

STUDYING THE CAT QUALIFICATION BY DISTANCE LEARNING

Why study CAT by Distance Learning?

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

What packages are available?

Our CAT distance learning package includes all the support and resources you need to successfully complete your qualification:

Standard Package

This is the ideal package for you if you are happy to study independently whilst getting help when it's needed. In addition to our exam focused Kaplan Publishing study materials you will also benefit from:

- Tutor Support when you need it
- Kaplan Interact, our exclusive site for students studying by distance and online learning, allowing you to share tips and ideas with other students in the same situation as you

For full details of what is included in our Standard and Premier packages, please see page 7 in our Distance Learning brochure, alternatively please visit our website www.kaplanfinancial.co.uk/distancelearning

How do I study CAT?

The CAT qualification is awarded by the ACCA. In order to become qualified under the CAT scheme you need pass a total of 9 papers, these are:

Introductory Level

- Paper 1 Recording Financial Transactions
- Paper 2 Information for Management Control

Intermediate Level

- Paper 3 Maintaining Financial Records
- Paper 4 Accounting for Costs

Advanced Level

- Paper 5 Managing People and Systems
- Paper 6 Drafting Financial Statements
- Paper 7 Planning, Control & Performance Management

Plus two options from

- Paper 8 Implementing Audit Procedures
- Paper 9 Preparing Taxation Computations
- Paper 10 Managing Finances

Exemptions

The ACCA may award you exemptions from certain papers if you have previous academic qualifications or relevant work experience, for example, an A level in Accounting offers exemptions from papers 1,2 and 3 and you may claim exemptions from the Introductory Level exams if you can prove one year's practical work experience. For further information on exemptions visit www.accaglobal.com

How do I register with the ACCA?

You must register as with the ACCA as a CAT student if you wish to sit your exams, registration can be completed anytime during the year.

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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

Web

www.accaglobal.com

How will I be assessed?

You can start studying with our CAT distance learning courses at anytime, so you can sit your first papers in a timeframe to suit you. There are two assessment types, Computer Based Exam (CBE) and paper based.

Computer Based Exams (CBE)

At Introductory and Intermediate levels you have the option to choose to sit some or all of the exams by this method. The benefits are:

- They can be taken at any time when you feel ready to be examined
- Results are available immediately on completion
- A failed CBE can be retaken immediately if required.

CBEs can be taken at centres licensed by the ACCA. A full list of all licensed centres and a demonstration of the CBE format is available on www.accaglobal.com.

Paper Based Exams

CAT paper based exams are held twice a year in June and December. These can be sat at any one of the ACCA exam centres, a full list of all 300 ACCA exam centres in over 160 countries is available on www.accaglobal.com.

Important dates

If you wish to take paper based exams you must register and submit your exam entry by the following dates:

Registration

Jun exam: 31 Dec preceeding year

Dec exam: 15 Aug same year

Exam entry

June exam: 15 Apr same year

Dec exam: 15 Oct same year

Please note, registering as a student with ACCA and entering for exams is your responsibility and is separate from your purchase of a Kaplan distance learning package.

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 in 18 months to two years.

How do I contact Kaplan Distance Learning?

By post

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LS1 2RP UK

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Web

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For further information on the CAT qualification please visit: www.kaplanfinancial.co.uk/distancelearning