Benefits
This course is for those of you wishing to reach the pinnacle of your finance career and will enable you to deal with complex financial issues and handle them effectively.

Qualification
MSc Finance

Awarding Body
University of Leicester

Course Description
This course will provide you with a thorough understanding of the concepts of finance and the role of financial management in a variety of organisations – industrial, commercial, public sector and not-for-profit, together with an appreciation of finance in a strategic sense. Specifically, you will be provided with a stimulating and intellectually challenging management development programme, along with a rigorous education in the concepts and techniques of financial management.

The programme aims to advance your career in finance whilst offering scope to pursue academic work in this area. You will study nine core modules and then complete the Research Methodology and Dissertation element of the course.

Course Content (modules) Year 1
1 - Foundations of Financial Analysis
This course sets down the fundamental conceptual framework for financial analysis focusing on intertemporal choice; the role and nature of financial markets and institutions; the determination of interest rates; investment and savings; decisions and capital budgeting.

2 - Accounting and Financial Statement Analysis
Financial accounting and reporting; balance sheets; profit and loss; cash flow statements management; financial forecasting and budgeting.

3 - Financial Modelling
Introduces and develops statistical techniques relevant to modern financial analysis including probability distributions; statistical inference; regression analysis; time series analysis and co-integration.

4 - Corporate Finance
Including: The firm; equity; issuing shares; cost of issue; rights issues; debt; warrants; convertibles; leasing and quasi-debt; valuation of a company; mergers and growth; failure and disinvestments.

5 - Strategic Financial Management
The application of strategic thinking in the context of financial management; growth/share matrix; shareholder value analysis; corporate restructuring; mergers and acquisitions; management buyouts and corporate governance.

Year 2 6 - Public Finance
Nature of the public sector and taxation; tax bases, tax analysis incidence, shifting; taxation and savings, taxation and risk; Value Added Tax; expenditure taxation; company taxation and cost benefit analysis.

7 - International Finance
Foreign exchange; spot and forward rates; foreign exchange risk management (hedging risk); forward contracts; currency options; international capital budgeting; corporate foreign investment decisions and multinational business finance.

8 - Risk Management
Managing financial risks; hedging; futures; forwards and swaps; derivatives.

9 - Current Topics in Finance
This module focuses on a number of current topics which will demonstrate where the frontiers of finance research are to be found. There is no examination for this module. It prepares you for the research project/dissertation.

Research Methodology & The Dissertation
After reviewing a range of alternative research methods you will undertake a dissertation which will provide you with an opportunity to examine, in depth, a topic or problem of particular relevance to your own interests and work. The research project or dissertation has the potential of providing your organisation with the benefits of a piece of internal consultancy. The dissertation will be of 15,000 words in length. You will be expected to demonstrate:

• Initiative and capacity for setting up the problem in a tractable form;
• An understanding of research methods;
• Application of relevant analytical and problem solving skills;
• Logical argument & clear report writing.

Online Support
As a distance learning student you will have access to ULMC Direct, a web-based virtual learning environment.

Assessment
The programme is assessed by a mixture of continuous assessment and examinations held at the University of Leicester. An assignment must be completed for each of the modules. Examinations are held after the completion of module 4 and module 8. Provisions exist to resit units of assessment in the event of failure. The dissertation is expected to be 15,000 words in length.

Duration of Programme
The MSc Finance by distance learning may be studied for a minimum 24 months and a maximum of 60 months.

Entry Requirements
You should have a wide variety of experience and interests. Selection is based upon:

• An ability to demonstrate that a contribution can be made to the programme (i.e. practical experience);
• AND possession of a good UK honours degree (or its overseas equivalent) or an acceptable professional qualification;
• OR possession of the University of Leicester's Diploma in Management may allow entry.
• For non-graduates with professional qualifications, one reference should be from a person under whom training beyond school level was received.
• If your first language is not English you need to prove your English ability. Note: Exemptions will be considered on merit.

Enrolment Dates
October, January, April and July

Applications
Completed application forms, along with two references, preferably from former university teachers or current employers, should be sent to:

RDI Consultants Ltd
Midland Management Centre
1A Brandon Lane, Coventry CV3 3RD
**Course Content (modules)**

**The Certificate in Business Accounting**

There are five subjects:

- C1 Management Accounting Fundamentals
- C2 Financial Accounting Fundamentals
- C3 Business Mathematics
- C4 Economics for Business
- C5 Business Law

**The Professional Qualification – Managerial Level**

There are six subjects:

- P1 Management Accounting Performance Evaluation
- P2 Management Accounting Decision Management
- P4 Organisational Management and Information Systems
- P5 Integrated Management
- P7 Financial Accounting & Tax Principles
- P8 Financial Analysis

When you complete these subjects you will receive the ‘CIMA Advanced Diploma in Management Accounting’. You must complete all of the Managerial level, either through exemptions or exams, before you can move onto the Strategic level.

**The Professional Qualification – Strategic Level**

There are three subjects:

- P3 Management Accounting Risk and Control Strategy
- P6 Management Accounting Business Strategy
- P9 Management Accounting Financial Strategy

The Managerial level syllabus content may also be relevant for the Strategic level exams. For example, content in the Paper P1 Management Accounting Performance Evaluation syllabus may also be relevant in the Paper P6 Management Accounting Business Strategy exam. You must pass all three Strategic level subjects before you can sit the TOPCIMA.

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**Benefits**

By studying CIMA and becoming a member of the Chartered Institute of Management Accountants (CIMA), you will attain the world’s most prestigious qualification for strategic and financial management.

CIMA is quite unlike other accounting or financial qualifications. Its scope extends far beyond pure accountancy and even most management training courses. It is a complete education for business in the twenty-first century. And it is recognised and valued worldwide.

Year after year, the world’s most prestigious employers put CIMA at the top of their list of preferred business qualifications. CIMA will be your passport to career success in any field you choose: commerce, financial services, consultancy, government, the public sector or manufacturing.

Becoming qualified is a straightforward and highly flexible process. Studying by distance learning allows you to study at your own pace and schedule your exams to suit yourself. Undertaking on-the-job training alongside your study may seem like a difficult task, but in practice this helps you to relate your studies to real-life scenarios.

**Qualification**

Chartered Management Accountant

**Awarding Body**

Chartered Institute of Management Accountants (CIMA)

**Course Description**

CIMA will give you the key strategic, management accounting, management and project management skills to succeed in many areas of business. This is a modern syllabus for a complex business world.

The qualification consists of:

- The CIMA Certificate in Business Accounting
- The CIMA Professional Qualification

The CIMA Certificate in Business Accounting is an entry requirement to the CIMA Professional Qualification – and is a recognised qualification in its own right. It will give you a solid grounding in the basics of management accounting and business skills.

The CIMA Professional Qualification is highly regarded and recognised by business around the world. The syllabus is made up of three elements:

- The Managerial level
- The Strategic level
- The Test of Professional Competence in Management Accounting (TOPCIMA)
The Test of Professional Competence in Management Accounting (TOPCIMA)

TOPCIMA is the final exam you will sit. You must sit this exam after you have completed all other exams in line with guidelines produced by the International Federation of Accountants (IFAC). It is based upon a case study and set within a simulated business context. By passing this exam you will prove that you have the ability to transfer your strategic and practical knowledge to a "real life" business situation. The TOPCIMA has no specific syllabus content. Material from any of the Managerial and Strategic level subjects could be relevant.

Assessment

The CIMA Certificate in Business Accounting

You will be examined by computer-based assessment (CBA). You can take these assessments at a time that suits you in one of CIMA’s accredited CBA centres. Subjects C1, C2 and C3 are 90 minutes long and C4 and C5 are 60 minutes.

The Professional Qualification: Managerial, Strategic Level and TOPCIMA Exams

The Managerial level – six exams
The Strategic level – three exams
The Test of Professional Competence in Management Accounting (TOPCIMA) – one exam based on a case study.

All of the exams are three hours long. CIMA holds two paper based exam sittings per year, in May and again in November. Exam entry takes place online: February to mid-March for May exams August to mid-September for November exams

Visit CIMA’s website www.cimaglobal.com to find your nearest computer based assessment centre and paper based exam centre.

Please note that you must register to become a CIMA student before you can take any computer-based assessments or paper based exams.

Duration of Programme

From start to finish the course provides maximum flexibility allowing you to work through the course and progress through to completion at their own pace. However, CIMA can be a long-term commitment as the course is a minimum 3 years if starting at the Certificate stage.

Entry Requirements

The CIMA qualifications are open to everyone. Your entry level will depend upon your previous experience. The syllabus builds step by step and you will develop your knowledge and skills as you progress through the qualifications. The CIMA qualifications are similar in standard to undergraduate and postgraduate studies. You will need a good standard of maths and be competent in the English language before you start.

If you’ve already studied a relevant qualification - such as a degree or a professional qualification in accounting or business subjects – you may not need to sit all of the exams. In these cases you may be awarded exemptions from selected CIMA papers.

Please contact CIMA directly to confirm your standing regarding exemptions before you submit your application:

Telephone: 020 8849 2251
Website: www.cimaglobal.com

Enrolment Dates

Enrolment can take place at any time

Applications

Completed application forms, (no references required) should be sent to:

RDI Consultants Ltd
Midland Management Centre
1A Brandon Lane
Coventry
CV3 3RD

Supply Chain Management

Enrolment Dates

Enrolment can take place at any time

Applications

Completed application forms, (no references required) should be sent to:

RDI Consultants Ltd
Midland Management Centre
1A Brandon Lane
Coventry
CV3 3RD
Benefits
Upon completion of this course you will be able to analyse financial information and make management decisions. From here you can progress onto the University of Leicester MSc Finance.

Qualification
Diploma in Financial Management

Awarding Body
The Association of Chartered Certified Accountants (ACCA)

Course Description
This course will provide you with a thorough grounding in the basic concepts of accountancy and finance. You will gain an understanding of how finance, management and strategy relate to one another, which will then enable you to apply that knowledge in the day-to-day world of business.

Course Content (modules)
Comprises two modules, each covering two subject areas:

Subject 1
A Interpretation of Financial Statements
- Regulation of financial statements
- Financial information
- Financial statements
- Analysis of financial statements

B Performance Management
- General issues for performance management
- Planning and decision-making
- Performance measurement
- Performance management

Subject 2
A Financial Strategy
- The nature and scope of financial strategy
- Investment appraisal
- Raising finance
- Capital markets
- Working capital
- Mergers and acquisitions

B Risk Management
- General risk management
- Management of financial risk
- Corporate governance

Assessment
Each of the two modules will be assessed via a 3-hour examination and a project. The examination for each module covers the two subject areas in that module and is assessed via a combination of multiple choice and written questions. Examinations take place in June and December each year and are arranged locally.

Duration of Programme
Approximately 12 months

Entry Requirements
The minimum entry requirement is a recognised Degree, Higher National Certificate/Diploma or a non-accounting professional qualification. Individuals who do not hold these qualifications may be admitted on the basis of their work experience. In these circumstances, candidates are normally required to be at least 23 years old and should be able to demonstrate that the Diploma will be relevant to their work.

Enrolment Dates
Enrolment can take place at any time

Applications
Completed application forms, along with a reference from your current employer, should be sent to:
RDI Consultants Ltd
Midland Management Centre
1A Brandon Lane
Coventry
CV3 3RD

Benefits
Upon completion of this course you will be able to analyse financial information and make management decisions. From here you can progress onto the University of Leicester MSc Finance.

Qualification
Diploma in Financial Management

Awarding Body
The Association of Chartered Certified Accountants (ACCA)

Course Description
This course will provide you with a thorough grounding in the basic concepts of accountancy and finance. You will gain an understanding of how finance, management and strategy relate to one another, which will then enable you to apply that knowledge in the day-to-day world of business.

Course Content (modules)
Comprises two modules, each covering two subject areas:

Subject 1
A Interpretation of Financial Statements
- Regulation of financial statements
- Financial information
- Financial statements
- Analysis of financial statements

B Performance Management
- General issues for performance management
- Planning and decision-making
- Performance measurement
- Performance management

Subject 2
A Financial Strategy
- The nature and scope of financial strategy
- Investment appraisal
- Raising finance
- Capital markets
- Working capital
- Mergers and acquisitions

B Risk Management
- General risk management
- Management of financial risk
- Corporate governance

Assessment
Each of the two modules will be assessed via a 3-hour examination and a project. The examination for each module covers the two subject areas in that module and is assessed via a combination of multiple choice and written questions. Examinations take place in June and December each year and are arranged locally.
Certified Accounting Technician (CAT) – ACCA
- Supported Distance Learning

Benefits
A practical introduction to the world of accounting and finance. Upon completion of this course you will be able to undertake a role supporting professional accountants.

Qualification
Certified Accounting Technician (CAT)

Awarding Body
The Association of Chartered Certified Accountants (ACCA)

Course Description
Whether you wish to start a career in finance, gain recognition for the wealth of skills and experience you have already achieved, or want accelerated progression to the ACCA Professional Scheme and a more senior position in accountancy, ACCA’s Certified Accounting Technician (CAT) will help you towards your career of choice. The CAT qualification comprises of three levels: Introductory, Intermediate and Advanced. It is designed to equip you with all the necessary technical skills and knowledge required to fulfil an accounting role to technician level. Certificates are awarded after completing each stage of examinations. The CAT qualification is internationally recognised and highly regarded. It can lead to a challenging and rewarding career. Upon completion of the exams and required practical experience you will be able to apply to use the letters CAT after your name. Should you wish to pursue your career further, completion of the CAT Scheme allows you to move directly to Part 2 of the ACCA Professional Scheme exams.

Course Content (modules)
Introductory Level
Comprises two modules:
1. Recording Financial Transactions
   This module will develop your knowledge and understanding of the operational aspects of maintaining accounting systems and procedures relating to invoicing, receipts and payments, recording income and expenditure, the preparation of ledger accounts and the preparation of an initial trial balance.
   1. Business transactions & documentation
   2. Double entry book-keeping
   3. Banking and petty cash
   4. Sales and sales records
   5. Purchases and purchase records
   6. Payroll
   7. Control accounts and the initial trial balance

2. Information for Management
   This module will develop your ability to use a computer system safely and effectively and to understand the need for data and information to be kept confidential and secure. It will also develop your knowledge and understanding of how organisations provide basic management information for decision-making, planning and control.
   1. Use computer systems safely and effectively
   2. Security, confidentiality and legal issues
   3. Management information
   4. Income and expenditure
   5. Comparisons
   6. Decision-making

Intermediate Level
Comprises two modules:
3. Maintaining Financial Records
   This module will develop your knowledge and understanding of the techniques used to maintain accounting records and prepare final accounts of incorporated entities.
   1. Basic book-keeping
   2. Accounting standards, principles and policies
   3. Fixed assets and depreciation
   4. Control accounts, reconciliations and errors
   5. Adjustments to the trial balance
   6. Final accounts

4. Accounting for Costs
   This module will develop your knowledge and understanding of how organisations record, analyse and report current and future costs and revenue data for use within the organisation.
   1. Management information
   2. Cost classification and cost behaviour
   3. Elements of cost
   4. Marginal costing and absorption costing
   5. Product and service costs
   6. Estimating costs and revenues

Advanced Level
Comprises three modules:
5. Managing People and Systems
   This module will develop your knowledge and understanding of the role of a manager in an effective, efficient, safe and secure accounting environment. This includes the co-ordination of work activities, the maintenance of an effective accounting system, people management, personal effectiveness, health and safety and security issues within the workplace.
   1. The business and accounting environment
   2. Effective management of business and accounting systems
   3. Management theory, principles and techniques
   4. Individual effectiveness at work
   5. Health, safety and security in the working environment
9. Preparing Taxation Computations
This module will develop your ability to prepare computations of tax liability for both individuals and businesses resident in the UK for the purposes of income tax, corporation tax, capital gains tax and value added tax. In addition, to develop knowledge and understanding of the manner in which dealings must be conducted with the Inland Revenue and Customs and Excise, including knowledge of the statutory timescales for the submission of claims and returns and the due dates for the payment of tax liabilities.

1. Adjusted profit/loss computations for trades and professions
2. National insurance contributions
3. Income from employment
4. Property and investment income
5. Income tax computations
6. Chargeable gain computations (individuals and companies)
7. Administration of income tax and capital gains tax
8. Corporation tax computations
9. Administration of corporation tax
10. Value added tax (VAT)

* Optional module 10 Managing Finances cannot be studied through RDI.

Duration of Programme
Approximately 30 months. There is no time limit to attaining the ACCA CAT qualification, so you can study at your own pace.

Entry Requirements
No prior knowledge of accountancy or formal academic qualifications are necessary, but you must be aged 16 or above. If you have no qualifications, you will be expected to complete all three levels. Some qualifications will receive exemptions from some or all papers, at the discretion of the ACCA. In order to study for the CAT qualification, you will need to register with the ACCA.

Enrolment Dates
Enrolment can take place at any time

Applications
Completed application forms (no references required) should be sent to:

RDI Consultants Ltd
Midland Management Centre
1A Brandon Lane
Coventry
CV3 3RD

Finance and Accounting
Certified Accounting Technician (CAT) - ACCA - continued
- Supported Distance Learning
**Benefits**
The IAB was formed in 1973 and is the longest established professional body for book-keeping, committed to maintaining the highest standards in book-keeping. It holds its examinations in over 90 countries throughout the world. The International Association of Book-Keepers (IAB) offers book-keepers membership of a professional body devoted solely to their interests. It specialises in promoting the study and practice of book-keeping by bestowing qualifications, which are wholly relevant for people working at the first level of financial accounting. The association awards qualifications upon successful completion of examinations, which are recognised worldwide as reliable indicators of competence and integrity.

**Qualification**
Fellow International Association of Book-Keepers (FIAB)

**Awarding Body**
International Association of Book-Keepers (IAB)

**Course Description**
The IAB qualifications are wholly relevant to individuals working at the first levels of financial accountancy. The syllabuses and examinations are constantly updated to meet current business needs. As a result its qualifications are recognised and respected throughout the world as reliable indications of competence and integrity. The IAB can put you on the path to an indispensable qualification for a successful career in today’s increasingly finance orientated business industry.

**Course Content (modules)**

**Level 2 Certificate in Book-Keeping**
1. Basic Accounting Concepts
2. VAT
3. Prepare and Validate Business Documents
4. Process Business Transactions
5. Use Checking Devices - Prepare a Trial Balance
6. Use Checking Devices - Prepare Control Accounts
7. Use Checking Devices – Reconcile Cash Book Balances (cash and bank)
8. Petty Cash
9. Making and Receiving Payment

**Level 3 Certificate in Book-Keeping**
1. Fundamental Accounting Concepts
2. Correct Book-Keeping Errors
3. Categorise Income and Expenditure
4. Apply Additional Fundamental Accounting Concepts
5. Introduction to Accounting Adjustments – Stock Valuation
6. Introduction to Accounting Adjustments – Accounting for Depreciation
7. Introduction to Accounting Adjustments – Prepayments and Accruals
8. Introduction to Accounting Adjustments – Credit Control, Bad Debts & Provisions for Doubtful Debts
9. Preparation of Financial Statements for a Sole Trader
10. Introduction to Partnerships
11. Introduction to Incomplete Records – Clubs and Societies
12. Extended Trial Balance

**Level 3 Diploma in Accounting and Advanced Book-Keeping**
1. Advanced Use of Checking Devices
2. Use of Suspense Accounts and the Correction of Book-Keeping Errors
3. Accounting Concepts and the Disclosure of Accounting Policies
4. Stock Valuation
5. Depreciation and Disposal of Fixed Assets
6. Preparation of Financial Statements
7. Manufacturing Accounts
8. Incomplete Records
9. Calculate and Interpret Accounting Ratios

**Assessment**
There are three examinations in total – one at each level. Examinations are three hours long and take place twice a year – January and June.

In order to enter the examination for the IAB Level 3 Certificate in Book-Keeping you must hold the IAB Level 2 Certificate in Book-Keeping or be exempted from it. The Level 2 and Level 3 Certificates may be attempted at the same exam sitting. You must hold the IAB Level 3 Certificate in Book-keeping or be exempted from it before you can proceed to the IAB Level 3 Diploma in Accounting and Advanced Book-keeping.

**Duration of the Programme**
Approximately twelve to eighteen months. There is no time limit to attaining the IAB qualification so you can study at your own pace.

**Entry Requirements**
You do not have to meet any formal requirements before you register as a student for the Association’s examinations. However, an adequate command of the English language is necessary to complete the examinations successfully.

**Enrolment Dates**
Enrolment can take place at any time

**Applications**
Completed application forms, (no references required) should be sent to:

RDI Consultants Ltd
Midland Management Centre
1A Brandon Lane
Coventry
CV3 3RD