

The University for
World-Class Professionals



**Manchester
Metropolitan
University**

Association of Chartered Certified Accountants

Part-time Courses



Platinum

To qualify as a member of ACCA a student must have passed the examinations, completed the ethics module and have three years approved experience.

The ACCA qualification is intended for people wishing to qualify as an accountant within public practice, or as an accountant in commerce, industry or the public sector.

Manchester Metropolitan University Business School offers tuition for all levels of the Association's examinations. Our aim is to provide flexibility with study options so that you can work towards this qualification in a way that fits your lifestyle and work or personal commitments.



Why students choose to study at Manchester Metropolitan University Business School

Experienced specialist tutors

Our tutors are fully qualified accountants and use their work in industry to bring a significant amount of practical experience to their teaching.

Utilising excellent hands-on training they will provide you with the support and encouragement you need.

Their knowledge and expertise will prepare you for the rigour of professional exams.



Learning environment

Classes take place in our new state-of-the-art teaching and research headquarters, close to Oxford Road in Manchester city centre. This is one of the finest and most environmentally sustainable academic buildings in the UK. It is a professional study environment with integrated IT facilities that enable you to learn and network.

We blend traditional, classroom based teaching with new technology and as a student you have access to our dedicated business library and IT facilities.

Respected provider

MMU is the only public sector Platinum Status provider in the North of England.

Competitive Fees

As a University, the fees we charge are highly competitive and offer excellent value for money.

Studying part-time

We are aware that students progress through the qualification at different speeds, depending on their work, family and social commitments. The courses are flexible to allow you to work at the pace that suits you best, with sessions running mornings, afternoons and evenings.

Entry requirements

Two A-Levels and three GCSEs (or equivalent) These need to be in five separate subjects including English and Maths.

For more information, please go to:

<http://www.accaglobal.com/uk/en/qualifications/glance/acca/who.html>

Examinations

You will sit 14 examinations in total.

Course in Depth

There are nine compulsory Fundamentals papers

- | |
|-------------------------------|
| F1 The Accountant in Business |
| F2 Management Accounting |
| F3 Financial Accounting |
| F4 Corporate and Business Law |
| F5 Performance Management |
| F6 Taxation |
| F7 Corporate Reporting |
| F8 Audit and Assurance |
| F9 Financial Management |

There are five Professional Papers – three are compulsory

- | |
|--------------------------------|
| P1 Governance, Risk and Ethics |
| P2 Corporate Reporting |
| P3 Business Analysis |

You then choose two option papers from the following

- | |
|------------------------------------|
| P4 Advanced Financial Management |
| P5 Advanced Performance Management |
| P6 Advanced Taxation |
| P7 Advanced Audit and Assurance |

Papers F1-F4 are sat via computer based assessment and can be attempted at any time of year. The remaining papers are currently examined via a paper-based exam, twice a year in December and June. From late 2015, these papers will be examined four times a year.

We recommend you do not sit more than three papers in any sitting.

Exemptions

Some students will be exempt from all or some of the first nine papers if they have completed previous qualifications. If you think this may apply to you, please visit the ACCA exemption page

You will need to provide proof of your previous qualifications so you can claim exemptions.

<http://www.accaglobal.com/uk/en/student/acca-qual-student-journey/exemptions.html>



Studying for the Exams

Classes to prepare you for each examination run for twelve weeks and start in September for December exams, and in February for June Exams.

Sessions last for 3.5 hours a week and run at the following times:

Morning	9:30 to 13:00
Afternoon	13:30 to 17:00
Evening	17:30 to 21:00

Fees

The fees for the part-time course are £550 per paper. This includes twelve classroom sessions, all course materials including textbooks and exam practice kits and access to the online learning environment.

You can also access university libraries, sports facilities, restaurants and computer suites.

Pass Guarantee

We are confident that you will pass your exams. If you do not pass, you may be able to re-sit free of charge.*

Student discounts

As an MMU student you are eligible to purchase a National Union of Students card, giving you access to hundreds of reductions and offers both locally and nationally.

*Terms and conditions apply. Please visit www.business.mmu.ac.uk/acca for further details

How long does the qualification take to complete?

We recommend you sit a maximum of three papers in any sitting, although many students do fewer. Most students complete the examinations in around 2-3 years. If you have any exemptions then you will complete the qualification more quickly.

ACCA registration

You must register as a student with ACCA before you sit your exams.

There are strict deadlines for entering exams so make sure you enter well in advance of the exam dates.

www.accaglobal.com/uk/en/qualifications/g glance/acca/dates.html

Timetable

For our current timetable and start dates, please visit

www.business.mmu.ac.uk/acca/timetable.php

Career Progression

Many students who are studying for ACCA are already working in the field of accountancy. Although this is not essential in order to begin the ACCA qualification, to become a fully certified accountant you will need to demonstrate three years' work experience (Practical Experience Requirement – PER).

As an MMU student, you will have access to the careers service, which can help you find a relevant position in accountancy. As many employers are willing to sponsor you through your qualification, we recommend you try to find a position early on in your qualification.



ACCA/Oxford Brookes degree partnership

The ACCA partnership with Oxford Brookes University allows ACCA students to study for a BSc (Hons) in Applied Accounting while taking the ACCA examinations. The University offers a mentoring facility as set out by the “Research and Analysis Project Guidelines”.

Further information can be found on:
www.accaglobal.com/en/student.html



ACCA contact details

Contact ACCA to confirm exemptions and examination information at the following address:

**ACCA Connect, 2 Central Quay,
89 Hydepark Street, Glasgow, G3 8BW**
Tel: +44 (0)141 582 2000

Fax: +44 (0)141 582 2222

E-mail: students@accaglobal.com
or their website:

www2.accaglobal.com/contacts/connect/

Applying to the Business School

For these ACCA courses you must complete the University’s application form, which is available from

www.business.mmu.ac.uk/acca

Business School
All Saints Campus
Manchester Metropolitan University
Oxford Road
Manchester
M15 6BH

Tel **+44 (0)161 247 3759/3758/3781**

Email **acca@mmu.ac.uk**

www.business.mmu.ac.uk/acca



**Manchester
Metropolitan
University**

8801-AE



This publication is available in alternative formats.
Please telephone 0161 247 6472.