



Manchester  
Metropolitan  
University



## Professional Accounting

Business School

**This part-time programme, developed in partnership with AAT and ICAEW, provides an accelerated route to achieving your professional accountancy qualifications, a degree and a Master's award. Day-release and evening classes at Manchester Metropolitan University Business School enable you to enjoy studying at university whilst you are working.**

*This is a new course and is subject to approval.*

Choosing to make your career in accounting and finance can be a very lucrative decision. A typical graduate starting salary in accounting and professional service firms is £26,000 (Source: the Graduate Market in 2010) and the typical average salary for newly qualified accountants (under one year's experience) is £36,000 (Source: Accountancy Age Finance Salary Checker).

The accountancy and finance sector offers a broad range of career choices. As well as the traditional accountancy roles of tax, audit, financial reporting and management accounting, professionals in this sector also undertake broader business management and advice roles.



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# Professional Accounting

To enable more people to become qualified chartered accountants and to provide more flexible study options that can fit around work and personal commitments, Manchester Metropolitan University Business School has joined with AAT (Association of Accounting Technicians) and ICAEW (The Institute of Chartered Accountants in England and Wales) to develop a part-time programme that offers a range of professional qualifications, from entry level to advanced. The awards available are:

- **AAT Diploma in Accounting Level 4**
- **ICAEW Certificate in Finance, Accounting and Business (CFAB)**
- **BA (Hons) Professional Accounting**
- **ACA from ICAEW**
- **MSc Professional Accounting**

You join the programme at a level that is appropriate to your current qualifications and experience. For example, if you have just completed your A-levels or AAT Diploma in Accounting Level 3, you would start studying for the AAT Diploma Level 4. If you have passed some of your ICAEW ACA examinations, you can complete your studies with us. If you have completed all of your ACA studies, you can study for the MSc in Professional Accounting in just 12 months.

This programme has been designed for people who are working either in a finance or accountancy role or in another sector. To minimise your time away from the office, classes are delivered in the evenings or as day-release and the pace of learning is measured - each undergraduate Stage is delivered over four academic terms (15 months); each postgraduate Stage is delivered over three academic terms (12 months). You always gain a qualification when you complete a Stage and there are opportunities to take a study break and re-join the programme if your circumstances change. From an employer's perspective, there is the flexibility to support a member of staff for part or all of the programme. Anecdotal evidence suggests that employers, who are able to invest in staff development, not only improve the skills and knowledge of their employees but have better staff retention and lower staff attrition.

All classes take place at Manchester Metropolitan University Business School. We are conveniently located in the city centre, close to Manchester Piccadilly, and in autumn 2012 we are moving to a new £75 million building on the All Saints campus, close to Oxford Road train station. As a student on this programme you will have full access to all of the University's facilities such as the library, computer labs, student support services and sports centres.



# Programme Content and Structure

The level at which you join the programme is determined by the qualifications you hold. For example, if you have AAT Diploma in Accounting Level 3 or 280 UCAS tariff points, you would normally enrol for the AAT Diploma Level 4, which is the same level of study as the first year of an undergraduate degree. If you have already achieved some of your accountancy qualifications, for example, you have the ICAEW ACA Professional Level, you would join the programme to study for the ICAEW ACA Advanced Stage and the MSc in Professional Accounting. For detailed entry requirements, please see the back page.

During stages 1 to 3, each unit is worth 30 undergraduate credits. During stages 4 to 5, each unit

is worth 30 postgraduate credits with the exception of the Dissertation, which is a 60-credit unit.

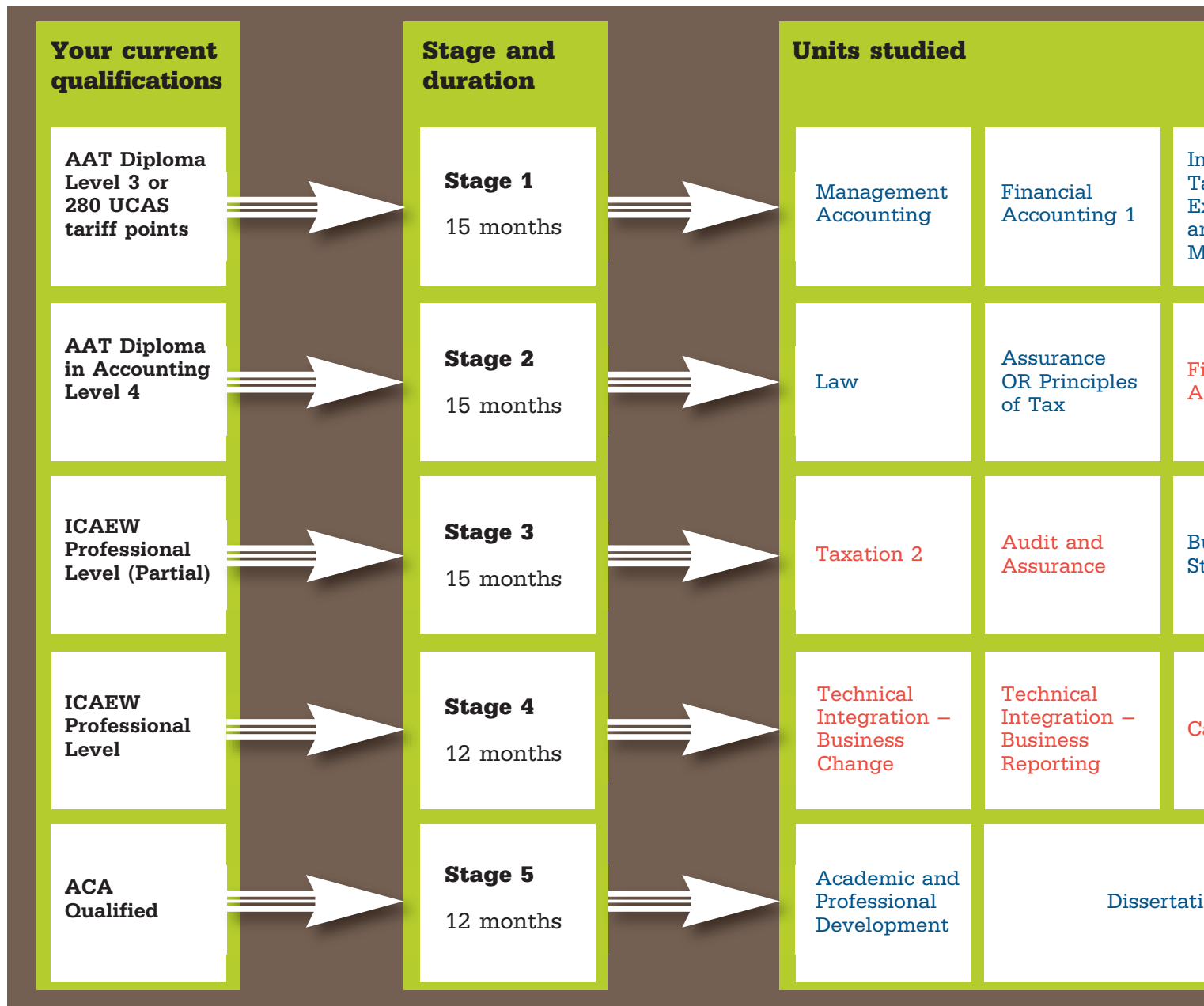
## Programme diagram key

Since this is a partnership programme, there are assessments from AAT, ICAEW and Manchester Metropolitan University. All of the units are taught by academics from the Business School and all classes take place at the University. However any ICAEW exams will be sat at an external venue.

[Manchester Metropolitan University assessment or qualification](#)

[AAT assessment or qualification](#)

[ICAEW assessment or qualification](#)



**In Stage 1 you study for the AAT Diploma in Accounting Level 4**

You'll start to develop your skills in double entry bookkeeping, preparing final accounts for sole traders, partnerships and limited companies. You will also learn basic costing principles and progress to performing complex management accounting tasks and developing your own management skills. The Internal Control and Accounting Systems unit will enable you to develop critical evaluation skills of an organisation's internal control systems and how to identify training needs for employees. In the Introduction to Taxation unit you will learn about both personal and business tax principles.

**In Stage 2 you study for the Certificate in Finance, Accounting and Business (CFAB)**

Here you will build on what you have learnt in Stage 1. You will learn about the accounting and reporting concepts and further aspects of consolidated financial statements. You will also learn about financial options, managing financial risk and investment and financing decisions. The Law unit covers, in a professional context, the impact of civil and criminal law on businesses and professional services. You will also learn the concept, process and need for assurance and internal controls and how to gather evidence on an assurance engagement. Professional ethics is also covered as part of this Stage.

**In Stage 3 you study for the BA (Hons) Professional Accounting and ICAEW ACA Professional Stage**

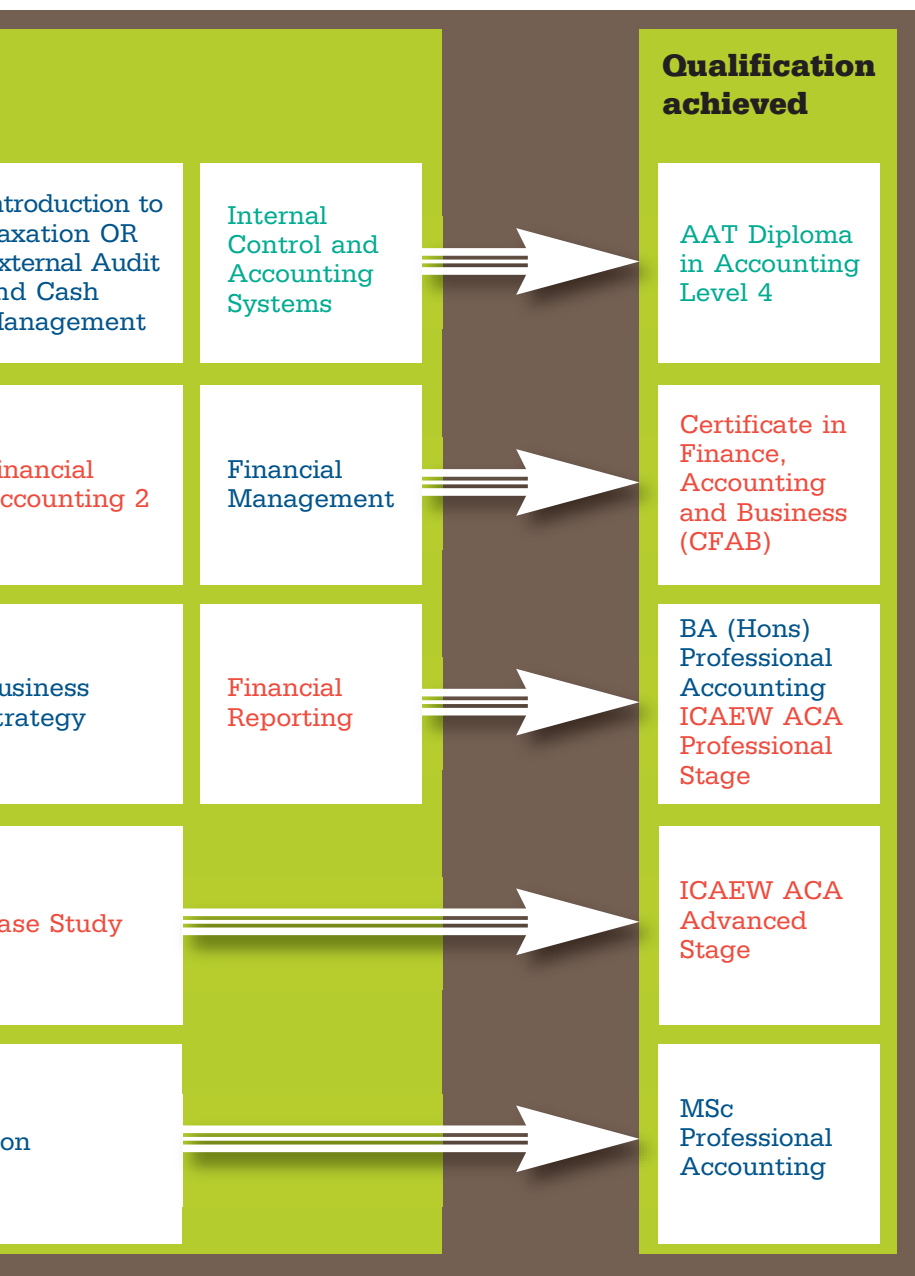
Building on the knowledge and skills you acquired during Stage 2, you develop your understanding of application planning for tax purposes. You will consider the business position from a strategic point of view, identify strategic choices available to organisations and how to implement strategy. You will also consider current issues in the reporting framework and the formulation of accounting and reporting policies. You will also learn how to analyse and interpret financial information. The units in this Stage also incorporate the remaining modules of the Professional Stage of the ACA.

**In Stage 4 you study for the ICAEW ACA Advanced Stage**

This stage consists of the ICAEW ACA Advanced Stage papers. The two Technical Integration papers enable you to demonstrate your knowledge and your planning and advisory skills. You will learn how to analyse and interpret internal and external financial and non-financial information. You will develop a multi-disciplinary approach and apply technical knowledge and professional judgement to business scenarios. This Stage will also involve compliance scenarios and commercial and practical advice. The Case Study unit will test your professional skills in the context of a specific business issue and will challenge you on multiple areas of the syllabus.

**In Stage 5 you study for the MSc Professional Accounting**

This final stage of the programme will enable you to achieve a Master's degree. The dissertation is a significant piece of unique research in an area of your choice. You will learn how to critically analyse practice and theory and gain academic skills required for this level of study.



# Programme

# Partners



## **Manchester Metropolitan University Business School**

We are one of the largest business schools in the UK and have a strong track record in delivering accountancy programmes. We are the largest public sector provider of accountancy training in the North West and we won the PQ Magazine 2011 award for best public sector tuition provider.

## **AAT (Association of Accounting Technicians)**

AAT is the UK's leading qualification and membership body for accounting and finance staff. It awards around 90% of all vocational qualifications in accounting and the skills and knowledge of AAT qualified people are recognised by all the main accountancy bodies (ICAEW, CIPFA, CIMA and ICAS).

## **ICAEW (Institute of Chartered Accountants in England and Wales)**

Established in 1880, ICAEW is a world leader of the accountancy and finance profession with more than 136,000 members in over 160 countries. ICAEW members work at the highest levels of business across all industry sectors around the world. ICAEW professional qualifications deliver essential knowledge, skills and technical expertise in accountancy, finance and business. The ACA is a professional qualification which gives you the opportunity to learn while in full-time employment, combining technical work experience, study and exams. On completion of your ACA exams and other requirements you can join ICAEW, be recognised as a chartered accountant and use the letters ACA after your name.

# Course Requirements

## Tuition and Examination Fees

For January 2012 entry.

Each unit costs £700 and this includes the text books you will use in your studies. In addition you will also need to pay AAT and ICAEW registration fees and exam fees.

If you request an exemption from any of the units, you will need to pay a separate exemption fee per unit.

## Entry Requirements

### Stage 1

#### UCAS tariff points

280, including 200 at A2 or accepted alternatives (such as BTEC or the New Advanced Diplomas)

#### AAT Diploma in Accounting Level 3

#### Non tariff qualifications

An Access to HE Diploma will be considered for entry to this course.

#### International Baccalaureate

29 points

#### Specific subjects required

GCSE Grade C in English language and mathematics

### Stage 2

Applicants with AAT Diploma in Accounting Level 4 or the equivalent ICAEW ACA Professional Stage Knowledge module will be considered for Stage 2 entry. In addition, to fulfil the full membership status of AAT and ICAEW ACA you will need to be employed within a finance function although the nature of your employer's business can vary from dedicated accountancy practice to a more general organisation.

### Stages 3 to 5

Indicative entry requirements are shown on the diagram on pages (2-3). All applicants are considered individually and recent educational experiences, including relevant professional examinations and technical training obtained whilst in employment, are taken into account.

Please note that in order to complete the ICAEW ACA Case Study unit at Stage 4, you will need to be employed by an ICAEW authorised training employer. If your employer does not currently have this status, it is a straightforward process to achieve it.

Selected credits are available at different stages. Please contact us for more information.

## How to Apply

Please complete the University's direct application form, which is available from

[www.business.mmu.ac.uk/pro-accounting](http://www.business.mmu.ac.uk/pro-accounting)

We will consider your application and invite you to a visit day, where you can find out more about the course and take a short numeracy and literacy test. Depending on your test score we may then contact you to arrange a telephone or face-to-face interview.

## Career Development Opportunities

Each Stage of the programme can support your career and professional development in a number of ways.

The AAT Diploma Level 4 equips you with the practical skills to work in a wide range of accounting and finance roles. Diploma graduates work in organisations of all sizes, from micro-businesses to large multi-nationals and the public sector and some work for themselves. Over 70% (AAT Salary Survey 2011) agree that holding an AAT qualification has increased their earning potential. On completion of the Diploma, and subject to the completion of one year's relevant work experience, you may be eligible to apply for full membership of AAT – bringing with it the professional designation MAAT and the continued recognition, regulation and support of a professional membership body. A discounted full membership fee is also available to those studying for the ICAEW's qualifications. For more information, please see [www.aat.org.uk/join](http://www.aat.org.uk/join)

CFAB is a great way to start your journey to the ACA qualification. It covers the same subjects as the Professional Stage knowledge modules that form part of the ACA. It provides practical knowledge and an essential understanding of the fundamentals of finance, accounting and business that can be used in any industry or financial arena.

The wide range of skills and knowledge gained as an ICAEW Chartered Accountant will give you the opportunity to work in any industry you choose. These skills are relevant to a variety of roles across both the private and public sectors, specialising in accountancy, finance and business. There are over 5,000 ACA training opportunities available each year with ICAEW authorised training employers around the world. Many authorised training employers offer internships and work experience opportunities, to find out more about your options for work placements, you can visit the Training Vacancies section of the ICAEW careers website at [www.icaew.com/careers](http://www.icaew.com/careers)

## Contact us

For more information about the course, contact us at **+44 (0)161 247 6969**



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This information is correct at the time of going to press. For terms and conditions applicable to the provision of the University's Educational Services please refer to the prospectus, January 2011.

This publication is available in alternative formats. Please telephone +44 (0)161 247 3725.