



# STUDYING THE CIMA QUALIFICATION BY DISTANCE LEARNING

## How do I study CIMA?

The Kaplan distance learning CIMA qualification is open to everyone. Your starting point can vary depending on your previous qualifications. You will need to complete both the CIMA Certificate in Business Accounting and the CIMA Professional qualification in order to become CIMA qualified and entitled to use the letters ACMA after your name (exemptions from certain papers may be applicable).

### CIMA Certificate in Business Accounting

Offers a solid grounding in the basics of management accounting and business and is the ideal stepping stone towards the CIMA Professional qualification. This is recognised independently and will demonstrate your understanding of the fundamentals of business accounting and will provide you with a route into many varied business areas.

There are five subjects covered: Financial Accounting, Management Accounting, Mathematics, Economics and Law which all require successful completion.

### CIMA Professional qualification

Is built on three pillars of learning;

- Management Accounting,
- Business Management
- Financial Management

Each pillar has three papers (two at Managerial level and one at Strategic level). The final stage of the CIMA Professional Qualification is the Test of Professional Competence in Management Accounting (TOPCIMA), which is a case study drawing on all that you have learnt at the Managerial and Strategic levels.

For more information on the CIMA syllabus please refer to the Kaplan Financial CIMA course brochure.

## Exemptions for the CIMA qualification


CIMA's formal accreditation process, in partnership with higher education institutions, recognises highly relevant qualifications. You can expect to receive exemptions if you have a relevant degree or hold a relevant professional qualification such as AAT or CAT. If your qualification has been accredited by CIMA, you may have covered some subject areas in sufficient depth to gain exemptions from the Managerial level.

For more information on which level is a suitable starting point for you or for more information on exemptions please visit [www.cimaglobal.com](http://www.cimaglobal.com)

## How do I register with CIMA?

If you have not already done so, you must register with CIMA by visiting [www.cimaglobal.com/cimaonline](http://www.cimaglobal.com/cimaonline) to complete an online form.

Please send a print out of the registration confirmation sheet, along with certified copies of your highest level educational certificates to CIMA. On receipt of these CIMA will send you a formal acknowledgement of any exemption(s) and you can begin your studies.



# STUDYING THE CIMA QUALIFICATION BY DISTANCE LEARNING

## How do I contact CIMA?

By post: CIMA, 26 Chapter Street,  
London, SW1P 4NP, United Kingdom

Tel: 0208 849 2251

Fax: 0208 849 2450

Email:  
cima.contact@cimaglobal.com

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

## How will I be assessed?

- At Certificate level, all subjects are examined by Computer Based Assessment (CBA). These are shorter than paper-based exams, can be taken at any time at a Kaplan Financial centre and results will be received immediately. To familiarise yourself with the CBA format, visit [www.cimaglobal.com/cba](http://www.cimaglobal.com/cba) for an online demonstration. To book a CBA contact your local CBA centre. For a full list of accredited centres, please visit [www.cimaglobal.com](http://www.cimaglobal.com)
- At Managerial and Strategic level, you will be examined through a three hour paper based examination (for each paper).
- TOPCIMA is assessed by a three hour case study which can be sat as a paper-based examination.
- Managerial, Strategic and TOPCIMA written papers,

No exam entry dates apply for a CBA.

## Important dates

In order to be able to sit the exams you will need to be registered by the following dates. Please note, registering as a student with CIMA and entering for exams is your responsibility and is entirely separate from your purchase from Kaplan distance learning:

	May exam	Nov exam
Registration	31 Jan	31 Jul

You will need to enter for these exams by the following dates:

	May exam	Nov exam
Exam entry	14 Mar	14 Sep

## 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 three years.

## 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 package for CIMA will include:

### Certificate

- Access to our free online question bank.

### Standard – Managerial/Strategic

- Access to our free online question bank
- £50 discount on Kaplan Financial revision courses.

### Premier – Managerial/Strategic

- Study Notes4Success as used in Kaplan Financial classroom courses.

### TOPCIMA

- ‘The Knowledge’ which provides an analysis of the pre-seen material and recommended study approach
- Access to the Kaplan Financial TOPCIMA website with invaluable information on web links as well as a discussion board
- An opportunity to attend a presentation at one of our UK centres by an expert in the industry on which the case is based
- Two mock exams which will be marked by one of Kaplan Financial’s TOPCIMA markers
- Email alerts to keep you up to date in the run up to the exam.

## 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:  
[cimadistancelearning@kaplan.co.uk](mailto:cimadistancelearning@kaplan.co.uk)

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