



## ACCA Courses



# What makes us different?

## Our Mission

At LSBF our aim is to help accountancy and finance students develop the foundations for their future career success. Our leading edge programmes and additional curriculum support provide the essential elements needed by young professionals.

- + Small classes and highly interactive format
- + Access to training in practical, work based skills
- + Specialised communication and career development classes
- + Individual coaching to maximise personal effectiveness

## Our programmes

LSBF is recognised for the innovative nature of its programmes and the value that it adds to the core modules of professional qualification courses. Our aim is to help each student develop a portfolio of skills that directly enhances their employability, focusing on practical, executive level, topics.

- + Financial Modelling - using Excel
- + SAGE Line 50
- + Financial Markets, Trading and Analysis - using Bloomberg Terminals
- + Professional Business Communications
- + Career Development Strategies



## Faculties

LSBF places significant emphasis on ensuring that each faculty provides a powerful blend of academic rigour and real, practical expertise. Each tutor is chosen not only for their subject knowledge, but also for their business experience and their communication skills. Their job is simply to teach with passion and commitment and to help each student prepare successfully for their examinations.

## Teaching style

Every LSBF tutor knows how demanding it is to prepare for professional exams. That's why, LSBF has developed a unique style of teaching that maximises learning and builds the confidence of each student.

- + Small class sizes
- + Interactive tuition style
- + Practical exercises
- + Real life case studies
- + Workshops in technical subjects





## Personal Touch

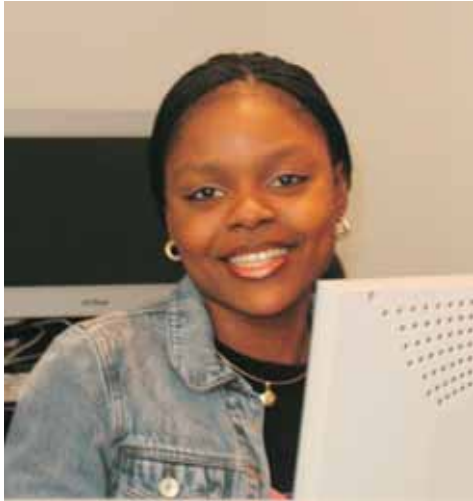
Our aim is to prepare our students for leadership, excellence and success. We believe that the best way of achieving this is to keep our school exclusive and to provide the personal touch for each one of our students. We invest our efforts to transforming our students into valuable players in the market place.

Many organisations have praised our faculty, personal touch and attention to detail. Our tutors and admissions team continuously monitor each student's academic performance and personal welfare to provide them with motivation, assistance and guidance whenever needed.

## Placements

Many LSBF students have obtained placements and have been hired for a range of exciting and challenging career opportunities; from traditional blue chip corporations such as Merrill Lynch, Tyco, RWE, Samsung, KPMG to small and medium size enterprises.

In addition, students can undertake one of the LSBF real-life projects that multinational companies can offer them. Assignments give invaluable experience, expose students to potential employers and provide practical opportunities to work under professional supervision.



## Careers service

Under the leadership of specialist tutors, the LSBF Career Service provides students with cutting edge guidance, including many career development classes. These classes help each student to create a realistic and achievable career strategy.

In addition, the LSBF Job Wire offers an innovative online service which connects students to up-to-date employment opportunities with blue chip corporations, financial institutions, investment banks and many other leading organisations. It offers opportunities for students at every level, including graduate internships and enterprising part-time opportunities to help students gain practical experience whilst studying.

## Location

LSBF is situated in the heart of London, close to the commercial and business hub of the UK and Europe. This central location gives LSBF students access to all the learning, career and cultural opportunities they can expect from one of the world's major capital cities.

LSBF is also located close to some of London's most famous landmarks, including Buckingham Palace and Harrods. Our campus is also close to the open spaces of Hyde Park and Green Park and the entertainment centre of the West End.



# ACCA Qualification

The Association of Chartered Certified Accountants (ACCA) was founded in 1904 and is one of the world's leading professional accountancy organisations with over 320,000 members in 160 countries. ACCA membership is highly regarded in the fields of management, consulting, and financial services, its members and students work in public practice, industry, commerce and the private sector.

## Entry Requirements

### Professional Examination Route:

- + Student should be 18 years old or more
- + 2 A Levels + 3 GCSE (including Maths and English)
- + Local country equivalents ( for international students)

### Mature Student Entry Route (MSER)

- + Student should be at least 21 years old
- + No entry qualification required

By undertaking this route students are given two years to pass papers F2 and F3 and have ten years to complete the remaining papers.

## Practical Experience

To become a Chartered Certified Accountant it is not enough to successfully pass all the exams. The student also needs to satisfy the practical experience requirements. The student is also required to provide evidence of a minimum of 3 years supervised relevant work experience.

LSBF students will benefit from a specialist Careers Advisor, on-site, who is trained to provide advice on specific issues that international students may encounter in their job search.

## ACCA Registration

All students who wish to sit ACCA examinations must register with ACCA as a professional exam student:

Register online at [www.accaglobal.com](http://www.accaglobal.com) or request a registration pack from ACCA .

Please note that enrolment on LSBF courses does not register you with ACCA. It is the responsibility of the student to register with ACCA and enter for examinations.

## Key Dates

ACCA exams are held in June and December of each year. You must register as an ACCA student and complete an exam entry form before you attempt the exams.

## ACCA Deadlines

|              | June Sitting | December Sitting |
|--------------|--------------|------------------|
| Registration | 31 Dec       | 15 Aug           |
| Exam Entry   | 15 Apr       | 15 Oct           |

## Exemptions

Students can expect to receive exemptions if they have a relevant degree or a relevant professional qualification.

Relevant graduates may be awarded some exemptions for papers in Knowledge module and Skills module. There are no exemptions given in Essentials and Options modules.

For example, students who hold AAT membership will be exempt from the Knowledge module.

London School of Business and Finance advise you to check your starting point with ACCA before you enrol on the course.

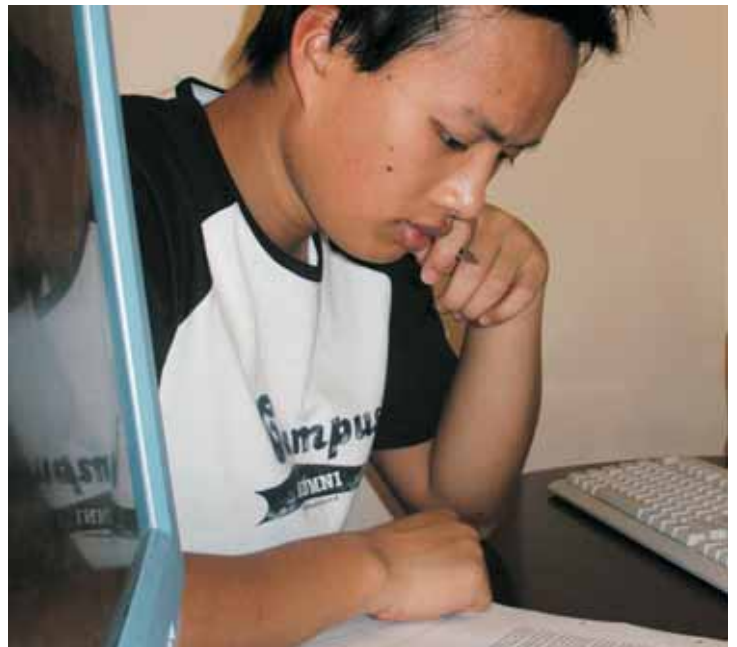
### Exemption application dates:

- By 31 July – for December exams
- By 31 January – for June exams

## ACCA Contact Details

For further information on entry requirements, ACCA exam registration and exemptions contact:

ACCA Connect  
2 Central Quay, 89 Hide Park Steet,  
Glasgow G3 8BW  
United Kingdom  
Tel: +44 (0) 141 582 2000  
Fax: +44 (0) 141 582 2222  
E-mail: [students@accaglobal.com](mailto:students@accaglobal.com)  
[www.accaglobal.com](http://www.accaglobal.com)



# ACCA Syllabus and Exam Regulations

## Syllabus Breakdown

The ACCA 2007 Syllabus consists of 14 papers divided into four parts:

Knowledge - 3 papers

Skills - 6 papers

Essentials - 3 papers

Options - 2 papers from 4

\* This syllabus is available from August 2007.

## ACCA Syllabus

### Knowledge

F1 AB Accountant in Business

F2 MA Management Accounting

F3 FA Financial Accounting

### Skills

F4 CL Corporate and Business Law

F5 PM Performance Management

F6 TX Taxation

F7 FM Financial Reporting

F8 AA Audit & Assurance

F9 FM Financial Management

### Essentials

P1 PA Professional Accountant

P2 CR Corporate Reporting

P3 BA Business Analysis

### Options

*Please choose any 2 from 4*

P4 AFM Advanced Financial Management

P5 APM Advanced Performance Management

P6 ATX Advanced Taxation

P7 AAA Advanced Audit & Assurance

## Exam Regulations

- + All modules must be sat in order
- + Maximum of four papers to be taken in one sitting
- + Papers within a module may be sat in any order but ACCA recommends that they should be sat in numerical order
- + Papers from a variety of modules may be sat at any one time. i.e. Knowledge and Skills or Skills and Essentials
- + The three Essentials papers do not have to be sat together
- + Students have 10 years to pass all the examinations
- + The pass mark for all examinations is 50%
- + In addition to the above 14 papers, students are required to study and sit an on-line module in Professional ethics. It is recommended that this is studied at the same time as P1

## Computer Based Examination

LSBF is an official ACCA Computer-based Exam Centre. CBEs are available for papers F1, F2 and F3 only of the Professional Scheme.

Please contact the college for details of CBE dates.

## Your Pass Assurance

Your commitment to an LSBF course should ensure that you pass the exam.

LSBF's commitment to you is that if you partake fully in the course yet fail the exam, we will allow you to attend a retake revision course free of charge.

## Conditions

- + full attendance is required
- + attendance of all Revision sections
- + you should pass mock exams conducted by LSBF
- + you must attempt the real exam



*"LSBF challenges me in a way that allows me to build up on my competency profile, and if I feel stuck- professional support is always just a word away. If you ask me what I like most about my college- I would go for individual approach. We all learn in different ways, LSBF offers me a choice of learning experiences: classes, interactive discussions in small groups, presentations or individual sessions. So I guess LSBF resembles myself in a way that its young, dynamic and challenging."*

*Nika Aliyeva, Originator, RWE*

# ACCA Compete and Revision courses

## ACCA Compete

ACCA Compete is one of LSBF's innovative all round programs which combines the ACCA professional qualification with the practical skills essential for successful accountancy and finance professionals.

The programme is designed to provide not just exam training for professional qualifications but also to give our students a competitive advantage.

Our ACCA Compete package is a market orientated programme which includes free certifications in Financial Modelling, Sage Line 50 and Financial Markets, Trading and Analysis. This will help you to develop skills which are highly valued by the employers such as the ability to prepare management accounts, financial and business analyses, company and project valuations, and business plans.

### Additional practical skills include

- + Financial Modelling in Excel
- + Sage Line 50
- + Financial Markets, Trading and Analysis
- + Preparing financial and management accounts, financial and business analyses, company and project valuation, preparing business plans.

## Flexible Modular Programme

LSBF offers a Flexible Modular Programme which is ideal for students looking for a personal tailor-made schedule.

The programme is 4 months duration:

- + August to November, for the December exams
- + February to May, for the June exams

During the programme you will receive, for each paper, 10x 3 hour tuition sessions followed by 2x 3 hour revision sessions and Mock exam.

## CBE Preparation

LSBF offers an additional programme for papers F1, F2 and F3 starting in June. This course will prepare students for CBE exams which they will be able to undertake by the 15th of August. The duration of the course is 10 weeks.

This course will allow students to:

- + Complete 3 papers during the summer
- + Join the August term to prepare for next December exams

## Part Time Students

For part-time students, in full time employment, who may have many demands made on them by work and home life commitments, this programme provides access to subjects on evening or weekend basis. Students whose employers give them day release can also access the day-time sessions.

The benefit of this programme is you that can attend your classes during a time convenient to you.

## Full Time Students

Students who are not in full time employment or are between the jobs, can access any of the sessions, to fit in with any other commitments.

Overseas students need to comply with UK Home Office Student Visa requirements, and should study a minimum of three papers per semester.

The Flexible Modular Programme will allow full time students to plan their studies in a way that enables them to supplement income and gain practical experience by working part time during their course of study.

## Revision Courses

LSBF revision courses are included within the course fee for all ACCA courses.

Revision courses run approximately one month before the ACCA exams and are dedicated to provide students with the focus and exam approach to topics that are likely to be examined in the forthcoming exam. Exam standard questions will be used to illustrate approach, exam technique and presentation with tutor feedback and debrief.

## LSBF 2 Day Revision Course

- + 3 hours of tuition per day
- + Quality tutors contact throughout the course
- + Tutors' email addresses for queries
- + Targeted, specially written printed revision notes
- + LSBF Exam Kit, as a source of exam standard questions and answers.

## Final Mock Day

This one day course is aimed at students who wish to sit a practice exam under timed conditions. They are designed to complement other revision courses and consists of a three-hour exam, followed by a detailed debrief.



# Oxford Brookes BSc Honours in Applied Accounting

## Oxford Brooks Degree

ACCA's innovative partnership with Oxford Brookes University allows ACCA students to obtain a BSc Honours Degree in Applied Accounting, while taking their ACCA examination.

ACCA students who have passed Knowledge and Skills modules and Professional Ethics Module of the ACCA qualification are eligible to sit for the Oxford Brookes BSc Honours degree.

In order to obtain the Oxford Brookes Degree students are required to complete two pieces of work:

- + A Research and Analysis Project (5000 words)
- + A Key Skills Statement (1500 words)

These projects will demonstrate student ability to research, analyse and use key skills.

## LSBF Mentoring Service

Under Oxford Brooks University requirements, all students who wish to submit a research and analysis projects must have a mentor who will supervise the project during the period it is written.

London School of Business & Finance provides a formal mentoring service to students who wish to sit for the Oxford Brookes degree.

## LSBF Mentoring Support Includes:

- + meetings with a personal mentor
- + help in choosing a business topic
- + assistance with research as the project proceeds
- + advice on preparing the Key Skills Statement
- + coaching for the group presentation

## Cost of Mentoring Service:

- £180 - for LSBF students
- £ 240 - for non LSBF students

*"I believe that the mission of LSBF is to develop good students into excellent professionals. I strongly feel that we have an excellent calibre of students at LSBF, who are hard working and extremely motivated.*

*Through the quality of tutors, study environment, resources available, tailor made study plans and personal approach to every student at the school, we aim to produce complete financial experts, who will feel confident in the job market.*

*We are committed to providing more innovative programs based on full understanding of student needs, and market needs. All ACCA students can access career-development modules which will enhance their employment prospects. After completing ACCA qualifications at LSBF, students will have acquired high level management expertise over and above the technical accounting skills.*

**Andy Wright**  
FCCA, MBA Warwick, Cert Ed  
ACCA Director



LSBF has developed a unique style with an interactive, practical approach to financial and business education resulting in improved knowledge and practical exposure. Concepts are delivered in interactive participative programmes by an experienced and dedicated academic faculty with a strong commercial background as well as leading practitioners from the business world. They use their in-depth knowledge of current research to challenge each student's thinking and help them to build the rigorous intellectual approach required by senior accounting professionals.

The School's faculty include experienced Financial and Business professionals from international blue chip companies, financial institutions and top accountancy firms such as KPMG, Goldman Sachs, RWE, American Express, Abbey National and Credit Suisse to illustrate how it actually works in the commercial world. In addition, majority of the lecturers are actively involved in the exam process.

### Andy Wright, FCCA, MBA, Cert. Ed

- + LSBF Director of Studies
- + Tutor for Financial Strategy and Financial Accounting
- + Has 25 years of experience in professional finance training, including 10 years as Head of a Business School in the West Midlands
- + Currently President of the ACCA West Midlands Regional Network
- + Recently provided executive training for corporate clients, including the Ministry of Defence



### Sue Hoof, FCMA, MAAT, PGCE

- + Director of Academic Affairs / Director of Quality
- + Member of CIMA Council
- + Tutor for Management Accounting, Business Maths, and Information Systems
- + Commercial and administrative experience including roles at Ministry of Defence
- + Vast teaching experience in ACCA and CIMA courses

### Georges Knell, MBA LBS, ESD

- + Director of LSBF academic board
- + Lecturer for Corporate Strategy and Marketing Techniques
- + Has MBA from LBS and ESD from Harvard University
- + Executive experience in multinational companies including Red Bull, L'Oreal and Absolute



### Christine Nardiello

- + Professionally qualified accountant
- + 18 years at BPP, holding senior positions, including Chief Executive of the BPP Malpas division
- + Extensive lecturing experience in accounting, human resources and general management
- + Extensive teaching experience on Masters, ACCA, CIMA, ICAEW and ATT programmes
- + Substantial exposure in writing materials and examinations

### Ian Freeth BSc (Hons)

- + Wide experience of teaching a variety of modules at business schools and universities, including Oxford Brookes and Portsmouth.
- + Specialist interests include business and customer relationship development, project management and business consultancy.
- + Experience of working with start-up companies, SMEs and large corporate organisations.
- + Vast experience across many public sector and commercial environments, including Amey plc, and Proximity Consulting.



### Stephen Coe, FCA, MA Cambridge University

- + Experienced tutor for Financial Modelling
- + MA in Engineering at Cambridge University
- + Member of Institute of Chartered Accountants in England and Wales
- + Associate Director of UBS Warburg
- + Joined KPMG providing Financial Modelling consulting to amongst others, Morgan Stanley, Merrill Lynch, BBC, RBS, Bank of Scotland

### Dr Robert L. Jenkins, M.A., M.B.A., PhD

- + Lecturer for Corporate Strategy
- + MA in Economics, Cambridge University, M.B.A. in Finance, Cass Business School and Ph.D in Accounting and Finance, London School of Economics
- + Has gained extensive experience in the banking industry (Barclays, JP Morgan Chase and UBS)
- + Provided research papers for the European Investment Bank, Promeuro, Luxembourg Association
- + Publications: Survey into UK Corporate Treasurers, 'European Monetary Union in a Turbulent World Economy' and many more



### John Hemming FCA, Cert. Ed

- + Tutor for Advanced Taxation, Auditing, Financial Accounting
- + Chartered Accountant
- + 30 years experience as a tax, audit and general accounting practitioner
- + Former member of academic board at Sandwell College of Further and Higher Education

### David Silverman

- + SAGE Group plc, Associate Partner and Sage trainer
- + Has over 20 years experience as a consultant in SAGE business software
- + Has a consultancy company, with a wide range of clients, on SAGE, implementing audit and internal controls



# International Students

The international student intake process has become the area of expertise for our implementation facilitators and we have dedicated staff who can provide advice on visa applications.

## Visa Procedure

LSBF has significant experience of working with international students. Our specialist staff have a wealth of knowledge covering all aspects of the visa application process for those wishing to study in the UK. Overseas students should follow the steps mentioned below:

- + Register with ACCA for student membership and exam entry.
- + Complete the LSBF enrolment form for ACCA course. Forms are available from our website - [www.lsbf.org.uk](http://www.lsbf.org.uk)
- + Once accepted by LSBF and a deposit has been received and cleared, you will be provided with a Letter of Acceptance to use in your visa application.
- + Arrange accommodation in London as LSBF is a non-residential school, however we offer an Accommodation service to all our students (see below).
- + On receipt of the Acceptance Letter, submit your application for student visa or visa extension to the British Embassy or the British High Commission.
- + As part of the visa application process, you may be required to prove that you are able to pay tuition fees and additional expenses for accommodation, transportation, books and personal expenses.

Subject to changes in Home Office Regulations

## Delayed Visa

Should your visa application be delayed by more than two weeks, we can transfer your enrolment to the next term, provided we receive written confirmation from you.

## Visa Support

Our dedicated staff can provide you with specialist advice on the visa application procedure.

In case of a visa refusal, the Academic Board analyses all the reasons given for this decision and advises and assists you on the next possible steps. They also provide you with encouragement and support every step of the way and explain all the options available to you.

In the event of visa refusal fee refunds are made on presentation of the original visa refusal letter with a deduction of £150 for Administrative Costs and on condition that LSBF is notified 30 days prior to the commencement of the course originally offered. Alternately your deposit can be transferred to an alternative period of study at LSBF within 12 months.

## Student Accommodation

Prior to granting a visa, the authorities will require written proof of accommodation arrangements. LSBF is a non-residential school, however we offer an expert Accommodation Service to all our students:

- + Short-term hostel accommodation for your initial period in the UK
- + Long-term accommodation in fully-maintained modern LSBF properties with latest wireless internet technology, maintenance and cleaning. One month deposit and three months in advance payment required, subject to availability
- + List of property agents and property websites

## Airport Pickup

For the newly arriving international students there could be a few concerns such as difference in time, difficulty in commuting, etc. To avoid these inconveniences, we can even arrange an airport pick up (at additional cost) at anytime to reach your place of stay.



# Contact Information Terms & Conditions

## Visit us

Prospective students are welcome to visit the campus, meet our faculty and fellow students or to explore the facilities and the area.

### By underground

Hyde Park Corner station, Piccadilly line.  
Victoria station, Victoria line, District line, Circle line

### By bus

Numbers 2, 8, 16, 36, 38, 52, 73, 82, 148, 436, 705 stop just outside the school. Many more routes stop in close proximity.

### By train

Victoria Train station provides easy access to South and South-East of London.

### By air

All four major London airports are easily accessible from LSBF. The Piccadilly line from nearby Hyde Park Corner, goes directly to Heathrow airport. Victoria Train station has fast train service to Gatwick airport. Green Line buses from Victoria station have regular services to Stansted and Luton airports. Use this brochure as a guide only. Please refer to the website for up-to-date information: [www.lsbf.org.uk](http://www.lsbf.org.uk)

## Address

London School of Business & Finance  
16 Grosvenor Place  
Belgravia  
London SW1X 7HH  
United Kingdom

## Contact us

Telephone: +44 (207) 823 2303  
Fax: +44 (207) 823 2302

General enquiries: [info@lsbf.org.uk](mailto:info@lsbf.org.uk)  
Admissions: [admissions@lsbf.org.uk](mailto:admissions@lsbf.org.uk)  
Academics: [academ@lsbf.org.uk](mailto:academ@lsbf.org.uk)  
Student Support: [studentsupport@lsbf.org.uk](mailto:studentsupport@lsbf.org.uk)

## Terms and Conditions

- + International students on a Student Visa must book and attend a minimum of three subjects, each term, to meet the requirements of their visa. However, it is advisable to enroll for a minimum of 1 year to avoid extra visa extension fees.
- + Students on ACCA Compete package required to pay full fee or a minimum deposit of 50% of the chosen programme.
- + Once letters have been issued confirming your full time status no refunds or course transfers are permissible other than in the instance of visa refusal.
- + In the event of visa refusal, **fee refunds** are made on presentation of the original visa refusal letter with a deduction of £150 for Administrative Costs and on condition that LSBF is notified 30 days prior to the commencement of the course originally offered. Otherwise the deposit can be transferred to an alternative period of study at LSBF within 12 months. The following documents should be presented to the college: (1) Copy of the visa refusal letter (2) Copy of the student's passport showing both a photograph and signature and (3) where the payee was not the student, an original authority letter from the student authorizing the repayment to the payee.
- + If a visa application is refused on the ground that the student is unable to provide necessary documents, adequate financial support or other reasons for which the student is accountable, the college accepts no responsibility to refund.
- + The student is responsible at his/her own risk if the application has been made late.
- + Fees are published separately for each term and are payable by all students studying at the time unless they have paid full fees prior to the publication of the new fees. Paying a deposit does not prevent any fee increase being applied or change in terms or conditions.
- + Outstanding payments falling beyond due date are subject to interest charges.
- + A charge of £50 will be made to the student for all dishonored payments. The School reserves the right to inform the ACCA in such cases.
- + The School reserves the right to inform the appropriate authority including, the British Home Office, where a student has been removed from School
- + Course changes and cancellations must be received in writing at least 4 weeks before commencement date of published course.
- + The school is obliged to inform the appropriate authority, including British Home Office, where a student has failed to attend regularly or ceases attending without a valid reason.





London School of Business & Finance

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[www.lsbfi.org.uk](http://www.lsbfi.org.uk)

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