

ACCA



Our **Teaching Team** includes:



James Griffiths



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Neil Young



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HIGHLY EXPERIENCED TUTORS
DEDICATED CAREER SERVICES
COMPREHENSIVE ONLINE RESOURCES
PASS 1ST TIME GUARANTEE™*
HD RECORDED VIDEO LECTURES
ONE-TO-ONE COACHING†
FREE FINANCIAL SKILLS CERTIFICATES**
FLEXIBLE PAYMENTS^

*Pass 1st Time Guarantee™ ensures that if you do not successfully pass your paper on the first sitting, you will be able to attend a free re-sit course at the next available sitting at no extra cost. The nature of the free re-sit depends on the preferred study mode. **When you book 6 or more papers. See website for full T&Cs. †Available to ACCA part-time students and selected ACCA online study packages. ^Payments must be made on or before the specified date and failure to comply will render the agreement null and void.

Experience the Difference

We offer you the chance to study for your ACCA qualification in a totally different way, giving you more study hours and adding value to the core modules. You will benefit from a flexible range of study options, such as recorded video lectures that can be viewed online whenever you wish. To enhance your career prospects, we also offer free financial skills courses[†] and a comprehensive careers service.



More Hours per Subject

We believe that the number of classroom hours has a direct impact on exam performance. The more time you spend in lectures, the more likely you are to pass your exams. That's why we have invested in ensuring that we deliver up to 60 hours of face-to-face contact for our full-time students.

Highly Experienced Tutors

Our award-winning tutors are committed to delivering more than just excellent theory. They are not only selected for their subject knowledge, but also for their communication skills and passion for teaching. They are uniquely able to illustrate and link concepts to real-world business scenarios.

Your ACCA Resources

Having the best resources available is a crucial factor in your exam success. As part of your course you receive:

- ▶ Highly experienced tutors
- ▶ High quality ACCA text books
- ▶ Online resources, such as HD recorded video lectures and progress tests
- ▶ Revision classes, included in your full-time package
- ▶ Free live online sessions for part-time students
- ▶ Exam technique sessions

Pass 1st Time Guarantee™*

We recognise your commitment to your studies, so we offer a free re-sit course to full-time and part-time students in the unlikely event that you do not pass first time.

Free Financial Skills Certificates

To enhance your ACCA studies and career, we offer free certificate courses[†] in essential practical techniques such as:

- ▶ Sage Line 50
- ▶ Intermediate Financial Modelling
- ▶ Project Management

Flexible Payments**

Financing your ACCA needn't be a worry - you can now spread the cost over 3 or 6 months.

One-to-One Coaching[^]

Tailor your study and increase your chance of passing with one-to-one support from your tutor.

^{*}Pass 1st Time Guarantee™ ensures that if you do not successfully pass your paper on the first sitting, you will be able to attend a free re-sit course at the next available sitting at no extra cost. The nature of the free re-sit depends on the preferred study mode. ^{**}Payments must be made on or before the specified date and failure to comply will render the agreement null and void. [†]When you book 6 or more papers. [^]Available to ACCA part-time students and selected ACCA online study packages.

Study Options and Online Resources

Whether you're currently studying or thinking about starting, FBT will guide you to ACCA success and increase your career prospects and earning potential. Become an accountant on your terms through our flexible learning options.

Study Full-Time

Choosing to study at one of our numerous UK campuses gives you the unique opportunity to supplement and reinforce your on-campus learning with complimentary access to our online learning resources. Full-time study is suitable for those who wish to study on campus during the week. Our full-time study package includes both tuition and revision classes.

Study Part-Time

We provide a range of study options for part-time tuition, revision classes and question based days, including weekday, weekend and online, offering you maximum benefits and flexibility.

Part-time students can now attend Live Online sessions for free, so you'll never miss a class

Study Online

Select our most flexible study option to match your studies with your individual commitments. You can even have live lectures streamed straight to your screen via our Online InterActive platform. Interact with tutors and students in real-time – wherever you are!



“The revision courses and interactive online materials were excellent preparation, and enabled me to pass my F7 and F9 exams first time. The teaching style and advice on how to approach the exam played a big part in helping me pass at the first attempt.”

Adam Camp,
ACCA student

Online Resources

Take control of your ACCA qualification with FBT's online study resources, powered by InterActive. You can learn, review and revise with everything you need at your fingertips.

FBT Online offers you many valuable benefits and resources. These include:

- ▶ The complete ACCA syllabus in HD video lectures
- ▶ Marked mock exams
- ▶ Case studies and e-books
- ▶ Access to an online student and mentor community

Our ground-breaking online platform is here with the support you need, no matter how you choose to study.

The ACCA Qualification

Registering as an ACCA Student

Enrolment as a student with us does NOT register you with the ACCA. All students who wish to sit ACCA examinations must register with the ACCA as a professional exam student.

Exemptions

You can expect to receive exemptions if you have a relevant degree or a relevant professional qualification. The ACCA decides if previous study is relevant and they award exemptions for some papers in the Knowledge and the Skills modules. There are no exemptions given for papers in the Essentials and Options modules.

Exemption Application Deadlines

The ACCA requires 14 days to process exemption applications. See the ACCA Global website for further information.

Practical Experience

To become ACCA qualified, you need to satisfy the ACCA's Practical Experience Requirements (PER). This means providing evidence of a minimum of 3 years' supervised and relevant work experience, which must be completed within 5 years of passing the last exam.

You will benefit from the expertise of a specialist on-campus Careers Advisor, trained to provide advice on the specific issues that you may encounter in your job search.

Our careers team will work with you to identify work placement opportunities, delivering the practical skills and experience essential to become an ACCA affiliate.



Entry Requirements

The ACCA offers various entry routes for the ACCA Qualification, depending on age and previous academic qualifications.

Minimum Requirements

- ▶ Two A Levels and three GCSEs or equivalent in five separate subjects, including English and Mathematics
- ▶ Information on the minimum entrance criteria for each country is available on the ACCA website – www.accaglobal.com

Foundation in Accountancy Route (FIA)

- ▶ Must be 18 or over
- ▶ No minimum requirements for students registered for the FIA
- ▶ Studying just three modules of FIA will give you a recognised 'Diploma in Accounting and Business'
- ▶ Completing the 3 modules and Professionalism and Ethics Module, 'Foundations in Professionalism', allows you to progress onto an ACCA course or gain a basic bookkeeping role.

Graduate Entry Route

- ▶ Degree holders from ACCA-accredited institutions may be exempt from up to nine exams within the Fundamentals level and register directly at the Professional level
- ▶ Other relevant degrees may also qualify you for exemptions

Access to ACCA via FIA or AAT Qualification

- ▶ No other academic qualifications required
- ▶ Gain exemptions from ACCA papers F1 – F3

ACCA Contact Details

For more information on ACCA registration, exam entry, entry requirements and exemptions please visit the ACCA website - www.accaglobal.com

ACCA Syllabus & Exam Regulations

The ACCA Syllabus Consists of 14 Papers Divided into Four Parts

Knowledge – 3 papers
Skills – 6 papers
Essentials – 3 papers
Options – 2 papers from 4

Knowledge Level

F1 Accountant in Business
F2 Management Accounting
F3 Financial Accounting

Skills Level

F4 Corporate and Business Law
F5 Performance Management
F6 Taxation
F7 Financial Reporting
F8 Audit & Assurance
F9 Financial Management

Essentials Level

P1 Governance, Risks and Ethics
P2 Corporate Reporting
P3 Business Analysis

Options (Please choose any 2 from 4)

P4 Advanced Financial Management
P5 Advanced Performance Management
P6 Advanced Taxation
P7 Advanced Audit & Assurance

Exam Regulations

- ▶ Practical Experience required
- ▶ All levels must be sat in order
- ▶ Maximum of four papers to be taken in one sitting
- ▶ Papers within each level may be sat in any order
- ▶ Papers from a variety of levels may be sat at any one time. i.e. Knowledge and Skills or Skills and Essentials
- ▶ Students have 10 years to pass all the examinations
- ▶ The pass mark for all examinations is 50%
- ▶ In addition to these 14 papers, students are required to sit an online module in Professional Ethics. It is recommended that this be completed with the P1 paper

Computer Based Assessment

All our UK campuses are official ACCA Computer-based Exam Centres. CBEs are available for papers F1, F2 and F3 only on the Professional Scheme. Please contact us for details of upcoming course dates that take place regularly throughout the year.

BSc in Applied Accounting

You can also gain a BSc from Oxford Brookes university after you are part-qualified (completed Knowledge and Skills levels). An additional project will need to be submitted in order to gain the degree, which our tutors will guide and support you through. You must opt into the BSc before you complete all skills level papers.



Our Exclusive funded ACCA + MBA or MA* Programmes

Capitalise on Your Professional Qualification and Financial Expertise

Exceed expectations in the ever-changing world of business by complimenting your ACCA qualification with a Master's degree.

Set Yourself Apart

Get the opportunity to develop and combine the practical skills of your ACCA qualification with the complex academic knowledge of a MBA or MSc in Finance – a potent combination that will ensure that you are ready to achieve your career aspirations.

Practical Elements

We base our Master's programmes on real-world business case studies and scenarios to ensure that you are well prepared for the challenges faced in the industry.

Throughout the Master's programmes emphasis is placed on leadership and management essentials. This focus is designed to develop a holistic understanding of business processes and managerial procedures whilst providing you with both hard and soft skills.

Unprecedented Flexibility

-With our combined programme you are free to start your Master's studies once you have passed 14 ACCA papers (F1-P5). You will then be exempt from certain postgraduate modules, helping you complete your studies sooner.

Our flexible study options offer full and part-time courses delivered both on-campus and online through our innovative learning platform, powered by InterActive. Even study the combined programme 100% online, with courses tailored to suit your needs.

*The awarding body for the MBA/MA course will be one of FBT's partner universities; however, awarding bodies are subject to change from time to time. The School's obligations shall be discharged by providing tuition leading to a recognised MBA/MA award by a recognised awarding body. The School reserves the right to change the awarding body, and will notify the student as soon as reasonably practicable. The Oracle Capital Group sponsorship programme for the masters' course fees covers the tuition fees only and does not include incidentals. Please see our website for full terms and conditions.



Our Unique ACCA Package: Compete 1st Class

ACCA Compete 1st Class

One of our innovative all-round programmes, combining the ACCA professional qualification with the practical skills essential for successful accounting and finance professionals. Benefit from our free certificate courses* (see table below) and distinguish yourself from other accountancy professionals. Make the most of your learning and gain the technical knowledge you require for career success.

Our Free Financial Skills Certificates

Our free certificates provide you with vital practical skills for your career in accounting and finance.

Apply for 6 papers and get 1 certificate for free

Apply for 9 papers and get 2 certificates for free

Apply for 12 papers and get 3 certificates for free

Extensive Online Resources

This package boasts high quality online resources for students, including HD recorded video lectures available online 24 hours a day. These allow you to review any information covered in the lectures, so if you miss a class for any reason, you can revisit the lectures as many times as you need through our innovative online facilities.

Career Service

To help you achieve your career goals, we offer access to professional career coaching including a comprehensive Careers Training and Development Programme. Career professionals will work with you to improve your career prospects. You will gain invaluable advice on CVs, presentation skills, interview technique and more.

Certificates	Duration	Fees (outside of the package)
Intermediate Financial Modelling	2 days	£900
Sage Line 50	2 days	£900
Project Management	2 days	£900

*When you book 6 or more papers



Career Services

Guiding you to career success is central to everything we do. That's why we don't stop at exceptional courses. We also provide full career services to prepare you for life at organisations around the world.

Training and Development

We devote courses to sharpening the skills you need to really stand out. These include CV writing, interview technique and social media workshops.

Networking Events

The careers team regularly hosts world class employers on campus and we can ensure you meet influential business leaders, HR representatives and professionals from international businesses.

Careers Surgery

Our careers professionals all have years of experience. They will provide invaluable advice and insight, answering your questions on anything from job applications to specific markets.



Applying for a Course



Step 1

Choose from our Birmingham, Manchester or London campuses.

Step 2

Download an application form from the ACCA section of our website:

Birmingham - www.fbt-global.com

Manchester - www.LSBFmanchester.com

London - www.LSBF.org.uk

Step 3

Complete the application form and select the package of your choice. Please note that full-time international students must select a minimum of 3 papers for each semester. As per UKVI regulations you will be required to study at least 15 hours per week of formal daytime tuition between Monday and Friday.

Step 4

Email, post or fax (please see back of brochure) your completed application form, together with payment /deposit, to your selected campus. Please make sure you sign the application form as we are unable to process any forms without a signature.

Also, please note that if you are an international student, studying on a student visa, you must attach a copy of your passport and student visa to the application form. If you are about to apply for a student visa, please see our student support and visa advice on page 11.

Step 5

Register with ACCA.
Visit www.accaglobal.com

or call ACCA Connect on
+44 (0) 141 582 2000

Student Support & Visa Advice

Student Services

When you enrol on a full-time course, not only will we help you pass the exam, but we will also help you get to know your tutors and create an educational experience that you can take away with you.

You will benefit from:

- ▶ Accommodation advice
- ▶ Career workshops, advice and study skills sessions
- ▶ Revision classes
- ▶ Free internet access on campus
- ▶ Study rooms
- ▶ Regular student social events
- ▶ Student lounges
- ▶ State-of-the-art classrooms
- ▶ Campus library



Visa Application Process for International Full-Time Students*

We have significant experience in working with international students. Our specialist staff have extensive knowledge of all aspects of the visa application process. Overseas students should follow the steps highlighted below:

- ▶ Register with ACCA for student membership and exam entry
- ▶ Complete our enrolment form for the ACCA course. Forms are available on our website
- ▶ Once you have been accepted by us, your deposit has cleared and we have received all required documentation (including proof of English language proficiency), you will be provided with your final CAS letter. You can then use this to help you complete your visa application form
- ▶ Upon receipt of the CAS letter, you will be able to submit your application for a student visa or visa extension to the British Embassy or the British High Commission
- ▶ As part of the visa application process, you will be required to prove that you are able to pay the full tuition fees and living expenses for accommodation, transport, books and personal expenses

Delayed Visa

Should your visa application be delayed by more than two weeks after your course has started, we can transfer your enrolment to the next term, provided we receive written confirmation from you.

Visa Support

Our dedicated staff can provide you with specialist guidance on the visa application process. You are advised to take great care when completing and submitting a visa application. Be sure to follow all instructions as a visa refusal can be costly and time consuming to successfully overturn. In case of a visa refusal, we analyse all the reasons given for this decision and advise you on the next possible steps.

Fee refunds can be applied for upon presentation of the original visa refusal letter. Any refund decisions will be subject to our T&C's, which can be found on our website.

Student Accommodation

We offer invaluable accommodation advice to all our students, supplying a list of recommended property agents and websites to those in need of accommodation.

*Subject to change in UKVI regulations.

Birmingham Campus

2nd Floor Podium, Centre City
5-7 Hill Street, Birmingham
B5 4UA, UK
Tel: +44 (0) 121 616 3370
Fax: +44 (0) 845 337 3406

Email: info@fbt-global.com
www.FBT-global.com

Manchester Campus

2nd Floor, Linley House
Dickinson Street, Manchester
M1 4LF, UK
Tel: +44 (0) 161 713 1777
Fax: +44 (0) 161 261 4719

Email: manchester@lsbf.org.uk
www.LSBFmanchester.com

London Campus

8-9 Holborn, London
EC1N 2LL, UK
Tel: +44 (0) 20 7823 2303
Fax: +44 (0) 20 7823 2302

Email: professional@lsbf.org.uk
www.LSBF.org.uk

London NEW Campus

22 Billiter Street, London
EC3M 2RY, UK

Email: professional@lsbf.org.uk
www.LSBF.org.uk

InterActive (Online)

Tel: + 44 (0) 20 3535 1274

Email: info@studyinteractive.org
www.studyinteractive.org

Singapore Institute

1 Finlayson Green,
#07-00 Raffles Place
Singapore 049246
Tel: +65 6580 7700
Fax: +65 6438 2478

Email: info@lsbf.edu.sg
www.LSBF.edu.sg

Toronto Campus

22 College Street - Suite 300
Toronto, Ontario, Canada, M5G 1K2

Tel: +1-416-800-220422
www.LSBF.ca/

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