

ACCA

Take a step
in the right direction

Contact

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EY

Building a better
working world



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ACCA Qualification Syllabus



ACCA Programme

ACCA is a comprehensive programme where emphasis is placed on both the financial management skills and management strategies for decision makers. Thus, participation in the programme expands the professional knowledge of employees while at the same time reducing the additional cost of training borne by the employer.

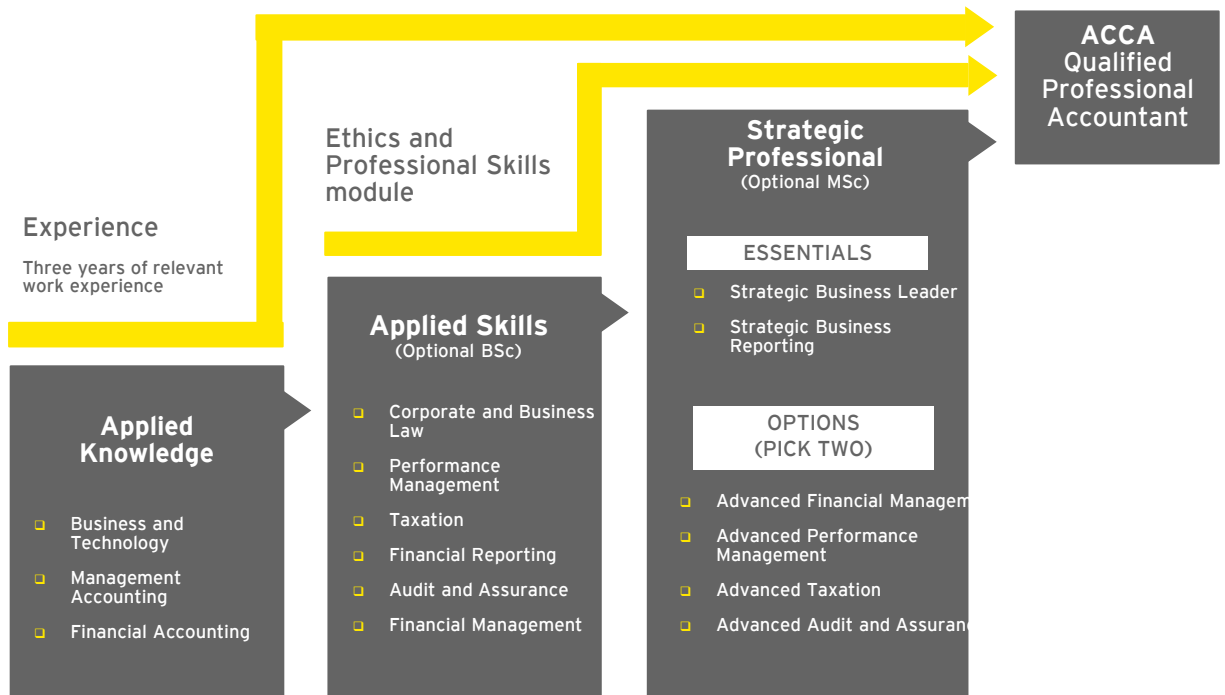
Course participants gain knowledge at an advanced level, including:

- ▶ International Financial Reporting Standards (IFRS) - FR, SBR
- ▶ Performance Management - PM, APM
- ▶ Financial Strategies and Business Strategies (IT, Marketing, HR) - FM, SBL, AFM
- ▶ Taxation - TX

The number of training days differs between papers. In addition to this, course participants should spend on average a minimum of eight hours per week of self-study. **The duration of the programme, from its inception to passing the final examinations averages between two and a half to four years.** ACCA student has **maximum of 7 years to complete all the exams** from the time they start the Strategic Professional Level.

Graduates of some Business or Economics courses and studies might qualify for exemptions from some of the ACCA exams. You will receive detailed information on exemptions available to you using exemptions calculator of ACCA.

Our ACCA training programme is delivered in English.



Where should I begin?

STEP 1. Registration

You can register for ACCA exams and courses through the ACCA website www.accaglobal.com or through EY Academy of Business. If you opt for the latter option, we can take care of all the administration involved so that you only deal with us throughout the process.

We will provide you with comprehensive information about the documents required for the registration. Once we have everything from you, we will then process this and monitor the registration process. We will help with any further issues associated with ACCA throughout your studies.

We deal with all issues associated with the ACCA registration, exams and annual fees. You are registered under a special code and all correspondence with ACCA passes through us, while you keep your individual access as well. Invoices are sent to you always at the beginning of the semester for all costs associated with your participation in the program (course fees, books, examinations and administration).

STEP 2. Preparatory training for the exam

We provide intensive exam preparation courses that enable you to master the required curriculum as well as the required exam technique. Thanks to our tried and tested methodology, our ACCA students have a higher rate of passing their exams.

Our ACCA courses usually take place during the weekend online live.

You can participate ONLINE LIVE in our training courses wherever you are in the world as long as you have access to the internet!

Why choose our training courses?

Our training courses enable you to concentrate completely on preparing for your exam, making your **preparation much more effective**

Our trainers are **ACCA qualified** and are always available to explain any concepts in **simple and straightforward terms**

You will **meet other students** at our training courses, you will exchange and share experiences, and you will find **motivation for your studies**

You will gain confidence in learning and using **Business English** during course discussions

All our trainers have many years of experience in **online training delivery** that is engaging and interactive throughout, with 'classroom effect' and possibility to communicate with tutor and other participants.

STEP 3. The exam

Each ACCA subject is examined directly through ACCA-set exams. Exam sittings take place four times a year: first week of March, June, September and December. The exams take place at the same time all around the world. In Poland, exams take place in Warsaw, Kraków, Gdańsk, Poznań and Wrocław.

You can take Computer Based Exams (CBE) for the following subjects:

- Business and Technology (BT)
- Management Accounting (MA)
- Financial Accounting (FA)
- Corporate and Business Law (LW)

Computer Based Exams can be conducted independently of the exam dates set by ACCA.

Administration fees

Registration fee (one-off registration fee to ACCA)	460 PLN + 23% VAT
Annual Subscription 2024 (annual subscription fee to ACCA)	690 PLN + 23% VAT
EY Administration Fee (annually)	590 PLN + 23% VAT

Exam fees

Exams	Early deadline	Standard deadline	Late deadline
Applied Knowledge exams Business and Technology (BT) Management Accounting (MA) Financial Accounting (FA)		(CBE exam - on demand) depending on exam center	
Applied Skills exams Performance Management (PM) Taxation (TX) Financial Reporting (FR) Audit and Assurance (AA) Financial Management (FM)	N/A	PLN 780 + 23% VAT	N/A
Strategic Professional (essentials) Strategic Business Leader	N/A	PLN 1.370 + 23% VAT	N/A
Strategic Professional (essentials) Strategic Business Reporting			
Strategic Professional (options) Advanced Financial Management (AFM) Advanced Performance Management (APM) Advanced Taxation (ATX) Advanced Audit and Assurance (AAA)	N/A	PLN 1.010 + 23% VAT	N/A

EY Administration Fees

The EY administration fee is payable by participants who have been registered for their unique code for ACCA exams with our help (see page 3).
The fee of 590 PLN + 23% VAT is payable annually.

EY Academy of Business and ACCA contact information

You may contact us any time with all questions related to our ACCA courses and administration and whenever you need clarification or support from us with our ACCA Coordinator: Joanna Gołabek at joanna.golabek1@pl.ey.com or by phone +48 573 809 411.

You may also contact ACCA directly at the below contact points to obtain information on relevant topics for example examination progression rules, study materials, PER, minimum entry, exemptions, study guides, past examination papers and the ethics module:

ACCA Connect
110 Queen Street
Glasgow G1 3BX
United Kingdom

T: +44 141 582 2000 www.accaglobal.com/qb/en/student.html <https://forms.accaglobal.com/contact-us>

Registration and additional information

You can register online by filling in the registration form, which you will find online:

www.academyofbusiness.pl

If you have any questions, please do not hesitate to contact the ACCA program coordinator:

Joanna Gołabek : joanna.golabek1@pl.ey.com, +48 573 809 411

Our courses take place ONLINE or/and in Warsaw at our state-of-the-art training facilities at EY Academy of Business, al. Armii Ludowej 26, Focus Building. Courses are held from 9.00 to 16.30. One training day includes two coffee breaks and one lunch break.

Refunds: Client may cancel his participation in the training **at no cost** no later than 7 days before training initial date by sending a written resignation to the EY Academy of Business. If said deadline is not kept, the Client will be charged full (100%) price of the training.

Course Transfers: The Client can transfer his/her training course no later than 7 days before initial training date by sending a written confirmation to the EY Academy of Business.

Visa applications: EY Academy of Business does not provide services for visa applications.

Payment: We only accept payment via bank transfer. At the beginning of each term, we ask you to register with us your plan for taking the exams in respective exam sessions. Once we have received this written declaration from you on how many exams you plan to sit in the given term, we will issue a pro-forma invoice for that. Once payment has been received, we will issue VAT invoice for you.

Complaints: If you are not satisfied with our service you can make a complaint in accordance with our complains procedure described in our „*General Terms and Conditions of Providing Services*” available at: https://files.academyofbusiness.pl/OWSU_EYAcademy_Individual.pdf

If you are dissatisfied with EY Academy of Business handling of your complaint, you can complain directly to ACCA. Should you be not satisfied with ACCA handling of your complain you may escalate it to appropriate regulator details of which you may find at the following link: <https://www.accaglobal.com/gb/en/footer/toolbar/contact-us/connect/unhappy.html>

Confidentiality: EY Academy of Business undertakes to keep professional secrecy and confidentiality of all complants related information and documents obtained during the course of collaboration.

KAPLAN Textbooks

The complete set of Kaplan Publishing textbooks (including access to the online textbooks) for one subject is **400 PLN + 5% VAT**

The prices for individual textbooks per subject are as follows:

- | | |
|-----------------|------------------|
| ▶ Complete text | 240 PLN + 5% VAT |
| ▶ Exam kit | 125 PLN + 5% VAT |
| ▶ Pocket notes | 80 PLN + 5% VAT |

We can only accept bank transfers after a pro-forma invoice has been issued.

Collection

You are welcome to collect your textbooks from our offices during our normal working hours (Monday-Friday 08.30- 16.00).

Courier delivery

The textbooks can be delivered via courier - the cost is 18,45 PLN gross.

Delivery in Poland is within two working days from the moment we have received your payment.

To order your textbooks, please contact the course coordinator: joanna.golabek1@pl.ey.com



ACCA Qualification Syllabus

Fundamentals

Business and Technology | *BT*

The business organisation, its stakeholders and the external environment: The purpose and types of business organisation; Stakeholders in business organizations; Political and legal factors affecting business; Macroeconomic factors; Microeconomic factors; Social and demographic factors; Technological factors; Environmental factors; Competitive factors.

Business organizational structure, functions and governance: The formal and informal business organization; Business organizational structure and design; Organizational culture in business; Committees in business organisations; Governance and social responsibility in business.

Accounting and reporting systems, compliance, control, technology and security: The relationship between accounting and other business functions; Accounting and finance functions within business organizations; Principles of law and regulation governing accounting and auditing; The sources and purpose of internal and external financial information, provided by business; Financial systems, procedures and related IT applications; Internal controls, authorisation, security of data and compliance within business; Fraud and fraudulent behaviour and their prevention in business, including money laundering; The impact of Financial Technology (Fintech) on accounting systems.

Leading and managing individuals and teams: Leadership, management and supervision; Recruitment and selection of employees; Individual and group behaviour in business organisation; Team formation, development and management; Motivating individuals and groups; Learning and training at work; Review and appraisal of individual performance.

Personal effectiveness and communication: Personal effectiveness techniques; Consequences of ineffectiveness at work; Competence frameworks and personal development Sources of conflicts and techniques for conflict resolution and referral.

Professional ethics in accounting and business: Fundamental principles of ethical behaviour; The role of regulatory and professional bodies in promoting ethical and professional standards in the accountancy profession; Corporate codes of ethics; Ethical conflict and dilemmas.

Management Accounting | *MA*

The nature and purpose of cost and management accounting: Accounting for management; Cost and management accounting versus financial accounting.

Cost classification, behaviour and purpose: Production and non-production costs; Direct and indirect costs; Fixed and variable costs.

Business mathematics and computer spreadsheets: Dealing with uncertainty; Statistics for business; Use of computer spreadsheet,

Cost accounting techniques: Accounting for materials; Accounting for labour; Accounting for overheads; Marginal and absorption costing; Job and batch costing; Process costing; Service / operation costing.

Budgeting and standard costing: Nature and purpose of budgeting; Functional budgets; Flexible budgets and standard costing; Basic variance analysis under absorption and marginal costing; Reconciliation of budgeted profit to actual profit; Behavioural aspects of budgeting; Performance measurement overview, application, monitoring and performance.

Capital budgeting and discounted cash flow analysis: Investment appraisal using NPV, IRR, Payback, and ROI.

Financial Accounting | *FA*

The context and purpose of financial reporting: The reasons for, and objectives of, financial reporting; Users' and stakeholders' needs; The main elements of financial reports; The regulatory framework.

The qualitative characteristics of financial information and the fundamental bases of accounting: The qualitative characteristics of financial reporting; Alternative bases used in the preparation of financial information.

The use of double-entry and accounting systems: Double-entry book-keeping principles including the maintenance of accounting records and sources of information; Ledger accounts, books of prime entry, and journals; Accounting systems and the impact of information technology on financial reporting.

Recording transactions and events: Sales and purchases; Cash; Inventory; Tangible non-current assets; Depreciation; Intangible non-current assets and amortization; Accruals and prepayments; Receivables and payables; Provisions and contingencies; Capital structure and finance costs.

Preparing a trial balance: Trial balance; Correction of errors; Control accounts and reconciliations; Bank reconciliations; Suspense accounts.

Preparing basic financial statements: Balance sheets; Income statements; Events after the balance sheet date; Accounting for partnerships; Cash flow statements (excluding partnerships); Incomplete records; Prepare simple consolidated financial statements; Interpretation of financial statements.



ACCA Qualification syllabus

Fundamentals

Corporate and Business Law | *LW*

Essential elements of legal systems: Economic, Political and Legal Systems; Different legal systems; International trade, international legal regulation and conflict of law; Alternative Dispute Resolution mechanisms and the UNCITRAL Model Law on International Commercial Arbitration.

International business transactions: Introduction to the United Nations Convention on Contract for the International Sale of Goods and ICC Inco terms; Formation of contract; Obligations of the seller; Obligations of the buyer; Provisions common to both the seller and the buyer, the passage of risk; Transportation documents; Means of payment.

International business forms: Agency; Partnerships.

The formation and constitution of joint stock companies: Corporations and legal personality; The formation of the company; The constitution of the company.

Capital and the financing of companies: Share capital; Loan capital; Capital maintenance and dividend law.

Management, administration and regulation of companies: Company directors; Other company officers; Company meetings and resolutions.

Legal implications relating to companies in difficulty or in crisis: Insolvency; Alternatives to winding up.

Governance and ethical issues relating to business: Corporate governance; Fraudulent behaviour.

Performance Management | *PM*

Specialist cost and management accounting techniques: Activity-based costing; Target costing; Life-cycle costing; Environmental accounting; Throughput accounting.

Decision-making techniques: Multi-limiting factors and the use of linear programming and shadow pricing; Pricing decisions; Make-or-buy and other short-term decisions; Dealing with risk and uncertainty in decision-making.

Budgeting: Objectives; Budgetary systems; Types of budget; Quantitative analysis in budgeting; Behavioural aspects of budgeting.

Standard costing and variance analysis: Budgeting and standard costing; Basic variances and operating statements; Material mix and yield variances; Planning and operational variances; Behavioural aspects of standard costing.

Performance measurement and control: The scope of performance measurement; Divisional performance and transfer pricing; Performance analysis in not-for-profit organisations and the public sector; External considerations and behavioural aspects.

Taxation | *TX PL*

The Polish tax system: Function and purpose of taxation in modern economies and specifically Poland.

Computation of tax liability of individuals and corporations: various sources of income whether personal or corporate; Exemptions and reliefs.

ZUS: Scope; Contributions for employed persons; Other contributions; health service contributions.

VAT: Scope; Registration; Computation of liability; Penalties

Financial Reporting | *FR*

A conceptual framework for financial reporting: The need for a conceptual framework; Understandability, relevance, reliability and comparability; Recognition and measurement; The legal versus the commercial view of accounting; Alternative models and practices; The concept of 'faithful representation' ('true and fair view').

A regulatory framework for financial reporting: Reasons for the existence of a regulatory framework; The standard setting process; Specialised, not-for-profit, and public sector entities.

Financial statements: Cash flow statements; Tangible non-current assets; Intangible assets; Inventory; Financial assets and financial liabilities; Leases; Provisions, contingent liabilities, and contingent assets; Impairment of assets; Taxation; Regulatory requirements relating to the preparation of financial statements; Reporting financial performance.

Business combinations: The concept and principles of a group; The concept of consolidated financial statements; Preparation of consolidated financial statements including an associate

Analysing and interpreting financial statements: Limitations of financial statements; Calculation and interpretation of accounting ratios and trends to address users' and stakeholders' needs. Limitations of interpretation techniques; Specialised, not-for-profit, and public sector entities.



ACCA Qualification syllabus

Fundamentals

Audit and Assurance | *AA*

Audit Framework and Regulation: The concept of audit and other assurance engagements; Statutory audits; The regulatory environment and corporate governance; Professional ethics and ACCA's Code of Ethics and Conduct.

Internal audit: Internal audit and corporate governance; Differences between external and internal audit; The scope of the internal audit function; Outsourcing the internal audit department; Internal audit assignments.

Planning and risk assessment: Objective and general principles; Understanding the entity and knowledge of the business; Assessing the risks of material misstatement and fraud; Analytical procedures; Planning an audit; Audit documentation; The work of others.

Internal control: Internal control systems; The use of internal control systems by auditors; Transaction cycles; Tests of control; The evaluation of internal control components; Communication on internal control.

Audit evidence: The use of assertions by auditors; Audit procedures; The audit of specific items; Audit sampling and other means of testing; Computer-assisted audit techniques; Not-for-profit organisations.

Review: Subsequent events; Going concern; Management representations; Audit finalisation and the final review.

Reporting: Audit reports; Reports to management; Internal audit reports.

Financial Management | *FM*

Financial management function: The nature and purpose of financial management, Financial objectives and relationship with corporate strategy; Stakeholders and impact on corporate objectives; Financial and other objectives in not-for-profit organisations.

Financial management environment: The economic environment for business; The nature and role of financial markets and institutions.

Working capital management: The nature, elements and importance of working capital; Management of inventories, accounts receivable, accounts payable and cash; Determining working capital needs and funding strategies.

Investment appraisal: The nature of investment decisions and the appraisal process; Non-discounted cash flow techniques; Discounted cash flow (DCF) techniques; Allowing for inflation and taxation in DCF; Adjusting for risk and uncertainty in investment appraisal; Specific investment decisions (lease or buy; asset replacement, capital rationing).

Business finance: Sources of, and raising short-term finance; Sources of, and raising long-term finance; Internal sources of finance and dividend policy; Gearing and capital structure considerations; Finance for Small and Medium-size Entities (SMEs); Islamic Finance.

Cost of capital: Sources of finance and their relative costs; Estimating the cost of equity; Estimating the cost of debt and other capital instruments; Estimating the overall cost of capital; Capital structure theories and practical considerations; Impact of cost of capital on investments.

Business valuations: Nature and purpose of the valuation of business and financial assets; Models for the valuation of shares; The valuation of debt and other financial assets; Efficient market hypothesis (EMH) and practical considerations in the valuation of shares.

Risk management: The nature and types of risk and approaches to risk management; Causes of exchange rate differences and interest rate fluctuations; Hedging techniques for foreign currency risk; Hedging techniques for interest rate risk.



ACCA Qualification syllabus

Strategic Professional - essentials

Strategic Business Leader | *SBL*

Leadership: Qualities of leadership; Leadership and organisational culture; Professionalism, ethical codes and the public interest

Governance: Agency; Stakeholder analysis and organisational social responsibility; Governance scope and approaches; Reporting to stakeholders; The board of directors; Public sector governance

Risk: Identification, assessment and measurement of risk; Managing, monitoring and mitigating risk

Technology and data analytics: Cloud and mobile technology; Big data and data analytics; E- business: value chain; IT systems security and control

Organisational control and audit: Management and internal control systems; Audit and compliance; Internal control and management reporting

Finance in planning and decision-making: Finance function; Financial analysis and decisionmaking techniques; Cost and management accounting

Innovation, performance excellence and change management: Enabling success: organizing; Enabling success: disruptive technologies;

Enabling success: talent management; Enabling success: performance excellence; Managing strategic change; Innovation and change management; Leading and managing projects

Professional skills: Communication; Commercial acumen; Analysis; Scepticism; Evaluation

Strategic Business Reporting | *SBR*

Fundamental ethical and professional principles: Professional behaviour and compliance with accounting standards; Ethical requirements of corporate reporting and the consequences of unethical behavior

The financial reporting framework: The applications, strengths and weaknesses of an accounting framework

Reporting the financial performance of a range of entities: Revenue; Non-current assets; Financial instruments; Leases; Employee benefits; Income taxes; Provisions, contingencies and events after the reporting date; Share-based payment; Fair Value Measurement; Reporting requirements of small and medium-sized entities (SMEs)

Financial statements of groups of entities: Group accounting including statements of cash flows; Associates and joint arrangements; Changes in group structures; Foreign transactions and entities

Interpret financial statements for different stakeholders: Analysis and interpretation of financial information and measurement of performance

The impact of changes in accounting regulation: Discussion of potential solutions to current issues in financial reporting



ACCA Qualification syllabus

Strategic Professional - options

Advanced Financial Management | *AFM*

Role and responsibility towards stakeholders: Conflicting stakeholder interests; The role and responsibility of senior financial executive/advisor; Impact of environmental issues on corporate objectives and on governance; Financial strategy formulation; Ethical issues in financial management.

Advanced investment appraisal: Discounted cash flow techniques and the use of free cash flows; Impact of financing on investment decisions and adjusted present values; Application of option pricing theory in investment decisions; International investment and financing decisions; Impact of capital investment on financial reporting.

Acquisitions and mergers: Acquisitions and mergers versus other growth strategies; Valuation for acquisitions and mergers; Regulatory framework and processes; Financing acquisitions and mergers.

Corporate reconstruction and re-organisation: Predicting corporate failure; Financial reconstruction; Business re-organisation.

Treasury and advanced risk management techniques: The role of the treasury function in multinationals; The use of financial derivatives to hedge against forex risk; The use of financial derivatives to hedge against interest rate risk; Other forms of risk; Dividend policy in multinationals and transfer pricing.

Economic environment for multinationals: Management of international trade and finance; Strategic business and financial planning for multinationals.

Emerging issues in finance and financial management: Developments in world financial markets; Financial engineering and emerging derivative products; Developments in international trade and finance.

Advanced Performance Management | *APM*

Strategic planning and control: Introduction to strategic management accounting; Appraisal of alternative approaches to budgeting for control; Changes in business structure and management accounting; Effect of Information Technology (IT) on modern management accounting.

Economic, fiscal and environmental factors: Impact of world economic and market trends; Impact of national fiscal and monetary policy on performance; Other environmental and ethical issues.

Performance measurement systems and design: Management accounting and information systems; Internal sources of management information; External sources of management information; Recording and processing methods; Management reports.

Strategic performance measurement: Performance hierarchy; Scope of strategic performance measures in private sector; Strategic performance issues in complex business structures; Divisional performance and transfer pricing issues; Scope of strategic performance measures in not-for-profit organizations; Behavioural aspects of performance measurement.

Performance evaluation and corporate failure: Alternative views of performance measurement; Non-financial performance indicators; Predicting and preventing corporate failure.

Current developments and emerging issues in management accounting and performance management: Current developments in management accounting techniques; Current issues and trends in performance management.

Advanced Audit and Assurance | *AAA*

Regulatory Environment: International regulatory frameworks for audit and assurance services; Money laundering; Laws and regulations.

Professional and Ethical Considerations: Code of Ethics for Professional Accountants; Fraud and error; Professional liability.

Practice Management: Quality control; Advertising, publicity, obtaining professional work and fees; Tendering; Professional appointments.

Assignments: The audit of historical financial information including; Planning, materiality and assessing the risk of misstatement; Evidence; Evaluation and review; Group audits; Audit-related services; Assurance services; Prospective financial information; Forensic audits; Internal audit; Outsourcing.

Reporting: Auditor's reports; Reports to management; Other reports.

Current Issues and Developments: Professional, ethical and corporate governance; Information technology; Transnational audits; Social and environmental auditing; Other current issues.