

# IBTC's quick guide to studying ACCA

## Why ACCA?

ACCA is the world's most forward-thinking professional accountancy body.

*"I studied 2 hours every day for 3 months and did all the questions and progress tests IBTC gave me. I got 60% in my exam. IBTC is the best."*

Mfanufikile Madlala, ACCA Student

## Exams

### COMPUTER-BASED EXAMS

You have to complete one exam for each subject. The exams for the FIA subjects and AB to LW of the ACCA qualification are PC-based exams available on demand - so you can do them all year round.

These exams are 2 hours long, and you have to achieve 50% in order to pass. Your results are made available immediately.

The exams for the PM - FM subjects in the Fundamentals level are PC-based exams. They are available only during exam sessions held in March, June, September and December. These exams are 3 to 4 hours long and you have to achieve 50% in order to pass.

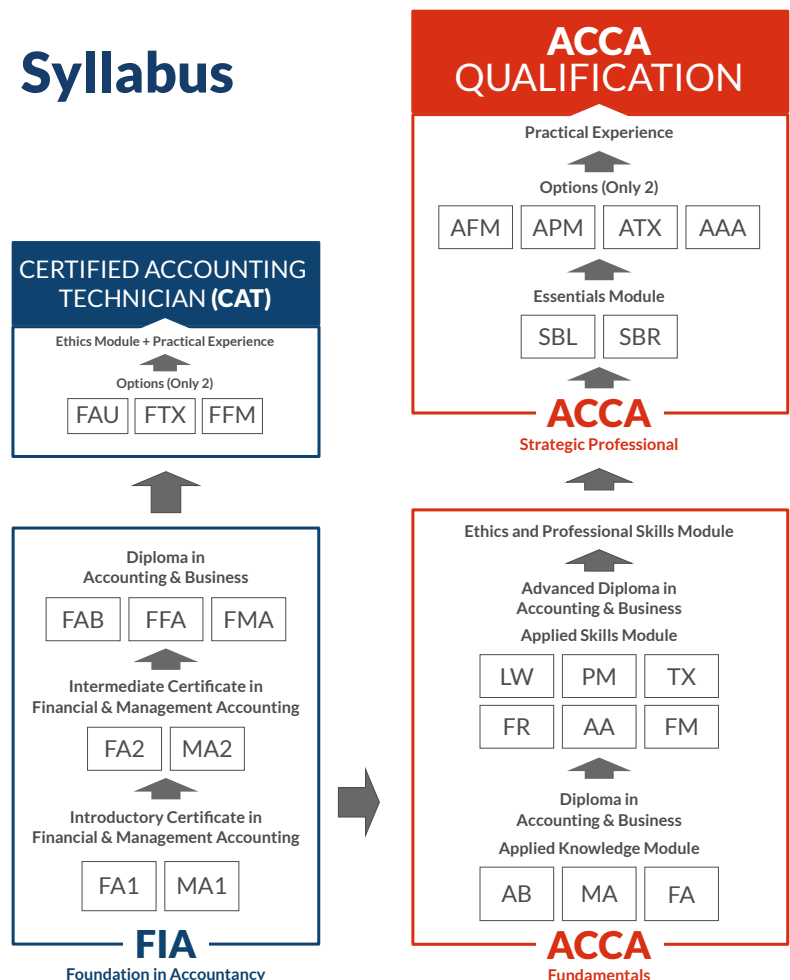
### WRITTEN EXAMS

Exams for SBL to AAA are written exams, and can be completed at venues in Johannesburg, Cape Town or Durban. You can only write these exams during exam sessions held in March, June, September and December. (Variant papers are not offered during all exam sessions.)

These exams are 3 to 4 hours long, and you have to achieve 50% in order to pass. Results are made available approximately 6 weeks after the exam date.

Exams for the ACCA qualification must be taken in modular order, but you can complete the papers within each module in any order.

## Syllabus



## GETTING STARTED

### YOU HAVE CHOSEN TO STUDY ACCA AND YOU'RE KEEN TO GET STARTED.

Read the important information below about registration, exemptions, exams and much more.

#### Step 1 - Identify your entry route

Depending on your previous qualifications, you may be eligible for exemptions from certain exams. **Wait until you've officially been awarded your exemptions by the ACCA before you make a decision on what subject(s) to start with.** Your likely starting point:

- No formal qualifications - start with Foundations in Accountancy (FIA)
- School leaver - start with ACCA Fundamentals level
- Graduate with relevant degree - apply for exemptions and start with ACCA Fundamentals or Strategic Professional level

#### Step 2 - Register with the ACCA & apply for exemptions

- Visit [www.accaglobal.com](http://www.accaglobal.com) to register as a student
- Upload your supporting documents:
  - > Proof of identity
  - > Academic certificates and transcripts
  - > Passport-sized photograph
- Pay your registration fee and annual subscription fee directly online to the ACCA
- Receive confirmation from the ACCA regarding your registration and exemptions
- Make payment online to the ACCA to accept any exemptions

#### Step 3 - Choose your study method

- Choose a study method that suits you best
- Consult with an IBTC student advisor to help you plan your subject selection and study method
- Select either online classes or our home study option

#### Step 4 - Book with IBTC

Book online or generate your own quote by registering and creating an account at [www.ibtc.co.za](http://www.ibtc.co.za)

- Select your subjects and study methods
- Only include exam fees in your booking if you will write your exams at our ACCA-licenced exam centres in Cape Town or Sandton

- Pay in full via EFT or pay a deposit and complete the debit order form
- Receive your study material and access to your class/tutor  
(Note: Study material is dispatched based on the study period you select when making a booking)

#### Step 5 - Register for your exam

Book your exam as soon as you start studying. It's important to set a date and work towards it.

##### Computer-based exams (FIA and AB to FM)

- Register with the CBE exam centre closest to you, and pay them directly for the exams you wish to sit. (We have licenced exam centres in Sandton and Cape Town.) A list of exam centres is available on the ACCA website.

##### Written exams (SBL to AAA)

- Register for your exam via your MyACCA account
- Make payment directly online to the ACCA
- Receive a confirmation email and exam docket from the ACCA

#### Step 6 - Get your results

- Receive the results of PC-based exams immediately
- Receive the results of written exams about 6 weeks after completion

#### Step 7 - Progress

- Complete all exams per level
- Pay your ACCA subscription fee every year
- Complete 36 months of practical work experience
- Obtain the ACCA designation

**PASS  
ASSURED  
PROMISE**

**"We are so confident that you will pass first time, that you can come back for free if you don't."**

T&C's Apply

## Ways to study ACCA with IBTC

### ONLINE COURSES

Ideal if you want to combine the best of classes and home study. Pause and rewind lectures by world-class tutors and enjoy group interaction and support.

**Material:** Study text and exam practice kit

**Progress tests:** Various, depending on subject

**Mock exam:** 1

**Tuition hours:** Up to 30 hrs of pre-recorded lectures

**Duration:** 9 week scheduled programme

**Access:** 6 months (computer-based exams); up to exam sitting (written exams)

### HOME STUDY PLUS

Home Study Plus provides you with the flexibility of home study, but with video lectures and online question practice.

**Material:** Study text, exam practice kit, video lectures and online question practice

**Progress test:** Various depending on subject

**Tuition hours:** Unlimited access to tutor via email.

**Duration:** Own pace

**Access:** Access to Online Portal until June for semester one and December for semester two.

### HOME STUDY

Our home study option is ideal for the disciplined self-starter. All your study material is included, and our course advisor will ensure you stay on track and give you regular check-in calls to provide guidance or additional resources if required.

**Material:** Study text, exam practice kit and passcards (subject specific)

**Progress tests:** Various, depending on subject

**Mock exam:** 1

**Tuition hours:** Unlimited access to tutor via email

**Duration:** Own pace

## FAQ

#### What are variant papers?

You can write a South African version of some exams, which will ensure that you are familiar with local laws and regulations.

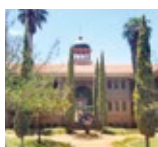
#### How long will it take to complete the ACCA qualification?

It usually takes 2 to 3 years to complete if studying part-time. There is no time limit to completing FIA or the ACCA Fundamentals level, but you only have 7 years in which to complete the ACCA Professional level.

#### Can I earn a degree while completing the ACCA qualification?

You can complete a BSc(Hons) in Applied Accounting from Oxford Brookes University, or an MSc in Professional Accountancy from the University of London while completing your ACCA studies.

Visit [www.accaglobal.com](http://www.accaglobal.com) to read more about this opportunity.



**VISIT US**  
Meet your tutor  
and support team

**IBTC Cape Town**  
3rd Floor,  
79 Roeland Street  
Cape Town

**IBTC Sandton**  
Block B, Grayston Ridge  
144 Katherine Street  
Sandton

0861 111 411 | [info@ibtc.co.za](mailto:info@ibtc.co.za) | [www.ibtc.co.za](http://www.ibtc.co.za)

 **ibtc** PROFESSIONAL  
BUSINESS  
EDUCATION

Enhancing careers, enriching lives