ➤ 2 Compulsory units: Recording Financial Transactions(FA1); Management Information(MA1) 	<ul style="list-style-type: none"> ➤ No prior qualification required
Intermediate certificate in Financial and Management Accounting	<ul style="list-style-type: none"> ➤ 2 Compulsory units: Maintaining Financial Records (FA2); Maintaining Costs and Finances (MA2) 	<ul style="list-style-type: none"> ➤ No prior qualification required
Diploma in Accounting and Business (FIA & ACCA)	<ul style="list-style-type: none"> ➤ 3 Compulsory units: Accountant in Business (FAB/F1); Management Accounting (FMA/F2); Financial Accounting (FFA/F3) – brackets reflect names in FIA and full ACCA programmes respectively 	<ul style="list-style-type: none"> ➤ No prior qualification required
Certified Accounting Technician (CAT)	<ul style="list-style-type: none"> ➤ All units from Introductory Certificate, Intermediate Certificate, and Diploma + 2 units chosen from: Foundations in Taxation (FTX), Foundations in Financial Management(FFM) and Foundations in Audit(FAU), ➤ 1 year relevant practical experience 	<ul style="list-style-type: none"> ➤ Certificates and Diploma above, plus 1 year experience to get letters after your name.
Advance Diploma in Accounting and Business	<ul style="list-style-type: none"> ➤ 6 compulsory 'Skills' units (F4 – F9) in addition to having already completed the Diploma level modules (F1 – F3) 	<ul style="list-style-type: none"> ➤ Completed Diploma level
The ACCA Qualification	<ul style="list-style-type: none"> ➤ Completion of the 9 compulsory units (F1-F9) in the Fundamentals Level , the 3 essential units (P1-P3), plus 2 from 4 units (P4-P7) in the Professional Level 	<ul style="list-style-type: none"> ➤ 2 A Levels and three GCSEs or their equivalent.

Description of Study Methods

- Harley Reed offers the most flexible range of study options for our students, flexible with respect to location, duration, start date and learning method. Irrespective of the assessment method (paper-based exam or CBE) students can choose to learn the underpinning knowledge with us.
- All our students on our learning courses receive a full set of Kaplan Study Materials;
 - The package includes ACCA current study text, and exam kit for all chosen papers
- Additionally, Classroom and Blended Learning students receive an interim and final test during their study, and a mock exam. These tests are marked by our experienced tutor team with individual feedback provided to students

Classroom Learning

- Delivered in a traditional classroom setting with students able to attend full-time weekday intensive (where available), evening, or weekend sessions, involving both teaching and intensive classroom revision sessions (Exam Course for all Platinum and Gold students). We ensure that learning is embedded through classroom interactions and exam focussed question practice.

Distance / Blended Learning - SPLE

- Students on this package self study using the provided Kaplan study materials (including video presentations). They also receive unlimited tutor support via email, phone and Skype, Students wanting Blended Learning can also purchase our Exam Course and join the classroom learning students for the intensive classroom revision sessions. These students are encouraged to arrange tutorials with our team of tutors for any problem areas they encounter.

Exam Course - Revision Only.

- Accessing our intensive classroom revision sessions is also possible for non-Harley Reed students at our prevailing fee.
- Our students are equipped with requisite examination technique, relevant to their chosen papers. We believe the difference between good and bad examination technique can represent an additional 10%-15% in examination marks for students.

Assessment Methods and General Guidance cont.

- The **Fundamentals in Accounting (FIA)** qualification is ACCA's entry level qualification suitable for school leavers, those whose role has some elements of accounting, and those looking for a certificate without dedicating years to complete the full ACCA qualification. The FIA leads to the Certified Accounting Technician (CAT) qualification as described earlier in this information pack. All exams are available through CBE on demand.

Introductory Certificate in Financial & Management Accounting		Intermediate Certificate in Financial & Management Accounting		Diploma in Accounting & Business		Certified Accounting Technician (CAT) (2 papers only)	
FA1	Recording Financial Transactions	FA2	Maintaining Financial Records	FAB	Accounting in Business	FAU	Foundations in Audit
MA1	Management Information	MA2	Managing Costs & Finance	FMA	Management Accounting	FFM	Foundations in Financial Management
				FFA	Financial Accounting	FTX	Foundations in Taxation

Assessment Methods and General Guidance

- The full **ACCA qualification** consists of two levels: Fundamental and Professional. Each level is sub-divided into two modules. There are 16 exams in the entire syllabus. In order to qualify as an ACCA member, you need to complete 14 examinations, relevant practical work experience, and an Ethics Module. Modules F1-F4 exams are available through CBE on demand.

FUNDAMENTAL LEVEL (9 PAPERS)					
Knowledge Modules			Skills Modules		
F1	Accountant in Business (AB)		F4	Corporate and Business Law (CL)	
F2	Management Accounting (MA)		F5	Performance Management (PM)	
F3	Financial Accounting (FA)		F6	Taxation (TX)	
			F7	Financial Reporting (FR)	
			F8	Audit and Assurance (AA)	
			F9	Financial Management (FM)	
PROFESSIONAL LEVEL (5 PAPERS)					
Essentials Modules (all 3 papers)			Options Modules (2 papers only)		
P1	Professional Accountant to Governance, Risk and Ethics (PA)		P4	Advanced Financial Management (AFM)	
P2	Corporate Reporting (CR)		P5	Advanced Performance Management (APM)	
P3	Business Analysis (BA)		P6	Advanced Taxation (AT)	
			P7	Advanced Audit and Assurance (AAA)	

General Guidance Notes

- Harley Reed automatically enrolls Platinum students onto our pass plus scheme. This allows students to go through our courses to resit exams providing all requirements were fulfilled (including attending all tuition, feedback and 1-2-1 meetings requested by the tutor and completing all tests / assignments). Full terms are provided in the training terms and conditions to registered students
- Whilst students are free to attempt as many papers at 1 sitting as they wish, it is our recommendation that students attempt a maximum of 3 papers per examination
- Students should be prepared to dedicate up to 80 hours per module when choosing their preferred progression speed

Components of Harley Reed Course Offerings

Components of Harley Reed ACCA courses	Classroom Learning			Distance Learning	Exam Course – Revision Only
	Platinum	Gold	Silver		Bronze
Assistance with student registration with ACCA	●	●	●	●	
Kaplan Study Text	●				
Kaplan Exam Kit	●				
Kaplan Pocket Notes	●				
Course delivered through classroom teaching sessions	●	●	●		
Course delivered through Kaplan eLearning				●	
Study Guide	●	●	●	●	
Unlimited personal tutor support by email, Skype or phone	●	●	●	●	
Access to Harley Reed’s Virtual Learning Platform	●	●	●	●	
Tutor Summary notes	●	●	●	●	
Classroom based exam course/revision course	●	●			●
Additional practice question and answers	●	●			
Individual feedback given on interim tests	●	●	●		
1 mock exam with detailed personalised feedback given	●	●		●	●
Access to Harley Reed library at Harley Reed offices	●	●	●		
Enrolment onto Harley Reed ‘Pass Plus’ scheme	●				

ACCA Study Methods Summary

Study method	Timetabling *	Additional requirements	Suitable for:
Classroom Learning – Weekday Intensive programme	Full time study program covering both tuition and exam preparation/ revision	<ul style="list-style-type: none"> • Students are expected to attend classes/study session daily (09h00 to 16h00), to review material covered in lectures, complete assignments, progress tests, and complete 1 mock examination. • Students are required to take our maths pre-assessment and attend additional maths classes if necessary • Attend Harley Reed orientation course 	<p>School leavers or students preferring to study full time during the day</p> <p>Individuals not working full-time / able to take a sabbatical seeking qualification in the shortest time possible</p>
Classroom Learning - Evening classes / weekend classes	6 - 9 evening tuition classes, PLUS 3 exam preparation/revision classes.	<ul style="list-style-type: none"> • Students are expected to review material in advance of the class, to review material covered in lectures, complete progress tests, and complete 1 mock examination. 	Students unable to attend weekend classroom sessions due to work or other commitments
Distance / Blended Learning	Flexible to student learning timescale.	<ul style="list-style-type: none"> • Students are required to dedicate time to progressing through provided materials and contact tutors for additional support 	Students wishing to study at their chosen speed who are not located close to Harley Reed offices and not able to attend any classes
Exam Course – Revision Only	Up to 12 hours exam preparation /revision classes close to the examination delivered over 2 – 6 sessions	<ul style="list-style-type: none"> • Ability to attend in person 	Self study students, or students studying with another provider who require face to face top-up support

* Some subjects may require more tuition time compared to other subjects. Full details can be found on our timetable.

Expected Timeline to Reach Your Goal

Foundation In Accountancy						
Study Method	Introductory Certificate in Financial & Management Accounting (FA1 & MA1)	Intermediate Certificate in Financial & Management Accounting (FA2 & MA2)	Diploma in Accounting & Business (FAB, FMA, FFA)	Certified Accounting Technician (2 options + all previous units)*		
Full Time	2 weeks	2 weeks	1 Month	2 – 3 months		
Part Time	1 month	1 months	2 - 3 Months	5 – 6 months		
The Professional ACCA Qualification						
Study Method	Diploma in Accounting & Business (F1 – F3)	Advanced Diploma in Accounting & Business (F4 – F9)	BSc. Degree (Dissertation)	Professional Level (P1 – P7)	Total	Global MBA
Full Time	1 Month	12 months	2-3 months	12 months	2 – 3 years	21 – 24 months
Part Time	2 - 3 Months	12- 18 months	3 months	12- 18 months	2.5 – 3.5 years	
Required Modules						
Foundations in Professionalism	There is no set time allocated to completing Foundations in Professionalism - students studying for any of the FIA qualifications are required to complete Foundations in Professionalism.					
Professional Ethics Module	It is recommended that students take the Professional Ethics module at the same time as, or before, P1 Governance, Risk and Ethics paper. All students registering on the ACCA Qualification, including FIA students transferring over to the ACCA Qualification, are required to complete the Ethics module.					
*Practical Experience Requirement(PER)	You can gain your practical experience before, during or after you complete the exams(ACCA or CAT). Full-time students or students not working in a relevant role, are to start thinking about what steps they will need to take in the future to gain the practical experience they need in order to become a member.					

Key Dates

Paper-based Examination	Exam Session	ACCA Initial Registration	Early Exam Entry Closing Date	Standard Exam Entry Closing Date	Late Exam Entry Closing Date
	June	Anytime of the Year	Before March 8	April 8 (9 March - 8 April)	May 8 (9 April - 8 May)
	Dec				
		Before September 8	October 8 (9 September - 8 October)	November 8 (9 October - 8 November)	

Computer-based Exams (CBE)	Exam Session	ACCA Initial Registration	Exam Entry Time	CBE Results Published	Harley Reed Notes:
	Anytime of the Year	Anytime of the Year	3 days before Exams	Immediately	Students who wish to take computer-based exams(CBE) are to indicate this on their exam entry form each session.
			3 days before Exams	Immediately	Students who wish to take computer-based exams(CBE) are to indicate this on their exam entry form each session.

EXAM PROGRESSION RULES

- With up to ten years to complete your studies, you take ACCA exams when it suits you. You also have the option to select papers-based or Computer-based examination route. You may also be exempted from certain exams, depending on what other qualifications you have gained.
- Papers F1, F2 and F3 are available by computer-based exams (CBE). Students registered on Foundations in Accountancy can also take their exams as CBE.
- You can attempt up to a maximum of four papers per a paper-based examination sitting or in a six-month cycle for CBE. Students can take their exams in any combination of computer-based and paper-based exams.
- There are 2 paper-based exam sittings each year: June and December.
- Papers must be taken in line with the following module order. However, you can attempt the papers within each module in any order:
 - Knowledge (F1-F3) – available by computer-based exam (CBE) or paper-based format
 - Skills (F4-F9) – available by paper-based format
 - Essentials (P1-P3) – available by paper-based format
 - Options (P4-P7) – available by paper-based format
- If your status allows you to enter for papers across modules, please remember that you must complete the papers in order and enter for outstanding papers in your current module if you wish to enter to sit papers in the next module.

Registration

Students can register to study with Harley Reed at any point during the year. The registration process is:

1. Students should complete the Harley Reed Student Registration pack and return signed copies by email or fax. Students should determine the appropriate entry level based on the entry level requirements and their existing qualifications. Harley Reed's training team is able to assist students in establishing the entry level.
2. Harley Reed will usually discuss the contents of the registration and chosen assessment method with the students to establish the most appropriate route.
3. Harley Reed will confirm the papers the student wishes to enter , their chosen exam route, and the student's course schedule and issue an invoice.
4. Students must register as a student with ACCA and register to sit specific exam with ACCA before the examination entry deadline if they intend to sit examinations at the next sitting (students sitting papers which are open for e-testing can register for any Harley Reed exam sitting and this will be discussed with individual students). An initial registration fee is payable to ACCA, which covers their initial assessment. ACCA will confirm registration and entry level directly with students.
5. Students with relevant qualifications or experience may be eligible for exemptions. A full list of previously awarded exemptions is available on the ACCA website. If a student's qualification is not listed, they can apply for exemption to ACCA by completing a mapping document of their existing qualification against the ACCA module unit.
6. ACCA paper-based examinations are conducted in June and December each year .
7. Student who wishes to take their exams as CBE are eligible to sit a maximum of four papers in a six-month cycle, in any combination of computer-based and paper-based exams. The cycles are: "1 February to 31 July" and "1 August to 31 January". If you wish to take computer-based exams, please indicate this on your exam entry form each session.

Meeting the needs of Corporate Clients

Enrolling a group? Then contact us for our corporate pricing schedule

Need general accounting training, either for junior staff or strategic training for senior management?

- We are able to conduct ACCA courses and revision sessions on an in-house basis for groups starting from 5 students. This allows the course structure and timetable to be flexibly built around the work of employer and employees
- Harley Reed conduct training needs assessments with the objective of identifying competency gaps within the target groups. The assessment is part of the training planning process enabling us to:
 - Determine and finalise the specific training relevant to target groups
 - Determine what training will improve performance
 - Group individuals into appropriate training groups
 - Link improved job performance with the organisation's goals
- Harley Reed delivers a number of staff development courses focusing on areas of topical interest, ranging from 1 day to 5 days in duration.
- All our interactive courses are tailored to the needs of our clients and their employees in terms of the scope, depth and nature of the training and can be delivered in-house or on location at our offices
- We are also able to offer significant discounts on our standard pricing for groups. Please contact our training team for more information

Contacts

For further information or to discuss our services in further detail, please contact your local office using the following details below:

<p>Training Administrator Harley Reed (South Africa)</p> <p>Tel: +27 (0) 11 275 0085; Tel: +27 (0) 81 318 7141 E: accasa@harleyreed.com www.harleyreed.com</p>	<p>Training Administrator Harley Reed (Ghana)</p> <p>Tel: +233 302 223 943 accagh@harleyreed.com www.harleyreed.com</p>	<p>Training Administrator Harley Reed (Malawi)</p> <p>Tel: +265 1827050 accamw@harleyreed.com www.harleyreed.com</p>
<p>Training Administrator Harley Reed (Nigeria)</p> <p>Tel: +234 1 342 8544 / +234 706 846 7317 accang@harleyreed.com www.harleyreed.com</p>	<p>Training Administrator Harley Reed (Zimbabwe)</p> <p>Tel: +263 4706901 accazw@harleyreed.com www.harleyreed.com</p>	

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