

## What is the course about?

The 'Foundations in Accountancy' is a perfect place to start if you are new to accountancy or if you are already working in finance but have no qualifications. You will be starting at the right level to suit your ability.

The ACCA Foundations in Accountancy comprise two certificates and a diploma, which you can achieve along the way to transferring onto the ACCA Qualification. This will help keep you motivated and mark your progress.

You will also need to complete a professionalism and ethics module called Foundations in Professionalism before you can be awarded any of the Foundation level qualifications.

## What are the entry requirements?

There are no minimum entry requirements – you can start at any level. However, we strongly recommend you start at the Introductory Certificate if you have no formal qualifications, especially if it has been a while since you completed any studies.

Please note that you will need to pay an initial registration fee directly to ACCA when you apply and an annual subscription fee by 1<sup>st</sup> January each year to keep your student status active

You will also need to pay an exam entry fee for each examination that you sit.

## What subjects will I study?

### **Introductory Certificate in Financial and Management Accounting**

FA1 Recording Financial Transactions

MA1 Management Information

### **Intermediate Certificate in Financial and Management Accounting**

FA2 Maintaining Financial Records

MA2 Managing Costs and Finance

### **Diploma in Accounting and Business**

FAB Accountant in Business

FMA Management Accounting

FFA Financial Accounting

In addition, students must pass the 'Foundations in Professionalism' module, which gives you an understanding of what it means to act professionally and ethically at work. You will need to complete this module in order to receive certificates for any of the awards you complete, and can be completed before or after your Foundation level exams.

## How will I be assessed?

Computer based exams (CBEs) are available for all seven exam papers at the Foundation level, although paper based exams are still available for some papers and can be taken in June or December.

You may also be able to claim exemptions from papers at the intermediate, certificate and the diploma stages.

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### What are my progression and careers options?

You could work in a variety of accounts support roles including:

A junior accounts or cost clerk/junior bookkeeper role in a small or medium sized enterprise.

A range of junior or cost accounting administration roles within an accounting department of a larger organisation or financial shared service centre.

You can also achieve certificates and diplomas along the way before progressing onto the ACCA qualification, and claim exemption from the first three exams (F1, F2 and F3).

### Who should I contact?

Enrolment forms are available from our website [www.ucm.ac.im](http://www.ucm.ac.im) and for further enquiries contact Clair Ledsham on 648204 or email [clair.ledsham@gov.im](mailto:clair.ledsham@gov.im) Further details of the qualifications are available on the ACCA website [www.accaglobal.com](http://www.accaglobal.com)

Please note, courses will run subject to having sufficient student numbers.