



# ACCA Handbook

## I. LONDON SCHOOL OF BUSINESS AND FINANCE

### **An introduction to the college**

London School of Business & Finance (LSBF) is a specialist in quality business and financial education. The school is an independent private establishment, situated in central London. LSBF offers programmes ranging from MBA, CIMA, ACCA, as well as highly practical Certificate programmes and prestigious Executive courses. Dynamic and goal oriented, the school uses every resource possible to realise the potential of its students.

### **College mission statement**

It is our goal to go beyond traditional career services by providing our students with the cutting edge competitive advantage at graduation and assist them in achieving their professional goals. We give our students first class business knowledge, practical skills and professional qualifications that will enable them to successfully thrive in their individual destinations. Our speciality is designing individually tailored career strategies hand in hand with our students. We consider the students goals and talents and match them to their skills, strengths and weaknesses, creating a feasible strategy to inspire the student to reach all their career objectives.

### **Size of college**

- 1000 Students
- 40 Staff

### **Where we are:**

We are situated in Holborn, very close to Chancery Lane Tube Station.

(Please see the enclosed Map)

### **Range of education courses:**

#### **We provide a range of courses including:**

- MBA
- MIB
- MSc in Finance
- CIMA
- ACCA
- CIM
- Postgraduate Certificate in Business and Finance
- Executive education

Our portfolio of courses is continually expanding. Please ask if you are interested in any courses we do not currently offer to see if they are likely to be provided in the future.



## **II. ACADEMIC FACULTY**

The academic faculty at LSBF are headed by four Directors:

Georges Knell MBA, ESD, MCIM, Associate Dean of Business Programs  
[mba.knell@lsbf.org.uk](mailto:mba.knell@lsbf.org.uk)

Susan Hoof FCMA, MAAT, PGCE, Director of Quality and Academic Affairs  
[suehoof@lsbf.org.uk](mailto:suehoof@lsbf.org.uk)

Andy Wright FCCA, MBA, Cert Ed, Director of Studies  
[andywright@lsbf.org.uk](mailto:andywright@lsbf.org.uk)

Aaron Etingen ACCA, MA – CEO, Career Strategy

### **Other members of the faculty are:**

Ian Freeth BSc – Head of Career  
Development  
[ifreeth@lsbf.org.uk](mailto:ifreeth@lsbf.org.uk)

Hafeez Qazi ACMA –  
[hqazi@lsbf.org.uk](mailto:hqazi@lsbf.org.uk)

Asare Amaning FCCA, MA –  
[aamaning@lsbf.org.uk](mailto:aamaning@lsbf.org.uk)

John Hemming FCA, Cert Ed  
[jhemming@lsbf.org.uk](mailto:jhemming@lsbf.org.uk)

Stephen Coe ACA –  
[scoe@lsbf.org.uk](mailto:scoe@lsbf.org.uk)

Ashraf Elbakry MSc –  
[aelbakry@lsbf.org.uk](mailto:aelbakry@lsbf.org.uk)

Robert Jenkins Ph.D, MBA, MA –  
[rjenkins@lsbf.org.uk](mailto:rjenkins@lsbf.org.uk)

David Silverman –  
[dsilverman@lsbf.org.uk](mailto:dsilverman@lsbf.org.uk)

Chris Hart FCCA, ACMA, BA (Hons)–  
[chart@lsbf.org.uk](mailto:chart@lsbf.org.uk)



## ADMINISTRATION STAFF

**Peter Klimek – Head of Administration**

Responsible for: student database, information and communication systems

[pklimek@lsbf.org.uk](mailto:pklimek@lsbf.org.uk)

**Nina Ivanova– Student Administration / Liaison Officer**

Responsible for: registration, certificates

[nivanova@lsbf.org.uk](mailto:nivanova@lsbf.org.uk)

**Andrius Svirskas – Head of IT / First Aid Officer**

Responsible for: computer passwords, student cards

[support@lsbf.org.uk](mailto:support@lsbf.org.uk)

**Karolina Kowalska – Student Support / Careers Research**

Responsible for: letters, references, general inquiries, job opportunities, accommodation issues

[kkowalska@lsbf.org.uk](mailto:kkowalska@lsbf.org.uk)

**Suvarna Singavarapu – Financial Controller**

[ssingavarapu@lsbf.org.uk](mailto:ssingavarapu@lsbf.org.uk)

**Ilana Erlikh – Program Consultant**

Responsible for: ACCA, CIMA, CIM program's advice, course planning

[i.erlikh@lsbf.org.uk](mailto:i.erlikh@lsbf.org.uk)

**Pedro Frias - Accounts**

Responsible for: tuition and fees

[pfrias@lsbf.org.uk](mailto:pfrias@lsbf.org.uk)

**LSBF TEL: 0207 823 2303**

Should you wish to come and meet us, you are welcome to do so between 9:00am and 9:00pm from Mon-Fri



### III. ACCA TUITION

#### Introduction to ACCA - What is ACCA?

The ACCA Professional Scheme is a highly relevant, targeted combination of study and practical experience. The syllabus is a result of extensive research and consultation with governments, students, colleges and employers from a range of public and private sector organisations. Future employers will be aware of your potential, because the ACCA qualification is highly regarded throughout the world.

Remember: **YOU MUST REGISTER AS A STUDENT WITH ACCA**

Registration is easy with ACCA:

#### By Post

- Request an information pack to be sent to you in the post.
- complete the form and enclose it with appropriate supporting documentation (proof of qualifications etc)
- Return it to UK address. (Glasgow)

#### Online

- Register online at: [www.acca-business.org/onlinereg/](http://www.acca-business.org/onlinereg/)
- complete the on-line Registration Form
- print out and complete the ACCA Declaration Sheet, and enclose it with appropriate supporting documentation (proof of qualifications etc)
- Return it to the UK address, (Glasgow) by recorded delivery.
- You will be allocated a unique reference number by e-mail. Please keep a note of this reference number as you can use it to track your application on the web at : [www.acca-business.org/onlinereg/tracking](http://www.acca-business.org/onlinereg/tracking)

#### Deadlines

You can apply to register with ACCA at any time. However, there are two examination sessions per year, and in order to sit for a particular session ACCA (in Glasgow) must receive your Registration Form, fees and relevant documents by the following dates:

#### For the June examinations

Register by **31 December** of the preceding year

#### For the December examinations

Register by **15 August** of the same year

Once your application has been processed successfully (please allow up to six weeks), you will receive your Student Information Pack, which contains all you need to know as a student of ACCA, including:

- your registration card
- examination syllabus
- variant syllabuses (where applicable)
- ACCA/Oxford Brookes scheme information
- examination arrangements including timetables
- Student Training Record incorporating minimum competence requirements for membership.

You will also receive regular copies of the student's magazine 'Student Accountant' containing important information about forthcoming examinations, technical articles on the syllabus, news, reviews and other useful information.



## ACCA CONTACT INFORMATION GUIDE

2 Central Quay  
89 Hydepark Street  
Glasgow  
United Kingdom  
G3 8BW

General Enquiries: [info@accaglobal.com](mailto:info@accaglobal.com)  
Student Enquiries: [students@accaglobal.com](mailto:students@accaglobal.com)  
Member Enquiries: [members@accaglobal.com](mailto:members@accaglobal.com)  
tel: +44 (0)141 582 2000  
fax: +44 (0)141 582 2222

For more information go to [www.accaglobal.com/contacts/](http://www.accaglobal.com/contacts/)

### IV. LSBF and ACCA

#### How to register as a student at LSBF: Application process:

- To make an application please phone, email or fax for the course brochure and application form or simply download an application form: <http://www.lsbf.org.uk/downloads/index.htm> (Requires Adobe Reader installed)
- Please note the entry requirements for the ACCA compete course below.
- Read carefully and forward the completed form and deposit payment to LSBF. To speed up the application process the form and documents can be faxed or scanned and emailed.
- After deposit payment is cleared, enrolment and visa supporting documentation will be dispatched to you.
- More information about admissions can be found at: <http://www.lsbf.org.uk/faqs/index.htm>
- See information page: <http://www.lsbf.org.uk/info/index.htm> for more details about coming to and studying in London.

#### ACCA course entry requirements

There are a number of entry routes which can be undertaken:

##### Professional Examination Route (PER)

The minimum entry requirements for students wishing to register with ACCA under the Professional Examination Route (PER) are:

You must be at least 18 years old and meet at least one of the following criteria:

- + 2 A levels and 3 GCSEs (5 separate subjects including English and Maths)
- + CAT Level B (complete)
- + AAT (UK) Intermediate (complete)
- + BTEC National Certificate (any subjects)
- + Advanced GNVQ (any subject)
- + NVQ Level 3 or 4 (any subject)
- + Degree (from a recognized institution in any subject)
- + ACCA Certified Diploma in Accounting and Finance (complete)



### **Mature Student Entry Route (MSER)**

If you do not have any of the above qualifications you may apply to join the ACCA course as a Mature Student.

For entry to ACCA's Professional qualification via the MSER you must be over 21 years old. You must also pass papers F2 and F3 within 2 years from the date of your first eligible exam session.

### **Certified Accounting Technician (CAT)**

This is ACCA's vocational, open entry introduction to accounting. Applicants who are 16 years or older can complete ACCA's CAT qualification and will be eligible for direct entry to Part 2 (Knowledge papers) of ACCA's professional exams.

### **ACCA programme exemptions**

Students with relevant qualifications may be entitled to exemptions from certain ACCA examinations.

You can expect to receive exemptions if:

- + You hold a relevant degree, or
- + A relevant professional qualification

For example, students who hold AAT membership will be exempt from papers F1, F2 and F3

No exemptions are given for Professional Level examinations.

Please contact the ACCA on +44 (0)141 582 2000 or check the ACCA online database for comprehensive information on exemptions at [www.accaglobal.com/exemptions](http://www.accaglobal.com/exemptions)

LSBF advises you to check your starting point and obtain written confirmation of your exemption status from ACCA before embarking on any course of study.

Being awarded exemptions assumes you upon have the knowledge required to progress your chosen course. It is your responsibility to ensure that you are completely up date with prior knowledge requirements.

### **Modes of study for ACCA at LSBF:**

- Full time
- Modular basis (by selected papers – suitable for part-time students)

### **Revision sessions:**

- Revision is built into the course

**What is expected of the student attending the course?** Out of college self-study hours (e.g. expected study time per week) Minimum time should be equal to the tuition time in the college.

**Importance of the Past Papers:** To emphasise the importance and value of practising past paper type questions under exam conditions LSBF provides a mock exam for all students at the end of the course before the exams. Students are also encouraged to use the ACCA website as a resource of past papers to practice questions.

**Frequency of coursework:** Coursework is divided into 12 sessions – 1 session a week (3 hours) with the total of 30 hours of coursework per paper and 6 hours of revision. Many subjects include workshops which often doubles the time spent on the material in the college. Workshops are focused on exercises, past papers and exams techniques.



**Details of mock exams:** Mock exams are built in into the body of the course. They are scheduled at the end of every course during the two weeks reserved for revision and mock exam.

**College quality procedures:**

- Bi-annual questionnaires for student feedback – 1 per semester
- Employer liaison – Ian Freeth – Career Development department.
- Regular ACCA teaching staff meetings – one every semester
- External review of ACCA course (e.g. faculty review)
- ACCA Learning involvement

**ACCA tuition calendar and timetables including revision details**

Please see attached timetable.

**Student services**

1. Library facilities – Library open from 9-6 Mon-Fri, Weekend (on request) – You can only borrow books with your student card.
2. Counselling services
3. Careers guidance – Ian Freeth, LSBF Jobwire (e-mail with job openings sent to students every week)