

your success...

London SAM



2018

ACCA Offer 2018
LondonSAM Polska

TABLE OF CONTENT

| | |
|---|----------|
| What is the ACCA Organization? | 2 |
| <i>How to become ACCA member - The ACCA Qualification</i> | <i>3</i> |
| About a program of the ACCA Qualification | 4 |
| <i>Registration to Organization</i> | <i>6</i> |
| Exams | 7 |
| <i>LondonSAM Poland – Your way to success</i> | <i>8</i> |
| Exams calendar | 9 |
| <i>Study materials</i> | <i>9</i> |

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ACCA ORGANIZATION

Association of Chartered Certified Accountant is the global body for professional accountants with 162,000 members and 428,000 students in over 175 countries. It also has a network of 83 offices and centers across the world, including Warsaw, Poland.

In 1904 eight people formed the London Association of Accountants. Their aim was to provide more open access to the accountancy profession than the two existing accountancy organizations. ACCA went through a number of mergers and amalgamations over the years. In 1984 it became the Chartered Association of Certified Accountants to reflect the fact that it had been granted a Royal Charter of Incorporation. In 1996 Organization began to use the current name, the Association of Chartered Certified Accountants (ACCA).

The ACCA's reputation has been confirmed by over 100 years of providing accounting and financial qualifications. United Nations accredited ACCA Qualification as the standard program of international accountancy.

ACCA's mission is to provide opportunity and access to people of ability around the world and support members throughout their careers in accounting, business and finance, achieve and promote the highest professional, ethical and governance standards, advance the public interest and be a global leader in the profession.

ACCA QUALIFICATION-YOUR WAY TO SUCCESS

ACCA program is designed to allow studying to these, who have never studied finance or accounting before, as well as to these, who have made already experience in professional accountancy. The ACCA Organization doesn't limit individuals who are motivated to become financial managers.

Studying for ACCA qualification will provide skills and knowledge relevant to any business, which means members are free to choose which type of accountancy role and organization they want to work for.

ACCA is known as the global body for professional accountants and the qualification is available around the world. It means you can study and work wherever you wish your career path to take you.

People already working in the accountancy and finance profession know and respect the Organization and the qualifications offer. By association, it means you will be in demand. Employers will recognize and respect your qualifications and know you have the right skills needed to get the job done.

ACCELERATE YOUR CAREER! CHOOSE ACCA

You should choose the ACCA Qualification if you want to become a Professional Accountant and have the choice of working in any type of accountancy sector, in any type and size of organization. For example, with the ACCA Qualification you can specialize in one area of accountancy, eg. audit or tax, with a small firm of accountants or one of the big accountancy firms. Or you may wish to work in a consultancy role, provide financial information and advice, or manage the finances of a large multinational company.

The ACCA Qualification has been recognized in Poland since over 15 years. A lot of companies already decided to apply ACCA standards, i.e. Philip Morris, Capgemini, Shell, Deloitte, KPMG, IBM, Adidas and many more.

HOW TO BECOME ACCA MEMBER – ACCA Qualification

To achieve the ACCA Qualification you will need to complete 14 exams in English, divided into 2 levels: *Fundamentals* (Knowledge module and Skills module) and *Professional* (Essentials module and Options module). Additionally, you are required to pass online course called *Professional Ethics Module* and prove completion of three years' relevant practical experience (achieve 13 performance objectives).

14 EXAMS – TWO LEVELS

FUNDAMENTALS LEVEL – is divided into two modules - Knowledge and Skills. This level supplies with the technical accounting knowledge required from accountants. After completion students are Part Qualified Accountants and receive Advanced Diploma in Accounting and Business.

KNOWLEDGE (F1-F3) introduces students to the core areas of financial and management accounting. This provides the platform from which the other technical accountancy areas will be studied in greater detail in the skills module.

SKILLS (F4-F9) contains six subjects which comprehensively cover the main technical areas that any accountant-regardless of their future career aspirations- are expected to have mastered. They comprise law, performance management, taxation, financial reporting, auditing and financial management.

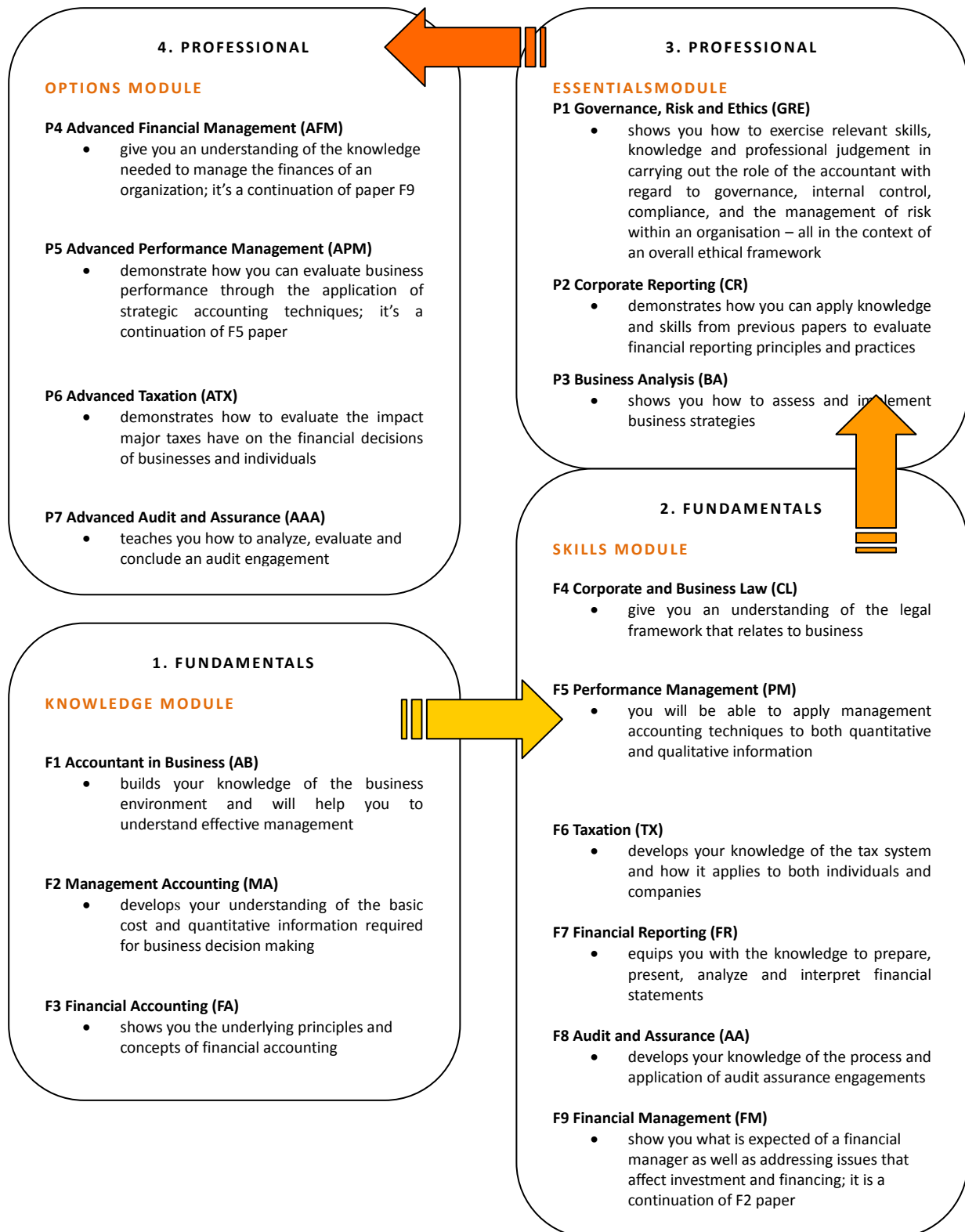
PROFESSIONAL LEVEL - is divided into two modules - Essentials and Options. Both modules have been set at an intellectual level equivalent to that expected of a student taking a Master degree. The focuses of the syllabus at this level is to build upon the technical skills already acquired, and explore more advance professional skills, techniques and values that are required and used by the expert accountant acting in an advisory or consultancy role at a senior level.

ESSENTIALS (P1 – P3) will teach you the advanced technical skills, techniques and values you will need in order to act as an expert accountant in a senior advisory or consultancy role. The module consists of three papers, all of which are assessed through three-hour paper-based exams.

OPTIONS (P4 – P7) contains of four papers. These are directly underpinned and supported by their equivalent within the skills module in the fundamentals level. Students select two out of four option papers and are advised to choose the options that relate to their chosen or anticipated field of work.

ABOUT A PROGRAM OF THE ACCA QUALIFICATION

To achieve the ACCA Qualification you will need to complete 14 exams in English, divided into 2 levels: *Fundamentals* (Knowledge module and Skills module) and *Professional* (Essentials module and Options module). Additionally, you are required to pass online course called *Professional Ethics Module* and prove completion of three years' relevant practical experience (achieve 13 performance objectives).



PROFESSIONAL ETHICS MODULE (PEM)

Values, ethics and governance are essential skills for finance professionals. A Professional Ethics Module is not an exam but online course. 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.

It has been designed to give you exposure to a range of ethical perspectives and includes several self-tests which require you to reflect on your own ethical behavior 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.

The module – which is interactive – can be accessed through *myACCA*. More about PEM on the website: <http://www.accaglobal.com/en/help/faq-ethics.html#How-long-will-it-take-to-complete-the-Professional-Ethics-module?>

PRACTICAL EXPERIENCE REQUIREMENTS (PER)

Becoming an ACCA-qualified accountant does not just involve passing your exams and the professional ethics module, you also need to complete Practical Experience Requirement (PER). It is not just accountants who must gain relevant practical experience, many other professions, such as doctors and lawyers, also have to gain experience to show that they are fit to practise. You can gain your practical experience before, during or after you complete the exams.

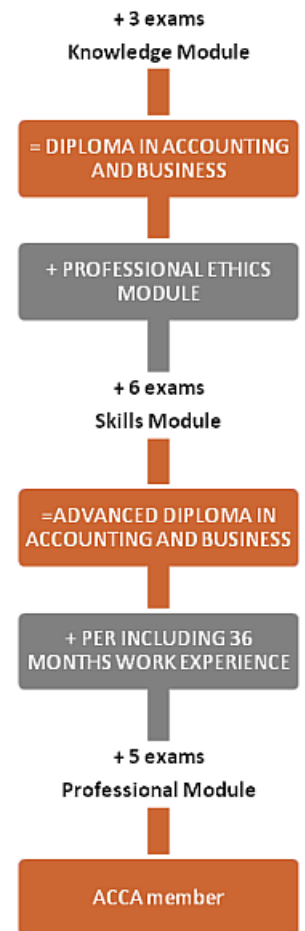
Completing three years' relevant practical experience and achieve 13 performance objectives will help you to demonstrate to potential employers that you can apply knowledge to the workplace and are ready for business. Students have to prove that they met the PER requirements, in relation to effective professional development, through online registration of performance objectives in special platform TDM (Trainee Development Matrix).

DIPLOMA IN ACCOUNTING AND BUSINESS

A start into qualification is already appreciated by employers and accelerate your professional carrier. A completion of the first three exams (F1 – F3) means that ACCA will award you with the *Diploma in Accounting and Business*. After passing the whole Fundamentals level (9 exams) you achieve from ACCA the *Advanced Diploma in Accounting and Business*. This is a great way to demonstrate to employers the knowledge and skills you have acquired.

EXEMPTIONS FROM THE EXAMS

You can miss out some exams by claiming exemptions based on relevant qualifications, for example a degree from an accredited university, program. The most up-to-date list of the accredited programs can be found in the [enquiry of ACCA global site](#). Certified auditor can claim 9 exemptions (F1 – F9), the last five exams (Professional level) must be completed by everyone by all over the world. More about the the exemptions can be found by following the [link](#).



REGISTRATION TO ACCA ORGANIZATION

The first step to start the Qualification is a registration to become a student. You can register online at any time of the year. In order to sit exams in chosen session, you are obliged to register as a student minimum twenty days before the exam registration's deadline, this requirement doesn't apply to CBE exams (F1 – F4). More details on page 7.

Examination session is held four times a year: in March, June, September and December in special centres around the world. In Poland they are organized by British Council, in Gdansk, Krakow, Poznan, Warsaw and Wroclaw.

Documents required by ACCA organization (scans or upload files):

- / initial Registration Form available on the website: <http://www.accaglobal.com/en/qualifications/apply-now.html>,
- / proof of any qualifications (e.g. University diploma - at least at bachelor's level),
- / a supplement to diploma with a list of passed exams (in order to claim exemptions),
- / proof of identity,
- / passport-style photograph.

Correspondence address:

*ACCA CUSTOMER SERVICES,
2 Central Quay 89 Hydepark Street,
Glasgow G3 8BW United Kingdom*

Fees in 2018:

| | |
|------------------------------|--------------------|
| / REGISTRATION FEE | £ 79 (ca. 370 PLN) |
| / ANNUAL SUBSCRIPTION | £ 97 (ca. 455 PLN) |
| / EXAM FEE | |

REGISTRATION FOR EXAMS

You can sit your ACCA exams as a computer based (on-demand CBES or session CBES) or paper based variant. You can check all the details [here](#).

Computer based exams (CBEs) are available at any time of the year in authorized CBE Centers and it cost about 350 PLN. To pass exam you need to collect at least 50% of points. The advantage of CBE Centre is the opportunity to write the exam at any time during the year and you get the result immediately after the test. You can take computer based exams at authorized CBE's centers in Warsaw and Krakow at any time throughout the year.

Paper based exams can be taken in March, June, September or December ACCA examination session. In Poland they are organized by British Council, in Gdańsk, Krakow Poznan Warsaw and Wroclaw. To pass an exam you need to collect at least 50% of all possible marks.

In a Summer session ACCA introduced three exam entry deadlines for paper based examination (the later you register, the higher fee you will have to pay):

March Session:

Early entry until 13 XI 2017
 Standard entry until 29 I 2018
 Late entry until 29 II 2018

June Session:

Early entry until 12 II 2018
 Standard entry until 30 IV 2018
 Late entry until 7 V 2018

| Registration | Early | | Standard | | Late | |
|---------------------|--|------|----------|------|------|------|
| | III | VI | III | VI | III | VI |
| Knowledge | F1, F2 and F3 exams are only available as on-demand CBES. Please contact your local CBE centre to book. | | | | | |
| Skills | £100 | £100 | £105 | £105 | £269 | £269 |
| Professional | £125 | £125 | £132 | £132 | £298 | £298 |

(ATTENTION: for each exemption you are required to pay exam fee - £74 for Knowledge exams and £100 for Skills exams).

Prices of exams depend on the registration period you choose – the earlier you declare to sit a paper, the lower fee you will have to pay (see the table above). Early and late registration, though, are available only in online variant. For paper-based-registration you will be always charged a standard price.

Should you have any questions or doubts regarding ACCA registration, exams or payments, we will be more than happy to help you. Please, contact us: tel.: 12 661 74 11, e-mail: krakow@londonsam.pl.

LONDONSAM POLAND

We are an International company specializing in finance & management training and supplying top education services to many business sectors.

Since our operation began in Poland, we have successfully trained over eight thousand people, including top managers from different business environments and our clients have frequently confirmed the quality of our trainings.

Our partners help us supply the best quality tuition, which translates into exceptionally high level of our training services. Here, we would like to mention ACCA (Association of Chartered Certified Accountants) of which we are Tuition Provider, CIPP (Certified Institute of Payroll Professionals), PMI (Project Management Institute) and, as of late, INSEAD The Business School for the World, a France-based highly rated establishment. All that proves that we never stop developing and confirms the high standard of the services rendered by LondonSAM Polska.

Mission

Our main mission is a perfection of an effectiveness of our company through an innovative training design and inspiring as well as supporting a development in soft skills, management and finance.

Offer

In our offer can be found both soft and professional trainings for business, organized in-house and out-of-house. Each course program is tailored to client's needs and expectations. Especially, we take care of an individual development of students. Areas we specialize in are: finance, personal skills and management.

Finance:

- ✓ ACCA Qualification,
- ✓ International Financial Accounting Course,
- ✓ IFRS Certificate,
- ✓ US GAAP Certificate,
- ✓ Cash Flow,
- ✓ VAT and CIT
- ✓ Finance for non-financial managers,
- ✓ Financial English, Financial French

Personal skills

- ✓ International communication
- ✓ Techniques of presentation
- ✓ Soft Skills Collection
- ✓ Professional Customer Service
- ✓ Training of effectiveness
- ✓ Emotional Intelligence
- ✓ Training of creativity
- ✓ Team cooperation
- ✓ Business savoir-vivre

Managerial skills

- ✓ Project management
- ✓ Leadership
- ✓ Effective motivation,
- ✓ Difficult employees' management
- ✓ Conflict Management
- ✓ Team building

Modern logistic solutions

LondonSAM Office is located in Krakow, Kamienna 19 Street (second floor), and is open Monday to Friday 9.00 a.m. till 5.00 p.m.. LondonSAM Poland also has modern conference rooms, suitable for both small and large meetings.

EXAMS CALENDAR IN SUMMER SEMESTER 2018

Exams in the Summer Session 2018:

| Paper | March session | June session |
|--------------------------------------|---------------|--------------|
| FUNDAMENTALS | | |
| <i>KNOWLEDGE</i> | | |
| F2 Management Accounting (MA) | - | - |
| F3 Financial Accounting (FA) | - | - |
| <i>SKILLS</i> | | |
| F4 Corporate and Business Law (CL) | 9.III | 8.VI |
| F5 Performance Management (PM) | 7.III | 6.VI |
| F6 Taxation (TX) | 8.III | 7.VI |
| F7 Financial Reporting (FR) | 6.III | 5.VI |
| F8 Audit and Assurance (AA) | 5.III | 4.VI |
| F9 Financial Management (FM) | 9.III | 8.VI |
| PROFESSIONAL | | |
| ESSENTIAL & OPTIONS | | |
| P1 Governance, Risk and Ethics (GRE) | 7.III | 6.VI |
| P2 Corporate Reporting (CR) | 6.III | 5.VI |
| P3 Business Analysis | 8.III | 7.VI |
| P4 Advanced Financial Management | 9.III | 8.VI |
| P5 Advanced Performance Management | 7.III | 6.VI |

EDUCATIONAL MATERIALS

LondonSAM offers authorized by the ACCA Organization Kaplan's Publishing study books.



Study Text - all the theory needed to pass exams and includes worked examples, questions and answers.

Price: 210 PLN + 5% VAT

Revision Kit - Contains a mock assessment, the official past exam questions and answers, supported with tutor notes and exam tips. Price: 110 PLN + 5% VAT

Pocket Notes - Breaks down the syllabus into bite sized chunks allowing you to revise on the move via highly visual and colorful cards. Price: 70 PLN + 5% VAT

Set of books (ST+EK+PN) – 335 PLN + 5% VAT.