Association of Chartered Certified Accountants (ACCA) – Blended Courses
December 2012
Thank you for the interest shown in our courses. I am delighted to provide you with more details regarding our ACCA programme.

The ACCA (Association of Chartered Certified Accountants) is known as the global body for professional accountants and is one of the most prestigious financial and business qualifications in the world.

Passing the ACCA exams will confirm your skills as a Chartered Certified Accountant and upon qualifying for membership you will be entitled to use the ACCA designation after your name. You will join an elite group of accountants made up of nearly 150,000 ACCA members in 170 countries.

The qualification itself provides a thorough foundation in all the key business areas and also incorporates the current flexible legislation changes regarding the signing off of company reviews.

Our courses are presented in conjunction with the ExP Group and feature the latest online training support which combines the flexibility of distance learning with the benefits of classroom tuition.

We would be delighted to partner with you on your journey to an ACCA qualification. Please contact me or one of the team if you have any questions on this programme.

Good luck with your studies and with best regards,

Werner Kriel

Senior lecturer
UNISA
The ACCA qualification offers you:

A Global Passport
ACCA is recognised in 170 countries around the world. Qualifying as an ACCA will result in you joining a worldwide network of nearly 150,000 members and 425,000 students.

True Business Focus
The ACCA qualification offers a thorough insight into the workings of a business ranging from financial and management accounting through to strategy, tax, ethics and auditing.

Flexibility and work / life balance
ACCA offers a truly flexible approach to obtaining a professional qualification. With exams in both June and December, a student can write between 1 and 4 exams per sitting and you have up to 10 years to complete all your exams.

Recognition under the new Companies Act
Qualifying as an ACCA will enable you to take advantage of the signing rules for reviews that are present under the new Companies Act.

ACCA Presence
As a member of the ACCA you will be part of a professional body that has been at the cutting edge of the accounting profession for over 100 years. Your employer will see you as an asset.
Fast track your Professional Qualification

A comprehensive **globally recognised** professional qualification covering all the core areas of business. With eligible exemptions you have the ability to **fast track your qualification** to become an internationally recognised **Chartered Certified Accountant**.

Exemptions available for up to 9 papers.
(UNISA BCom graduates eligible for exemptions*)

**FUNDAMENTALS LEVEL**

**KNOWLEDGE EXAMS**

F1 Accountant in Business
F2 Management Accounting
F3 Financial Accounting

**SKILLS EXAMS**

F4 Corporate and Business Law
F5 Performance Management
F6 Taxation
F7 Financial Reporting
F8 Audit and Assurance
F9 Financial Management

**PROFESSIONAL LEVEL**

**P1 Governance, Risk and Ethics**
**P2 Corporate Reporting**
**P3 Business Analysis**

**Two of the following options**

P4 Advanced Financial Management
P5 Advanced Performance Management
P6 Advanced Taxation (ZAF)
P7 Advanced Audit and Assurance

**Only 5 exams to become professionally qualified if you are eligible for full exemptions.**

UNISA BCompt Graduates are eligible for full exemption from the Fundamental Level. UNISA BCom Graduates as well as Graduates from other universities are also eligible for certain exemptions.

Visit [https://portal.accaglobal.com/accrweb/faces/page/public/accreditations/enquiry/main/EnqInstitutionsTable.jspx](https://portal.accaglobal.com/accrweb/faces/page/public/accreditations/enquiry/main/EnqInstitutionsTable.jspx) to find out what exemptions you are eligible for or contact us for more details.

For details on the content of the ACCA syllabus see [http://www.theexpgroup.com/professional_qualifications/acca/acca_papers.html](http://www.theexpgroup.com/professional_qualifications/acca/acca_papers.html)

theexpgroup.com/unisa
Your blended learning ExPerience:

Your learning ExPerience on your ACCA Blended Course offers you the benefits of a classroom course with the flexibility of distance learning.

Your online classroom courses are presented via videos which can be accessed by you, at a time that is convenient for you, from any computer which has internet access.

The flexibility of learning on demand together with the classroom structure maximises your opportunity for success in your ACCA studies.

Your steps in achieving success are shown below and we would be privileged to partner with you to help you in your ACCA exam success.
Your blended eSupport:

1. Progress indicators for each step of the learning process
2. Recommended learning approach for maximum syllabus coverage
3. Classroom-style video recordings for each syllabus topic
4. Individual question practice modules throughout the learning process
5. Guided and timed assessments marked by the tutor
6. Webinar by tutor for question clarification on modules

On Target to Pass?

1. View your learning lectures
2. Test your understanding
3. Attend your energiser webinar
4. View your practice lectures
5. Test your practice understanding
6. Complete your exam simulation

Your recommended ACCA learning steps for:

- P2 Business Analytics
- UNISA
- theexpgroup.com/unisa
Your support team on the ground:

Contact **Lise van der Merwe** if you have any questions regarding registering for your ACCA programme:

**Lise van der Merwe**
UNISA - Centre for Accounting Studies
AJ H vd Walt 2-74
vdmerlj1@unisa.ac.za
+27 (0) 12 429 2282 (Tel)
+27 (0) 86 632 9955 (Fax)

Our other senior team members on the ground in South Africa:

- **Werner Kriel**
  Senior lecturer
  UNISA - Centre for Accounting Studies
  krielw@unisa.ac.za

- **Krishan Nowrungsah**
  Managing Director
  The ExP Group - Southern Africa
  KrishanNowrungsah@theexpgroup.com

- **Ronke Lasisi**
  Training Consultant
  The ExP Group - Southern Africa
  RonkeLasisi@theexpgroup.com
Your enrolment:

ACCA student registration, exemption application and exam registration.

It is important that you understand that UNISA-ExP are providing the tuition towards your exams. We are not responsible for registering you as a student with the ACCA or applying for your exemptions or exams. We are happy to provide you with advice on this but you will need to register yourself. Deadlines for registration can be found at [http://www.accaglobal.com/en/employer/getting-started/employers-dates.html](http://www.accaglobal.com/en/employer/getting-started/employers-dates.html) or via the local office of ACCA. The contact details are as follows:

ACCA South Africa
1st Floor
18 Hurlingham Road
Illovo 2196
South Africa
tel: +27 (0)11 459 1900
fax: +27 (0)11 268 6374
email: info@acca.org.za

Registration on our Blended Courses

We would be delighted to partner with you on your journey to becoming ACCA qualified and:

1. If you want to know more details about our ACCA blended course programme, please contact one of the team members on page 6 of this brochure.

2. If you want to register for our ACCA blended courses please complete the registration form at the end of this brochure and fax it to +27 (0) 86 632 9955 or scan and email it to Lise van der Merwe at vdmerlj1@unisa.ac.za. Once we have received your registration form we will be in touch with details on how to access your course. Note that your course will be available from 1 July 2012.

Thank you again for your interest in our ACCA Blended Courses and we look forward to supporting you on your journey to an ACCA qualification.
Centre for Accounting Studies
Registration Form for ACCA Blended Courses
- December 2012 ACCA examination session -

PERSONAL DETAILS
Surname: ___________________________ Title: ___________________________
First Names (as you would like it to appear on your attendance certificate): ___________________________
Date of birth: ________ ________ ________ ________ ________ ________ Male Female
Identity Card Country of Issue: ___________________________
Identity Card Number: ___________________________

PAYMENT DETAILS
Payment of the total fee should be made via bank transfer to Standard Bank, Account name: Unisa, Account number 011554622, Branch Code 010645 quoting reference ACCA and then write your SURNAME and INITIALS.

DECLARATION
I confirm that I have read and agree with the attached ACCA Blended Course terms and conditions and in particular have noted that I am responsible for registering with the ACCA and paying any ACCA fees. I also understand that the ACCA fees are payable in addition to any course or material fees payable to UNISA.

Signature: ___________________________ Name: ___________________________ Date: ___________________________

This Registration Form together with a copy of your ID should be either:
1) Faxed to +27 (0) 86 632 9955, OR
2) Scanned and emailed to vdmerlj1@unisa.ac.za

ANY QUESTIONS? Call +27 (0) 12 429 2282 or email vdmerlj1@unisa.ac.za

COURSE DETAILS
Select the ACCA Course(s) you wish to register for (you may select up to 4 papers). If you wish to purchase the associated study materials from us please mark “X” in the materials column.

Compulsory Papers (all to be attempted)

<table>
<thead>
<tr>
<th>Course Fee (ZAR)</th>
<th>Materials* (ZAR)</th>
<th>Total Fee (ZAR) (please complete)</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1 Governance, Risk and Ethics</td>
<td>3,500</td>
<td>500</td>
</tr>
<tr>
<td>P2 Corporate Reporting (INT)</td>
<td>3,500</td>
<td>500</td>
</tr>
<tr>
<td>P3 Business Analysis</td>
<td>3,500</td>
<td>500</td>
</tr>
</tbody>
</table>

Optional Papers (2 to be attempted)

<table>
<thead>
<tr>
<th>Course Fee (ZAR)</th>
<th>Materials* (ZAR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>P4 Advanced Financial Management</td>
<td>3,500</td>
</tr>
<tr>
<td>P5 Advanced Performance Management</td>
<td>3,500</td>
</tr>
<tr>
<td>P6 Advanced Taxation (ZAF)</td>
<td>3,500</td>
</tr>
<tr>
<td>P7 Advanced Audit &amp; Assurance</td>
<td>3,500</td>
</tr>
</tbody>
</table>

TOTAL FEE**: ZAR
* The Kaplan Complete Text and Exam Kit are used for each relevant paper (excl. P6ZAF where ExP books are used). If you do not purchase them from us you should obtain them from a reputable supplier.
** The above fees do not cover ACCA exam, registration or exemption fees. Any ACCA fees are payable by you directly to the ACCA.

Postage: Materials are delivered free of charge within South Africa. For delivery elsewhere within Africa please add ZAR 150 postage per set of materials ordered.

CORRESPONDENCE DETAILS
This Registration Form together with a copy of your ID should be either:
1) Faxed to +27 (0) 86 632 9955, OR
2) Scanned and emailed to vdmerlj1@unisa.ac.za

Any questions? Call +27 (0) 12 429 2282 or email vdmerlj1@unisa.ac.za

This Registration Form together with a copy of your ID should be either:
1) Faxed to +27 (0) 86 632 9955, OR
2) Scanned and emailed to vdmerlj1@unisa.ac.za

ANY QUESTIONS? Call +27 (0) 12 429 2282 or email vdmerlj1@unisa.ac.za

For delivery elsewhere within Africa please add ZAR 150 postage per set of materials ordered.

Email Address (compulsory):
Cell Phone:
Home postal address:
City / Country:
Work postal address:
City / Country:

ADDRESS FOR BOOK DELIVERIES
(Select with “X” if materials ordered)
Home  Work  

For delivery elsewhere within Africa please add ZAR 150 postage per set of materials ordered.

This Registration Form together with a copy of your ID should be either:
1) Faxed to +27 (0) 86 632 9955, OR
2) Scanned and emailed to vdmerlj1@unisa.ac.za

ANY QUESTIONS? Call +27 (0) 12 429 2282 or email vdmerlj1@unisa.ac.za

For delivery elsewhere within Africa please add ZAR 150 postage per set of materials ordered.
I. The above Blended Course fees include:

1. Personal Username and Password to the Online Student Portal;
2. Online learning videos on various ACCA topics included within the syllabus;
3. Question practice online tests to accompany the learning videos;
4. Practice videos on ACCA examinable topics included within the syllabus;
5. Online practice questions to accompany the practice videos;
6. Online Energiser module to link the Learning and Practice phases;
7. Exam simulation and marking of the exam simulation (subject to the student submitting the simulation exams within the appropriate timescale);
8. Online Webinar module during the final run up to the exam;
9. If the materials are purchased as part of the course, the recommended set of study materials from Kaplan publishing will be provided. If the student does not order the materials as part of the Blended Course they should purchase the relevant Kaplan Complete Text and Exam Kit from a reputable supplier;
10. Progress report indication on the completed areas of the blended course;
11. Tutor support during the learning process;

II. Payment Terms

a) The Registration Form must be completed by the student with all relevant details needed for invoicing in the specified areas of the registration form. The signature is compulsory in order to validate the present registration form.
b) The student will receive a unique username and password only upon receipt of the payment confirmation.
c) Payment confirmation shall be sent by fax to Lise van der Merwe at +27 (0) 86 632 9955 or scanned and emailed to vdmerlj1@unisa.ac.za

III. Connecting to the Online Student Portal

a) In order to connect to the Online Student Portal, the student will need access to the internet with a suitable up-to-date internet browser.
b) Any internet usage fees are the responsibility of the student.
c) The provider specifically takes no responsibility for any slow internet or bandwidth issues that the student may face in using the online portal.
d) There is no guaranteed uptime on the portal and the provider reserves the right for the portal to be unavailable due to maintenance or technical issues. Every effort will be made to ensure that such maintenance takes place at non peak times although this cannot be guaranteed.

d) Any internet usage fees are the responsibility of the student.

e) There is no guaranteed uptime on the portal and the provider reserves the right for the portal to be unavailable due to maintenance or technical issues. Every effort will be made to ensure that such maintenance takes place at non peak times although this cannot be guaranteed.

IV. Warranties and Liability

a) The provider undertakes to provide the services described in this form with professionalism and promptness, according to the obligations undertaken. The provider declares that it possesses all the authorizations and accreditations necessary for performing its activity, issued by the relevant authorities in South Africa.
b) The student holds full responsibility with regard to any fees and deadlines associated with the ACCA. The provider is not responsible for making any registration to the ACCA on behalf of the student, of making any payment to ACCA on behalf of the student or of informing the student on any deadlines or fees related to ACCA. All such activities are the sole responsibility of the student.
c) The Blended Course is designed to provide support for students studying for the ACCA professional qualification. The information on the Blended Course is provided without any warranty of any kind, either express or implied. Whilst best endeavors are undertaken to ensure that the content of the Blended Course including but not limited to notes, technical articles, videos and blog entries are technically correct, there is no warranty in any respect to the accuracy or completeness of the content. All examples presented in the Blended Course are for information and educational purposes only and should not be applied to a specific real life situation without prior advice. Given the nature of information presented in these materials, and given that legislation may change at any time, no liability will be present for any information presented in these materials as to its application to any specific cases.
d) All recordings, exercises and all other educational material available on the Online Student Portal are applicable exclusively for the upcoming ACCA examination session.
e) Additional postage fees will be applicable and invoiced to the student should the books be delivered outside of South Africa.

V. Notices

a) All the notifications provided for in these terms and conditions have to be made in writing and sent to the notified party by email / registered mail / fast courier.

VI. Intellectual Property Rights

a) The copyright in and all other intellectual property rights relating to the study products (information, software, training material content, data and documentation) provided to the student are owned exclusively by and hereby reserved to The ExP Group and/or its party licensors. The ExP Group hereby grants to the student a non-exclusive, non-transferable, non-sublicensable licence to use the ExP Group products for personal study purposes only.
b) Under no circumstances may the whole or any part of the materials be produced or copied in any form or by any means or translated into another language by the Client without the prior written permission of The ExP Group.
c) The Client shall not delete, amend, alter or deface any confidentiality or proprietary notices on the Course Materials.