

# IBTC's quick guide to studying ACCA

## Why ACCA?

Your route to Registered Auditor status in South Africa. Join the largest professional accounting body in the world and work anywhere.

## Your study route

### ACCA has three modules:

1. Applied Knowledge.
2. Applied Skills, Ethics and Professional Skills Module.
3. Strategic Professional (Essentials and Options)

You don't have to attempt the papers in the given order, but you have to complete the exams in each module before moving on to the next module.

### When taking two ACCA subjects, which is the best combination?

- Corporate and Business Law + Taxation
- Performance Management + Taxation
- Financial Reporting + Audit and Assurance
- Financial Management + Audit and Assurance
- Performance Management + Financial Management
- Taxation + Strategic Business Leader

We do recommend that you sit Audit and Assurance (AA) with or after Financial Reporting (FR).

### Registered Auditor (SA)

Those interested in obtaining Registered Auditor status in South Africa should include the following subjects:

- Corporate and Business Law (SA version)
- Taxation (SA version)
- Advanced Taxation (SA version) or Advanced Financial Management

Apart from your subject selection, there are also requirements relating to your 3-year practical experience and IRBA Audit Development Programme.



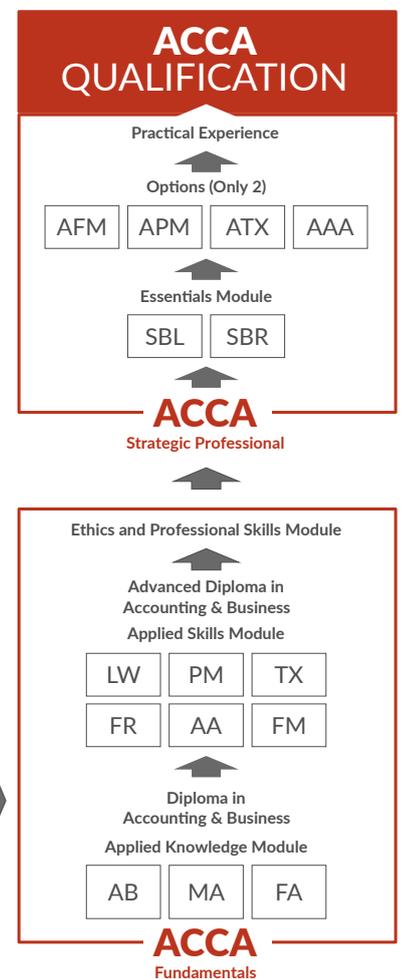
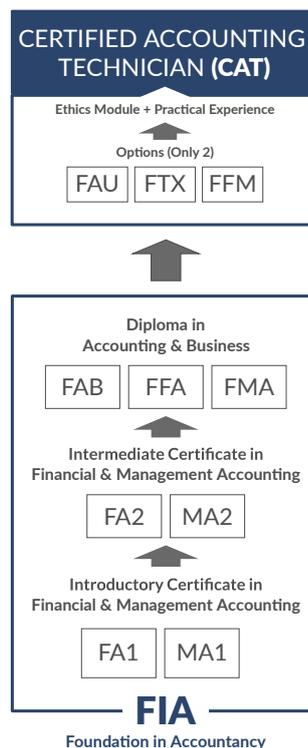
**"We are so confident that you will pass first time, that you can come back for free if you don't."**

T&C's Apply

*"I studied 2 hours every day for 3 months and did all the questions and progress tests IBTC gave me. I passed first time. IBTC is the best."*

Mfanufikile Madlala , ACCA Student

## Syllabus



## GETTING STARTED

### Step 1 - Register with the ACCA and apply for exemptions

- Register on [www.accaglobal.com](http://www.accaglobal.com), upload your supporting documents, pay your fees and apply for exemptions.
- Those with no formal qualification with likely start at the Foundations Level (FIA). School leavers may start at the ACCA Fundamentals Level, and graduates with relevant degrees may apply for exemptions to start at the Professional Knowledge, Professional Skills or Strategic Professional level.

### Step 2 - Sign up with IBTC

- Once your exemptions have been awarded by the ACCA, you should consult with a student advisor to select the subjects you will start with and a study method that will suit your needs and your pocket.
- Make a booking and pay your tuition fees to IBTC. You will receive your study material and/or online login based on the study period you have selected when you made a booking.

### Step 3 - Study and do exam practice

- Follow your study guide and do all the questions we give you. Once you've established your pace of study, we suggest you go ahead and book your exam. Then you've got something to work towards.

### Step 4 - Book your exam

- Book your exam on your MyACCA account. Exam are either on-demand or session-based. You can sit on-demand exam any time of the year, while a session-based exam can only be sat in March, June, September and December. Please note that SA variants can often only be sat in June and December.

### Step 5 - Get your results

- You will receive your on-demand exam results immediately.
- Session-based exam results will be released within 6 weeks after completion.

### Step 6 - Practical experience

- Complete all your exams. Pay your ACCA subscription fee annually. Complete your 36 months practical work experience and obtain your ACCA designation.

**For the ACCA Registered Audit (SA) route**, you must complete your practical experience at an ACCA Approved Employer, holding the Practising Certificate Development Audit stream status in South Africa. You must then access the IRBA Audit Development Programme, which involves a period of work experience under the supervision of a Registered Auditor. You can find more details on IRBA's website.

## 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.

## Exams

All ACCA exams are computer-based (CBE). Depending on where you are in the qualification you will sit an on demand or a session-based exam at one of our four exam sessions throughout the year.

### ON-DEMAND

On-demand CBEs can be sat at any time of the year. Your results are displayed immediately at the end of the exam and uploaded to your account within 72 hours.

### SESSION

Session-based exams take place in March, June, September and December. You'll need to book your exam ahead of the deadline for each session and you'll receive your results approximately 6 weeks after taking your exam. Note that some variant subjects can only be written in June and December.

## Ways to study ACCA with IBTC



### ONLINE COURSE

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)

\*NOTE: This study option is not available for SA variant subjects.



### 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. (No online portal for SA variant papers.)



### 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 material for SA variant subjects include local textbooks, notes, questions and video lectures on selected topics.

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

**Mock exam:** 1

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

**Duration:** Own pace

\*NOTE: This study option is not available for SA variant subjects.



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

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BUSINESS  
EDUCATION

Enhancing careers, enriching lives