

PREMIER TRAINING HOME STUDY COURSES



**Association of Chartered
Certified Accounts (ACCA)**

**ACCA Qualification
Home Study Course**

PREMIER TRAINING
Specialists in Accountancy Training

Telephone: 01469 515444
Web: www.premiertraining.co.uk



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INTRODUCTION

Premier Training is best known for the fast track method of study. To pass the qualification very quickly you will have:

- **Course material delivered speedily**
- **Instant access to the tutors (during opening times)**
- **Very prompt marking and assessment of course work**
- **Very prompt tutor feedback**

Premier Training was established in 1998 by tutors to provide a more personal, accessible and higher quality of training for accountancy and payroll students.

We are committed to offer the best support network and ensure that student's studying from home never feel alone. The tutors and course advisors are always there to help via telephone or email.

At Premier Training we understand all the needs of adult learners and strive to do all we can to support their studies. Finding time to study is always a challenge for people with busy lives, but with our courses you can learn at your own pace whether you are at home, at work, while commuting or where ever is best for you.

Premier Training has grown in strength and we are now one of the largest providers in the UK. This is mainly due to our tutor support and the personal approach we have towards students and why we are often recommended by existing students on discussion forums.

The support network at Premier Training is second to none. Tutors and course advisors are dedicated, patient and friendly and recognise the areas

here the students need support the most.

Premier Training exam results are consistently high and always beat the national average. Therefore you are likely to pass your exams successfully and the first time!

The company is a tuition provider for the following professional bodies:

- Institute of Certified Bookkeepers (ICB)
- Association of Accounting Technicians (AAT)
- Sage Accounts and Payroll
- Association of Chartered Certified Accountants (ACCA)
- Chartered Institute of Management Accountants (CIMA)

Home study is one of the most effective learning methods available today. Premier Training uses materials produced by the leading financial and accountancy publishers, such as Osborne, the Frank Wood series of books and the Premier Books. We can deliver all the material using express couriers and it can be delivered the next day!

The study manuals are dedicated exclusively to exam success. Most important of all though, is the user-friendly style, which will help ensure that every minute of your study time is used as effectively as possible.

Home study allows individuals to learn at their own pace, convenience and within their own comfort zone. You will not have to comply with the training providers schedule and be dictated by classroom based learning.

You will be provided with a timetable that will be based on your preferred pace of study and can be changed as often as required.

ABOUT THE QUALIFICATION

Syllabus

The ACCA Qualification is divided into two levels; Fundamentals and Professional.

Fundamentals Level

There are two modules in the Fundamentals level (nine papers in total); Knowledge and Skills.

Knowledge module

- F1 Accountant in Business
- F2 Management Accountant
- F3 Financial Accounting

Skills module

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

Professional Level

The Professional level is divided into two modules (five papers in total); Essentials and Options. Both of the modules at Professional level have been set at the same ability level as a Masters degree.

This level will teach more advanced professional skills that are required at a senior level by accountants working in an advisory or consultancy role.

Essentials module

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

Options module (two to be completed)

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

Entry requirements

The minimum entry requirement is two A Levels and three GCSEs (or their equivalent) in five individual subjects that must include English and Maths.

If you do not meet the minimum entry requirements to start the ACCA Qualification, then you will need to complete the Foundations in Accountancy (FIA) and take some or all of these papers (depending on your eligibility for exemption) before continuing with the ACCA Qualification.

Once you have completed the Diploma in Accounting and Business Level of the FIA you will be able to start at paper F4 of the ACCA Qualification. This means you will be eligible to claim exemption from F1, F2 and F3. Please visit our website for further information on the FIA Qualification or contact the office and speak with one of our course advisors.

Exemptions

If you have a relevant and current degree that relates to the syllabus you may be able to claim exemption from some of the papers in the Fundamentals Level. It is only possible to claim exemptions from the Fundamentals level of the ACCA Qualification you cannot claim any exemptions at the Professional level.

Practical experience requirement

As well as gaining the theory and knowledge of accountancy a key part of the gaining the ACCA Qualification is getting relevant practical experience in the workplace as you will need to have the practical experience to support it.

You are required to gain three years' relevant work experience and achieve performance objectives. Performance objectives are part of the requirements you must meet for your practical experience. To find out more about the requirement please visit the ACCA website in the course section of the ACCA Qualification.

Professional Ethics module

Professional ethics is covered in all the papers at Professional level and three of the Essential performance objectives. The Professional ethics module supports both your studies and practical experience in this qualification. You will be introduced to a variety of ethical ideas.

You will have access to this module when you take Paper P1 - Governance, Risk and Ethics. It is recommended that you take the Professional ethics module at the same time as you take this paper. You must finish it before you can become a member and before you can finish your BSc degree.

You have 10 years from the date you registered with ACCA to complete the qualification.

Registering with the ACCA

You can register with the ACCA to become a student at any time of the year. It's a quick and easy online process that should only take approximately 10 minutes to complete and processed within 15 days.

You will be able to upload any supporting documents and the ACCA will confirm which level you can start your studies shortly after submitting your application.

You will be asked to pay an initial registration fee when you apply and in addition to this, an annual subscription fee will be due on 1st January each year you are registered as a student.

Registration and subscription fees:

ACCA Qualification	Fees
Initial registration	£77
Annual subscription (due every January)	£77

Examinations and Training

You can attempt up to a maximum of four papers per exam sitting for both paper based and computer based (CBE). There are two exam periods per year:

- June exam period: **1st February – 31st July**
(including June paper-based exam sitting)
- December exam period: **1st August – 31st January**
(including December paper-based exam sitting)

You must take the exams in line with the module order but you can attempt the exams within each module in any order:

- Knowledge module (F1-F3) – computer based exam (CBE) or paper-based format
- Skills module (F4-F9) – paper based exam
- Essentials module (P1-P3) – paper based exam
- Options module (P4-P7) – paper based exam

If you have gained exemption from individual papers across the modules, please remember that you must complete the papers in order and enter for outstanding papers in your current module if you wish to enter to sit papers in the next module.

EXAM ENTRY

You can enter for your exams anytime of the year and online. The table shows the relevant deadlines for each exam session and note that the earlier you book your exams the more money you can save.

Exam entry period	Early	Standard	Late
June exam session	8 th March	9 th March – 8 th April	9 th April – 8 th May
December exam session	8 th September	9 th September – 8 th October	9 th October – 8 th November
Exam entry method	online only	online and paper	online only

Exam Entry Fees

Exam papers	Exam entry period	June 2012 exam fee (per exam)	December 2012 exam fee (per exam)
Knowledge Module (F1 - F3)	Early	£55	£60
	Standard	£64	£69
	Late	£192	£200
Skills Module (F4 - F9)	Early	£69	£75
	Standard	£80	£86
	Late	£208	£217
Professional Module (P1 – P7)	Early	£81	£88
	Standard	£94	£101
	Late	£222	£231

In the unlikely event you fail your exam you will be able to try again on payment of another exam fee, Premier Training will continue to support you at no further cost for the remainder of the term (1 year per paper from receiving your course material).

However depending on when you wish to re-sit your exam you may have to purchase new course material for the relevant exam period.

On completion you will be presented with a certificate **from the ACCA** that you have successfully completed the level/qualification.

ABOUT THE TUTOR SUPPORT

- Qualified, efficient, patient and friendly tutors with teaching experience
- Access to a team of tutors via email Monday to Friday and late evenings Tuesdays, Wednesday & Thursdays until 8pm
- Unlimited access so you can contact the team of tutors via email as often as you require

The office is open at the following times:

Mondays	9am – 5pm
Tuesdays	9am – 8pm
Wednesdays	9am – 8pm
Thursdays	9am – 8pm
Fridays	9am – 5pm

Premier Training will provide each student with:

- Study Text published by Kaplan
- Pocket notes published by Kaplan
- E-mail support from tutor
- Exam Kit published by Kaplan
- iPass CD Rom published by BPP
- 1 Interim Assessment with answers
- 1 Final Assessment with answers
- Access to Kaplan's website containing powerful study tools
- Access to Premier Training's on line student resources containing additional study aids and guidance notes

COURSE FEES

Per paper	£199
Postage & Packaging - UK (per paper)	£17
Postage & Packaging - Overseas (per paper)	£49

There are special bundle offers if you enrol onto multiple papers, please visit our website or contact one of our course advisors for further details.

Additional fees to remember:

Please note that in order to achieve the ACCA Qualification you will need to join ACCA as a student member. The following items are **not** included in your course fees:

ACCA Registration <i>(Payable upon registering)</i>	£77
ACCA Annual Registration <i>(Due the next 1st January after registering)</i>	£77
ACCA Exam fees <i>(Vary depending on exam)</i>	From £55

HOW TO ENROL

You can enrol regardless of academic background, nationality, age, location, sex, religion or occupation; and with the determination to succeed you will gain a qualification which is internationally recognised.

Over the phone:



The easiest and quickest way to enrol is over the phone using a credit/debit card. This will only take a few minutes and the course advisor will complete the enrolment form for you.

If you enrol Monday to Friday before 3pm you will receive all your course material the very next day (including Saturday!).

On-line:



Visit our website at www.premiertraining.co.uk click on enrol, click on the course title link and follow the step by step instructions, once you have submitted the form you will receive confirmation of your order and a course advisor will contact you to advise what follows next.

By post:

Return your completed enrolment form with payment to:



Premier Training
Schenker Building
Eastfield Road South
South Killingholme
North Lincolnshire
DN40 3DQ

Invoice employer:



Simply complete the enrolment form and ask your employer to sign section 3 then fax the form to us on **01469 572349** or scan and email.

We will then dispatch your study material straight away and invoice your employer.

Premier Training – Specialists in Accountancy Training.

HUGHES & CROCKETT LLP – T/A Premier Training



By agreeing to the terms and conditions of sale you are agreeing that:-

You have read and understood all the information provided regarding the course, and have requested additional guidance and advice where you have needed clarification of any of the terms stated.

You have provided us with true and correct personal data upon your enrolment and will inform us of any changes straight away.

You will apply for student membership of the relevant awarding body by the appropriate registration and examination deadlines (if applicable) - see awarding body's website for current guidance.

You are able to travel to the nearest examination centre in the United Kingdom if necessary (details are provided on the awarding body's website).

Premier Training is based in the UK and our contact details are as follows:

PREMIER TRAINING,
Hughes & Crockett LLP
(OC344217)
trading as Premier Training,
Eastfield Road South,
South Killingholme,
North Lincolnshire
DN40 3DQ
United Kingdom

Phone: 01469 515444

Fax: 01469 572349

Email: info@premiertraining.co.uk

If you wish to enrol onto a Premier Training course over the telephone, email, fax or post you will receive a copy of these terms and conditions in your welcome pack or in your My Premier Training Account (MyPTA).

Orders for home study courses requiring private tuition will be invoiced by Hughes & Crockett LLP trading as Premier Training.

Premier Training's supplies of private tuition are exempt from VAT.

Please note that as from 22nd March 2011, once a student has enrolled on to a course/level with Premier Training the student would be expected to have completed that course/level within 1 year from the date of enrolment. Private tuition after 1(one) year will be entirely at the discretion of Premier Training, and Premier Training reserves the right to charge a fee for any such tuition. The only exception is the AAT Level 4 home study course in which tuition will be provided for 18 months from the date of enrolment.

To buy any of our products, just browse our online Catalogue, and click on any items that you wish to buy and put them into your Shopping Cart. After you have finished your selection, click on "Checkout" and you will be asked for a few details that we need before we can satisfy the order. We accept payment by most credit/ debit cards via a secure server. You may also order via phone, fax or post or email.

Shipping and Handling: The total cost of shipping is displayed before you are asked to pay for your goods. Orders beyond the UK mainland are quotations and we will email you if the shipping costs are greater than the quoted price to verify that you still wish to go ahead with the purchase. Please note we are not responsible for the payment of import duties that may be levied in your country. Please check with your Customs Department if necessary, concerning Import Duties that may be payable by you.

Delivery Schedule: Please note that many of our goods are supplied to individual order only. If we cannot deliver goods within 7 days, we will advise you and offer you the opportunity to retain the item on order with us.

Back Orders: If your item is not in stock, we will back order for you and ship the order as soon as it becomes available. In the unlikely event of any undue delay arising in completing your order, we will contact you in writing and offer you the option to cancel your order and receive a full refund.

Credit Card Security: Payments are handled via a secure server. Additional security and verification measures are also used to help eliminate fraud. Your payment details are processed in a secure environment, and details are not held in plain text on any web site.

COOKIES: are used on this shopping site to keep track of the contents of your shopping cart, to store delivery addresses if the address book is used and to store your details if you select the 'Remember Me' Option. They are also used after you have logged on as part of that process. You can turn off cookies within your browser (Internet Explorer) by going to 'Tools | Internet Options | Privacy' and selecting to block cookies. If you turn off cookies, you will be unable to place orders or benefit from the other features that use cookies. For other browsers, please consult its 'Help' documentation.

Cookies cannot be used to identify you, or where you live or what you bought. More independent advice, from the UK Interactive Advertising Bureau, is available [here](#).

Privacy Policy: EU Privacy & Electronic Communications Directive 2003.

Your details remain private and confidential when you order from us. PREMIER TRAINING does not disclose buyers' information to third parties other than when order details are processed as part of the order fulfilment or for the completion of a selected tuition course. In this case, the third party will not disclose any of the details to any other third party.

Unsolicited E-mails: PREMIER TRAINING will never release your details to any other party for marketing or advertising reasons.

We may contact you with details of similar products, offers and services that we feel may be of interest to you, but if you prefer not to be contacted by us in the future, please advise by Email to info@premiertraining.co.uk or write to us.

Guarantee: PREMIER TRAINING guarantees that all the goods that we sell are as described. If, after inspecting the goods, you decide that any item does not meet with your expectations, please contact us straight away so that we can investigate.

You can correct any mistakes: e.g. change the product or quantity in your order, or delete items, by viewing your Shopping Cart and making the necessary changes there. You are only committed to purchase any item after you have entered your payment details and completed the Checkout process, when a Receipt will be displayed that you can print for your records. Please ensure you have a printer connected and working, to print your Receipt. You will receive an E-mail from us detailing your order. This does not constitute acceptance of your order by us, and is for your information only and to comply with EU E-Commerce regulations. Details of your order will be held electronically on file by us and you should contact or call us immediately if you wish to query it.

Refunds Policy: As this service is a bespoke service offering Private Tuition unique to each individual - we are not required to offer a refund upon cancellation of the

course. However Premier Training offers a 7 day cooling off period. If you wish to cancel the course and require a refund you must contact Premier Training within 7 days from the date of enrolling. If you wish to cancel the course **all** course materials i.e. books, CD's and any software, must be returned to Premier Training undamaged.

Please note the student is liable for the course fees even if a third is paying the course fees on their behalf.

If any course materials are damaged or missing the cost of replacing them will be deducted from the amount refundable. Please note that the P&P paid upon enrolment is non-refundable unless the course materials have not yet been dispatched to the student. Please also note the cost of P&P to return any course materials to Premier Training is payable by the student.

Remittance Terms: We accept payment online by major debit and credit cards. We can also accept enrolments or supply goods on payment with order (cheques) by mail, fax or telephone order -- please contact us with your order details and we will take care of your order.

Contacting us: you can contact us at any time with any comments or queries. If you need to contact us, please email us on info@premiertraining.co.uk, alternatively, you can call on 01469 515444 or write to us at Hughes & Crockett LLP (OC344217), trading as Premier Training, , Eastfield Road South, , South Killingholme, North Lincolnshire, DN40 3DQ, United Kingdom

YOUR STATUTORY RIGHTS ARE NOT AFFECTED

PREMIER TRAINING – ACCA QUALIFICATION ENROLMENT FORM

Section 1a: Your details

Mr/Miss/Ms/Mrs*

Address: _____

Post Code: _____

Home: _____

Work: _____

Mobile: _____

Email home: _____

Email work: _____

Section 1b: Delivery address

Please provide a delivery address where someone can sign for the study materials during business hours Monday-Friday:

Post code: _____

Section 1c: Previous qualifications

Please provide details of any relevant qualifications within accounts:

Section 1d: Where did you here about Premier Training?

Section 2: Course details (Please select the papers you wish to enrol onto by ticking the appropriate box)

Fees per paper £199	✓	June or Dec 2012 exam?	Fees per paper £199	✓	June or Dec 2012 exam?
F1 - Accountant in Business	<input type="checkbox"/>		F9 - Financial Management	<input type="checkbox"/>	
F2 - Management Accounting	<input type="checkbox"/>		P1 - Governance, Risk and Ethics	<input type="checkbox"/>	
F3 - Financial Accounting	<input type="checkbox"/>		P2 - Corporate Reporting	<input type="checkbox"/>	
F4 - Corporate & Business Law	<input type="checkbox"/>		P3 - Business Analysis	<input type="checkbox"/>	
F5 - Performance Management	<input type="checkbox"/>		P4 - Adv Financial Management	<input type="checkbox"/>	
F6 - Taxation FA 2011	<input type="checkbox"/>		P5 - Adv Performance Management	<input type="checkbox"/>	
F7 - Financial Reporting	<input type="checkbox"/>		P6 - Advanced Taxation FA 2011	<input type="checkbox"/>	
F8 - Audit and Assurance	<input type="checkbox"/>		P7 - Advanced Audit & Assurance	<input type="checkbox"/>	
P & P (UK) £17 per paper		P & P (Overseas) £49 per paper*	Total amount payable		£

*Please note the overseas P&P of £49 is a quote and we will confirm the final amount of P&P due when the delivery address and country have been confirmed. **Please also note the ACCA registration and exam fees are not included in the course fees**

Section 3: Student / Employers authorisation (If you wish Premier Training to invoice your employer for the course fees please complete this section)

Company name: _____ Company address: _____

Post Code: _____

I/We are responsible for payment of all fees due on receipt of the invoice in respect of the student here named and undertake to inform you in writing of any changes to this agreement. I/We understand that I/we are fully responsible for the payment of fees due in all circumstances including termination of employment or cancellation of course.

Name _____ Position _____ Signature _____ Date _____

Section 3a: Student / Employers authorisation: I/we have read/heard and agreed to the Terms & Conditions (✓)

Send your enrolment form either by post: Premier Training, Schenker Building, Eastfield Road South, South Killingholme, North Lincolnshire, DN40 3DQ – Alternatively you can fax it to 01469 572349 or scan and email to: info@premiertraining.co.uk

Section 4: Method of payment/ Terms & Conditions

By cheque for the amount of £ _____ (Please make cheques payable to Premier Training)

By credit/debit card: _____ Expiry date: _____ / _____

Issue number (if applicable): _____ Start date or valid from date: _____ / _____ Security code (last 3 digits on reverse of card)

Name & add of card holder if not student: _____

For office us only

Order taken by: _____ Date: _____ Processed by: _____ Date: _____ Sage ref: _____ Inv No: _____