STARTING YOUR CIMA JOURNEY
HELLO!

AND WELCOME TO CIMA!

YOU’VE STARTED YOUR JOURNEY TO BECOMING A CGMA!
Dear student,

Congratulations on making a great career choice! You have become part of a global network of 227,000 CIMA members and students.

As you progress through the qualification, you will develop skills and knowledge to prepare you for a career in business.

The objective of the CIMA syllabus and assessments is to produce competent and confident chartered global management accountants who can guide and lead their organisations to sustainable success.

You’re now on the first step towards achieving the Chartered Global Management Accountant™ (CGMA®) designation, powered by two of the world’s leading accounting bodies, CIMA and AICPA (American Institute of Certified Public Accountants), with the aim of establishing management accounting as the most relevant and valued profession in business worldwide.

To get you started, we’ve put together this welcome pack to provide you with some information which will come in handy throughout your journey with CIMA.

You’ll also find a lot more information and free resources on CIMAconnect, the online learning support platform exclusively for CIMA students. Find out more on page 21.

There’s nothing like having a deadline to focus the mind. It’s important to set yourself goals, plan your studies around other commitments and consider your exam sitting strategy. This pack includes a study planner with key dates, which you can put up on your wall to help you focus on your progression through the exams.

Remember, we are here to help you succeed. Get in touch through any of our channels if you have a question or simply want to have a quick chat.

I wish you all the best with your studies.

Yours faithfully,

Peter Stewart
CIMA Director of Learning
Welcome to CIMA

2

3

THE CIMA JOURNEY

This infographic shows you what to expect and what you need to do to complete your CIMA journey.

1. REGISTER WITH CIMA

2. STUDY AND PREPARE FOR EXAMS

With proper revision and preparation you’ll feel confident. If you’re taking Certificate level exams or Objective Tests you’ll find out on the day. If you’re taking a case study you’ll find out up to five weeks later.

3. SCHEDULE AN EXAM

Use your revision plan or create one if you don’t have one! Check CIMAconnect for exam preparation help.

4. SIT YOUR EXAMS

With proper revision and preparation you’ll feel confident. Check CIMAconnect for help with exam nerves from students who have been through the same experiences.

5. GET YOUR EXAM RESULTS

Got the results you need and ready to start studying for the next exam? If not, don’t worry – you can try again. Concentrate your study and revision on the areas where you have not been proficient.

6. PAY YOUR ANNUAL SUBSCRIPTION FEE

This means you’ll be able to keep taking exams and work towards becoming a CGMA!

LOG ON TO CIMACONNECT ANYTIME FOR 24/7 SUPPORT OR TO FIND FREE STUDY RESOURCES AND GET TO KNOW OTHER CIMA STUDENTS

BECOME A CGMA!

For more information about scheduling an exam see page 44 for Certificate exams and page 45 for Professional exams.

You can record practical experience requirements before, during and/or after your studies.

For more information about scheduling an exam see page 44 for Certificate exams and page 45 for Professional exams.

Welcome to CIMA

You can record practical experience requirements before, during and/or after your studies.

Welcome to CIMA
CGMA – THE GLOBAL DESIGNATION

CHARTERED GLOBAL MANAGEMENT ACCOUNTANT (CGMA) IS THE GLOBAL DESIGNATION FOR MANAGEMENT ACCOUNTANTS.

It’s powered by the AICPA (American Institute of Certified Public Accountants) and CIMA, two of the world’s leading accounting organisations.

On completion of the CIMA qualification and becoming a CIMA member, you are automatically entitled to the CGMA designation. It will add global power to your CV, showcase your value around the world and demonstrate your business acumen, ethics and commitment.

AS A CGMA YOU WILL BENEFIT FROM:

• Being part of an online community, a global community of like-minded peers where you can connect with the best minds in management accounting.
• Access to the tools, webinars, reports and research to challenge your thinking and keep you at the forefront of your profession.

To find out more visit www.cgma.org

CGMA designation holder Aidan Goddard is chief financial and operating officer for the Asia Pacific regional office of L’Occitane en Provence, international manufacturer and retailer of body, face, and skin care products:

“When I am recruiting now, I look out for candidates with the CGMA skill set and encourage my existing staff to complete the management accounting training and exams. It’s a great way of developing an academic knowledge of finance into a working, professional understanding of financial principles in a real-life business context.”
Grace Guo, CGMA, is Ernst & Young’s learning and development leader for Greater China:

“As a CGMA, not only do I have an understanding of how management views financial data, I also have the business acumen that allows me to think like corporate management. Now that I am in a learning and development role rather than finance, my CGMA skills are just as useful. The analysis and decision-making skills come in to play on a daily basis.”

Ray Murphy, CGMA is Head of Sales Analytics and Intelligence, Global SMB Revenue at Google in California:

“The CGMA designation meant my CIMA qualification opened the doors for me to earn that same level of respect I had already earned in Europe. It also means I’m recognised as a trusted, expert strategist connecting all aspects of business and a knowledge leader that can drive real impact and value to the business.”

Your success is important to us. Once you become a member, the designatory letters (ACMA, CGMA) and chartered status denote your professionalism, practical experience, credibility and integrity, along with your commitment to ethics and CIMA professional development. Ethics is a key component of being a chartered professional, enhancing reputation, employability and ongoing earning potential. That is why ethical practice and understanding sits at the heart of the CIMA qualification and all members and students are committed to upholding the CIMA Code of Ethics.

The Code, based on five fundamental principles, is globally recognised and offers a framework for ethical decision making and set of principles for all to follow. CIMA’s Code and supporting resource material for ethics helps provide useful guidance around ethical practice and resolving ethical dilemmas.

Ultimately, ethics makes good business sense. See why ethics is important to your career and long-term business success: www.cimaglobal.com/professional-ethics
CIMA QUALIFICATIONS
TAKE YOU HIGHER!

THE
CIMA

CERTIFICATE IN
BUSINESS ACCOUNTING
THE CIMA CERTIFICATE IN BUSINESS ACCOUNTING (CERT BA)

THE CERT BA OFFERS A ROUTE INTO THE CIMA PROFESSIONAL QUALIFICATION BUT IS ALSO A VALUABLE QUALIFICATION IN ITS OWN RIGHT.

With it you’ll achieve a solid understanding of basic accounting, management accounting and business principles. Skills acquired will include preparing financial reports, forecasting performance and data analysis.

When you have completed all exams for the CIMA Cert BA (or qualified for exemptions for them) you can then start studying the CIMA Professional Qualification which you can read more about in the next section.

The five certificate subjects are completely flexible. You can study the subjects in any order and choose any combination of exams to suit your way of studying. Students who carefully plan and commit to their studies can complete the CIMA Cert BA qualification in 12-18 months.

THE SYLLABUS – AN OVERVIEW

The Cert BA is made up of five subjects:

**C01 Fundamentals of Management Accounting**
This exam deals with the basic techniques for the identification and control of costs and cost management. It introduces the context of management accounting in commercial and public sector bodies and its wider role in society.

**C02 Fundamentals of Financial Accounting**
This exam takes candidates through conceptual and regulatory frameworks, accounting systems, preparing accounting statements for single entities, and the necessary controls for accounting systems.

**C03 Fundamentals of Business Mathematics**
This exam introduces students to basic mathematics, probability, summarising and analysing data, variables, forecasting, financial mathematics and spreadsheets i.e. business applications of mathematics.

**C04 Fundamentals of Business Economics**
This exam covers the goals and decisions of organisations, the market system and the competitive process, the financial system and the macroeconomic context of business.

**C05 Fundamentals of Ethics, Corporate Governance and Business Law**
This exam covers ethics and business, ethical conflict, corporate governance, comparison of English law with alternative legal systems, the law of contract, the law of employment, and company administration and finance.
WITHIN EACH SUBJECT, A PERCENTAGE WEIGHTING IS SHOWN AGAINST EACH SECTION TOPIC.

This can be used as guidance on the proportion of study time required by each topic and the approximate proportional distribution of marks across section topics. It’s essential you study all topics in the syllabus, since any assessment question may examine more than one of the learning outcomes from each subject.
<table>
<thead>
<tr>
<th>LEARNING OBJECTIVE</th>
<th>VERBS USED</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LEVEL 1</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>KNOWLEDGE</td>
<td>List, State, Define</td>
<td>Make a list of. Express, fully or clearly, the details/facts of. Give the exact meaning of.</td>
</tr>
<tr>
<td><strong>LEVEL 2</strong></td>
<td>Describe, Distinguish, Explain, Identify, Illustrate</td>
<td>Communicate the key features of. Highlight the difference between. Make clear or intelligible/state the meaning or purpose of. Recognise, establish or select after consideration. Use an example to describe or explain something.</td>
</tr>
<tr>
<td><strong>LEVEL 3</strong></td>
<td>Apply, Calculate, Demonstrate, Prepare, Reconcile, Solve, Tabulate</td>
<td>Put to practical use. Ascertain or reckon mathematically. Prove with certainty or exhibit by practical means. Make or get ready for use. Make or prove consistent/compatible. Find an answer to. Arrange in a table.</td>
</tr>
</tbody>
</table>

**Note:** The hierarchy of learning objectives used by CIMA within certain qualifications has two higher levels than that shown in the table to the left:

**Level 4** – Analysis
**Level 5** – Evaluation

The verbs used at the beginning of learning outcomes for subjects in the CIMA Certificate in Business Accounting qualification 2011 are all at levels 1 to 3. Verbs at levels 4 and 5 are not used in this qualification.
WHAT DOES THE EXAM LOOK LIKE?
There are free online practice tests available for each subject from: www.cimaglobal.com/CIMAstudent

There is also an online question bank that simulates the real computer based assessments – CIMA Aptitude helps you practice for the real thing. Find out more: www.cimaglobal.com/CIMAstudent

WHERE DO I SIT MY EXAMS?
CIMA approved assessment centres are worldwide. Find your nearest centre on the website: www.cimaglobal.com/CIMAstudent. From 2015 all certificate assessments will be at Pearson VUE test centres: www.pearsonvue.com/cima/locate

Relevant mathematical tables and formulae will be available for use during assessment and are also available on the CIMA website: www.cimaglobal.com/CIMAstudent

WHAT IS THE PASS MARK?
The pass mark is 50% and you’ll receive a permanent credit for any subject in which you score 50% or more. Once you complete the five subject assessments, you’ll be awarded the CIMA Certificate in Business Accounting.

WHICH EXAM DO I TAKE FIRST AND WHAT ORDER DO I TAKE THEM IN?
You can take the five assessments in any order and in any combination to suit you. All certificate exams are computer based and you can sit the assessments at any time of the year at any CIMA approved assessment centre.

The syllabus is very flexible and you can decide on the number of assessments you take and the order you take them. For example, you could choose to study and sit assessments for two subjects every six months, as shown below.

<table>
<thead>
<tr>
<th>FIRST SIX MONTH PERIOD</th>
<th>SECOND SIX MONTH PERIOD</th>
<th>THIRD SIX MONTH PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>C02</td>
<td>C01</td>
<td>C04</td>
</tr>
<tr>
<td>FUNDAMENTALS OF FINANCIAL ACCOUNTING</td>
<td>FUNDAMENTALS OF MANAGEMENT ACCOUNTING</td>
<td>FUNDAMENTALS OF BUSINESS ECONOMICS</td>
</tr>
<tr>
<td>C05</td>
<td>C03</td>
<td></td>
</tr>
<tr>
<td>FUNDAMENTALS OF ETHICS, CORPORATE GOVERNANCE AND BUSINESS LAW</td>
<td>FUNDAMENTALS OF BUSINESS MATHEMATICS</td>
<td></td>
</tr>
</tbody>
</table>
**HOW TO SCHEDULE AND PREPARE FOR EXAMS**

**SCHEDULING EXAMS:**

1. **Log into MY CIMA** – www.cimaglobal.com/mycima
   Log in with your CIMA contact ID and password which you receive when you register with CIMA.*

2. **Confirm your details and settle any outstanding payments on MY CIMA**
   Make sure your details are up-to-date on your MY CIMA account. You won’t be able to schedule an exam if you have any outstanding payments yet to be made. You can tell us whether you would like to pay for your exam now, or choose to pay for it later.

3. **Select ‘Schedule your exam’ on MY CIMA**
   You’ll then be transferred to the PearsonVUE website – you won’t need to log on again.

4. **Schedule your exam(s)**
   You’ll choose the exam(s) you want to sit and go through the payment process (unless you have chosen to pay later). Once this has been processed you’ll be transferred back to MY CIMA.

   **By phone**
   You can schedule an exam over the phone by calling the CIMA Contact Centre on +44 (0)20 8849 2251; they’ll request your details then transfer you to PearsonVUE who will schedule your exam and take your payment (unless you have chosen to pay later).

   Once you have scheduled your exam, whether online or by phone, you will receive a confirmation email from PearsonVUE.

**Rescheduling an exam**

If you need to reschedule an exam log on to your MY CIMA account.

You can reschedule an exam up to:
- 48 hours before an Objective Test
- 14 days before the day booked to sit a Case Study exam

You cannot reschedule an exam later than these times.

**BEFORE THE EXAM:**

1. **Try the online assessment practice for free**
   Visit CIMAconnect for more info:
   connect.cimaglobal.com

2. **Try CIMA Aptitude** – an online question bank that simulates the real computer based assessments. Practice makes perfect and it’s a worthwhile investment to be sure you’re ready for your exams!
   www.cimaglobal.com/CIMAs Student

3. **There are lots of other study resources available for you to use like useful articles, study guides and reading lists. Make sure you check out CIMAconnect for these and to get study tips from other students.**

**ON THE DAY OF THE EXAM:**

1. **Arrive on time**
   Make sure you know where the exam centre is and that you have lots of time to get there. You should try and arrive with some time to spare so that you are relaxed and ready to begin your exam.

2. **Calculators**
   As part of the certificate level computer based assessment software, candidates are provided with a calculator. This calculator is on-screen and is available for the duration of the assessment. You’ll have the opportunity to familiarise yourself with the calculator and practise using it before your assessment begins. Personal calculators from a specified list will be allowed in exam centres throughout 2015 only.

3. **Receive results and feedback when you finish**
   You’ll see your results and feedback on-screen as soon as your assessment has finished. It will take between five and seven days for your results to show in your MY CIMA account and if you pass a progression badge will show on your CIMAconnect profile.

   If you are successful, you will receive a certificate of achievement and your exam status will automatically be updated at CIMA.

   If you are unsuccessful, the feedback will show where you should focus your studies in the syllabus. You can arrange your re-sit when you’re ready.

**AFTER THE EXAM:**

Whether you’ve passed or not, give yourself a break, even if it’s just for a few days, before you attempt the next exam or go for a re-sit.

If you didn’t pass, look at the areas you may not have done well in and think about how you will approach them next time.

*If you don’t know what your Contact ID or password are you can email or call CIMA (cima.contact@cimaglobal.com, +44 (0)20 8849 2251) with your full name, date of birth and postcode.
The CIMA Professional Qualification

One of the key features of the CIMA Qualification is that it’s frequently revised to keep up with the latest business trends and employer needs.

The latest revision to the CIMA Professional Qualification and assessment method focuses on ‘employability’. The syllabus combines business acumen and core accounting skills that management accountants need to drive business success.

The assessments test your application of the acquired knowledge in real life business situations. Passing your CIMA exams is a demonstration to employers that you have not only the knowledge, but also the competencies of a chartered global management accountant (CGMA).

This comprises nine separate subjects that are organised into three pillars and three levels.

Three pillars – represent specific areas of knowledge. The pillars are enterprise, performance and financial.

Three levels – represent levels of achievement. The levels are operational, management and strategic.

Intermediate Awards

The Diploma in Management Accounting (CIMA Dip MA) is awarded after successful completion of the Operational level objective tests and case study exam.

The Advanced Diploma in Management Accounting (CIMA Adv Dip MA) is awarded after successful completion of the Management level objective tests and a case study exam.

When combined with the required practical experience, the CIMA Professional Qualification becomes a powerful tool for a career in business.

CIMA

AWARD / Membership of the Chartered Institute of Management Accountants and the CGMA® designation

Assessment of practical experience

Strategic Case Study Exam

E3 Strategic Management

P3 Risk Management

F3 Financial Strategy

Management Case Study Exam/CIMA Gateway Exam

E2 Project and Relationship Management

P2 Advanced Management Accounting

F2 Advanced Financial Reporting

Operational Case Study Exam

E1 Organisational Management

P1 Management Accounting

F1 Financial Reporting and Taxation

Pre-requisite entry requirements (e.g. CIMA Certificate in Business Accounting, degrees in business or accounting or AAT Technician/Diploma level [level 4]).

AWARD / CIMA Certificate in Business Accounting

Paper C01 Fundamentals of Management Accounting

Paper C02 Fundamentals of Financial Accounting

Paper C03 Fundamentals of Business Mathematics

Paper C04 Fundamentals of Business Economics

Paper C05 Fundamentals of Ethics, Corporate Governance and Business Law
THE PILLARS

The three pillars represent specific areas of knowledge. The content of each pillar develops as students move up the qualification. The three pillars are interlinked to provide a coherent body of knowledge that will equip successful students with the competencies they require.

THE ENTERPRISE PILLAR
The enterprise pillar deals with the formulation of strategy, as well as its effective implementation. It emphasises how change management, project management, relationship management and the structuring of organisations can help to successfully implement strategy.

THE PERFORMANCE PILLAR
The performance pillar uses the tools and techniques of management accounting and risk management to ensure that strategy is realistic and to monitor its implementation.

THE FINANCIAL PILLAR
It shows students how to use their understanding of costs to construct budgets, make decisions about prices and capital expenditure, manage costs and manage performance. It develops students’ ability to progressively identify, classify, evaluate and manage risk.

THE LEVELS

The syllabus is also divided into three levels of achievement. Students progress from the operational level to the management level and finally to the strategic level. At each level students study subjects across the three pillars.

THE OPERATIONAL LEVEL
The operational level covers the implementation of strategy, as well as reporting on the implementation of strategy. Its focus is the short-term.

THE MANAGEMENT LEVEL
The management level translates the strategy decided at higher levels, and communicates it to lower levels for implementation. It monitors and reports on the implementation of strategy, and ensures corrective action is taken when required. It has a medium-term focus.

THE STRATEGIC LEVEL
The strategic level concentrates on making strategic decisions and providing the context in which those decisions will be implemented. Its focus is the long-term.

GATEWAY

Students who start CIMA on a Gateway route will need to pass the CIMA Gateway Exam (which is also known as the Management case study exam - for those not on the accelerated route) to be exempt from 12 exams. Remember to enter for your exam according to the same exam schedule as Professional Qualification students.
Each subject is divided into a number of broad syllabus topics. A percentage weighting is shown against each syllabus topic and is intended as a guide to the proportion of study time each topic requires. It is essential that all topics in the syllabus are studied, as all topics will be examined. The weightings do not specify the number of marks that will be allocated to topics in the examination.

The 2015 syllabus is divided into three levels, and at each level students study subjects across the three pillars. The three pillars are interlinked to provide a coherent body of knowledge and competence that is essential to be successful in CIMA examinations and employment. Therefore, you should plan your studies by level, not only by subject.

For each level, the case study exam is held in four windows every year. First, you should decide when you intend to take the case study exam, and then plan backwards for the objective tests of that level. Objective tests can be taken when you want, and if you plan to take them during a specific time frame, you will be able to focus your attention towards the success of the exams. For example:

You’re at Management level and want to take the management case study exam in the November window. This means you need to sit and pass the three objective tests before the exam scheduling window for November closes.
WHAT HAS DRIVEN THE CHANGES TO OUR SYLLABUS?
Following comprehensive global research with organisations of various sizes in different sectors, CIMA developed a framework which shows the skills, abilities and competencies that finance professionals need to help drive the success of their organisations. Here are the skills and abilities of the CIMA competency framework in more detail:

CORE ACCOUNTING AND FINANCE SKILLS
Financial accounting and reporting, cost accounting and management, planning and control, management reporting and analysis, corporate finance and treasury management, risk management and internal control, taxation and accounting information systems.

BUSINESS ACUMEN
Strategy, analysis of market and macro-economic environments, process management, business relations, project management and awareness of the regulatory environment.

PEOPLE SKILLS
Ability to influence, negotiation skills, decision-making, collaborative working and communication.

LEADERSHIP SKILLS
Team building, coaching and mentoring, driving performance, change management, and ability to motivate and inspire.

All these are underpinned by ethics, integrity and professionalism.

WHAT DOES THE EXAM LOOK LIKE?
The Professional Qualification is made up of two types of computer based assessments:
- 90 minute objective tests for each of the three subjects within each level.
- A 3 hour case study when you have completed all objective tests and want to progress to the next level.

There are free online practice exams available for each subject: www.cimaglobal.com/CIMAstudent

WHERE DO I SIT MY EXAM?
You will sit your exam at a Pearson VUE test centre. There are over 5,000 Pearson VUE test centres in 178 countries.

Find your closest Pearson VUE centre at: www.pearsonvue.com/cima/locate/

WHAT’S THE PASS MARK?
The pass mark for the objective tests is 70% and for the case study exams it is 60%.

WHICH EXAM DO I TAKE FIRST AND WHAT ORDER DO I TAKE THEM?
You can take the three objective tests at each level in any order, at a time and place that suits you.
You must complete all three objective tests before you can attempt the case study exam which is available four times a year.

HOW MANY HOURS OF STUDY FOR EACH EXAM?
If you intend to self-study, the following suggested hours may help you in planning:
Three objective tests:
150 hours per subject x 3 = 450 hours
Each case study:
100 hours (20 hours per subject x 3 = 60 hours to recap theory learnt for objective tests + 40 hours preparation for case study exam)
So, to complete a level = 550 hours
If you want to complete a level in under a year we recommend that you allocate 10-15 hours per week for self-studying.
HOW TO SCHEDULE AND PREPARE FOR EXAMS

SCHEDULING EXAMS:

1. **Log into MY CIMA** – www.cimaglobal.com/mycima
   Log in with your CIMA contact ID and password which you receive when you register with CIMA.*

2. **Confirm your details and settle any outstanding payments on MY CIMA**
   Make sure your details are up-to-date on your MY CIMA account. You won’t be able to schedule an exam if you have any outstanding payments yet to be made. You can tell us whether you would like to pay for your exam now, or choose to pay for it later.

3. **Select ‘Schedule your exam’ on MY CIMA**
   You’ll then be transferred to the PearsonVUE website – you won’t need to log on again.

4. **Schedule your exam(s)**
   You’ll choose the exam(s) you want to sit and go through the payment process (unless you have chosen to pay later). Once this has been processed you’ll be transferred back to MY CIMA.

   **By phone**
   You can schedule an exam over the phone by calling the CIMA Contact Centre on +44 (0)20 8849 2251; they’ll request your details then transfer you to PearsonVUE who will schedule your exam and take your payment (unless you have chosen to pay later).
   Once you have scheduled your exam, whether online or by phone, you will receive a confirmation email from PearsonVUE.

   **Rescheduling an exam**
   If you need to reschedule an exam log on to your MY CIMA account.
   You can reschedule an exam up to:
   – 48 hours before an Objective Test
   – 14 days before the day booked to sit a Case Study exam
   You cannot reschedule an exam later than these times.

BEFORE THE EXAM:

1. **Exam preparation – try the practice tests**
   If you have followed your study and revision plan you should be well prepared for your exam. In the run up to the big day you should make sure that you do lots of question practice; this is an essential way to prepare for the exams.
   To find out more about the FREE practise exams go to www.cimaglobal.com/CIMAstudent
   Don’t forget about CIMAconnect which has lots of resources available for you and you can connect and network with other students to share study and exam tips.

2. **Check all of your exam entry details before exam day**
   Give yourself plenty of time to get to the exam venue and make sure that you know where you are going. If you are unsure, do the journey before exam day to be sure you’re happy with your travel plans.

ON THE DAY OF THE EXAM:

1. **Remember to bring a calculator**
   Personal calculators from a specified list will be allowed in exam centres throughout 2015 only. This is to help students through the transition phase. An on-screen scientific calculator will also be provided as part of the exam software, and from 2016 will be the only calculator permitted.

   The exam will start with a 15 minute tutorial where you will receive advice on, for example, using the calculator and you will have an opportunity to practice using it.

2. **Receive results**
   **On-demand objective test – receive results and feedback when you finish**
   As soon as you have completed your objective tests you’ll receive your results. These will also be sent to you in an email and will show in your MY CIMA account and if you pass a progression badge will show on your CIMAconnect profile.

   **Case study exams – receive results five weeks after you sit your exam**
   You’ll receive your results up to five weeks after you sit your case study exam. These will also be sent to you in an email and will show in your MY CIMA account and if you pass a progression badge will show on your CIMAconnect profile.

AFTER THE EXAM:

**On-demand objective tests**
Once you’ve sat an exam, whether you’ve passed or not, give yourself a break, before you attempt the next objective test or go for a re-sit.

**Case study exams**
If you pass your operational or management case study exam you will be ready to move onto the next level, give yourself a break, even if it’s just for a few days, before you attempt your next exam. If you need to resit your case study exam you will need to schedule a sitting in a new window, available four times a year.

If you pass your strategic level case study exam you should start thinking about your practical experience requirements and applying for membership.

*If you don’t know what your Contact ID or password are you can email or call CIMA (cima.contact@cimaglobal.com, +44 (0)20 8849 2251) with your full name, date of birth and postcode.*
WHAT ARE THE STUDY OPTIONS?
How to Study CIMA

The CIMA qualification can be studied in a variety of ways. Do some research before choosing how you are going to study – make sure the option you choose will suit you and the way you learn best.

Taught Courses with a Tuition Provider
You can follow a taught course with one of the many global course providers that teach CIMA. Where available, this offers a good option as you will be studying with others and have the benefits of a tutor on hand to ask any questions; lessons will be planned to cover the full course and offer revision.

CIMA Global Learning Scheme
CIMA has developed a Global Learning scheme which aids you in finding the right tuition provider. The tuition providers within the scheme have been accredited and assessed by CIMA against a set of quality standards. We award our tuition partners with designations based on the standards met across criteria such as delivering quality courses and supporting students.

Use our online database to:
• find out more about the scheme;
• understand the different accreditation levels;
• search for tuition partners in your area;
• look for different types of courses such as full or part-time, evening, weekend or online only and find out if you can get tutor support when studying at home.

Always look for a CIMA Global Learning accredited partner to support you in your studies. www.cimaglobal.com/CIMAsstudent.

For information on tuition fees, please contact the course provider you wish to study with.

Distance Learning with CIMAstudy.com
If you would like to choose when and where you study, but would also benefit from some tutor support then distance learning may be the option for you.

The official CIMA online resource is CIMAstudy.com. It is ideal for students in areas where there is little or no tuition provision, or for those who prefer to self-study at their own pace. Courses are now available for certificate, operational, management and strategic level subjects. Visit www.CIMAstudy.com for more information and to view demonstration modules.

Study with Official CIMA Textbooks and Study Materials
This is the most cost-effective method to study the CIMA qualification and the only study costs are your books and exam fees. Home study does require high levels of discipline and self-motivation. The official CIMA textbooks can be purchased from: www.cimapublishing.com

Combining Study Methods with Blended Learning
You can combine your study methods and get the effectiveness of face-to-face tuition together with the flexibility of distance learning. An example of this would be a distance learning course followed by a taught revision course. If you would like to choose when and where you study but would also benefit from some tutor support, then combining your study methods may be the option for you. To find CIMA Learning course providers that offer distance learning courses, see CIMA’s course providers list at: www.cimaglobal.com/CIMAsstudent
WHAT STUDY SUPPORT IS AVAILABLE FROM CIMA?
WHAT IS CIMAconnect?
CIMAconnect is the NEW online learning support platform exclusively for CIMA students. Developed to better support you through your studies, CIMAconnect features:

- **Personalised homepage**: All your activities and study resources in one place
- **Free, relevant resources**: Study guides, reports, videos and more, tailored to your level of study
- **‘Like’ ‘Follow’ ‘Recommend’**: Network with your peers around the world
- **Get rewarded**: Earn progression badges as you complete each exam
- **24/7 access** to the platform, mobile device friendly

Log on today – visit: connect.cimaglobal.com

WHAT CAN IT DO?
Provide you with all the study resources in one place, tailored to your level and recommended by CIMA’s Learning Support experts and available 24/7. Provide community support – you’ll be able to connect with students just like you around the world and share your learning experience.

WHAT ARE THE RESOURCES AVAILABLE?
CIMAconnect offers a library of resources for all subjects as well as more general study support resources to help you plan your studies and prepare for your assessments. Resources will include exam practice, past paper questions and answers and study guides. There will also be magazine articles, videos, blogs, reading lists, maths tables and more. This is an essential resource, especially for self study students.

HOW DO I REGISTER?
No additional registration required. Just log in with your CIMA contact ID or email address and password. If you don’t have a unique email address, we will ask you for one when you log in. Easy!

FINANCIAL MANAGEMENT APP
The FM App is a mobile friendly way to enjoy the FM magazine which has a CIMA study notes section especially for students. It also offers an informative mix of features, news and practical advice as well as technical articles and exam notices in the study notes section.

VELOCITY MAGAZINE
Velocity is our global e-magazine for all CIMA students, which is sent out every two months. It contains news, technical articles, case studies, study and career advice and exam notices.

CIMAGLOBAL.COM
cimaglobal.com is the official CIMA website with lots of helpful information about your journey to becoming a CGMA designation holder.

CIMA MY JOBS
The only dedicated careers portal for global management accountants.

Visit MY JOBS and benefit from:
- All the latest job opportunities from leading organisations with vacant roles across all qualification levels.
- Personal insights from CIMA professionals on maximising your career progression.
- All-round advice and tips from experts to enhance your job prospects.

Many world leading companies including Amazon, KPMG and Shell use MY JOBS to recruit. Register your CV on MY JOBS and be the first to get contacted:
www.cimaglobal.com/myjobs
HOW TO PREPARE FOR EXAMS
Balancing Life and Study

Studying for the CIMA exams takes a lot of dedication and hard work but the rewards are well worth it.

If you are well prepared and stick to a study plan you can balance your study time with your other commitments. See below for our top tips for effective studying:

1. **Plan your time in advance**
   Make a realistic study plan and then stick to it as much as possible. Think about how much time you want to allocate to studying and what you want to achieve from each session. Don’t forget you’ll also need time to revise for your exams so create a separate revision plan.

2. **Be realistic when creating your study and revision plans**
   Set achievable targets but make sure you will have time to cover everything. Add in any other work or social commitments that you have.

3. **Find yourself somewhere peaceful to study with no interruptions**
   If this isn’t possible at home, study at work or in the library.

4. **Keep a record of your progress against your plan**
   Be proud of your achievements and honest about your strengths and weaknesses. Avoid concentrating your studies on the areas you are good at. Spend time tackling the areas that you find hard.

5. **Put variety into your study sessions**
   Work through a chapter of your textbook, do some practice tests, or read a related article from the CIMA FM app.

6. **Use our study resources**
   These include the syllabus, relevant articles, reading lists and videos.

7. **Practice exam style questions under exam style conditions**
   Knowing what to expect on exam day will help you feel prepared and hopefully keep any pre-exam nerves at bay. We have free practice exams available for you to get hands-on experience of our computer based assessments.

8. **If possible, use a course provider to help you learn and prepare**
   In our experience, students who follow structured tuition are likely to be more successful in CIMA exams. Or, you can use official CIMA study materials at CIMAstudy.com or online classes offered by course providers.

9. **Revise material for exams you are exempt from**
   If you are exempt from any exams, make sure you read the syllabus and learning outcomes for each one to ensure you feel comfortable with the subject matter.

10. **Let your employer know you are sitting an exam**
    If you are employed, let your employer know when you are sitting exams. They may be able to offer you study leave or other support.

Friendly Advice...

Preparing for the CIMA exams can be stressful.

It is important to keep motivated and stick to your study plan but you should also find some time to relax and take your mind off your studies for a while, go for a walk, see a friend, exercise, whatever works for you. For more advice about keeping calm and perfecting your exam technique go to:

www.cimaglobal.com/CIMAstudent

There are free resources on cimaglobal.com to help you get ready for the exams. You can have a look at a range of articles on our e-magazines FM and Velocity for advice on many different subjects such as planning your studies, studying effectively and study tips:

www.cimaglobal.com/CIMAstudent
NEXT STOP:

WITH EXAMS COMPLETE AND PRACTICAL EXPERIENCE ON TRACK, YOU’LL BE ON YOUR WAY TO BECOMING A CGMA!
PRACTICAL EXPERIENCE REQUIREMENTS (PER)

TO QUALIFY AS A CHARTERED GLOBAL MANAGEMENT ACCOUNTANT (CGMA), AS WELL AS COMPLETING ALL OF THE EXAMINATIONS, STUDENTS MUST ALSO DEMONSTRATE THEY HAVE GAINED A MINIMUM OF THREE YEARS RELEVANT PRACTICAL EXPERIENCE.

This experience can be gained before, during and/or after studies. For the latest information on the requirements and how to submit work experience for assessment, please visit: www.cimaglobal.com/per

APPLYING FOR MEMBERSHIP

YOU CAN EITHER:

• Attend a face-to-face assessment session for the chance to gain membership in one hour.
• Apply online by visiting: www.cimaglobal.com
• Apply by post. Applications should be sent to: Membership admissions, CIMA, The Helicon, One South Place, London, EC2M 2RB

Your application is sent to two CIMA fellows for assessment. They award associate membership if they believe you have gained the necessary knowledge. They will explain their decision if they do not award membership, and let you know if additional information or experience is needed. If your application is deferred, you will not be required to pay the application fee again.

We acknowledge receipt of your application, and will write to you within six to eight weeks with the assessors’ decision.

Our assessors are able to interpret and evaluate the breadth of work you have recorded. It is still worth applying even if you feel you lack practical experience in some areas.

REMEMBER...

You can apply for membership whilst you’re studying and gaining your practical experience. Strategic students can apply through their MY CIMA account.
As a CIMA student, you can be part of a local community with the ability to exchange views and experiences with other students. You can chat about exams and discuss the exams afterwards. Some of the best study advice comes from real CIMA students, so it’s worth visiting and participating.

connect.cimaglobal.com
www.facebook.com/CIMAglobal
www.twitter.com/CIMA_News
www.linkedin.com/company/cima
www.instagram.com/cimaglobal
CIMA corporate centre
The Helicon, One South Place, London, EC2M 2RB
T: +44 (0)20 8849 2251 E: cima.contact@cimaglobal.com
www.cimaglobal.com

CIMA Australia
Level 7, Suite 702, 5 Hunter St, Sydney, NSW 2000
T: +61 (0) 9376 9900 E: australia@cimaglobal.com
www.cimaglobal.com

CIMA Bangladesh
Suite 309, RM Center, (3rd Floor), 101 Gulshan Avenue,
Dhaka-1212
T: +8802 881 5724 E: bangladesh@cimaglobal.com
www.cimaglobal.com

CIMA Botswana
Plot 50374, Block 3, 1st Floor, Southern Wing, Fairgrounds
Financial Centre, Gaborone
T: +267 395 2362 E: gaborone@cimaglobal.com
www.cimaglobal.com

CIMA China: head office
Unit 1508A, 15th Floor, Azia Center, 1233 Lujiazui Ring Road,
Pudong, Shanghai 200120
T: +86 (0)21 6160 1558 E: infochina@cimaglobal.com
www.cimaglobal.com

CIMA China: Beijing
Room 605, 6/F Guangming Hotel, 42 Liangmaqiao Road,
Chaoyang District, Beijing 100004
T: +86 (0)10 8441 8811 E: beijing@cimaglobal.com
www.cimaglobal.com

CIMA China: Chengdu
Unit 2308 23/F, Huanun Building, 10 Shuanglin Road,
Chengdu 610016
T: +86 (0)28 8665 6792 E: infochina@cimaglobal.com
www.cimaglobal.com

CIMA China: Chongqing
Room 2107, Tower 4, Chongqing Tiandi, No.56, Ruitian Road,
Hua Long Qiao Yuzhong District, Chongqing 400010
T: +86 (0)23 6371 3538 E: infochina@cimaglobal.com
www.cimaglobal.com

CIMA CIS
T: 8 800 100 9482 (Russia toll free)
T: +44 (0)20 8849 2404 E: cis@cimaglobal.com
www.cimaglobal.com

CIMA Ghana
3rd Floor, Ayele Building, IPS/Attraco Road, Madina, Accra
T: +233 (0) 30 2543283 E: accra@cimaglobal.com
www.cimaglobal.com

CIMA Hong Kong
Suite 2005, 20th Floor, Tower One, Times Square,
1 Matheson Street, Causeway Bay, Hong Kong
T: +852 2511 2003 E: hongkong@cimaglobal.com
www.cimaglobal.com

CIMA India
Liaison Office Sunshine Tower, 32nd Floor, 616, Senapati
Bapat Marg, Dadar, Mumbai – 400013
T: +91 (0)22 6187 9900 – 9920
F: +91 (0)22 6187 9988 E: india@cimaglobal.com
www.cimaglobal.com

CIMA Ireland
5th Floor, Block E, Iveagh Court, Harcourt Road, Dublin 2
T: +353 (0)1 643 0400 E: cima.ireland@cimaglobal.com
www.cimaglobal.com

CIMA Malaysia: Kuala Lumpur: head office
Lot 1.05, Level 1, KPMG Tower, 8 First Avenue, Bandar Utama,
47800 Petaling Jaya, Selangor Darul Ehsan
T: +60 (0)3 77230 230 E: seasia@cimaglobal.com
www.cimaglobal.com

CIMA Middle East
PO Box 506527, Liberty House, Room B04, Dubai
International Finance Centre, United Arab Emirates
T: +971 (0)4 368 9432 E: middleeast@cimaglobal.com
www.cimaglobal.com

CIMA Nigeria
Landmark Virtual Office, 5thFloor, Mulliner Towers,
39 Alfred Rewane Road, Ikoyi, Lagos
T: +234 1 463 8353 (ext 518) E: lagos@cimaglobal.com
www.cimaglobal.com

CIMA Pakistan: Lahore
Flat No: 1, 2-1st Floor, Front Block 3, Awami Complex at 1-4,
Usman Block, New Garden Town, Lahore
T: +92 (0)111 222 462 E: pakistan@cimaglobal.com
www.cimaglobal.com

CIMA Pakistan: Lahore
Flat No: 1, 2-1st Floor, Front Block 3, Awami Complex at 1-4,
Usman Block, New Garden Town, Lahore
T: +92 (0)111 222 462 E: pakistan@cimaglobal.com
www.cimaglobal.com

CIMA Poland
11 floor, Skyline Building, Zlota 59, 00-120 Warsaw
T: +48 22 222 19 90 E: poland@cimaglobal.com
www.cimaglobal.com

CIMA Singapore
30 Cecil Street, Prudential Tower, Level 26, Singapore 049712
T: +65 (0)6637 8880 E: singapore@cimaglobal.com
www.cimaglobal.com

CIMA South Africa
4th Floor, 54 Melrose Boulevard, Melrose Arch, Johannesburg
T: +27 11 788 8723 E: johannesburg@cimaglobal.com
www.cimaglobal.com

CIMA Sri Lanka
356 Elvitigala, Mawatha, Colombo 05
T: +94 (0)11 250 3880 F: +94 (0)11 250 3881
E: colombo@cimaglobal.com
www.cimaglobal.com

CIMA Sri Lanka: Kandy
229 Peradeniya Road, Kandy
T: +94 (0)81 739 3910 / 222 7882 F: +94 (0)81 222 7883
E: kandy@cimaglobal.com
www.cimaglobal.com

CIMA UK
The Helicon, One South Place, London, EC2M 2RB
T: +44 (0)20 8849 2251 E: cima.contact@cimaglobal.com
www.cimaglobal.com

CIMA Zambia
Elunda Two, Second Floor, Addis Ababa Roundabout,
Corner Chikwa Road/Los Angeles Blvd, Rhodes Park, Lusaka
T: +260 (211) 372738 / (211) 372720
E: lusaka@cimaglobal.com
www.cimaglobal.com

CIMA Zimbabwe
Sixth Floor, Michael House, 62 Nelson Mandela Avenue,
PO Box 3831, Harare
T: +263 (0) 4 702617 / 708600 E: harare@cimaglobal.com
www.cimaglobal.com
FIND OUT MORE ONLINE

HERE’S A LIST OF ALL THE LINKS YOU SHOULD FIND USEFUL:

cgma.org

cimaglobal.com/professional-ethics

cimaglobal.com/CIMAstudent

pearsonvue.com/cima/locate

cimapublishing.com

cimastudy.com

cimaglobal.com/myjobs

cimaglobal.com/per

ANY QUESTIONS?

WE’RE HERE TO HELP YOU SUCCEED – GET IN TOUCH IF YOU’VE GOT A QUESTION.

T: +44 (0)20 8849 2251
Monday to Friday: 8am to 8pm (UK time)

E: cima.contact@cimaglobal.com