

ACCA

INFORMATION PACK

Professional Training **Shaping Futures**



Onestudy training limited

P.O. Box 826, Jersey,
Channel Islands JE4 0UA

t: +44 (0) 1534 729 729

e: info@onestudytraining.co.uk

w: www.onestudytraining.co.uk

“

...block release schemes have disadvantages in that they subject students to concentrated academic pressure... the block periods result in heavy work loads causing fatigue and saturation among both students and staff.

”

From “Further Education in England & Wales” by L M Cantor and I F Roberts, Loughborough and Keele Universities.



P H I L O S O P H Y

Bite-sized, morning, afternoon
or evening sessions



Reduced ‘Block release’

Why choose Onestudy?

Students

“Be your own boss”

- B** = **Bite-sized sessions** - make it easier on yourself to pass first time
- O** = **Only professionally qualified lecturers** with a wealth of industry experience behind them teach ACCA
- S** = **‘Save’** on your study leave allowance - more days at home revising before your exams
- S** = **Small class sizes**
We have a ‘Mentoring with’ not ‘lecturing at’ approach to tuition - less scary

Employers

“Call the shots”

- S** = **Staff less disrupted** - not out of office for weeks at a time, we teach in bite-sized tutorials
- H** = **Helpful cost savings** - less time out of the office means less lost chargeable time to your business
- O** = **OnePass scheme** - no pass, take the same revision course again for **FREE****
- T** = **Tempting block bookings discounts available**
- S** = **Small class sizes**
give your students a better chance of passing first time

ONE REWARD SCHEME

Earn yourselves upto **£1,000** for successful referrals*

*See website for details



Comparative Chart

ACCA

Full tuition programme equivalent

Dec 09 Diet

	Total hours of tuition		Lost working days out of the office		Price £ (non GST)	
	Onestudy	Leading Competitor	Onestudy	Leading Competitor	Onestudy	Leading Competitor
F4	47.5	48	2	8	1050	1075
F5	51	54	2	9	1160	1174
F6	59	60	3	10	1300	1272
F7	62	60	7.5	10	1250	1272
F8	41	42	4.5	7	960	977
F9	55.5	54	6.5	9	1200	1174
P1	41	42	4.5	7	960	977
P2	66	66	8	11	1300	1370
P3	52	48	5	8	1150	1075
P5	51	48	6.5	8	1320	1272
P7	34	36	4.5	6	850	878
			54	93		

It figures to use Onestudy

Days saved	39
Total lost chargeable time via Onestudy method [#]	£48,937
Total lost chargeable time via leading Competitor method [#]	£84,281
Total chargeable time saving by using Onestudy	£35,344

Represents a 41% COST SAVING per student per ACCA programme stated above

[#]Assume 7.25 chargeable hours per day at an average of £125 per chargeable hour



A different approach to teaching.
A better way of learning.

Jersey Tuition Dates – December 2009 Diet

		Tutorial Sessions	Revision Sessions (9am-4.30pm)	Full Course £*	Revision Only £*
Fundamental Skills					
Law (F4) (Eng)	Tuesday Evenings 4.30pm-8.00pm	1,8,15,22,29 Sept 6,13,20 Oct	5,6,7 Nov	1050	420
Performance Mgmt (F5)	Monday Evenings 4.30pm-8.00pm	7,14,21,28 Sept 5,12,19 Oct 2,9 Nov	19,20,21 Nov	1160	410
Tax (F6)	Wednesday Evenings 5.15pm-8.15pm	2,9,16,23,30 Sept 7,14,21 Oct 4,11,18 Nov	25,26,27,28 Nov	1300	547
Financial Reporting International (F7)	Tuesday Mornings 9.00am-1.00pm	8,15,22,29 Sept 6,13,20 Oct 3,10 Nov	18,19,20,21 Nov	1250	588
Audit and Assurance International (F8)	Wednesday Mornings 9.00am-1.00pm	9,16,23,30 Sept 7,14,21 Oct	13,14 Nov	960	295
Financial Management (F9)	Thursday Mornings 9.00am-1.00pm	10,17,24 Sept 1,8,15,22 Oct 5,12 Nov	26,27,28 Nov	1200	424
Professional Essentials					
Professional Accountant (P1)	Monday Mornings 9.00am-1.00pm	7,14,21,28 Sept 12,19 Oct 2 Nov	6,7 Nov	960	295
Corporate Reporting International (P2)	Tuesday Afternoons 2.00pm-6.00pm	8,15,22,29 Sept 6,13,20 Oct 3,10,17 Nov	25,26,27,28 Nov	1300	548
Business Analysis (P3)	Day Release 9.00am-4.30pm	11,12 Sept 8,9,10 Oct	19,20,21 Nov	1150	430
Professional Options (2 to be completed)					
Advanced Performance Management (P5)	Monday Afternoons 12.30pm-4.00pm	7,14,21,28 Sept 5,12,19 Oct 2,9 Nov	12,13,14 Nov	1160	410
Advanced Audit International (P7)	Wednesday Afternoons 1.30pm-4.30pm	9,16,23,30 Sept 7,14,21 Oct	6,7 Nov	850	284

*GST Not applicable

- Exam Weeks Commence - 07 and 14 December 2009
- Results estimated: Approx 18 Feb 2010
- ACCA - Website www.accaglobal.com
- Telephone +(44) 141 582 2000



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ACCA

ACCA Enrolment Form

- Exam Weeks Commence - 07 and 14 December 2009
- Results estimated: 18 February 2010
- ACCA - Website www.accaglobal.com
- Telephone +(44) 141 582 2000

Student details

ACCA Registration Number

Title: Mr/Mrs/Miss/Ms etc

First name and initials

Surname

Home Address

Post Code

Email Address

Daytime Tel

Out of Hours Tel

Employer details

Name and address of Company to be invoiced

Authorisation Section

Authorising Manager's Job Title

Print Name

Signature

Telephone Number

Authorising Managers Email

Course details

Course Type (Full Tuition or Revision Only)	Subject Required (by abbreviated paper names)	Course Fee
		Total £

IMPORTANT - YOU ARE RESPONSIBLE FOR ALL STUDENT AND EXAMINATION REGISTRATIONS WITH THE ACCA

Additional info for booking

Do you have any special requirements/disability that would affect you in the event of an emergency building evacuation? YES / NO

How did you hear about us?

Via OneReward Referral scheme Via Website JSCCA Website

Advertising Word of Mouth Openday / Event

Other Please provide details _____

PLEASE RETURN TO: Onestudy Training Ltd, P.O. Box 826, Jersey, Channel Islands, JE4 0UA or scan enrolment to info@onestudytraining.co.uk



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w: **www.onestudytraining.co.uk**

Data protection: Onestudy Training Limited needs to release student names and registration numbers to ACCA, who will in turn release the results of these students to Onestudy Training. These results will be used as part of the ACCA UCRS monitoring process.

If you do not wish to be included in this process please tick the box.

**Upon completion of this form, you acknowledge that the Terms of Business have been read and agreed.
Please see website for our full Terms of Business.**

Want to know who
our new tutors are?

Find us on our website

www.onestudytraining.co.uk/tutors



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What is ACCA?

About ACCA

The ACCA Qualification is designed to provide the accounting knowledge, skills and professional values which will deliver finance professionals who are capable of building successful careers across all sectors, whether they are working in the public or private sectors, practising in accounting firms, or pursuing a career in business.

In order to qualify as an ACCA member, you will need to complete:

- 14 exams (nine of which are eligible for exemption)
- relevant practical experience, with a minimum of three years
- a Professional Ethics module.

The ACCA Qualification embeds the global accounting education standards set by the International Federation of Accountants (IFAC). There is a strong focus on professional values, ethics, and governance. These skills are essential as the profession moves towards strengthened codes of conduct, regulation, and legislation – with an increasing focus on professionalism and ethics in accounting. These are examined at the highest level in the ACCA Qualification and are a core element of your practical experience requirements.

ACCA contacts

ACCA connect, 2 Central Quay, 89 Hyde Park, Glasgow, G3 8BW,
Telephone - 0141 582 2000, Fax - 0141 582 2222

General enquiries: info@accaglobal.com

Student enquiries: students@accaglobal.com

Member enquiries: members@accaglobal.com

ACCA registration

Entry requirements

Minimum entry requirements

- Two A Levels and three GCSEs or equivalent in five separate subjects, including English and Mathematics.
- Full information on the minimum entrance criteria for each country is available in the 'related documents' section.

Mature Student Entry Route (MSER)

- Normally over age 21
- no academic qualifications required
- must pass the equivalent of Papers F2, Management Accounting and F3, Financial Accounting within two years before further progression to the ACCA exams is permitted.

Graduate-entry route

- relevant degree holders from ACCA-accredited institutions may be exempted from all nine exams within the Fundamentals level and register directly at the Professional level. Degrees with some relevance may also qualify for exemptions

Access to ACCA via CAT qualification

- no academic qualifications required
- sit Certified Accounting Technician
- (CAT) qualification first and then transfer to the Skills module of the ACCA Qualification by claiming exemption from the first three papers in the Knowledge module.

Please check directly with ACCA for all exemptions claims

Exams

You will need to complete 14 papers in total and a professional ethics module. A maximum of nine papers in the Fundamentals level are available for exemption.

FUNDAMENTALS (nine papers in total)

Knowledge

- F1 Accountant in Business (AB)
- F2 Management Accounting (MA)
- F3 Financial Accounting (FA)

Skills

- F4 Corporate and Business Law (CL)
- F5 Performance Management (PM)
- F6 Taxation (TX)
- F7 Financial Reporting (FR)
- F8 Audit and Assurance (AA)
- F9 Financial Management (FM)

PROFESSIONAL (five papers in total)

Essentials

- P1 Professional Accountant (PA)
- P2 Corporate Reporting (CR)
- P3 Business Analysis (BA)

Options (two to be completed)

- P4 Advanced Financial Management (AFM)
- P5 Advanced Performance Management (APM)
- P6 Advanced Taxation (ATX)
- P7 Advanced Audit and Assurance (AAA)

Ethics

The aim of the Professional Ethics Module is to give the student exposure to a range of ethical perspectives. Students get access to the module when they become eligible to take Paper P1, Professional Accountant. They should complete it before, at the same time as, or soon after that paper - but they must complete it before applying for membership. Students can return to the module at any time to 'top up' or check their awareness of professional ethic.



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A better way of learning.

Exam Timetable

CBEs will continue to be available throughout the year at ACCA licensed centres. The paper-based exams will also continue to be offered in June and December over an eight-day period, with one session of exams each day. Therefore it is not possible to sit exams that are held on the same day eg you cannot sit Paper F6, Taxation with Paper P6, Advanced Taxation.

All UK ACCA papers are 10am – 1.15pm.
ACCA structures its exam sessions as follows:

Day 1	F6 Taxation	P6 Advanced Taxation
Day 2	F4 Corporate and Business Law	P7 Advanced Audit and Assurance
Day 3	F3 Financial Accounting	F8 Audit and Assurance
Day 4	F9 Financial Management	P4 Advanced Financial Management
Day 5	F2 Management Accounting	P5 Advanced Performance Management
Day 6	F5 Performance Management	P1 Professional Accountant
Day 7	F7 Financial Reporting	P2 Corporate Reporting
Day 8	F1 Accountant in Business	P3 Business Analysis

ACCA will send students an exam acknowledgement slip and this will detail the location of the exam.

Results

Once you have subscribed to the online exam results service, you will receive your exam results by e-mail until you have completed all your exams or decide to unsubscribe from the service.

Results are out mid August for June exams and Mid February for December exams.

A list of successful finalists is published on the ACCA web-site.

Practical Experience Requirement

To begin achieving your PER, you need to be working in an accounting or finance-related role. You may feel that the opportunities to achieve your PER in your current role are limited, but you should consider the options available to you before you decide to seek alternative employment.

If you are a full-time student or are not working in a relevant role, you may want to start thinking about what steps you will need to take in the future to gain the practical experience you need in order to become a member.

There are four components to your PER:

- completing three-years' employment in an accounting or finance-related role(s)
- achieving the nine Essentials and any four Options performance objectives to the satisfaction of your workplace mentor
- recording and reporting your PER progress through the trainee development matrix (TDM)
- making a PER return each year.

You can gain your practical experience before, during or after completion of the exams. There is no time limit to gaining practical experience and applying for ACCA membership. However, the performance objectives are closely linked to the exam syllabus and it is recommended that you co-ordinate your study and practical experience achievement.

You should aim to get your employer's support to help you gain the PER and you will also need to work closely with your workplace mentor.

Trainees who work for an Approved Employer approved under the Trainee Development stream at either gold or platinum level are automatically eligible for an exemption from the requirement to complete a Trainee Development Matrix (TDM) as part of ACCA's Practical Experience Requirements (PER).

This is effective from 1 January 2007. Trainees are simply required to submit an annual declaration confirming they are employed by an Approved Employer who holds gold or platinum approval. The exemption is a great benefit for both trainees and employers and minimises ACCA compliance requirements.

Exam Registration deadlines

**For June exams -
Register by 15 April of the same year.**

**For December exams -
Register by 15 October of the same year.**

You can register by post or online by visiting:
<http://www.accaglobal.com/join/register/post>

Progressing through the syllabus

To satisfy the exam requirements which are necessary to become an ACCA member, students must pass or be exempted from all nine exams in the Fundamentals level, pass all three exams in the Essentials module, and successfully complete two Options module exams in Professional level. Under the new qualification, there is no requirement for students to sit and/or pass any of the exams together, including the three Essentials module exams in the Professional level.

Students are expected to study each module – Knowledge, Skills, Essentials and Options – in order. Students may attempt a maximum of four exams at any one sitting. Papers may be attempted from different modules at the same sitting as long as the modules are attempted in order. Students may vary the order they attempt exams within each module but they may not vary the order of the modules. However, ACCA strongly recommends that papers within a module are taken in order.



A different approach to teaching.
A better way of learning.

Attendance on a Onestudy class

Course Timings/structure

Night classes vary between 3 and 3.5 hours depending on the subject (please see timetable for details).

Half day sessions vary between 3 and 4 hours depending on the subject (please see timetable for details).

Each session has a short break and refreshments are provided at the break.

Day classes run for 6.5 hours (9-4.30), a short morning and afternoon break and an hour for lunch is given. Lunch is not provided.

We have allocated a number of our full day course dates as a Saturday in order to assist the employer with resources and to help the student to retain any student leave for the exam week.

Study material

On the first day of the course students will be issued with all the course notes. Course books are produced by FTC Kaplan these comprise:

- Complete text
- Workbook (Complete text adapted by Onestudy team)
- Exam kit
- Pocket notes
- Access to Engage learning
- Three mocks exams
- Revision question bank

Students should bring their own stationary and calculator.

Mock exams

Mock examinations are set throughout each professional education class. They are a mixture of homestudy mocks and exam condition mocks.

The tutor will provide the deadline dates by which mocks are due for submission. Late submission may result in mocks not being marked and will nullify your claim to the Onepass scheme. (See Terms of Business for more details).

Tutor support

The student will be supplied with the tutors contact details on the first day of the course.

Class sizes

Onestudy attempts to limit class numbers to 20 students per class. Onestudy reserve the right to take bookings for each course up to 26 students per course, to allow for last minute deferrals and cancellations.

Change of course date/venue or tutor

We reserve the right to change any of the above at reasonable notice, except in an emergency situation, where prior notice might not be given. We therefore ask students to provide us with their out of office hours contact telephone numbers for this reason.

Feedback

In order to monitor our performance, we ask the student for feedback after the interim and revision course. A copy of this feedback will be sent to the employer if requested.

Onestudy will provide a student report on attendance, mock result and tutor feedback after the interim course and the revision course to the employer if requested.

We welcome feedback at all times from the employer and student.

Dress code

Dress code is always casual

Messages

Messages will be given to the students at the break.

Mobile phones

Mobile phones and Blackberrys must be on silent at all times. Texting is not permitted during lectures.

Complaints procedure

Complaints should be made in writing by either email or letter to the address below. Onestudy will acknowledge the complaint within seven days and respond within 28 days.

Data Protection

Onestudy training is registered with the Jersey Data Protection Commissioner. Information will not be passed to third parties, unless we have prior authorisation.

Register with Onestudy training

You have two options:

- Download enrolment form and email or post to Onestudy at the address below.
- Enrol on the web-site and pay by credit or debit card.

Joining instructions

On receipt of enrolment form, you will receive confirmation of your booking.

Contact

Email: info@onestudytraining.co.uk

Phone: 01534 729729

Mail: PO Box 826, Jersey, Channel Islands, JE4 0UA

Website: www.onestudytraining.co.uk

All contracts for the provision of Public and In-house Courses by OneStudy Training Limited ("OneStudy") are deemed to incorporate these Terms and Conditions of Business which shall prevail over any other document or communication between the parties unless otherwise agreed in writing.

In the event of any inconsistency between the Terms and Conditions on our website and those contained in this document, the latter take precedence.

Definitions

"In-house course" means educational courses offered by OneStudy for an individual or corporate customer at a location specified by the customer.

"Public courses" means educational training offered by OneStudy at locations specified by OneStudy. These courses include training leading to a recognised professional qualification.

"Customer" means the person, firm or corporation identified as enrolling on a course by way of a relevant written confirmation of enrolment.

"Delegate" means a person attending an In-house course.

"Course Materials" means any documentation, listings instructions and statements in either machine-readable or printed form.

Booking and Payment

Full payment or authorisation to invoice must accompany the enrolment form.

Authorisation to invoice will be taken from the tick box on the enrolment form.

If Authorisation to invoice employer is selected, this must be evidenced by a signature on the enrolment form.

Where OneStudy has received authorisation to invoice the following payment terms apply: Full payment is due within 14 days from the date of the invoice.

Payment is due immediately if booking is made less than 14 days before the course start date.

If OneStudy fails to receive full payment of the invoice by the course start date the student may be refused entry to the course.

OneStudy reserves the right to recover any reasonable debt collection costs in connection with obtaining full payment for the course.

OneStudy reserves the right to charge interest on late payments at 2.5% over bank base rate.

Prices are inclusive of tuition, course materials, and the reasonable use of materials, publications and machines (where applicable) by the Customer or Delegate for the period of the Course. The price does not include examination fees, lunch, any travel, accommodation or living expenses which the Customer or Delegate may incur in attending the course.

Rights of Cancellation, Transfer and Postponement

Cancellation by OneStudy

OneStudy reserves the right to cancel or change a Public or In-house Course and undertakes to provide reasonable notice of the cancellation or change except in an emergency. The Customer will be entitled to a refund of any fee paid to OneStudy in the event of a cancellation but shall not otherwise be entitled to compensation or costs or damages arising from such a cancellation.

Postponement by OneStudy

Should it become necessary for OneStudy to postpone all or any part of a course, for any reason whatsoever then mutually agreeable date will be chosen on which to complete the course. OneStudy will not be liable for any costs incurred by the Customer or Delegate for such actions.

Cancellation by the Customer

Customers may cancel an In-house or Public course. The clauses below apply:

If you cancel your Public course booking the following will apply:

More than 14 days prior to start date = £100 cancellation fee and £50 to cover course pack if sent out

14-7 days prior to start date = 50% of total Course Fee

Less than 7 days prior to start date = 100% of total Course Fee

If you cancel your In-house course booking the following will apply:

More than 28 days prior to start date = No charge

28-14 days prior to start date = 50% of total Course Fee

Less than 14 days prior to start date = 100% of total Course Fee

Pre Course Packs already dispatched will be charged for.

Customer Rights of Transfer

Subject to availability, and provided full payment has been received, and OneStudy is informed at least 14 days prior to the course date, it may be possible to transfer to an alternative course date for which a course transfer fee of £50 will be charged.

Intellectual Property

Copyright and all intellectual property rights for all Course Materials shall remain the property of OneStudy or the training supplier to OneStudy responsible for developing that course. The Customer agrees not to reproduce, sell, hire or copy Course Materials (in whole or in part) and not to use such materials except for the purposes of post course reference.

The Customer warrants that they shall only use Course Materials for their own educational purposes and shall not, without OneStudy's prior written consent, copy, make available, retransmit, reproduce, sell disseminate, licence, distribute, publish, broadcast or otherwise circulate Course Materials (or any part of them) to any person other than in accordance with these Terms and Conditions. The Customer shall fully indemnify OneStudy in respect of any infringement of intellectual property rights arising as a result of their use of Course Materials in breach of these Terms and Conditions.

Force Majeure

OneStudy shall not be in breach of these Terms and Conditions if there is any total or partial failure of performance by it of its duties and obligations under this contract occasioned by any act of God, fire, act of government or state, war, civil commotion, insurrection, embargo, prevention from or hindrance from obtaining any raw materials or energy, sickness or other cause beyond its reasonable control.

OnePass

This scheme enables students who have failed their exam and who have attended a full tuition course for the subject in question to attend the revision tuition course at the next available sitting offered by OneStudy for free.

This offer is subject to availability.

The following conditions apply:

- The student must fully attend every tuition session on the full tuition course for the paper claimed under the OnePass scheme.
- The stipulated number of mock exams must be submitted by the student, by the dates given at the start of the course. The student must also attend the unseen mock (if applicable).
- The student must have achieved a minimum score of 30% on all mocks.
- The student must not have attempted more than three papers at any one sitting.
- The offer is strictly limited to one resit per student, per paper only.

Security

OneStudy takes no responsibility for Personal possessions and takes no responsibility for anything that is lost or stolen from its teaching venues.

Students are advised to keep valuables with them at all times.

Notices

Any notices required to be served by OneStudy under this Agreement will be deemed properly served if sent via prepaid postage to the postal address, or emailed to the email address notified by the student, at OneStudy's discretion. It is the student's responsibility to update OneStudy of a change of address.

Limitation of Liability

The liability for OneStudy for direct losses arising out of their negligence (other than in respect of liability for death or personal injury), breach of contract or any other cause of action arising out of or in connection with this Agreement shall be limited to the cash receipts from the student (or employer) for the course or study materials.

OneStudy shall not be liable for any indirect or consequential loss whether arising from negligence, breach of contract or otherwise.

Warranty

OneStudy warrants that all Public and In-house Courses supplied hereunder will be conducted in a professional manner in accordance with generally recognised practices and standards.

OneStudy warrants that it will provide appropriately qualified and experienced instructor(s) to deliver OneStudy Public and In-house courses.

OneStudy warrants that it will not knowingly include any copyright material in its Course Material without a license or without the consent of the copyright owner.

OneStudy warrants that all personnel provided by OneStudy are employees of or contracted to OneStudy.

OneStudy Training warrants that study materials will be of satisfactory quality but does not warrant that study materials will be error free.

These warranties are provided in lieu of all other warranties express or implied which are hereby excluded to the fullest extent permitted by law.

Discounts

In the event that several discounts may apply to a course the Customer shall be entitled only to one discount, at OneStudy's discretion.

Data Protection

Customers agree that, in relation to information held from time to time, OneStudy may:

- Use the information to perform their obligations and enforce rights under these Terms and Conditions of Business.
- Use the information to inform Customers about courses, products or services which may be of interest to them.
- Use the information to inform Customers of feedback and exam results.
- Communicate with the Customer and Delegates regarding their progress, results and attendance.

Customers have the right to receive details of the personal information held by OneStudy. A fee of £20 will be payable.

In the event that Customers do not wish to receive correspondence from OneStudy, a written request should be sent to the registered office.

Validity

If any provision of these Terms and Conditions of Business is held to be invalid or unenforceable by any tribunal of competent jurisdiction, the remaining provisions shall not be affected and shall be carried out as closely as possible according to the original intent.

Applicable Law

These terms and conditions shall be interpreted, construed and enforced in accordance with Jersey law and shall be subject to the exclusive jurisdiction of the Jersey courts. These terms and conditions do not affect any statutory rights available to the Customer.

Change of address or other contact details

OneStudy must be notified in writing of any change in a student's contact details.

