



DISTANCE LEARNING

Home Study Options for Professional Exam Success

BUILDING FUTURES



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WHY CHOOSE KAPLAN DISTANCE LEARNING?

Kaplan, the world's largest diversified training provider; is the UK's leading provider of professional education, with a proven track record of delivering high quality training to thousands of students for over 50 years.

A flexible home study course from Kaplan distance learning allows you to study at your own pace and at times that are convenient for you. It is the ideal option if time, work or financial constraints prevent you from attending traditional classroom based courses.

Alternatively, you may feel confident about studying from home or feel that you do not need face to face tuition. If this is the case, our distance learning study packages allow you to benefit from the high standards applied to all Kaplan courses including our classroom expertise, market leading materials and qualified tutors. As a flexible study option you will receive all the value of a classroom student with the additional benefit of studying at a pace that suits you.

Who is distance learning for?

There is no such thing as a typical distance learning student; all our students come from a variety of backgrounds ranging from school-leavers embarking on the AAT scheme through to company directors who need to obtain a formal qualification. However, they all have determination to succeed, self motivation to work hard towards exam success and good organisation skills in common.

Distance learning is an extremely popular study option with hundreds of students successfully qualifying every year with us. For more details on how to access our packages and what they include please refer to page 7.

Exam success

Our aim is for you to achieve exam success first time round and fulfil your training and career goals, leading to progression in your chosen career.

Our exam pass rates consistently meet and exceed the relevant Institute and Association's worldwide pass rates, therefore, you can be confident your training is in the hands of a provider with a proven track record in exam success.

To ensure greater success we offer support throughout your chosen course including, exam-standard questions in all our distance learning packages, assistance through our student handbooks and regular newsletters to equip all our students with effective exam techniques.

Study texts and workbooks

- As a distance learning student you will receive our excellent materials, their clear uncluttered style will guide you through your exam preparation.
- All of our materials are reviewed and updated every 6-12 months, ensuring students get the most relevant and up to date information relating to any syllabus changes and content.
- With materials supplied by Kaplan Publishing, an approved/official publisher for several of the leading Institutes you can rest assured that our materials meet the examiners' high standards.
- A variety of business books and reference tools are also available from Kaplan Publishing.



I work three days a week and have two children so I decided the best way to utilise my time was to study by distance learning, I have found many advantages to this because I can study when I have the time and no time is wasted travelling to/from college. However, I do have to be organised



Angela Jeffrey
Port of London Authority

WHY CHOOSE KAPLAN DISTANCE LEARNING?

Please refer to our Kaplan Publishing study materials and business books fact sheets for further information.

Supporting you throughout your student experience

As a Kaplan distance learning student, we start supporting you from the moment you enrol through to the lifetime of your studies with us. With our extensive experience of over 50 years in helping students pass their exams, our team of dedicated tutors and customer service staff appreciate and understand studying for professional exams can be very stressful. We aim to make the entire experience as smooth as possible with the support tools you need to help you achieve exam success. At Kaplan we offer:

- **Dedicated tutor support:** We have dedicated tutors for only distance learning students. They can offer you continuity of support and ensure prompt responses to all your queries. We make our tutor team accessible and available during working hours from 9am to 5pm (GMT) and four evenings a week from 6pm to 8pm.
- **Weekend tutor support:** By understanding the very nature of distance learning our tutors are also available on Saturday mornings from 9am to 12pm for ACCA and CIMA courses.
- **Dedicated distance learning team:** Our dedicated customer service team are on hand to help you with any non-technical queries.
- **24/7 online support:** Our websites give you additional support with your studies 24 hours a day.

- **Additional support events and presentations:** Our Kaplan Financial centres in the UK regularly hold events and presentations on a variety of subjects to support you in a variety of areas including exam technique, institute deadlines and examiner articles.

Flexibility

At Kaplan we appreciate our students have different, work, personal and study commitments. As a result we offer a range of study options to help you find the most suitable way to study.

- **Students can enrol at any time of the year;** start times are flexible to suit your needs. For exam based training you can sit the next available exam or any of your choice, this ensures that all our students have the flexibility to progress through the qualification at a suitable pace.
- **Kaplan distance learning offer a variety of study packages** (depending on the qualification), ranging from just the study materials to distance learning revision allowing you to tailor your study package to suit your individual needs.
- **All our exam-based distance learning courses** (ACCA, CIMA and AAT) can be blended with a revision course and benefit from a £50 discount on the corresponding revision course at one of our Kaplan centres.

Our distance learning courses are supported by the relevant institute

Kaplan distance learning currently holds the following accreditation with each awarding body:

- ACCA - Gold Standard Approved Learning Partner and Official Publisher (Kaplan Publishing)
- CIMA - Learning Quality Partner
- AAT- Approved Assessment Centre
- ILM - Approved Provider
- ICB - Approved Provider and Approved Publisher (Kaplan Publishing)
- Sage - Approved Provider
- ICAEW - Approved provider of the CFAB qualification

WHAT QUALIFICATIONS CAN I STUDY FROM HOME WITH KAPLAN?

We offer a variety of qualifications to support you whatever your goals and career progression. These include:

AAT

The Association of Accounting Technicians (AAT) is an established and well respected professional body with over 100,000 students and members worldwide. The AAT qualification will give you the relevant and practical skills to perform a range of accounting and finance tasks.

The AAT qualification is suitable for anyone aiming to make their move into accountancy. At Kaplan distance learning our AAT students range from school leavers starting their accountancy career through to students who are either returning to the workforce or seeking a change of career.

This qualification offers total flexibility with two study routes available; the NVQ/SVQ pathway which requires the submission of work based evidence (recommended to students currently working in a finance role) and; the Diploma pathway. There are three levels to this qualification; your starting point will depend on your previous experience and qualifications. Our course advisers will be able to assist and guide you to select the appropriate entry point.

ACCA

The Association of Chartered Certified Accountants (ACCA) is one of the world's leading professional accountancy organisations with nearly 450,000 members and student members in 170 countries. Majority of ACCA members work in public practice, industry, commerce and the private sector.

The ACCA qualification is the only accountancy qualification in the UK where students can become fully qualified accountants through distance learning. There are four elements to the ACCA qualification, Knowledge, Essentials, Skills and Options paired with the

experience gained prior to and whilst studying towards the ACCA qualification.

We also offer the ACCA's specialist Diploma in International Financial Reporting (DipIFR) qualification via distance learning.

CAT

ACCA's Certified Accounting Technician (CAT) scheme is designed to equip students with the necessary technical skills and knowledge required to fulfil a support role in accountancy. CAT can be used as a first step into a career in accountancy or to validate the skills and experience already gained in employment.

This is an ideal entry level qualification for students who are based overseas and no formal academic entry requirements are needed. There are three levels which require completion; Introductory, Intermediate and Advanced.

CIMA

The Chartered Institute of Management Accountants (CIMA) professional qualification will prepare you for the challenges ahead in your career and empowers you with real life management skills to progress to key decision making roles in business. Regardless of whether your educational background has substantial or limited relevance to business; studying and training for CIMA will give you the skills and experience you need to help you build the business career you want.

CIMA's flexible entry policy enables anyone with a passion to succeed in business to realise their potential. The majority of our CIMA students are working in industry, either in the finance department of a multi-national dealing with management accounts or working in

WHAT QUALIFICATIONS CAN I STUDY FROM HOME WITH KAPLAN?

a non-financial role but are actively involved in strategic decision making.

There are three elements to the CIMA qualification which must be completed to obtain membership, Certificate, Professional and TOPCIMA.

ICAEW Certificate in Finance, Accounting and Business (CFAB)

The Certificate in Finance, Accounting and Business (CFAB) is awarded by the Institute of Chartered Accountants in England and Wales (ICAEW). It enables people from a wide range of business occupations to have a shared level of understanding of finance, accounting and business.

We train over 80% of all ICAEW students and our corporate clients include 85 of the top 100 accountancy firms in the UK. Our students consistently achieve results above national average and many of them are prize-winners.

CFAB is open to those who wish to develop a general knowledge in finance, accounting and business fundamentals. No previous academic qualifications are required.

ICB

The Institute of Certified Bookkeepers (ICB) is the largest bookkeeping institute in the world. It promotes and maintains the standards of bookkeeping as a profession through a series of qualifications and the award of grades of membership that recognise academic attainment, work experience and competence.

The ICB courses are ideal for people who wish to embark on a career in bookkeeping, want to study towards one of the main accountancy qualifications or for those seeking to improve their bookkeeping skills to assist with the running of their business. This qualification will enable you to develop personal study skills and improve your

confidence in bookkeeping and facilitate career progression.

To become an associate of the ICB you can choose one of two routes for completion, a manual or a computerised route.

ILM

The Institute of Leadership and Management (ILM) is dedicated to advancing the capability of managers and leaders worldwide through the provision of expert qualifications and tailored learning resources, and by developing and supporting a global leadership and management community.

The Award level covers basic knowledge and the Certificate level is more comprehensive.

SAGE

The Sage Group plc is a leading supplier of business software and services to over 5.7million customers worldwide. Their software range covers all business functions assisting organisations to function efficiently.

With Kaplan distance learning you can benefit from the combined expertise of Kaplan Financial and Sage with this self study course designed to enable students to prove their competency in Sage and to enhance their computerised accounting skills.

Kaplan distance learning has a wide range of courses. Every year we launch new qualifications. To find out more information please visit www.kaplanfinancial.co.uk/distancelearning

OUR PACKAGES AT A GLANCE

We provide our distance learning students with comprehensive study materials, tools and revision for effective learning and exam success.

Our packages contain the following items:

	Study/Complete Text	Workbook	Exam Kit	Pocket Notes	Study Guide	Assessments/Progress Tests	Simulations	Marking	Tutor Support	Online Resources	Student Handbook	Work Programme	Registration Fees	Examination Fees
ACCA Standard	•		•	•	•	•		•	•	•	•	•		
ACCA Premier	•		•	•	•	•		•	•	•	•	•		
ACCA DipIFR	•		•		•	•		•	•			•		
CIMA Certificate	•	•			•	•		•	•	•	•	•		
CIMA Standard	•		•	•	•	•		•	•	•	•	•		
CIMA Premier	•		•	•	•	•		•	•	•	•	•		
TOPCIMA	•				•	•		•		•	•			
CAT	•		•	•	•	•		•	•		•	•		
AAT	•	•		•	•	•	•	•	•		•	•		
ICB	•				•	•		•	•		•	•	•	•
ILM	•				•	•		•	•	•	•	•	•	•
SAGE	•				•	•		•	•		•	•		•
CFAB	•		•		•				•	•	•	•		

How much do your packages cost?

Please refer to our separate price list, included at the back of this brochure.

For further information on our study material, please refer to the information sheet contained at the back of this brochure.

What revision support do you offer?

We have recently adapted one of our most successful Kaplan Financial classroom based courses, Question Based Revision (QBR), now suitable for distance learning students studying the ACCA and CIMA qualifications. This is the ideal programme to further test your knowledge and improve your exam technique and presentation skills, all essential parts of passing the ACCA and CIMA exams. Available for all papers from ACCA Skills Module upwards (F4 onwards) and for the Managerial and Strategic levels for CIMA.

OUR PACKAGES AT A GLANCE

Distance learning QBR differs from the classroom. You will be:

- Supplied with a number of carefully authored questions, all focused on the forthcoming exam by email, these will be circulated approximately one month before your exam session starts.
- Expected to work through these questions in your own time, under exam conditions and answers are to be emailed or faxed back to us by a pre-defined date.
- Provided with feedback in sufficient time, enabling you to focus on any weak areas prior to the exam.

Distance learning students can blend their study method with classroom based revision (where you answer questions during classroom sessions and questions are marked by on site markers throughout the day). For those that choose this as an option, they will be entitled to a £50 discount on the matching revision course. Distance learning QBR costs £80; these are included in all ACCA distance learning Premier packages.

What if I already have your study materials?

Providing you have the current edition of our study materials you can upgrade to distance learning and also benefit from continual tutor support. If you choose to upgrade you will not be charged twice for any material you already have, we will simply deduct the cost of the books from the total distance learning package price. In addition, to ensure that we meet your needs wherever you are with your studies, you can upgrade our package at any time.

What if I do not require tutor support?

If you decide to study independently, you can obtain the full range of Kaplan Publishing study materials from Kaplan distance learning. You can purchase the Study Text, Exam Kits and Pocket Notes individually but these are also available as packages to suit your needs.

Kaplan Publishing has recently launched a range of business books designed to assist you with your studies and these are also great reference tools for when you qualify.

For further information please visit www.kaplanpublishing.co.uk or refer to our study material fact sheet.

HOW TO ENROL

Enrol Online

- For distance learning courses visit www.kaplanfinancial.co.uk and click on 'Buy courses'.
- For study materials visit www.kaplanpublishing.co.uk (selecting the relevant qualification).

By Phone

If you wish to pay by credit or debit card please call the relevant Kaplan distance learning number below:

- For AAT call: +44 (0)113 243 0056
- For ACCA or CAT call: +44 (0)113 200 6363
- For CIMA call: +44 (0)113 200 6360
- For ICB call: +44 (0)113 200 6364
- For ILM call: +44 (0)113 200 6371
- For SAGE call: +44 (0)113 200 6362
- For CFAB call: +44 (0)113 200 6376
- For other study materials call: +44 (0)113 200 6375

By Email

For further information or to order one of our packages or study materials please Email: distancelearning@kaplan.co.uk

By Post

Please complete an enrolment form and send to: Kaplan Distance Learning, West Gate, 6 Grace Street, Leeds LS1 2RP, UK.

By Fax

Please complete an enrolment form (remember to include your payment method) and fax both sides of the form to Fax: +44 (0)113 243 0133.

Postage costs

We charge the following postage rates on our distance learning packages (except distance learning QBR):

- For deliveries within the UK - £6 per paper
- For deliveries within the EU, Channel Islands and BFPO - £25 per paper
- For the Rest of the World - £45 per paper

We accept payment by MasterCard, Visa, Maestro, Solo, Electron, cheques, postal orders and banker's drafts. Please do not send cash through the post.

Delivery of materials

All distance learning packages (except distance learning QBR) are despatched from our warehouse, therefore you should expect to receive your study materials as follows:

- UK deliveries – 3 to 5 working days
- EU countries, Channel Islands and BFPO – 5 to 7 working days
- Rest of the World – 7 to 10 working days

Although we make every effort to get your materials to you within these timeframes, at peak times it can take a day or two longer.

We can deliver your study materials to anywhere in the world, just inform us of the appropriate address (work, home or even a friend/family member). Please bear in mind that we send all our packages by courier, in the UK this is Parcel force and your study materials will need to be signed for upon delivery.

For terms and conditions for enrolment please visit www.kaplanfinancial.co.uk or for purchasing study material please visit www.kaplanpublishing.co.uk



Tel: 0113 243 0056

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