



*Helping you make the most
of your studies*

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Welcome to ICAEW

Congratulations, you are now on your way to achieving ICAEW CFAB – an internationally recognised qualification that will give you the practical skills and essential knowledge needed in today’s competitive business world.

ICAEW CFAB provides fantastic opportunities for your future career. It can help you to develop your finance know-how in your current role, open new career doors, or achieve your next promotion.

As you progress through ICAEW CFAB and your studies, we will be here to support you every step of the way. This guide is your essential toolkit – refer to it at any time during your studies and if you can’t find what you’re looking for, ensure you visit the ICAEW CFAB student resources area at icaew.com/cfabstudents. You can also call **+44 (0)1908 248 250**, email studentsupport@icaew.com or chat to us directly via the live help boxes on our website.

Good luck.

WHO ARE WE AND WHAT DO WE DO

We’re ICAEW, a world-leading professional body. We train, develop and support current and future generations of accountants and finance professionals.

We offer a range of qualifications for people at different stages of their careers, so whether you want to put your finance knowledge on firm foundations or develop as a future leader, we can help. We ensure that the expertise you gain with us continues to meet the needs of tomorrow’s businesses.

AT A GLANCE

- ICAEW stands for The Institute of Chartered Accountants in England and Wales
- Created by Royal Charter in 1880
- Offices in UK, Beijing, Brussels, Dubai, Hanoi, Ho Chi Minh City, Hong Kong, Jakarta, Kuala Lumpur, Shanghai and Singapore
- Supports over 147,000 members, in 154 countries
- Over 25,000 students currently taking our qualifications
- c5,000 employers work with us by offering our qualifications to their employees

Getting started

**You're now registered as an ICAEW CFAB student.
Your journey to success begins with three simple steps.**

1 CREDIT FOR PRIOR LEARNING

If you already hold a qualification that we recognise, we may be able to award credit for your prior learning.

Credit for prior learning is also known as CPL and exemptions. It recognises areas of the ICAEW CFAB syllabus that you have previously studied. You can claim credit for up to five exams.

Please note that the Accounting exam is compulsory for all students to sit and pass. You may be eligible to apply for credit for this exam, only if you hold a relevant qualification, for example, the AAT qualification or an accounting degree, and you have also successfully passed the ACA Professional Level Financial Accounting and Reporting exam.

How to apply for credit for prior learning

Before you apply for CPL, there are a few things to remember:

- You must already be registered as an ICAEW CFAB student.
- You will need to check that you are eligible to apply for credit. Our CPL directory lists all the qualifications available for credit, enter your academic institution or qualification to see if it's listed at icaew.com/cfabcppl
- If your employer is contributing to the cost of your studies, check with them before you apply for CPL. Your employer may prefer you to sit the exams to ensure you have the most up to date knowledge.
- It can take up to 14 days from receipt of your credit for prior learning application and supporting documents for us to assess your application.
- You can't apply for credit on an exam that you have already sat.

We recommend that you apply for credit for prior learning at the point of registering as an ICAEW CFAB student, however, if you are studying for a degree, or another professional qualification, you may not be able to apply until you have completed the relevant learning in year two or three of your course or finished your degree.

You can apply for credit for prior learning online or by completing an application form. Each credit you apply for will cost £70 which is non-refundable.

97%
*of students would recommend
ICAEW CFAB to others**

2 CHOOSE A LEARNING OPTION THAT SUITS YOU

Our tuition providers offer a range of flexible tuition options including evening, weekend and online study. Simply choose the best option for you around your needs. Access a list of ICAEW CFAB tuition providers at icaew.com/cfab and select 'Getting started' under the 'Key resources' section.

You can also choose to self-study for the exams. This means you will work at your own pace through the ICAEW learning materials.

You then need to decide which exam to study first.

If you are studying with a tuition provider or if your employer is contributing to the cost of your studies, you may be required to sit your exams in a set order. If you have chosen to self-study, it is your choice which exam you study first.

3 ORDER YOUR LEARNING MATERIALS

It's easy to order the ICAEW CFAB learning materials, simply go to gillards.com/icaew. However, if you are studying with a tuition provider, do check if the learning materials are already included in the course fee.

Each study pack contains a study manual and question bank. **It's important to buy your learning materials one exam at a time.** The materials are updated every year. It's your responsibility to always ensure that you are using the most up-to-date edition. Please do not use any old editions of the learning materials for any of your exams, as the information may be different and not relevant to the exam you are studying for.

Sometimes, we find errors within the learning materials. If we do, any corrections will be available as errata sheets. Read the errata sheets as soon as you begin your studies - find them within each exam resources page on our website at icaew.com/cfabstudyresources

*Students are studying ICAEW CFAB in
over 70 countries around the world*

* Source: 151 self-study students. November 2014 CFAB student survey

The qualification

ICAEW CFAB introduces you to the fundamentals of accountancy, finance and business, and is made up of six exams:



Each exam is computer-based and can be sat in any order, at a time that is convenient for you. This means that you can easily fit studying around your work and personal commitments.

Each exam is
90
minutes long

55%
*pass mark at
each exam*

Maximum of
4
*attempts at
each exam*

If your employer is making a financial contribution towards your studies, they may choose to limit the number of attempts. You should always check with your employer before taking an exam.

Once you have successfully passed an exam, you will receive a certificate to show your achievement. When you have sat and successfully passed all six exams, we will send you your ICAEW CFAB qualification certificate.



*'I am glad I chose
to study this way.
It has elevated
my technical
knowledge and
skills.'*

Student, Malaysia

The qualification

Here are some of the key topics covered in each exam.

EXAM	SYLLABUS OVERVIEW	KEY TOPIC EXAMPLES
Accounting	<ul style="list-style-type: none"> • Maintaining financial records • Adjustments to accounting records and financial statements • Preparing financial statements • Professional ethics 	<ul style="list-style-type: none"> • Assets and liabilities • Gross and net profit • Profit and loss • Balance sheet • Cash flow • Invoicing
Assurance	<ul style="list-style-type: none"> • Concept, process and need for assurance • Internal controls • Gathering evidence on an assurance engagement • Professional ethics 	<ul style="list-style-type: none"> • What is assurance, why it's needed and what's involved • Types of risk a business might be exposed to
Business, Technology and Finance*	<ul style="list-style-type: none"> • Business objectives and functions • Business and organisational structures • The role of finance and the accountancy profession • Governance, sustainability, corporate responsibility and ethics • The external environment • Professional ethics • Technology 	<ul style="list-style-type: none"> • Organisational structures, functions and people management • Theories of economics, finance and business • Strategic planning • Different finance sources available to businesses • External influences on businesses and their impact on business decisions • The importance of competition and how it affects business decisions • Key features, benefits and risks of different technologies

EXAM	SYLLABUS OVERVIEW	KEY TOPIC EXAMPLES
Law	<ul style="list-style-type: none"> • Impact of civil law on business and professional services • Company and insolvency law • Impact of criminal law on business and professional services • Impact of law in the professional context • Professional ethics 	<ul style="list-style-type: none"> • Laws applicable to organisations • Legal requirements to set up a company • Disputes with suppliers or clients • Employment law • Contract law
Management Information	<ul style="list-style-type: none"> • Costing and pricing • Budgeting and forecasting • Performance management and management information operations • Management decision-making • Professional ethics 	<ul style="list-style-type: none"> • Business costs • Pricing strategies, considerations and profit margins • Budgeting • Measuring business performance against budgets and goals • Decisions required by a business to function effectively
Principles of Taxation	<ul style="list-style-type: none"> • Objectives, types of tax and ethics • Administration of taxation • Income tax and national insurance contributions • Capital gains tax and chargeable gains for companies • Corporate tax • VAT 	<ul style="list-style-type: none"> • Types of tax that individuals and companies pay • Tax requirements for individuals and companies • Implications of not complying with tax requirements

As part of your study plan, ensure you read the syllabus and learning outcomes of each exam. You can find the syllabus at [icaew.com/cfabstudents](https://www.icaew.com/cfabstudents)

* Formally Business and Finance (prior to 1 January 2018). If you have already studied and passed this exam or if you have gained credit for prior learning, don't worry, you don't need to do anything extra.

The journey to exam success

1 BOOK YOUR EXAM

You have the flexibility to choose when you want to sit your exams. They can be taken at any time, you just need to check that the exam centre near you has availability.

You will need to book your exams directly with an ICAEW-approved test centre, which will either be your tuition provider or an exam centre within the Pearson Vue network.

To book your exam with Pearson Vue and to view all exam centre details and locations, go to pearsonvue.com/icaew and sign in. Your username and password will both start with 'ICAEW' followed by your student number, for example ICAEW1234567. When you first sign in, you will be prompted to change your password, but your username will remain the same.

If you are studying with a tuition provider, they will provide you with your exam details. You should also speak to your employer, as they may have arrangements in place and organised your exam for you.

RESCHEDULING AN EXAM

You can reschedule an exam, but you do need to give the exam centre at least 24 hours' notice. If you are unable to attend an exam due to illness or serious injury, you should let the exam centre know as soon as possible. You can reschedule the exam date directly with them. If you don't notify the exam centre in time, this may affect any fees being refunded to you.

2 ACCESS ARRANGEMENTS

If you feel your exam performance may be hindered due to a health condition, disability, or specific learning difficulty (SpLD), we may be able to put access arrangements in place to support you during an exam. Read the full guidance at icaew.com/cfabstudents

To gain access arrangements, you will need to complete and send us an application form. Please ensure that your application is with us at least 30 days before you intend to sit the exam and that appropriate medical evidence is provided.

Once you have received confirmation from us, please contact your exam centre no less than 48 hours before the start time of your exam to inform them of the arrangements. If you have been awarded extra time when you sit your exam, the exam centre will arrange this for you.

3 EXAM DAY

On the day of your exam, arrive 30 minutes before it is due to start. This time allows you to complete the administrative tasks before the start of your exam. Don't forget to take proof of identification with you. The exam centre will expect to see two pieces of identification:

- one must contain your photograph and your signature (for example, current passport or photographic driving licence); and
- the other form of identity must contain your signature (for example, credit card or any of the above).

You cannot take any books into the exam centre. However, you will be able to view on screen the relevant extracts from tax tables in the Principles of Taxation exam and discount tables in the Management Information exam.

If you are late to your exam, the exam centre will decide if they can accommodate your late arrival as other students may have already booked in to follow your exam slot, so it may not be possible to accommodate you. You may also be required to reschedule and your exam fee will not be refunded. Don't worry, if you are late and don't sit the exam, it will not be counted as an exam attempt, but it may show as an absent result on your exam history.

If your employer is contributing to the cost of your studies, please check with them first to ensure that any rescheduled date is also convenient for them. And if you feel unwell before an exam, think about whether you should sit it. If you decide that you are too unwell, you will need to reschedule the exam directly with the exam centre. It will not count as one of your exam attempts.

4 EXAM RESULTS

You can access your exam results 24 hours after the exam. View your results at **icaew.com/trainingfile** and select the examinations tab. Here you can email your results to your family, friends and employer or download your results as a PDF.

If you fail an exam, you will need to book your exam directly with the exam centre. Be sure to speak with your tuition provider and employer before booking any resits and view the variety of study resources available at **icaew.com/cfabstudents**

Don't forget that you have a maximum of four attempts at each exam.

5 EXAM RECOGNITION

For each exam you pass, we will send you a certificate of achievement. This demonstrates the new skills you have acquired. Once you have passed or received credit for prior learning for all six exams you will receive the ICAEW CFAB qualification certificate.

This will show that all your hard work has paid off, and will signify your achievement in gaining the ICAEW CFAB qualification. It will formally demonstrate that you have a firm foundation in finance, accounting and business.

Certificates are posted every four weeks, so you will receive your certificate within four to six weeks of your exam date. Please note that if you have a PO box number within your address or your address is incomplete, we're unable to send your certificates in the post. Please ensure that your contact details are always kept up to date so you don't miss out. You can update your contact details by clicking on 'My account' at **icaew.com/cfabstudents** or via your training file at **icaew.com/trainingfile**

Please note that certificates are not available for an exam you have gained by receiving credit for prior learning.

Before you take an exam, be sure to read the exam regulations, view all the exam support and resources and learn more on what to expect on the day of the exam at **icaew.com/cfabstudents**



Exam top tips

ICAEW CFAB tutors give their advice on how to approach the exams.



PRACTICE IS KEY TO SUCCESS

Question practice is the most important thing when it comes to passing the exams. Even if you have studied tax, law or business as part of your degree, or at work. Examiners have a particular way of posing their questions that you need to get familiar with.

TIMING IS EVERYTHING!

Calculating your time is as crucial as revising the subject matter. Certain exams, such as Assurance, give you time to think about your options. Others, such as Management Information are more pressured. It's important that you do not spend more than the allocated time practising each question. It is also advisable to do a practice exam under timed conditions.

MISTAKES

Often students make mistakes by misreading or misunderstanding the question. The Principles of Taxation exam is one where the question content could generate a number of different answers. For example, an income tax question might be asking for taxable income, income tax liability or income tax payable – read the questions carefully and get it right.

PRACTICE AND TIMED CONDITIONS

You must always practise all of the questions from the question bank from the ICAEW learning materials. Use the sample exams on ICAEW's website as part of your revision too and make sure you test yourself under timed conditions at least once or twice.

78 of FTSE 100

(the leading UK) companies have an ICAEW Chartered Accountant on the board

(December 2016)

EMPTY QUESTIONS

Don't leave any short-form questions incomplete. Even if you run out of time, add something in for each question.

000s

When entering thousand figures, you can enter these with or without a comma separator. Do not use any other form of separator. So, if an answer has a numerical value of one thousand, only 1,000 or 1000 would get you the marks for that question.

WHOLE NUMBERS

You must only use whole numbers. So, if the answer is 10.78 (as an example) then you will need to round that up to 11 to get the question correct. If the answer was 5.2 then you would need to round that down to 5 to get the question correct. This applies to all ICAEW CFAB exams.

NEGATIVE NUMBERS

In the exam, negative numbers must be indicated using brackets or a preceding minus sign. If you don't do this, you will not be awarded marks for that question, even if your calculations are correct.

'I would recommend ICAEW CFAB to others. It has helped me towards my dream. I am now one step away from becoming a fully qualified chartered accountant.'

Student, Malaysia

Exam top tips

Each exam is different. ICAEW CFAB tutors give their top tips on each topic.

ACCOUNTING

- ‘Debits are on the left, credits are on the right’. If you know this little rhyme, you won’t get in a fright.
- Know your DEAD from your CLIC.
 - Debit for increase in Expenses, Assets and Drawings.
 - Credit for increases in Liabilities, Income and Capital.
- ALICE can help you remember the elements of the financial statements: Assets, Liabilities, Income, Capital and Expenses.
- If we post a debit, remember the credit. That’s the dual concept, without it the statement of financial position won’t balance.

In this exam, the examiner is looking for you to use as many of the numbers provided in the question as possible. Make sure you go through all the figures and allocate them to the relevant box on the blank statement first. You can use the on-screen highlight or strikethrough functions to help you make sure you don’t miss a number.

Read the additional information carefully and prioritise the easier points.

In a trial balance, every time you make an adjustment it will affect two balances. In other words it is a double entry.

And remember:

- you can use commas to signify thousands but it is not compulsory;

- negative numbers must be indicated using brackets or a preceding minus sign; and
- some of the lines on the blank statement may be unnecessary and you should put a ‘0’ in the box to show that you recognise this.

ASSURANCE

- Know the assurance process from start to finish – understanding its purpose is key.
- Be able to identify key risks in the context of the audit risk model and then explain the impact on an audit.
- Be able to link internal controls to the risk they reduce in the context of a company’s sales/purchase/payroll cycle.
- Know your audit assertions and be able to link them through to relevant substantive audit procedures.

BUSINESS, TECHNOLOGY AND FINANCE*

- Know the facts, theories and models.
- You’ll need to know how companies organise themselves and their finance functions to achieve their objectives.
- Think about the stakeholder perspective in the question; any stakeholders from government, employees, directors, customers or suppliers could be mentioned.

* Business and Finance prior to 1 January 2018

‘After a year of studying, I can actually see the bigger picture of the business world. I believe ICAEW CFAB is my next ticket for my journey into the competitive business world.’

Student, Malaysia



LAW

- Know case law inside out. You will see them come up again and again in the exam.
- The law's impact within the professional environment is key in this exam.
- Company law has the highest syllabus weighting so focus on this.
- Legal implications, including contractual arrangements, the agency relationship and the consequences of negligence is how most questions will be examined.

MANAGEMENT INFORMATION

- Management Information has lots of specific calculations that need to be practised and then replicated in the exam – question practice is key to mastering this.
- An understanding of how to cost products and how this drives price is vital.
- A student should be able to understand how budgets are analysed and forecasts are derived.
- Ultimately a student needs to understand how decisions are made based on the information a manager has.

PRINCIPLES OF TAXATION

- Admin is 20% of the exam, so it is very important, but tricky to memorise specific dates and penalties. Get comfortable with the tax tables, as the majority of information needed is included within them.
- Read the question carefully – it's very easy to misread these questions and miss a disposal date or company year end.
- Examiners will always try and throw you by introducing an odd rule. The best way to get used to these oddly specific rules is to practise, practise, practise.
- Basis periods are the hardest bit of the syllabus – always draw out a timeline to clearly see what's happening in the scenario, instead of trying to process it in your head.

Explore more study guidance and exam tips including exam webinars, study guides, sample assessments, and tutor and examiner guidance at [icaew.com/cfabstudyresources](https://www.icaew.com/cfabstudyresources)

Many thanks to Kaplan Financial for providing all exam tips.

‘My peers offered me so much support throughout the stress of exams and we were always there to help each other.’ Student, UK


Study resources and benefits

From exam resources to Excel know-how and workplace skills, a variety of fantastic support and guidance is available to you while you study.

STUDENT SUPPORT TEAM

Our dedicated student support team is on hand to help and advise you throughout your studies. Whatever the question, don't hesitate to get in touch. Email studentsupport@icaew.com or call +44 (0)1908 248 250.

If you're browsing our website, look out for the live help boxes. You will be able to speak directly to an adviser.

 Do you live outside of the UK? You can also contact us using Skype. Search 'icaew_uk' on Skype and speak to our student support team free of charge.

Please note that the team is available 08:30-17:30 Monday to Friday and 09:30-17:30 on Wednesday, UK-time.

MAKE THE MOST OF YOUR ICAEW LEARNING MATERIALS

In addition to your ICAEW study manuals and question banks, there are lots more resources available to you.

SYLLABUS

This document explains the subjects that are covered in each exam, the learning outcomes, and describes what and how you will be assessed.

STUDY GUIDES

The study guides take you through the study manual and highlights where specific learning outcomes are covered.

QUESTION BANKS

Before you sit your exam, attempt the question banks under timed conditions, and attempt all questions at least twice. The question banks can be found at the back of your learning materials.

ERRATA SHEETS

If any errors within the study manuals or question banks for any exam are brought to our attention, we will publish an errata on our website for you to access.

SAMPLE ASSESSMENTS

These provide you with the format and functionality that you will see in your exam.

SAMPLE EXAMS

These show the types of questions you can expect in the exam as well as the weighting of topics that you may experience in the exam.



WEBINARS

For each exam there is a webinar describing how marks are awarded and how to plan your study time. For the exams which include scenario-based questions, a short video is available to help demonstrate what's involved.

BOOKKEEPING PROGRAMME

This support tool will help build your skills and understanding of bookkeeping and accounts preparation. Access the programme from the Accounting exam resources at icaew.com/cfabstudyresources

Each year these online resources are updated alongside the learning materials. These updates reflect changes in the syllabus, legislation, finance acts and financial reporting standards. We will also include any changes to the type of questions you can expect to see in the exams. So it's important that you use the correct edition of the online resources and learning materials giving you everything you need to get that pass.

Explore more study guidance and exam tips including exam webinars, study guides, sample assessments, and tutor and examiner guidance at icaew.com/cfabstudyresources

'Question practice is vital. There is no way of passing without it! I would complete each question bank twice, then sit a mock exam and then go for the exam the next day. I set the exam date first and then I worked backwards from the exam date to ensure I had enough time to complete the question bank.'

Student, Dubai

BUSINESS ENGLISH

A variety of webinar recordings and workbooks are available to help you develop your business English skills. Find out more at icaew.com/employability

DEVELOP YOUR WORKPLACE SKILLS

Access free webinars and help sheets on skills such as commercial awareness, presentation skills, effective business writing, team-working, self-management and much more. If you are looking for a job, you can also learn what employers are looking for in your job interviews, and hear from experts on how to dress for work, manage other people, how to study effectively and lots more. Learn more at icaew.com/employability

BOOST YOUR EXCEL SKILLS

Until 30 December 2020, you can gain free access to Students' Excel, an online training course created specifically for ICAEW and designed exclusively for you. The course will boost your Excel skills with self-tests, videos and short exercises available 24/7. The content is in bite-size chunks, and will teach functions and formulae which are crucial in the accounting and financial sector. Track your progress with your personal Excel IQ score to build your confidence and learn new skills. Register at icaew.com/cfabex

LIBRARY AND INFORMATION SERVICE

Our Library and Information Service offers thousands of resources, free of charge. Visit icaew.com/library

DISCOUNTS

Apply for an NUS Extra Card which offers fantastic discounts on over 200 of your favourite high street and online brands. The NUS Extra Card is currently only available to ICAEW CFAB students studying in the UK. You'll need to enter 'ICAEW' as your place of study. Find out more at <https://cards.nusextra.co.uk/affiliate/parliamenthill>

STAY UP TO DATE

Ask fellow students a question, share your study experience, hints and tips, or find a study buddy on the ICAEW Student Community. Get the conversation started at icaew.com/studentcommunity

For regular news, updates, exam support and guidance follow us on:

 **Search Students@ICAEW**

 **ICAEW Students**

 **ICAEW_talk**

You will receive regular emails from us to keep you up to date with study advice, exam information, skills sessions and job alerts. Keep an eye on your inbox for them.

SPECIALIST E-NEWSLETTERS

Faculties are here to support you, and provide the essential technical resources you need while you study. You can receive complimentary newsletters via email from a faculty of your choice.

Choose one Faculty per year from:

- Audit and Assurance
- Business and Management
- Corporate Finance
- Financial Reporting
- Financial Services
- Information Technology
- Tax

To register for this service, email your student number and the faculty of your choice to facultystudents@icaew.com

KEEP YOUR CONTACT DETAILS UP TO DATE

Ensure you receive all the information you need during your studies by keeping your contact details up to date. You can update your contact details by clicking on 'My account' at icaew.com/cfabstudents or via your training file at icaew.com/trainingfile

*'ICAEW CFAB
has given me a
boost. With this
qualification
I have more
credibility when
talking to clients.'*

Student, UK



Your options after ICAEW CFAB

Whether you're developing your finance know-how for your current role, looking for new career opportunities, preparing for your next promotion or starting a business, ICAEW CFAB will help you to develop valuable skills. These skills are transferable to any organisation and sector, giving you essential knowledge and an impressive CV.

ICAEW CFAB is a respected standalone qualification that also serves as a stepping stone to the Business and Finance Professional (BFP) designation and chartered accountancy with the ACA qualification.

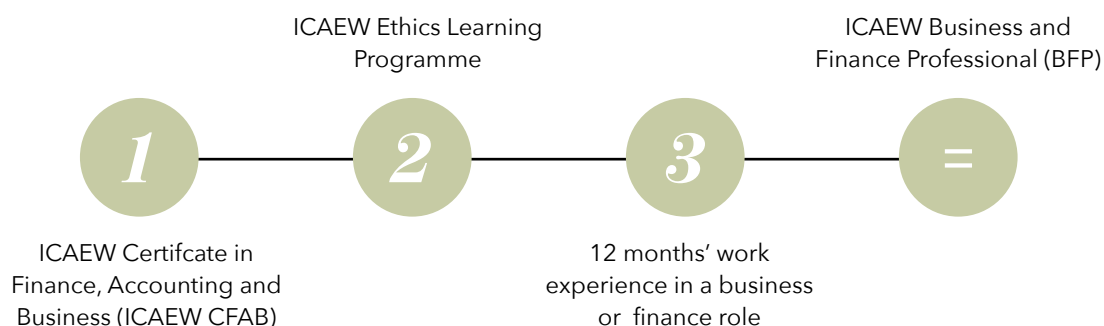
BUSINESS AND FINANCE PROFESSIONAL

This exciting new designation allows you to take your qualification even further. Combining the knowledge gained through ICAEW CFAB alongside an understanding of ethics and 12 months' work experience, it demonstrates your commitment to ongoing professional development to your current or future employer.

BFP holders gain access to a network of like-minded professionals as well as tools and resources to continue to develop technical and professional skills and knowledge from ICAEW and the Chartered Management Institute.

WHAT'S INVOLVED?

There are three key elements that need to be completed before applying for the BFP designation. As you have already achieved ICAEW CFAB, you only need to complete the ICAEW Ethics Learning Programme and 12 months' work experience.



To continue your journey to gaining the BFP designation, simply register to gain access to everything you need. You can register during or at the end of your ICAEW CFAB studies.

Find out more at [icaew.com/becomeabfp](https://www.icaew.com/becomeabfp)

‘There are endless opportunities that are available once you qualify – if you go on to study the ACA it’s a world recognised qualification allowing you to easily work abroad.’

Student, UK



ACA qualification

The ACA is our world-leading qualification in finance and accountancy, combining study and exams with 'on-the-job' work experience.

By successfully achieving ICAEW CFAB you will have also passed the six Certificate Level exams of the ACA. This means you have already taken the first step on your way to becoming an ICAEW Chartered Accountant.

The four elements of ACA training are:

1 PRACTICAL WORK EXPERIENCE

You need to record 450 days of relevant 'on-the-job' work experience during your period of approved training. If you are currently studying ICAEW CFAB with an employer authorised by us, you may be able to count up to 12 months' experience and 150 days towards your ACA training.

2 ETHICS AND PROFESSIONAL SCEPTICISM

Ethics and professional scepticism is an essential part of being a chartered accountant. You'll follow a structured programme to ensure you apply them - focusing on areas such as integrity, objectivity and independence.

3 PROFESSIONAL DEVELOPMENT

You will demonstrate your competence in seven key professional skills (such as communication, team work, decision making and problem solving) by providing examples from your work experience.

4 ACCOUNTANCY, FINANCE AND BUSINESS MODULES

15 modules, each with its own exam. These modules are staged across three levels. The good news is you have already completed the six exams of the Certificate Level.

The next two levels, Professional and Advanced, build on your technical knowledge and experience.



COMPLETED



YOUR NEXT STEPS

To continue your journey to becoming an ICAEW Chartered Accountant, you will need to register with us as an ACA student in a training agreement or as an independent ACA student.

While it's possible to continue your journey to the ACA independently, we advise that you secure a training agreement with an ICAEW authorised employer or principal as soon as possible. Your organisation may already be authorised with us, so speak with your employer to find out first.

If not, becoming an authorised training employer is a simple three-step process. For more information they can contact **+44 (0)1908 248 250** or email **studentsupport@icaew.com**

‘I would most definitely recommend ICAEW CFAB – it gave me a solid foundation on which I was able to build on and complete the ACA. I’m now fully qualified at 23.’

Student, UK



Your steps to the ACA

EXPLORE WHAT'S INVOLVED

Learn more about a career as a chartered accountant and read about our students and members, where they work, what they do and how successfully completing the ACA has helped them achieve more than they'd imagined.

Find out more at [icaew.com/careers](https://www.icaew.com/careers)

AUTHORISED TRAINING

To progress onto the ACA, you will need to complete a period of training with an ICAEW authorised training employer or principal. This may be your current employer or a new one. This ensures that you can work towards and complete the nine exams and additional requirements to qualify as a chartered accountant.

ICAEW TRAINING VACANCIES

Create your own personal profile, upload your CV and search for ACA training vacancies, internships and work placements at [icaewtrainingvacancies.com](https://www.icaewtrainingvacancies.com)

ADD YOUR CV TO OUR AVAILABLE STUDENT REGISTER

Add your CV to this register when you pass four or more ICAEW CFAB exams. The register is sent to employers who are looking to recruit students with some of the ACA exams already completed. Email tvsupport@icaew.com to find out more or join the register.

£49.9k
*average global salary for
qualified ACAs with 0-2 years'
experience**

* Figure taken from ICAEW/Stott & May Salary Survey 2015

‘I would definitely consider offering ICAEW CFAB to our employees... It appears to be a very flexible choice of study with the backing of an excellent international reputation.’

Employer (Financial Services), Russia





‘The modular structure of ICAEW CFAB is a sensible option for me because of the flexibility it offers in terms of planning study time for my team.’

Employer (Practice), UK

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ICAEW

Chartered Accountants' Hall
Moorgate Place
London EC2R 6EA
UK

T +44 (0)1908 248 250
F +44 (0)1908 248 260
E studentsupport@icaew.com



Students@ICAEW



ICAEW_Talk



ICAEW Students



icaew_uk

