

## ACCA FOUNDATIONS IN ACCOUNTING

Modules Leading to RQF Level 2 & 3 ACCA Qualifications

**KICK-START YOUR TRAINING!**

**ACCA  
Qualifications**

Prepare **SMARTER**, Succeed **FASTER**

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\*First Intuition (FI) operates 21 study centres across the UK. Over 10,000 students now use FI for their professional accountancy & apprenticeship training each year - achieving industry leading results.

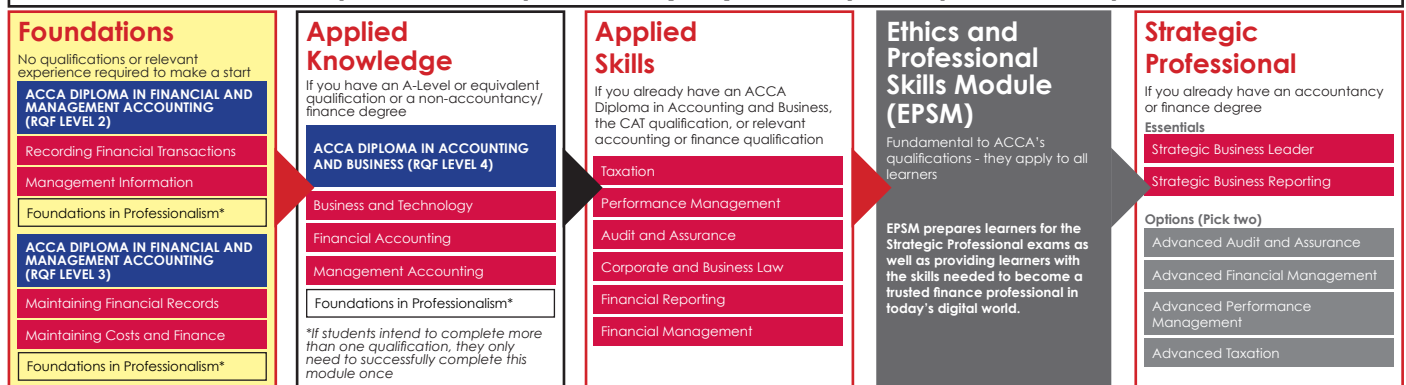
**FI students have consistently surpass ACCA's Global Pass Rates - achieved using the computer-based learning tools.**

# ACCA EXAMINATION PREPARATION

## Foundations in Accounting Modules

### YOUR ACCA JOURNEY

#### Practical Experience Requirement (PER) - three years' practical experience



## ACCA DIPLOMA IN FINANCIAL AND MANAGEMENT ACCOUNTING (RQF LEVEL 2)

### Who is this for?

This qualification is for anyone planning to work, or already working as:

- a junior accounts clerk
- a junior bookkeeper for an SME
- in a range of accounting administration roles within an accounting department of a larger organisation or financial shared service centre

### Eligibility Criteria

To be awarded the ACCA Diploma in Financial and Management Accounting (RQF Level 2), learners must have successfully completed all examinations (at least one of which must have been sat and passed) and have completed the Foundations in Professionalism module.

### Key Knowledge/Skills Assessed

- Collecting accounting data from primary business transactions
- Recording financial and cost accounting information in a suitable form for processing into, or use within internal or external financial or management accounting reports using manual and computer systems

## ACCA DIPLOMA IN FINANCIAL AND MANAGEMENT ACCOUNTING (RQF LEVEL 3)

### Qualification Rationale

This qualification is for anyone planning to work, or already working as:

- a bookkeeper or cost clerk in an SME
- or someone in an accounting administration role within an accounting department of a larger organisation

In financial shared service centres, this qualification would suit those working as an assistant to the financial managers in a variety of roles as it gives a good grounding in general accounting skills in financial and management accounting functions of either service or manufacturing sector organisations.

### Eligibility Criteria

To be awarded the ACCA Diploma in Financial and Management Accounting (RQF Level 3), learners must have successfully completed all examinations (at least one of which must have been sat and passed) and have completed the Foundations in Professionalism module.

### Key Knowledge/Skills Assessed

- The processing of financial and cost accounting information in a suitable form for conversion into internal or external financial or management accounting reports, including cash management, using manual and computer systems

These qualifications also develop competence in professional skills like:

- complying with legal requirements
- developing professional values
- improving personal effectiveness
- behaving ethically at work

## RECORDING FINANCIAL TRANSACTIONS [FA1]

### OBJECTIVE

To develop knowledge and understanding of:

- the main types of business transactions and documentation
- how these are recorded in an accounting system up to the trial balance stage

### DURATION

18 hours

### FEES

S\$401.12 (inclusive of GST)

## MANAGEMENT INFORMATION [MA1]

### OBJECTIVE

To develop knowledge and understanding of providing basic management information in an organisation to support management in planning and decision-making

### DURATION

18 hours

### FEES

S\$401.12 (inclusive of GST)

## MAINTAINING FINANCIAL RECORDS [FA2]

### OBJECTIVE

To develop knowledge and understanding of:

- the underlying principles and concepts relating to Maintaining Financial Records
- technical proficiency in the use of double-entry accounting techniques including the preparation of basic financial statements

### DURATION

24 hours

### FEES

S\$511.21 (inclusive of GST)

## MAINTAINING COSTS AND FINANCE [MA2]

### OBJECTIVE

To develop knowledge and understanding of how to prepare, process and present basic cost information to support management in planning and decision-making in a variety of business contexts.

### DURATION

24 hours

### FEES

S\$511.21 (inclusive of GST)

## FOUNDATIONS IN PROFESSIONALISM

This module is an online interactive module, designed to help learners understand and demonstrate what it means to act professionally and ethically in the work they carry out.

Once registered with ACCA, learners can access the module through the online portal, [myACCA](#).