

ACCA

**Your  
journey  
starts here**

Think Ahead



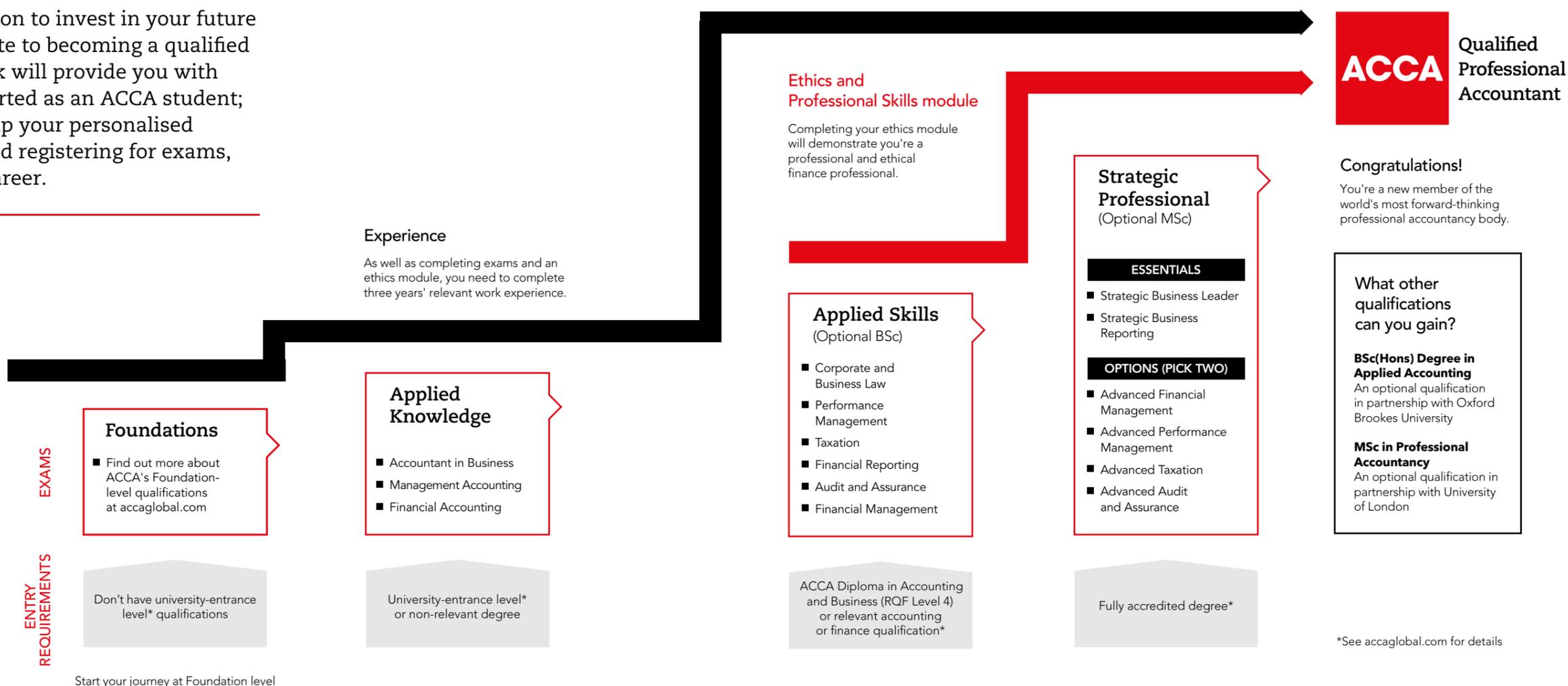
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# This is your journey



You've made a fantastic decision to invest in your future by choosing ACCA as your route to becoming a qualified finance professional. This pack will provide you with everything you need to get started as an ACCA student; from guidance on how to set up your personalised myACCA account, studying and registering for exams, to preparing for your dream career.



# Your journey starts here

Don't miss out – follow us on social media. We're on Facebook, LinkedIn, twitter and Instagram



Do you have your sights set on a prestigious career in business?

Or do you want to make it to the top of fashion, film, government or working for charitable causes?

Whatever you want in life, the ACCA Qualification can take you all the way.

And here you are, right at the beginning of your journey. This is going to be a hugely interesting and rewarding experience for you – one where you'll work hard, learn a lot and steadily and surely gain the skills and experience you need to open doors all over the world.

And like all things that are worth doing in life, this journey will take effort and planning. Which is why it's good to know that we're here to support you all the way. We'll be here while you're studying, while you're gaining the experience that's essential to get your qualification – and we'll be here to help pick you up and get you back on track if you ever struggle along the way.

It will all be worth it. Because when you become an ACCA professional, employers all over the world will seek you out – knowing that you will immediately be able to add value to their organisations.

## So welcome.

You're one of over half a million students worldwide right now, all working towards a globally-respected qualification that will allow you to make a difference in your workplace – and in the world.



**Student Accountant (SA)** is ACCA's very own magazine for students. Access exam technique articles, learning tips, career advice plus lots more using the SA app.

## ✓ Checklist: Before you start

- Use your student registration number to log into myACCA and make sure your details are correct

This is your personal ACCA account where you enter exams, pay fees and log your progress. Make sure your details are up-to-date so you get emails and updates from us.

> [portal.accaglobal.com](https://portal.accaglobal.com)

- Check if you qualify for exemptions

If you have a degree we recognise, you may be able to start at Strategic Professional.

> [accaglobal.com/exemptions-info](https://accaglobal.com/exemptions-info)

- Connect with other students

Our virtual learning community is here to offer you support and inspiration.

> [learningcommunity.accaglobal.com](https://learningcommunity.accaglobal.com)

- Get English language support if you need it

BPP University English Language Support is here with tailored help for each exam you take.

> [accaglobal.com/bppenglishforacca](https://accaglobal.com/bppenglishforacca)

# Start studying

## Decide how you want to study

### How do you want to learn?

We strongly recommend studying with one of our Approved Learning Partners, who are expertly trained to maximise exam success. Whether you choose online learning or classroom based is up to you.



Remember...  
When you study with one of our Approved Learning Partners, you're statistically more likely to succeed.

## Set out your exam schedule

You're more likely to meet your goals if you plan an exam schedule and use our study support guides to get you there.



### We offer three exam formats:

On-demand computer-based exams (CBEs), session CBEs and traditional paper-based exams.

#### On-demand CBEs

##### You can sit:

Applied Knowledge exams

**These can be sat at any time** – not session based

#### Session CBEs

##### You can sit:

Applied Skills exams in some countries only. Check if yours has moved to session CBE here [accaglobal.com/session-cbe-centres](https://accaglobal.com/session-cbe-centres).

**Four exam sessions per year** – March, June, September and December

#### Traditional paper-based exams

##### You can sit:

Strategic Professional

Applied Skills exams in some markets only.

**Four exam sessions per year** – March, June, September and December

You can find out more about exams here [accaglobal.com/exam-info](https://accaglobal.com/exam-info).

### ✓ Checklist: Make your plan

#### Find a learning partner

Our Approved Learning Partners offer global best practice in development and learning. We also assess them regularly to make sure they maintain their high standards.

> Find an Approved Learning Partner:  
[accaglobal.com/tuitionproviderdirectory](https://accaglobal.com/tuitionproviderdirectory)

#### Go to our online exam planner via the ACCA website or use your wall chart

Before you even start to study, it helps to plan your exam schedule – then you know how to prioritise your time.

> Access our online exam planner here:  
[accaglobal.com/exam-info](https://accaglobal.com/exam-info)

> Review the exam-specific study support guides to establish the required time frame for exam preparation

#### Get started!

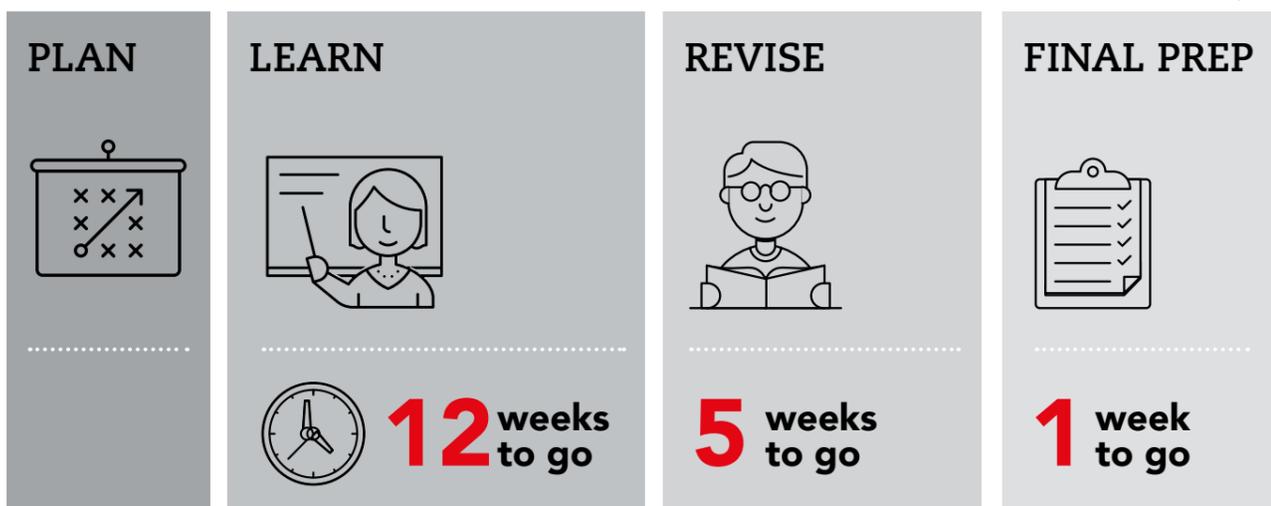


# Set out your study schedule

Once you've scheduled your exams, it helps if you plan all your study time too. Generally, we find that most exams take about 12 weeks to prepare for – but your learning partner may have a slightly different approach, and that's fine.



## Your example preparation plan



This plan represents the typical exam preparation phases our most successful students use to prepare. The time spent on each phase will vary according to the exam.

It's also good to remember that we call the path to membership a journey for a good reason – it takes time and effort.

And like most journeys, there may be times when you struggle and where you don't hit every milestone you set for yourself.

If you don't pass an exam, try to see the experience as a way to gain resilience and the ability to approach challenges from different angles. Remember, these are qualities that employers are actively looking for. And of course, we'll be right here to help you get back on track.

Access study support guides via the exam resource finder

The study support guides outline the recommended length of exam preparation time needed for each exam so ensure you consult these early on.

> [accaglobal.com/exam-resources](https://accaglobal.com/exam-resources)

**“The ACCA Qualification is a hallmark of competency”**

Freddie Koh, Finance Director  
Pfizer Asia Manufacturing Pte Ltd

# Prepare to shine



# Prepare for your dream career

Employers across the world actively seek out ACCA professionals. They know that ACCA-qualified people are skilled, well-rounded, able individuals who give their organisations a strategic edge.

To progress rapidly, you need to start thinking about your career now. You might already be in a relevant role. But if not, you have to think about which organisations will be able to give you the right professional experience to allow you to qualify. You have to start making the connections you'll need in professional life – and it helps to keep absolutely up-to-date with all the issues affecting financial professionals.

## ✓ Checklist: Put yourself in a position to find your dream role

### Check out ACCA Careers

As a student, you can access ACCA Careers; the leading employment portal for accountancy and finance professionals. It showcases tens of thousands of opportunities worldwide. Over two million job opportunities have featured on the ACCA Careers site in the last 12 months\*

> [jobs.accaglobal.com](https://jobs.accaglobal.com)

### Start networking

Our LinkedIn group is a valuable source of connections and mentoring opportunities.

> [linkedin.com/company/acca](https://www.linkedin.com/company/acca)

### Keep up-to-date with the profession

ACCA's Professional Insights team is dedicated to seeking the answers to the big questions about accountancy. We share their findings with you so you can keep at the cutting edge.

> [accaglobal.com/insights](https://accaglobal.com/insights)

## In the workplace

One of the many reasons that employers seek out ACCA members is their real-world knowledge and experience. They go into the workplace ready to be noticed because in addition to the skills and knowledge gained through the qualification, including our innovative Ethics and Professional Skills module, ACCA members can also evidence 36 months of experience in a relevant role.

It's called your Practical Experience Requirement (PER) – and it comprises nine performance objectives. To achieve your PER, you must provide regular updates on what you are doing in the workplace, and when you have achieved any performance objective.

If you're studying full time and don't have any work experience yet, you also have to let us know this via the online MyExperience tool. You can find this on myACCA.



## Something to think about...

You could gain experience by doing voluntary work for clubs, charities and associations.

## ✓ Checklist: It's never too early to think about your Practical Experience Requirement – or find out about the Ethics and Professional Skills module

### Watch our PER Explained video

> [accaglobal.com/per](https://accaglobal.com/per)

### Find out about working for an Approved Employer

> [accaglobal.com/persupport](https://accaglobal.com/persupport)

### Find out about the Ethics and Professional Skills module

> [accaglobal.com/ethics-professional-skills](https://accaglobal.com/ethics-professional-skills)



## And in the world

Professional, ethical accountancy is central to the economies of nations all over the world – and it's critical for organisations that wish to flourish and trade globally.

That's why one of the key milestones on your ACCA journey is gaining the Ethics and Professional Skills module.

You can take the Ethics and Professional Skills module at a time that suits you, after the Applied Knowledge exams, but we think you'll get the most from it if you complete it before you study for Strategic Business Leader.

# Remember we're here for you

Around the world, almost half a million students like you are working towards a career that will take their lives to amazing places.



We're here for you with advice, support tips and access networks as well as the latest thinking and research. On top of all that we're working round the clock to make sure our qualification remains the most relevant professional accountancy qualification in the world.

You can rely on us to be here when you need us, to keep innovating - and to keep pushing the boundaries of accountancy around the world.

Your student subscription allows us to invest in important research and innovations to ensure our qualification stays future-proof, allows us to push the boundaries of accountancy and be there for you when you need us.



**Remember...**  
you're not alone in this

## ✓ Checklist: Let's work together

- Remember you're not alone in this – and we provide a huge amount of support**

You can call us. You can go online and talk to your fellow students. You can find resources to help you study, understand and prepare.

**+44 (0) 141 582 2000**

- Remember to pay your annual subscription**

If you registered between 9 May and 30 November, you'll always get your annual subscription invoice in November. If you registered between 1 December and 8 May, you'll get your first invoice in May and all following invoices in November. The easiest way to pay is on myACCA.

- Remember to pay your exemption fees**

If you're exempt from taking any exams, you'll have to pay an exemption fee for each one. The easiest way to pay is on myACCA:

# Never stop achieving

This is a journey for people who see life as a big opportunity, who want to keep learning and achieving... who want to be able to make a difference in their workplace.

Even when you've qualified, you'll be continuing your professional development – and you'll have opportunities to help us shape the future of professional accountancy.

It's an exciting journey, and we're proud to be able to support you along it.

**Welcome to the beginning of your future.**

## Useful contacts



### Our offices

We have 95 offices and centres globally – go to [accaglobal.com/national-offices](https://accaglobal.com/national-offices) to find your nearest one.



### ACCA Connect

Our student hotline is open 24/7, 365 days a year – **+44 (0) 141 582 2000**

### Website

[www.accaglobal.com](https://www.accaglobal.com)

 [facebook.com/ACCA.official](https://facebook.com/ACCA.official)

 [linkedin.com/company/acca](https://linkedin.com/company/acca)

> Exam planner: [accaglobal.com/exam-info](https://accaglobal.com/exam-info)

> Online study resources: [accaglobal.com/exam-resources](https://accaglobal.com/exam-resources)

> English language support: [accaglobal.com/bppenglishforacca](https://accaglobal.com/bppenglishforacca)

> Approved Learning Partners: [accaglobal.com/tuitionproviderdirectory](https://accaglobal.com/tuitionproviderdirectory)

> ACCA Careers: [jobs.accaglobal.com](https://jobs.accaglobal.com)



# Your ACCA journey will take you as far as you can imagine

Discover more at [accaglobal.com](http://accaglobal.com)

 [www.facebook.com/ACCA.Official](http://www.facebook.com/ACCA.Official)

 [www.twitter.com/ACCA\\_YourFuture](http://www.twitter.com/ACCA_YourFuture)

 [www.linkedin.com/company/acca](http://www.linkedin.com/company/acca)

 [www.instagram.com/acca.official](http://www.instagram.com/acca.official)

[accaglobal.com](http://accaglobal.com)

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