

ACCA

EXEMPTION ACCREDITATION

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EXEMPTION AND ACCREDITATION

WHAT IS EXEMPTION ACCREDITATION?

Exemption accreditation enables ACCA to award a specific level of exemption to graduates of an educational programme following a full assessment of the programme's regulations, syllabus and assessments.

WHAT TYPES OF PROGRAMMES CAN BE ACCREDITED?

ACCA accredits programmes conducted by educational institutions worldwide. ACCA can accredit the following types of qualifications for exemption:

- Certificates
- Diplomas
- Foundation degrees
- Bachelor degrees
- Postgraduate qualifications
- Professional qualifications.

WHO IS THIS HANDBOOK INTENDED FOR?

The exemption accreditation handbook is primarily intended as a source of information for course leaders of educational programmes for which accreditation is already held, or is being sought.

The handbook may also provide useful information for other parties, such as departmental heads, student advisers, and anyone with an interest in ACCA's accreditation and exemption guidelines.

WHAT ARE THE BENEFITS OF ACCREDITATION?

Exemption accreditation of your programmes ensures that students registering with ACCA will receive a level of exemption which matches the knowledge and skills gained from their previous qualifications.

Your students will benefit from knowing which module choices will lead to maximum exemption from ACCA's examinations, and will be assured of receiving the appropriate level of exemption immediately upon registration with ACCA.

Exemption accreditation by the largest, fastest growing international accounting body will also provide you with the opportunity to attract more students who wish to pursue a professional accountancy qualification on completion of their academic studies by providing them with an accelerated route to ACCA membership.

WHO DEALS WITH ACCREDITATION ISSUES WITHIN ACCA?

The accreditation team

Exemption accreditation is a function of ACCA's education, learning and development directorate. The accreditation team forms part of the learning partnerships department, and is responsible for:

- formulation and dissemination of ACCA's global entry and exemption information
- benchmarking of global education systems to ensure consistency and fairness in the application of ACCA's entry requirements and exemption awards

- development of ACCA's accreditation regulations and criteria (including syllabus, exams and programme standards), which govern the accreditation of relevant educational programmes
- assessment of exemption accreditation applications from educational institutions
- provision of advice to institutions seeking exemption accreditation of new programmes and accredited institutions seeking further exemption
- review of all programme changes within exemption accredited programmes and maintenance of ACCA's exemption databases.

WHY DOES ACCA AWARD EXEMPTION?

There are several routes to ACCA membership and many students undertake prior learning which is equivalent to ACCA papers. Where appropriate, ACCA wishes to ensure that students' entry points match the knowledge and skills they have acquired from their previous qualifications and, in doing so, we aim to provide students with the quickest possible route to membership.

WHAT LEVEL OF EXEMPTION CAN ACCA AWARD?

ACCA Qualification

Exemption from all nine papers of the Fundamentals level can be considered (see Appendix – Qualification standard, equivalence and recognition). No exemption is awarded from any paper at the Professional level.

Fundamentals

Knowledge

F1 – The Accountant in Business	AB
F2 – Management Accounting	MA
F3 – Financial Accounting	FA

Skills

F4 – Corporate and Business Law	CL
F5 – Performance Management	PM
F6 – Taxation	TX
F7 – Financial Reporting	FR
F8 – Audit and Assurance	AA
F9 – Financial Management	FM

Professional

Essentials

P1 – Professional Accountant	PA
P2 – Corporate Reporting	CR
P3 – Business Analysis	BA

Options

P4 – Advanced Financial Management	AFM
P5 – Advanced Performance Management	APM
P6 – Advanced Taxation	ATA
P7 – Advanced Audit and Assurance	AAA

Certified Accounting Technician (CAT)

Exemption from all three levels of the Certified Accounting Technician can be considered, depending on the standard and equivalence of the qualification.

Introductory level
1 – Recording Financial Transactions 2 – Information and Management Control
Intermediate level
3 – Maintaining Financial Records 4 – Accounting for Costs
Advanced level
5 – Managing People and Systems 6 – Drafting Financial Statements 7 – Planning, Control and Performance Management 8 – Implementing Audit Procedures 9 – Preparing Taxation Computations 10 – Managing Finances

NOTE: Whilst exemption from CAT is available, this handbook deals only with how to apply for exemption from the ACCA Qualification. Any institution wishing to apply for exemption accreditation of a programme specifically in respect of CAT should contact the accreditation team for further information.

Post-professional qualifications

In addition to the ACCA Qualification and the CAT qualification, ACCA offers the following post-professional qualifications:

- Diploma in Financial Management (DipFM)
- Diploma in International Financial Reporting (DipIFR)
- Certificate in International Financial Reporting
- Certificate in International Auditing.

No exemption is awarded from any of the papers or modules examined within these qualifications.

WHAT ARE THE KEY POINTS OF ACCA'S EXEMPTION GUIDELINES?

An exemption will only be awarded when ACCA is completely satisfied that it matches a student's prior learning, and will ensure that the student has an equivalent level of knowledge to students who have completed the same paper of the ACCA Qualification by examination.

The key points of ACCA's exemption regulations, which allow us to fulfil these requirements, are:

- exemption is only awarded on the basis of qualifications, and cannot be considered on the basis of work experience
- exemption is only awarded on the basis of qualifications which contain relevant content to papers at the Fundamentals level of the ACCA Qualification
- to preserve the ownership of the ACCA Qualification, and ensure that all students share a common experience, no exemptions are awarded from the Professional level.

WHO DEALS WITH EXEMPTION ISSUES WITHIN ACCA?

The process of awarding exemptions to students is a function of ACCA's customer services directorate.

ACCA Connect

ACCA Connect, our global customer services centre, forms part of the customer services contact department, and is responsible for advising prospective students of the level of exemption they should expect to receive upon registration with ACCA.

The admissions department

The admissions department forms part of the customer services operations department, and amongst its many responsibilities is the processing of students' exemptions.



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ASSESSMENT FOR EXEMPTION

HOW DOES ACCA ASSESS FOR EXEMPTION?

As a member body of IFAC (the International Federation of Accountants), ACCA is required to meet specific benchmarks in the preparation and continual development of professional accountants.

ACCA is required to comply with IFAC's International Education Standards, which include provisions for entry requirements, programme content and assessment methods.

We must ensure, therefore, that accreditation is awarded only to programmes whose syllabus and assessments are closely matched to ACCA's.

In order to assess for exemption from the ACCA Qualification, the accreditation team reviews the syllabus content and assessment methods for each module that contains relevance to any paper at the Fundamentals level.

Note: ACCA can award up to the first four papers of the Fundamentals level as a set award in accordance with our exemption framework (see Appendix B – ACCA's exemption framework). The remaining papers at ACCA's Fundamentals level are assessed on a paper-for-paper basis up to a maximum of nine papers (see Appendix A – Qualification standard, equivalence and recognition).

HOW MUCH OF ACCA'S SYLLABUS NEEDS TO BE COVERED, AND CAN THIS BE SPREAD ACROSS A RANGE OF MODULES?

The minimum recommended level of comparable syllabus for an individual module or group of modules being considered towards exemption from a particular ACCA paper is 80%.

Where exemption is to be awarded on the basis of an individual module, that module will normally be dedicated to the subject area of one ACCA paper.

Where an individual module addresses topics from a combination of ACCA papers, exemption from multiple papers will be considered providing:

A the individual module is a double unit (ie 30 ECTS (European Credit Transfer System) credits or equivalent) and meets ACCA's syllabus and assessment requirements

OR

B the subject areas of the ACCA papers being considered are also addressed in additional modules, and the module combination meets ACCA's syllabus and assessment requirements.

ARE THERE ANY RESTRICTIONS ON COURSE DURATION FOR THE AWARD OF EXEMPTION?

Learning hours describes the length of learning time estimated on average to achieve specified learning outcomes.

The minimum recommended number of learning hours is 350 per ACCA paper. This can be for one module, or for a combination of modules.

WHAT DOES ACCA LOOK FOR WHEN REVIEWING A PROGRAMME'S ASSESSMENTS?

The assessments for any individual module or group of modules being considered towards exemption from a particular ACCA paper will be reviewed to ensure that:

- the balance of practice and theory is appropriate to the ACCA paper being considered
- the style and standard of examination questions and any other relevant assessment is comparable to the ACCA paper being considered
- significant areas of the syllabus and all core ACCA exam topic areas are covered
- the structure of the examination paper and any other relevant assessment does not allow core ACCA exam topics to be avoided
- the mark allocation for individual examination questions is comparable to the ACCA paper being considered.

WHAT CRITERIA DOES ACCA USE TO ASSESS THE COMPARABILITY OF EXAMINATIONS?

Exemption from individual ACCA papers will normally only be considered on the basis of modules which are assessed by means of examination.

Examinations which are acceptable for accreditation purposes are those which fulfil the following criteria:

- closed-book, unless taken in the final year of a Bachelor degree, or as part of a Postgraduate level qualification
- final module examinations, unless taken as part of a double unit (ie 30 ECTS credits or equivalent), in which case mid-term examinations will be acceptable.

In order for exemption from a particular ACCA paper to be considered, the examinations for an individual module or group of modules must meet the following requirements:

Examination duration

The number of hours' examination coverage must be at least equivalent to the ACCA paper being considered (two hours for papers within the Knowledge module and three hours for papers within the Skills module) with no individual examination being less than 1.5 hours in length. This can be for one module or a combination of modules.

Contribution to total module marks

Acceptable examinations must contribute at least 50% of the total module marks available for each module being considered towards exemption from a particular ACCA examination.

Style and standard

The style and standard of questions in each examination must be comparable to the ACCA paper being considered.

Where exemption from a particular ACCA paper at the Skills level is to be considered, no more than 20% of the total examination marks available for an individual module or group of modules should result from MCQs (multiple choice questions) within the examinations.

CAN ACCA CONSIDER ASSESSMENTS OTHER THAN EXAMINATIONS FOR EXEMPTION?

Where the examination elements for an individual module or group of modules being considered towards exemption from a particular ACCA paper do not meet these requirements, other forms of assessment such as essays, reports, presentations, case-studies, class tests, oral examinations, etc can be considered at the discretion of the accreditation team.

HOW DOES ACCA ASSESS MODULES WHICH ARE BASED ON NATIONAL LAWS AND ACCOUNTING STANDARDS?

As a global organisation, ACCA combines its international scope with consideration of local laws and procedures through the availability of variant and adapted papers within the ACCA Qualification.

Variant papers

Variant papers are exam papers set by ACCA in accordance with national law and/or tax systems. These are currently available in the following countries:

Botswana	Malaysia
China	Malta
Cyprus	Pakistan
Czech Republic	Poland
Hong Kong	Russia
Hungary	Singapore
India	South Africa
Lesotho	Vietnam
Malawi	Zimbabwe

ACCA also offers a Global law variant for paper F4 Corporate and Business Law.

Where a national variant exists, the accreditation team will assess individual modules for exemption from papers F4 and F6 against the syllabus of the relevant national variant paper. Where no national variant exists, the accreditation team will assess the module against the most appropriate version of Papers F4 and F6.

Adapted papers

In Malaysia, Hong Kong, Singapore and Ireland, students may study accounting and audit which reflects Accounting and Auditing Standards devised and practised locally, based on national legislation. The basic papers are changed to reflect currency units and relevant accounting or auditing standards.

Where an adapted paper exists, the accreditation team will assess individual modules for exemption from papers F3, F7 and F8 against the syllabus of the relevant adapted paper.

Note: Whilst eligibility for exemption will be assessed against the most relevant variant or adapted paper, exemption will be awarded against the student's chosen variant or adapted paper.



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ACCREDITATION APPLICATIONS

HOW DO I MAKE AN EXEMPTION ACCREDITATION APPLICATION?

ACCA offers an online application service for accreditation at www.accaglobal.com and clicking on *myACCA*. This service can be used by any recognised institution (see Appendix – Qualification standard, equivalence and recognition).

Benefits of submitting an application online include:

- an application tracking function which allows you to track the progress of current and recent accreditation applications
- the facility to upload supporting documentation which will be sent directly to ACCA's accreditation team, saving you cost and time
- direct links to your current accreditation status.

If you have not previously been issued with a log-in for the online accreditation service, you can request one by sending an e-mail to accred@accaglobal.com. Please note that requests for log-ins from new institution contacts will be subject to verification.

Alternatively, an exemption accreditation application form (enclosed) can be completed for each programme for which accreditation is being requested, and submitted with the appropriate supporting documentation to the accreditation team at the following address:

Accreditation Exemption and Recognition – Learning Partnerships
ACCA
2 Central Quay 89 Hydepark Street Glasgow G3 8BW
United Kingdom.

Documentation may also be submitted through any of our national offices (full details available at www.accaglobal.com), which will then be forwarded to the accreditation team in Glasgow.

WHAT SUPPORTING DOCUMENTATION IS REQUIRED?

In order to complete the assessment, the accreditation team must receive the following supporting documentation:

- detailed programme structure, including full list of options and elective papers
- syllabus details for all modules with relevance to any paper at ACCA's Fundamentals level
- pilot/live examination papers for all modules with relevance to any paper at ACCA's Fundamentals level
- copy of the programme regulations.

WHAT ELSE DOES ACCA NEED TO KNOW?

Programme leader

We require contact details for the programme leader, or the member of your staff responsible for submitting the application. This ensures that if we require any further information, or clarification of any issues, the accreditation team can contact you immediately.

Date of first graduates

It is important that you advise us of the date of the first graduates for which the assessment is to be applied. Assessment decisions cannot be applied retrospectively to past graduates.

Period of programme validation

Where possible, ACCA attempts to link accreditation dates to the internal validation period set by your institution. This ensures that our accreditation extends to the full period for which graduates are due to emerge from the programme and that our future assessment coincides with your institution's internal re-validation. To obtain the maximum period of accreditation, it is important that you inform us of the period for which each programme has been internally validated by your institution.

Pass marks

ACCA recognises the module pass marks set by the institution for the purposes of accreditation.

In order that exemptions are correctly processed against students' records at the time of their registration, it is important that you advise us of the grades or codes used to describe a module pass on a student's academic transcript.

WHAT HAPPENS AFTER I HAVE SUBMITTED AN APPLICATION FOR ACCREDITATION?

The accreditation team will make a preliminary assessment of the materials submitted, and will contact you to request any further information if required.

A full assessment outcome will be communicated to you within four to six weeks of receipt of all of the requested submission information.

Accreditation can be awarded for up to a maximum of five years; after this time, the accreditation team will conduct a new assessment in order to extend accreditation, regardless of whether or not there have been major changes to the programme, thus ensuring that ACCA's exemption information remains as up to date and relevant as possible.

Should you wish clarification on any aspect of the outcome, you may contact a member of the accreditation team using the ACCA contact details provided in this handbook.

HOW WILL THE OUTCOME OF ACCA'S ASSESSMENT BE ADVERTISED TO STUDENTS?

Outcomes for all assessments are made available on our online exemption database at www.accaglobal.com

This is a useful tool which enables prospective ACCA students to view the exemptions they will be entitled to upon registration, or to plan their future module choices to maximise their exemptions.

As an institution, you may also find it useful to keep track of the level of exemption currently awarded to all of your accredited programmes through the exemption database.



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RECOGNITION OF ACCA AND CAT

INTRODUCTION TO RECOGNITION

ACCA continually receives high numbers of enquiries from our members and students regarding their options for further or complimentary studies post-qualification and, as a result of this high demand, ACCA encourages educational institutions to provide information on the level of entry and exemption that is available to ACCA members and students, and CAT graduates and students from their undergraduate and postgraduate programmes of study.

WHAT ARE THE BENEFITS OF PROVIDING RECOGNITION INFORMATION?

Full details of the recognition information you provide will be made available to all ACCA members and students, giving you the opportunity to attract more students who wish to pursue academic studies.

ABOUT ACCA

ACCA is a self-regulating professional body whose Council is responsible under its Royal Charter to the Privy Council. Under the Companies Act ACCA is also responsible to the UK Professional Oversight Board (POB) for the regulation of statutory auditors.

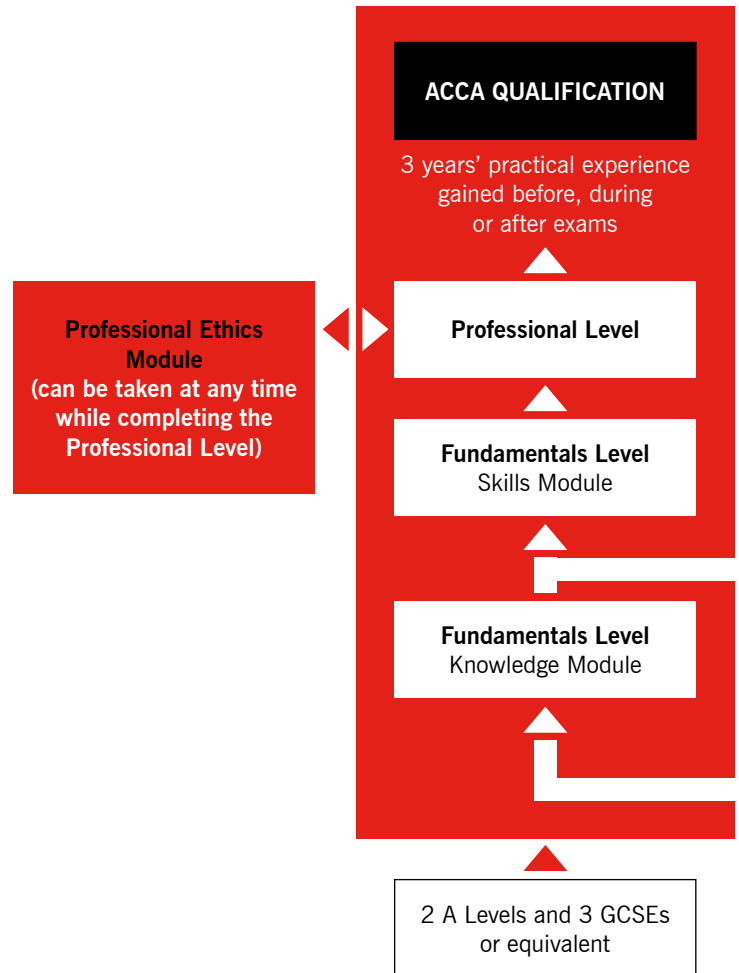
ACCA is the largest and fastest-growing international accountancy body with 260,000 students and 110,000 members in 170 countries. ACCA offers first choice qualifications to people of application, ability and ambition around the world who seek a rewarding career in accountancy, finance and management. ACCA works to achieve and promote the highest professional, ethical and governance standards and advance the public interest.

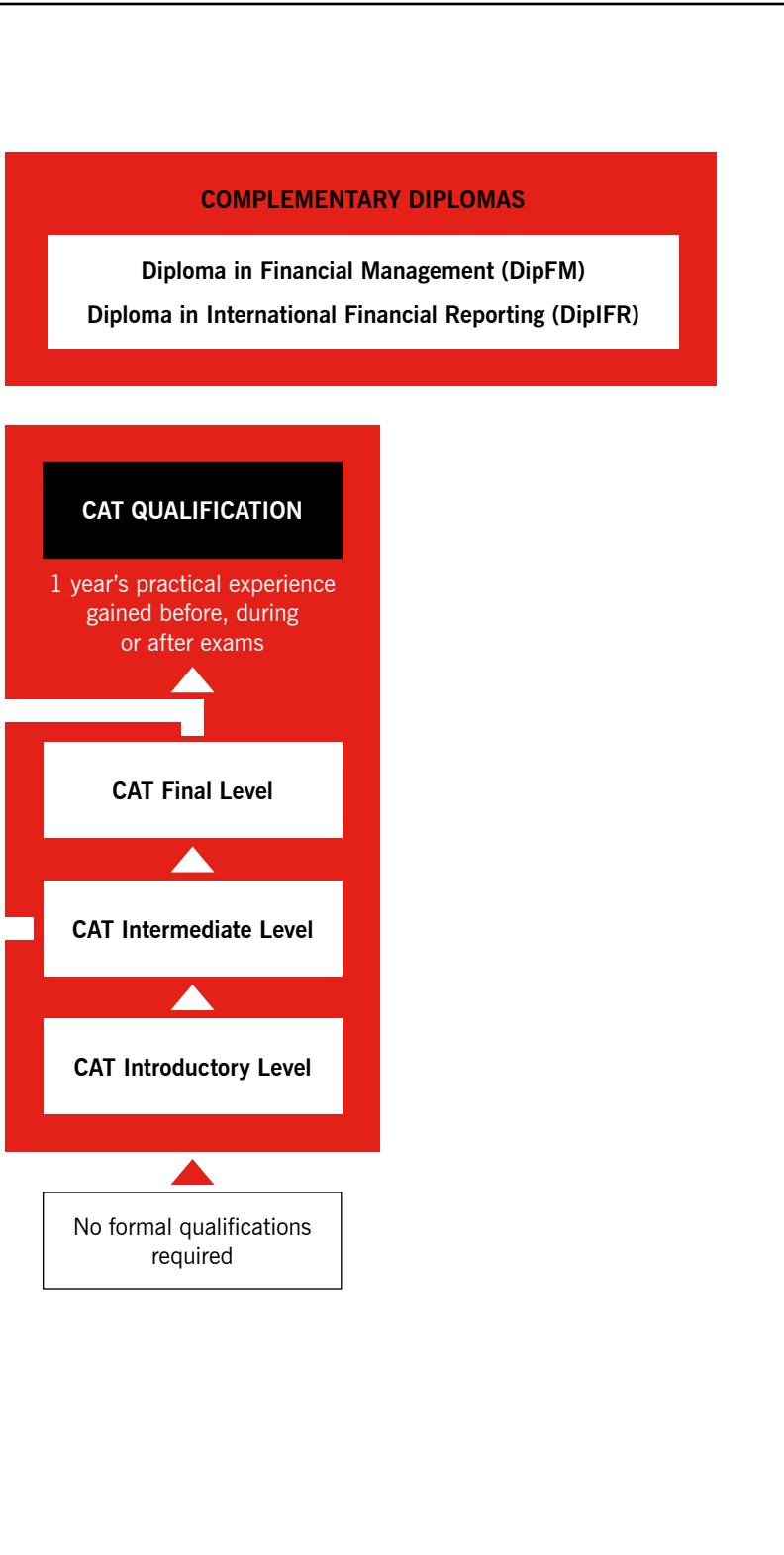
ACCA delivers qualifications in partnership with many organisations. ACCA operates joint examination schemes in 21 countries and works closely with over 400 registered tuition providers and over 6,500 employers of accountants and finance professionals. ACCA delivers services to students and members through a network of over 75 offices and other centres, aiming to support them throughout their careers.

ACCA uses its expertise and experience to assist governments, donor agencies and professional bodies to develop the profession. ACCA aims to achieve and promote the highest professional, ethical and governance standards and advance the public interest.

ACCA's reputation is grounded in over 100 years of providing accounting and financial qualifications. Our long traditions are complemented by modern thinking, backed by a predominantly young, dynamic membership.

ACCA QUALIFICATIONS STRUCTURE





ACCA offers two core qualifications:

- a technician level qualification, Certified Accounting Technician (CAT), provides a comprehensive introduction to accountancy
- a professional qualification (ACCA) enabling members to reach the highest level in accountancy

ACCA QUALIFICATION

The ACCA Qualification is designed to provide the accounting knowledge, skills and professional values which will deliver finance professionals who are capable of building successful careers across all sectors, whether they are working in the public or private sectors, practising in accounting firms, or pursuing a career in business.

After completing the professional exams, affiliates should be capable of:

- preparing and analysing financial accounts and reports, and giving appropriate professional advice
- preparing and analysing management accounting reports, measuring, assessing and managing performance – giving appropriate professional advice
- understanding the implications for – and constraints on – accountants and managers imposed by corporate and business law
- preparing tax computations and giving professional advice on a range of taxation issues with regards to personal and corporate taxation
- recognising the role of internal and external auditing with respect to financial review, control, accountability, and assurance
- applying financial management theory and techniques in the interests of sustainable and responsible value creation, and giving appropriate professional advice on financing, investment, and distribution
- managing the strategic direction of an organisation and supporting business strategy through implementing business process change by applying appropriate project, systems, and people management techniques and theories

and

- appreciating that an accountant must embrace and adhere to a set of professional values and behave within an ethical framework, showing responsibility to stakeholders through operating within an effective system of governance, internal control, and risk management.

RECOGNITION OF ACCA AND CAT

The exams are divided into two levels – Fundamentals and Professional.

Fundamentals	
Knowledge	
F1 – The Accountant in Business	AB
F2 – Management Accounting	MA
F3 – Financial Accounting	FA
Skills	
F4 – Corporate and Business Law	CL
F5 – Performance Management	PM
F6 – Taxation	TX
F7 – Financial Reporting	FR
F8 – Audit and Assurance	AA
F9 – Financial Management	FM
Professional	
Essentials	
P1 – Professional Accountant	PA
P2 – Corporate Reporting	CR
P3 – Business Analysis	BA
Options	
P4 – Advanced Financial Management	AFM
P5 – Advanced Performance Management	APM
P6 – Advanced Taxation	ATA
P7 – Advanced Audit and Assurance	AAA

The **Fundamentals** level is divided into two modules – Knowledge and Skills. The Knowledge module introduces students to the core areas of financial and management accounting. This provides the platform from which the other technical accountancy areas will be studied in greater detail in the Skills module. The Skills module contains six subjects which comprehensively cover the main technical areas that any accountant – regardless of their future career aspirations – are expected to have mastered. These comprise law, performance management, taxation, financial reporting, auditing, and financial management.

The **Professional** level is divided into two modules – Essentials and Options. Both modules have been set at an intellectual level equivalent to that expected of a student taking a Masters degree. The focus of the syllabus at this level is to build upon the technical skills already acquired, and explore more advanced professional skills, techniques, and values that are required and used by the expert accountant acting in an advisory or consultancy role at a senior level. All students must complete the three papers in the Essentials module. The Options module contains four papers. These are directly underpinned and supported by their equivalent within the Skills module in the Fundamentals level. These exams assess the more advanced and sophisticated techniques that a professional needs in order

to specialise in specific areas at work, or to follow as a career pathway in an advisory or consultancy role. Students select two out of four Option papers and are advised to choose the options that relate to their chosen or anticipated field of work.

Full syllabus details and examination papers are available at www.accaglobal.com/students/study_exams/qualifications/acca_choose/acca

CAT QUALIFICATION

The CAT qualification comprises a combination of exams and practical experience. It is designed to equip students with all the necessary technical skills and knowledge required to fulfil an accounting role to technician level. It also provides a firm foundation of knowledge and the opportunity to fast track towards becoming a professional ACCA accountant.

To achieve CAT status students need to complete a set of exams and one year's practical experience in the workplace. The CAT qualification has a range of internationally relevant syllabus options and the choice of distance learning, face-to-face or self study. The qualification is ideally suited to those who are keen to progress their careers while maintaining a manageable work-life balance.

There are nine papers in total to complete including two out of three option papers at Advanced Level.

Introductory level

- 1 – Recording Financial Transactions
- 2 – Information and Management Control

Intermediate level

- 3 – Maintaining Financial Records
- 4 – Accounting for Costs

Advanced level

- 5 – Managing People and Systems
- 6 – Drafting Financial Statements
- 7 – Planning, Control and Performance Management
- 8 – Implementing Audit Procedures
- 9 – Preparing Taxation Computations
- 10 – Managing Finances

The practical experience element consists of at least one year's relevant supervised work experience, which can be completed in any size or type of business, and in any combination of sectors, before, during or after completing the exams.

Full syllabus details and examination papers are available at www.accaglobal.com/students/study_exams/qualifications/technicianscheme

DIPLOMA IN FINANCIAL MANAGEMENT (DIPFM)

Unlike many financial awareness courses, the Diploma aims to achieve a level of practical understanding that is genuinely useful in the workplace. Managers are increasingly responsible for managing their own profit centres and therefore need a similar level of financial understanding to the qualified accountants within the business. The ACCA Diploma develops this with a broad range of topics which enable managers not only to understand financial information but also link it to broader strategic decisions.

DIPLOMA IN INTERNATIONAL FINANCIAL REPORTING (DIPIFR)

To provide qualified accountants or graduates, possessing relevant country specific qualifications or work experience with an up-to-date and relevant conversion course, providing a practical and detailed knowledge of the key international financial reporting standards and how they are interpreted and applied.

For more information on each of the ACCA Diplomas, please visit the ACCA website.

HOW CAN I LET ACCA KNOW WHAT RECOGNITION WE AWARD?

Please visit the Learning Providers – Recognition section of the ACCA website, which will provide full details on how to submit this information to ACCA, or e-mail recognition@accaglobal.com

HOW WILL ACCA COMMUNICATE THE RECOGNITION INFORMATION?

ACCA will display recognition information, for all educational institutions, through the main ACCA website.



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QUALIFICATION STANDARD AND EQUIVALENCE

ACCA EQUIVALENCE

The Fundamentals level of the ACCA Qualification, plus a research project, has been credit rated at 360 CAT (Credit Accumulation Transfer) points by Oxford Brookes University and is, therefore, deemed to be equivalent to a UK honours degree.

The examinations at the Professional level of the ACCA Qualification are set to a standard comparable to that required in the final examination of a UK Masters degree.

QUALIFICATION STANDARDS

In setting levels of exemption from ACCA's examinations, the accreditation team considers the equivalence of the ACCA Qualification together with independent comparability advice on the standard of qualifications.

ACCA uses UK NARIC, an internationally recognised equivalence agency, to compare the standard of qualifications worldwide to the ACCA qualification.

ACCA uses this independent information to determine the maximum levels of exemption which we can apply to different qualifications from around the world.

The table below shows the maximum exemption which can be considered for qualifications which fall within each level of UK equivalence:

UK equivalence of qualification	Maximum exemption considered
Final year of a degree	Papers F1 to F9
Year 2 of a degree	Papers F1 to F6
Year 1 of a degree	Papers F1 to F3
University matriculation	Registration only

RECOGNITION OF INSTITUTIONS

ACCA only awards exemption on the basis of qualifications gained from recognised institutions. *The World of Learning* reference text is utilised to verify the recognition status of each institution.

Where an institution is not listed in ACCA's reference texts, the following information must be supplied:

- confirmation of the institution's status from the local Ministry of Education, confirming that it is recognised as a public sector institution (or its equivalent status under their regulations); and
- confirmation of the level of qualifications the institution is authorised to award.

Exemptions can be considered on the basis of qualifications obtained from private sector institutions providing that:

- the institution has been accredited by the Ministry of Education to award the level of qualification being assessed; or
- the programme to be assessed has been validated by, or franchised from, a recognised institution or examining board.

ACCA'S EXEMPTION FRAMEWORK

WHAT IS THE EXEMPTION FRAMEWORK?

The exemption framework enables ACCA to apply an appropriate level of exemption to specific qualification types, that have not been accredited.

ACCA has used the independent equivalency advice provided by UK NARIC to create four discrete exemption levels which can be defined as follows:

Exemption level	UK equivalence
Entry	University matriculation
Exemption Level 1	Year 1 of a degree
Exemption Level 2	Year 2 of a degree
Exemption Level 3	Final year of a degree

Specific examples of the national qualifications included within each exemption level can be accessed through our online exemption enquiry database at www.accaglobal.com

A student who has completed a programme which has not been accredited by ACCA, therefore, can still be awarded up to a maximum of the first four papers of the ACCA Qualification. However, no further exemptions at the Fundamentals level will be awarded unless the programme is accredited.

When ACCA receives an exemption accreditation application from an institution, an appropriate level of exemption is awarded automatically in accordance with the exemption framework. The accreditation team then assess for additional papers, depending which level the qualification falls into, using the criteria described in Section 4.

Exemption level 3

can be assessed for all additional papers at the Fundamentals level.

Exemption level 2

can be assessed for all additional papers up to and including F6.

Exemption level 1

can be assessed for all additional papers up to and including F3.

Entry level

can be considered for registration only.

WHICH SUBJECT AREA OF QUALIFICATION WILL OUR PROGRAMME BE IDENTIFIED AS?

ACCA has undertaken extensive research to categorise the most common qualification subject titles within the subject areas outlined below. Full lists and subject titles within each subject area can be accessed through the online exemption enquiry database.

These lists are updated on an ongoing basis to ensure that all relevant qualification subject titles are correctly categorised under each subject area.

ACCA are aware that qualification subject titles and content can differ between countries. The accreditation team works closely with ACCA's national offices, therefore, to ensure that all national qualifications are correctly categorised within the exemption framework.

WHAT DOES THE EXEMPTION FRAMEWORK LOOK LIKE?

Subject area of qualification	Exemption Level 3	Exemption Level 2	Exemption Level 1	Entry Level
Accounting – major	F1–F4	F1–F4	F1–F3	Registration – no exemptions
Accounting – joint/minor	F1–F3	F1–F3	F1	Registration – no exemptions
Finance	F1–F3	F1–F3	F1	Registration – no exemptions
General Business and Management	F1	F1	F1	Registration – no exemptions
Law	F4	F4	Registration – no exemptions	Registration – no exemptions
Non relevant	Registration – no exemptions	Registration – no exemptions	Registration – no exemptions	Registration – no exemptions
MBA	F1–F3	F1–F3	N/A	N/A

FREQUENTLY ASKED QUESTIONS

How long does it take to conduct an assessment?

The accreditation team will aim to provide you with a full outcome within 4–6 weeks of receipt of all of the necessary documentation.

Who will conduct the assessment of our programme?

The accreditation team is based in our Glasgow office and is responsible for the assessment and accreditation of qualifications for exemption.

Can we appeal against the outcome of the assessment?

The accreditation team will provide you with an explanation if any of the papers for which you have applied for exemption cannot be awarded. However, if you believe that relevant information has not been taken into account in our assessment, please contact the accreditation team.

We have a new programme which we would like to submit for accreditation, but the examination papers cannot be released until they have been taken by students. Can we still apply for accreditation?

We can accept pilot examination papers for accreditation purposes. If pilot papers are used for the assessment, we would require a copy of the live papers, once taken, for an informal review.

If pilot papers cannot be supplied, we can provide you with a provisional outcome based on our assessment of your syllabus details. The exemption award will not be confirmed until such time as the live papers are provided.

Do we have to undertake a matching exercise before sending the documents to ACCA?

No. The accreditation team will conduct the matching exercise upon receipt of the relevant syllabus details and examination papers. It is therefore vital that the syllabus information submitted is as detailed as possible.

If the programme is very complex, you may wish only to submit details of the programme structure and regulations in the first instance; the accreditation team will then advise you which modules you are required to provide syllabus details and exam papers for in order for the full assessment to be made.

Should we submit all of our programmes for accreditation?

ACCA welcomes accreditation applications for all programmes which contain syllabus coverage of any of our papers at ACCA's Fundamentals level.

How much does it cost to gain accreditation for our programmes?

There is no charge to the institution for accreditation of programmes. Students are charged a one-off fee for each exemption awarded to cover the cost of exemption administration.

Is it possible for an ACCA representative to discuss the accreditation process with us?

The accreditation team can always be contacted by telephone or e-mail if you require clarification on specific issues.

Where more complex issues cannot be addressed remotely, a meeting between a member of the accreditation team and the institution contact may be requested either by the institution or by ACCA. Meetings can be arranged either at your premises, or at our offices in Glasgow.

Visits to institutions located outside the UK will be conducted by representatives from ACCA's national offices where possible.

Exemption accreditation

A set level of exemption awarded to all graduates of a specific educational programme, following a full assessment of that programme's regulations, syllabus content and assessments.

Assessment

The means by which an individual module is assessed – may be examination, coursework, continuous assessment, groupwork etc.

Adapted papers

Basic ACCA papers which have been changed to reflect local currency units and relevant accounting or auditing standards – these are available in selected countries for ACCA papers F3, F7, F8, P2 and P7, as well as CAT papers T6 and T8.

CAT points

Credit Accumulation Transfer (CAT) is a process by which credits accumulated through the successful completion of units on one course may be transferred at an appropriate level into another course of study.

ECTS credits

European Credit Transfer System (ECTS) is a method that is used to compare the marks given in education across the European Union. One academic year corresponds to 60 ECTS-credits in all countries irrespective of standard or qualification type and is used to facilitate transfer and progression throughout the union.

Exemption

Credit award which means that a student is not required to sit a particular ACCA examination.

Exemption framework

The exemption framework enables ACCA to award up to the first four papers of the ACCA Qualification automatically on the basis of certain qualifications, without the need for accreditation.

Foundation Degree

An employment related higher education qualification awarded in some countries.

IFAC

The International Federation of Accountants.

Learning hours

The length of learning time estimated on average to achieve specified learning outcomes.

Live paper

An examination paper that has been taken by students under examination conditions.

MCQ

Multiple-choice question.

Ministry of Education

The department of a country's government that is responsible for the regulation of educational qualifications.

Pilot paper

An examination paper which has been produced to demonstrate the level at which future examinations will be set.

Recognition (institutions)

The status of an institution as a public sector institution (or equivalent) as confirmed by the local Ministry of Education.

Recognition (ACCA qualification)

The level of entry and exemptions available to ACCA members and students from other qualifications.

Relevance

The amount by which a programme or an individual module matches the content of ACCA's examinations.

UK NARIC

The National Academic Recognition Information Centre (UK NARIC) is the national agency under contract to the UK Government Department for Education and Skills, and is the official source of information and advice on the comparability of international qualifications from over 180 countries worldwide with those in the UK.

The UK NARIC is a member of the European network of NARICs throughout the European Union. It is also the UK representative in a wider operation of European Network of Information Centres (ENIC) across Europe, Australia, Canada, New Zealand and USA. The work and the information on international qualifications also falls within the framework of UNESCO.

Variant paper

Exam papers set by ACCA in accordance with national law and/or tax systems – these are available in selected countries for ACCA papers F4, F6 and P6 as well as CAT paper T9.

World of Learning

The World of Learning is published by Europa Publications, and is a complete directory and guide to organisations and institutions throughout the entire sphere of higher education and learning.

