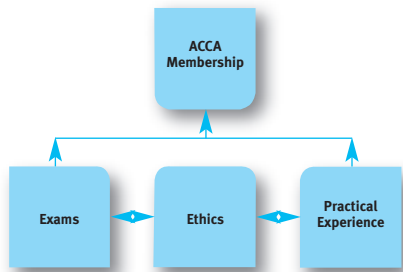




# STUDYING THE ACCA QUALIFICATION BY DISTANCE LEARNING



## Why study ACCA by distance learning?

Kaplan distance learning students can start studying for the ACCA qualification at any time during the year. Our fully comprehensive ACCA distance learning packages include all you need to start preparing for the next exam sitting of your choice!

To qualify with the ACCA you must complete the three elements of the qualification.

## How do I study ACCA?

### Ethics

There is an online Ethics module which requires completion, this is compulsory for students who have joined ACCA from 1 January 2007 and it is recommended for all other students. ACCA will advise students on how to complete this module (usually completed while studying for the Professional Accountant exam).

### Experience

You must have three years relevant practical experience, which can be obtained before, during or after your ACCA exams. This is known as the Practical Experience Requirement (PER). You will be asked to provide ACCA with an online annual return to show the experience you have achieved during the preceding year, (authorisation will be required by a workplace mentor).

## Exemptions for the ACCA qualification

ACCA may grant exemptions to students if they hold a relevant degree or professional qualification (i.e. students who have completed the CAT or AAT qualification will be

exempt from the three Knowledge papers).

Exemptions may only be granted for the Knowledge or Skills modules in the Fundamentals level; no exemptions are permitted for Professional level examinations. It is recommended that you apply for exemptions when you first register as an ACCA student.

For further information on modules, exemptions or levels of ACCA membership, please contact ACCA directly or visit [www.accaglobal.com](http://www.accaglobal.com)

## How do I register with the ACCA?

You must register as an ACCA student prior to sitting any exams. We recommend that you register online via the ACCA website ([www.accaglobal.com](http://www.accaglobal.com)) and send all the information required by the ACCA, once you have made the decision to study this qualification. Registration can take at least six weeks to process upon receipt of complete documentation.

## How do I contact the ACCA?

By post: ACCA Customer Services, 2 Central Quay, 89 Hydepark Street, Glasgow G3 8BW

Tel: 0141 582 2000

Fax: 0141 582 2222

Email: [students@accaglobal.com](mailto:students@accaglobal.com)

Or visit [www.accaglobal.com](http://www.accaglobal.com)



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## How will I be assessed?

You are expected to pass 14 exams, unless you receive exemptions from any papers or based on other qualifications. For more information, please refer to the Kaplan ACCA course brochure.

- All Knowledge module financial papers (F1, F2 and F3) are assessed either by Computer Based Exam (CBE), which can be taken at any time, or as written exams.
- From the Skills module onwards (F4 and up), all papers are assessed as a written exam. These are held in the first two weeks of June and December each year.

## Important dates

ACCA adhere to strict deadlines for registration and are dependant on which exam sittings you have chosen. Please note that it is your responsibility to register with ACCA, this is separate to enrolling on a course with Kaplan distance learning.

	Jun exams	Dec exams
Registration	31 Dec of preceding year	15 Aug of preceding year
Exam entry	15 Apr of same year	15 Oct of same year

## How long will it take for me to complete?

Kaplan distance learning courses allow you the flexibility to study at a pace that suits you and your commitments. On average students can complete this qualification within three and a half years or over seven sittings (based on two papers being attempted at each sitting).

If students wish to complete the qualification sooner, this is possible although Kaplan distance learning recommend that students attempt no more than three papers in any one sitting.

## What is included in my distance learning package?

All our distance learning packages include all the support and resources you require to complete your qualification successfully. Please refer to page 7 in the Kaplan distance learning brochure for a fully comprehensive list of what is included. In addition, our distance learning packages for the ACCA qualification will include:

### Standard package:

- Access to [www.en-gage.co.uk](http://www.en-gage.co.uk) for additional online resources
- Student handbook
- £50 discount on Kaplan Financial classroom based revision courses.

## Premier package

- Distance learning Question Based Revision.

## How do I contact Kaplan distance learning?

Post: Kaplan distance learning, West Gate, 6 Grace Street, Leeds, LS1 2RP, UK

Tel: +44 (0) 113 200 6363 or Fax: +44 (0) 113 243 0133

Email: [accadistancelearning@kaplan.co.uk](mailto:accadistancelearning@kaplan.co.uk)

Web: [www.kaplanfinancial.co.uk](http://www.kaplanfinancial.co.uk)

Refer to the Kaplan Financial ACCA course brochure available online at [www.kaplanfinancial.co.uk](http://www.kaplanfinancial.co.uk)