

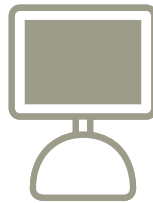
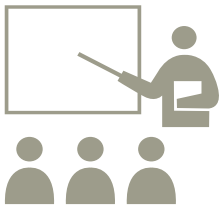
ACCA Realise – learning opportunities



'In my view, training and fulfilling your job remit run parallel to one another – you have to manage both in order to excel as a professional.'

Elizabeth Logan
audit senior
The World Bank
USA

ACCA Realise is ACCA's leading-edge continuing professional development (CPD) programme. Our flexible approach allows you, as a member, to develop through a variety of means including courses, further qualifications, e-learning, reading and research and by undertaking new tasks in the workplace. To support you in achieving your CPD requirement, we have developed a comprehensive suite of learning opportunities and resources – details of which you will find in this booklet.



Getting started

Make sure you get the most out of your professional development and meet the requirements of *ACCA Realise*...

CHOOSE YOUR ROUTE

ACCA Realise offers four routes for completing CPD – the unit route, the unit route – part-time or semi-retired, the approved employer route and the IFAC-body route.

For further guidance on selecting your route visit www.accaglobal.com/members

PLAN FOR SUCCESS

It's no secret that members who take time to review their development needs in advance of selecting learning activities are more likely to put together a personal development plan that not only improves their performance in their current role but which can also help them move up the career ladder or take a side-ways step into a role of greater interest to them.



Our professional development matrix (PDM) is specifically designed to help you put together a successful development plan. For the purposes of career planning we have also developed *ACCA Compass*, an interactive tool which assesses your level of experience and skill and allows you to undertake a competence self assessment check to encourage a more focused professional development.

UNDERTAKE LEARNING

You have planned your CPD activity and identified the areas where you need to develop, now you need to decide how best to achieve this – while face-to-face may be best for some types of learning, e-learning, research, or learning on-the-job may be far more effective for others. Further information on the learning opportunities available from ACCA appears in this booklet.

EVALUATE AND KEEP EVIDENCE

Whenever you have undertaken some CPD activity, compare it against your personal development plan and consider whether it met your objectives. Your CPD will be verifiable if you can answer 'yes' to the following three questions:

- Was your learning activity relevant to your work or career aspirations?
- Can you explain how you applied your learning in the workplace (for example by satisfying your clients' needs)?
- Can you provide evidence that you undertook the learning activity?

As well as considering if learning is verifiable it is also useful to evaluate in a wider way, for example: has there been a positive impact on your business? Can you identify ways to pass on your knowledge to colleagues or employees?

You are required to keep evidence of your CPD for three years, as it may be required as part of ACCA's review process. If you follow the approved employer route, this will be evidence of your employment; for the IFAC body route, this will be evidence of your membership with the other body and participation in their CPD requirement. If you follow one of the unit routes, you can make use of our online evidence tool, which provides a single, convenient location to keep track of your CPD activity. Or, if you prefer, you can download paper-based evidence records. You can access both the online and paper evidence resources via your *myACCA* account.

SUBMIT AND REFLECT

Once you have completed your CPD activity, take the time to reflect on your approach for the year.

- Will you do anything differently next year?

- Have you identified any additional learning needs?
- Are there parts of the cycle you will reconsider next time (for example, how you approached your planning, or your learning activity?)

Any useful lessons learned can help you tackle your CPD more efficiently and effectively next time around, helping you to boost your knowledge and skills and support your career.

At this point in the learning cycle you will also be ready to make your CPD declaration. Each year, you need to submit a declaration. This is a simple process and can be completed online at any point during the year. The deadline to submit your declaration is 1 January of the following year and you can do so electronically via your *myACCA* account.

Further qualifications

The following qualifications are available from ACCA.

ACCA QUALIFICATIONS

Qualification

Global MBA

Certificate in International Auditing

Certificate in International Financial Reporting

Diploma in International Financial Reporting

If you are an ACCA member, studying for a further qualification can count towards your CPD as long as the qualification is relevant to your training and development needs. One hour of learning equates to one unit of CPD. We suggest that you use this as a guide when allocating yourself CPD units.

Academic and professional partners

Further learning opportunities and qualifications are offered through our academic and professional partners.

ACADEMIC PARTNERS

Qualification	Provider
Diploma in Financial Strategy	Saïd Business School, Oxford University
MA in Leadership Studies	University of Exeter
MSc in Financial Management	Edinburgh Business School, Heriot-Watt University
MSc and Postgraduate Diplomas in Public Policy and Management (PPM)	School of Oriental and African Studies (SOAS), University of London

PROFESSIONAL PARTNERS

Association of Corporate Treasurers (ACT)

Chartered Institute of Taxation (CIOT)

Chartered Insurance Institute (CII)

Global Association of Risk Professionals (GARP)

The Institute of Internal Auditors (IIA)

Chartered Institute for Securities and Investment (CISI)

Chartered Management Institute (CMI)

GLOBAL ACCOUNTANCY PARTNERS

Certified General Accountants, Canada (CGA-Canada)

Hong Kong Institute of Certified Public Accountants (HKICPA)

Malaysian Institute of Certified Public Accountants (MICPA)

Singapore Institute of Certified Public Accountants (ICPAS).

For further information visit www.accaglobal.com/members/qualifications

E-learning

E-learning is an extremely convenient and cost-effective way to learn and enables access to knowledge beyond the traditional constraints of time and place. The E-learning Gateway pulls together the full suite of products available directly from ACCA and our expert partners making it easier for you to select courses that suit your learning style, required level of knowledge and, of course, your available time.

The following e-learning can be accessed at www.accaglobal.com/elearning

ACCA VIRTUAL LEARNING CENTRE

The Virtual Learning Centre (VLC) is a forward-thinking service which uses the latest technology to provide a useful platform for flexible learning and professional development. A combination of frameworks, case studies and quizzes are available, along with a feedback form which allows members to recommend

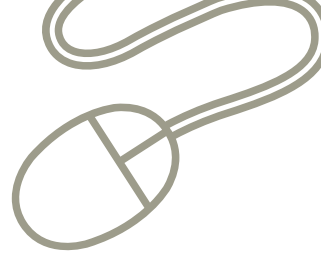
future developments for the site. Courses available cover audit, internal audit, non-audit service, financial services, soft skills and more recently – IFRS.

HARVARD MANAGEMENTOR

ACCA has partnered with Harvard Business Publishing to give members access to top management and leadership online resources. Members can purchase a subscription to the entire Harvard *ManageMentor* catalogue at a significantly discounted rate.

BPP PROFESSIONAL COURSES

The BPP Online CPD Centre includes approximately 100 courses that have been specifically designed for ACCA members. All courses are available at an exclusive ACCA-member rate and can be accessed for up to 12-months post-purchase. Subject areas cover: auditing; financial reporting; law and regulation; marketing; operational management; strategic management and taxation.



ACCA-COMMISSIONED OU MODULES

The ACCA-commissioned courses from the Open University (OU) are particularly relevant to members who wish to take their strategic management and leadership skills to the next level. Delivered online with tutor support, completion of any one course (within one CPD year) means that you will automatically meet your full verifiable CPD requirement for the year. There are currently two modules available: Influencing Strategic Thinking for Finance Professionals and Leadership for Professionals.

ACCA members are also entitled to receive a 10% discount off the standard rate of other OU CPD courses.

ACCOUNTING & BUSINESS CPD ARTICLES AND ONLINE TESTS

Accounting and Business magazine regularly publishes feature articles on topical issues that allow you to test your knowledge and understanding on the

subject area by answering related questions and gaining verifiable CPD units. The current bank of CPD articles, which is available on our website for you to complete at your convenience, includes:

- Accounting for leases – the future
- Budget 2010
- IFRS 9, financial instruments
- Clarity on ISA hotspots
- Debt free cash free
- VAT package 2010 (and 2011 and 2013)

Further articles on a variety of topics are in preparation.

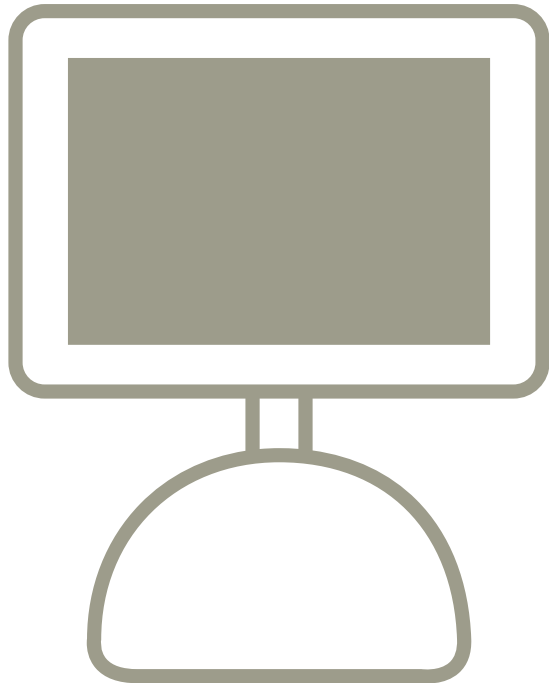
www.accaglobal.com/members/publications/accounting_business

ETHICS RESOURCE

Ethics lie at the heart of ACCA Realise. Our extensive online ethics resource can be used to gain CPD and help you confidently comply with the ACCA Code of Ethics and Conduct every year. The resource gives access to a wide range of resources including:

- podcasts
- the fundamental principles of ethics
- applying the code at work
- applying the code in public practice
- applying the code in assurance engagements
- interactive module – public practice
- case studies
- guidance on how to create codes of conduct
- guidance on corporate social responsibility.

You can access the ethics resource at www.accaglobal.com/members/professional_standards/ethics



Reading, research and reference

ONLINE STANDARDS

Consistently rated as one of the most valuable resources available to members, our free online standards are updated as soon as amendments are issued or new standards released making it one of the most reliable sources available and includes:

- International Accounting Standards (IASs/IFRSs) issued by IASB
- International Standards on Auditing (ISAs) issued by IAASB
- Accounting Standards (SSAPs/FRSs) issued by ASB
- Auditing Standards (ISAs – UK & Ireland) issued by APB.

The online standards are available through the LexisLibrary which can be accessed via your *myACCA* account.

RESEARCH PROGRAMME

ACCA's well-respected research programme generates high-quality research with a global focus. Its output is widely disseminated and has a strong emphasis on public policy influence and practical value. Additionally, the programme contributes to the enhancement of ACCA's reputation and influence worldwide. Available free-of-charge, research topics include: climate change, company law, corporate governance, financial reporting, insolvency, money laundering, pensions, public sector, small business and sustainability.

Comprehensive research has also been gathered at two new microsites accessible at www.accaglobal.com

Accountants for business: up to date analysis and information on the critical issues shaping the value agenda. Research topics include:

- human capital
- global economy
- business

Visit www.accaglobal.com/accountants_business/ for further information.

Accountancy futures: an in-depth look at the critical issues for tomorrow's profession including:

- access to finance
- audit and society
- carbon accounting
- narrative reporting

Find out more by visiting www.accaglobal.com/af

LexisLibrary

In collaboration with LexisNexis, ACCA delivers a wide range of technical and business related reference materials which is an ideal – and completely free – source of CPD. The popular LexisLibrary draws these together in one highly-searchable resource and includes:

- Legislation articles
- Commentaries
- Journals
- Current awareness articles

You can access the LexisLibrary via your *myACCA* account.

ACCA MAGAZINES AND NEWSLETTERS

Accounting and Business is ACCA's magazine for members. In addition to news about ACCA, the magazine addresses critical issues in international accountancy and business, and contains the latest in news and analysis and features. You can view archive editions of the magazine via www.accaglobal.com/members

AB direct is a weekly e-zine containing updates and commentary on business issues around the world. Subscription is free and open to all members. To subscribe, please visit www.accaglobal.com/subscribe

CPD Direct is a quarterly e-zine for members to support you in gaining maximum value from your professional development activity. It includes advice on different elements of ACCA Realise with information on the different learning opportunities and resources provided by ACCA and our partners, polls allowing

you to offer your opinion on a range of areas, and member features from various sectors and levels of seniority which are designed to give you ideas on your own development.

Face-to-face courses, seminars and updates

ACCA EVENTS

ACCA's highly successful CPD courses, seminars and updates are attended by many thousands of members each year. Delivered through our network of 83 offices and centres worldwide, courses are designed locally and draw on ACCA's global technical expertise, as required, thus ensuring local issues are addressed within the wider global context. These events also offer an excellent opportunity to network with other members and business leaders.

Details of events in your country/region will automatically be sent to you by email¹ and information can also be found on our events database at www.accaglobal.com/events

REGISTERED CPD PROVIDERS

Selecting a learning provider accredited by ACCA will ensure that the training you choose is well designed and delivered to high standards.

Over 45 providers have registered with us worldwide, including:

United Kingdom

7 City Services Ltd
Assist Knowledge Development Ltd
BakerPlatt Ltd (renamed Forward)
BPP Professional Education
BPP Professional Education Channel Islands
BVCA – British Private Equity & Venture Capital Association
CCH Professional Development
Clearly Training
Fitch Training
FLA
Hat Group of Accountants
ICSA Training
Inspirational Development Group Ltd
Kaplan Hawksmere
Lexisnexis Butterworths
London SAM

¹ providing you have given ACCA permission to send you email communications

Mercia Group Ltd
pass training
Quorum Training
SWATUK Limited
White Horse Training Ltd

Ireland

Abacus Consulting
BPP Dublin
Quickstep Consulting
TICN Ltd

Canada

ACL Services

Cayman Islands

Innovative Management &
Professional Training

China

CCH North Asia
EasyFinance Management Consulting
Co Ltd
Shanghai Excel Professional Training Centre

Cyprus

Intercollege Cyprus
PricewaterhouseCoopers Cyprus

Czech Republic

PWC Business Academy –
PricewaterhouseCoopers Ceska Republika
s.r.o.

Dubai

Manchester Business School

Greece

PricewaterhouseCoopers Greece

Kazakhstan

PricewaterhouseCoopers LLP
Kazakhstan

Latvia

Latvian Business School Ltd

Malaysia

Business Technovise Innovation

Mauritius

Landmark Management & Technology
Consultants Ltd

Links to our Registered CPD Providers' websites can be found at www.accaglobal.com/members/cpd

Russia

Academy of Business Ernst & Young
KPMG Russia
PricewaterhouseCoopers Audit

Singapore

FP Consultants International Pte Ltd
Kaplan Financial
SSA Consulting

UAE

Etisalat Academy

Ukraine

PricewaterhouseCoopers Ukraine

Zambia

Zambia Centre For Accountancy Studies
(ZCAS)

New ideas for learning

Innovation is one of ACCA's core values and we are continuing to develop new methods of learning for our members.

ACCA.TV – watch a selection of broadcasts covering a variety of topical subjects. Visit tv.accaglobal.com to view the videos.

ACCA Discuss – discussion boards have been introduced to encourage opinion, debate and discussion. Visit discuss.accaglobal.com to have your say.

LinkedIn – ACCA has developed its own LinkedIn group, exclusively for ACCA members, providing you with a platform through which you can interact, share ideas and best practice, and build relationships with other ACCA members around the world.

Podcasts – members can now access ACCA podcasts which address current issues affecting the profession. To listen to these podcasts, visit www.accaglobal.com/podcasts

Further information

Visit our dedicated CPD website or contact *ACCA Connect* by email or telephone as shown below.

members@accaglobal.com

+44 (0)141 582 2000

www.accaglobal.com/members/cpd