



Education: "...that which reveals to the wise,  
and conceals from the stupid,  
The vast limits of their knowledge." Mark Twain

## Braamfontein Campus:

P.O. Box 31938 Braamfontein, 2017 South Africa  
No. 27 De Beer Street  
Kenlaw Building  
Braamfontein 2001  
Tel: +27 11 403 9851 Fax: +27 11 403 2625  
Email: [info@johannesburgpolytechnic.com](mailto:info@johannesburgpolytechnic.com)  
Web: <http://www.johannesburgpolytechnic.com>

## ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS (ACCA)

### INTRODUCTION.

Rated at level 7 under the SAQA National Qualifications Framework, 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, practicing in accounting firms, or pursuing a career in business. In order to qualify as an ACCA member, you will complete:

- 14 exams (nine of which are eligible for exemption)
- Relevant practical experience, with a minimum of three years
- A Professional Ethics module.

### WHO IS THIS COURSE INTENDED FOR?

- Accounting Practitioners
- Book Keepers aspiring to become Chartered Accountants
- Accountants who do not have formal qualifications
- Internal Auditors
- Tax Practitioners
- Finance Directors
- Anyone who have strong numerical (mathematics) skills and would like to have a progression in accounting field

### COURSE FACILITATORS

Highly qualified Lecturers with vast experience in delivering the ACCA programme having undergone through the programme themselves:

- Mr Mlambo (CA) SA ACCA (UK) Bcom Hons (UNISA)
- Mr Mark Njike (ACCA) UK Bsc Oxford Brookes University
- Mr Farai (ACCA) UK Bsc Oxford Brookes University

### ENTRY REQUIREMENTS

The ACCA offers various entry points on to the ACCA Qualification, depending on your age and previous academic qualifications.

### MINIMUM ENTRY REQUIREMENTS-FOR COUNTRIES USING THE GCSE

- Two A Levels and three GCSEs or equivalent in five separate subjects, including English and Mathematics.
- Full information on the minimum entrance criteria for each country is available in the 'related documents' section.

### MATURE STUDENT ENTRY ROUTE (MSER)

- Normally over age 21
- No academic qualifications required
- Must pass the equivalent of Papers F2, Management Accounting and F3, Financial Accounting within two years before further progression to the ACCA exams is permitted.

### ACCELERATED GRADUATE-ENTRY ROUTE

Relevant degree holders from ACCA-accredited institutions may be exempted from all nine exams within the Fundamentals level and register directly at the Professional level. Degrees with some relevance may also qualify for exemptions

### ACCESS TO ACCA VIA CAT QUALIFICATION

- No academic qualifications required.
- Sit Certified Accounting Technician (CAT) qualification first and then transfer to the Skills module of the ACCA Qualification by claiming exemptions from the first three papers in the Knowledge module.

## FOR CANDIDATES WITH SOUTH AFRICAN SENIOR CERTIFICATE:

- Senior Certificate – issued by the Matriculation Board with:
    - Completion of 6 subjects, 5 subjects passed in one sitting
    - Minimum aggregate mark of 45% is obtained, 3 subjects passed at Higher grade
    - 2 passes in a language (one at Higher Grade) With Passes in English and Mathematics is Sufficient for Registration
  - or
  - National Technical Certificate N4 is Sufficient for Registration
  - Higher Certificate (S2) / Higher Certificate in Technology (HCTech) formerly Technikon National Higher Certificate (T2)2 is sufficient for Registration
  - National Certificate (S1) / Certificate in Technology (CTech) formerly Technikon National Certificate (T1) is Sufficient for registration
- \* Other Countries contact us with the examination done and country.

**Mature Students who are 21 years or older intending to register under MSER (Mature Students Entry Route) MUST demonstrate their capability of undertaking the course by passing an entry examination at the Polytechnic. This examination will be in form of an aptitude test.**

## HOW LONG IS THE PROGRAMME

Depending on the entry point, the Programme can take approximately 3 years to finalize. This however depends on whether the student is passing examinations. Typically a working professional can undertake 2 modules every six months; (June and December) while a full time student can undertake 4 modules. If both pass the modules every six months without interruption and they don't have any exemptions it would take a part-time student 3 and half years to finish 14 papers while the fulltime student will take 2 years. Tuition is given for 4 Months.

## How Much It Will Cost- ACCA Registration and Examination Fees

In order to undertake ACCA examinations, you need to register as student member, on registration you will be asked to pay an initial subscription fee. Then on 1 January each year, an annual subscription fee will be due. As you enter for exams or claim exemptions, a payment will be requested. The following fees are applicable in 2010 (and are subject to change without written notice)

## ACCA Qualification Student & Mature Student Entry Route (MSER) Fees

- Initial Registration £66
- Subscription £66
- \*Re-registration fee £66

## Exam/Exemption June 2010

- Knowledge £53
- Skills £66
- Professional £78

\*If you have previously been registered with ACCA and wish to re-register, you should complete form TRRR which can be obtained from the ACCA office. The re-registration fee is £66 (an additional penalty fee of £66, plus any outstanding fees that you owe, may also be charged if you were removed from the register for non-payment of any fees and had not previously informed ACCA that you wished to leave the register).

**For more information please call ACCA South Africa on: +27 (0)11 459 1900**

## STUDY TUITION FEES AT JOHANNESBURG POLYTECHNIC

Johannesburg Polytechnic is an approved tuition provider for ACCA Programme. Johannesburg Polytechnic charges tuition based on the papers you wish to undertake. You can undertake a maximum of 4 Modules in one examination sitting e.g. June: 4 papers and December another 4 papers.

## FUNDAMENTALS (nine papers in total)

### Knowledge Level

Paper	Code Description	Tuition Fee	Bursary Fee
F1	Accountant in Business (AB)	R 3000.00	1500.00
F2	Management Accounting (MA)	R 3000.00	1500.00
F3	Financial Accounting (FA)	R 3000.00	1500.00

### Skills Level

F4	Corporate and Business Law (CL)	R 3000.00	1500.00
F5	Performance Management (PM)	R 3000.00	1500.00
F6	Taxation R 3000.00 (TX)	R 3000.00	1500.00
F7	Financial Reporting (FR)	R 3000.00	1500.00
F8	Audit and Assurance (AA)	R 3000.00	1500.00
F9	Financial Management (FM)	R 3000.00	1500.00

## PROFESSIONAL LEVEL (five papers in total)

### Essentials

P1	Professional Accountant (PA)	R 4500.00	NA
P2	Corporate Reporting (CR)	R 4500.00	NA
P3	Business Analysis (BA)	R 4500.00	NA

### Options (two to be completed)

P4	Advanced Financial Management (AFM)	R 4500.00	NA
P5	Advanced Performance Management (APM)	R 4500.00	NA
P6	Advanced Taxation (ATX)	R 4500.00	NA
P7	Advanced Audit and Assurance (AAA)	R 4500.00	NA

**NB: ACCA allows candidates to undertake a maximum of 4 papers in one sitting.**

**A typical Examination sitting will cost the following in tuition:**

#### The ACCA Professional Scheme

Description	Normal Fees
Registration Fee:	R 1,000.00 Once off
Tuition Fees	R 3,000.00 Per Module
<b>Total Fees for 4 Modules (4Months)</b>	<b>R 13,000.00* Including Registration</b>

**\*This is approximate price and may be more depending on the current prices. Books and stationery are not included in tuition fees**

#### ACCA BURSARY SCHEME

In order to meet the Accounting Skills deficit in South Africa, Johannesburg Polytechnic has come up with a bursary scheme for FULL TIME STUDENTS ONLY. Under this programme, South African Citizens, Permanent Residents and Protected Asylum Seekers/Refugees can apply for a fee waiver of up to 50% of tuition fees. This will enable them to use the waiver for external examinations. Under the programme, you will undertake 4 papers in a single sitting, on a full time basis and must pass two papers to qualify for the fee waiver during the next exam session. Since this is the first time for bursaries to be given, we are only looking for applicants who are undertaking F1-F4. Papers F5-F9 will only be considered on a case to case basis. Please note that you will be required to undertake an aptitude test before you are formally accepted for the bursary programme.

Description	Normal Fees	What you pay Bursary on programme
Registration Fee:	R 1,000.00 once off	R 500.00 Once off
Tuition Fees for F1-F9 Modules	R 3,000.00 Per Module	R 1500.00 per module
Total Fees for 4 Modules (4 Months)	R 13,000.00*	R 6, 500*

**Installments when on bursary: R 2, 500.00 on Registration | R 1, 334.00 x 3 Monthly Installments**  
**Installments without bursary: R 4, 000.00 on Registration | R 3, 000.00 x 3 Monthly Installments**

**\* Excludes External Examinations and Subscriptions. Excludes Books and Stationery**

**For more information and to apply for the bursary visit our website on**

<http://www.johannesburgpolytechnic.com>

#### RECOMMENDED BOOKS AND STATIONERY

ACCA recommends BPP books or Kaplans for all the papers. At Johannesburg Polytechnic we use BPP books which can be ordered separately or with the course as follows:

- BPP Study Text R 570.00
- BPP Revision Kit R 440.00
- BPP Pass Card R 270.00
- **Total R 1280.00\* PER MODULE**

Please add another R200.00 for Stationery (books and pens etc) you must also have a Scientific Calculator.

#### IMPORTANT NOTICE

- Registration fee: A registration fee of R 1000.00 is applicable for all courses. This is payable in advance and per year and is non refundable.
- Please use the paper codes and levels in this table to fill in the registration form provided.
- Fees once paid are not refundable under any circumstances so long as classes have been booked and confirmed.

#### METHODS OF PAYMENTS

**DIRECT DEPOSIT:** Deposit your cash into the bank account and fax back the deposit slip or scan to email to:

[accounts@johannesburgpolytechnic.com](mailto:accounts@johannesburgpolytechnic.com)

**EFT:** Electronic Funds Transfer- Simply Transfer the funds to our ABSA account conveniently and email the deposit slip to our accounts department.

**CHEQUE PAYMENTS:** Issue a CROSSED CHEQUE to JOHANNESBURG POLYTECHNIC and deposit it in the college bank account or bring it to the college.

#### BANKING DETAILS

ACCOUNT NAME:	JOHANNESBURG POLYTECHNIC
BANK:	ABSA SOUTH AFRICA
ACCOUNT NUMBER:	4072087713
ACCOUNT TYPE:	CURRENT-CHEQUE
BRANCH:	MARKET STREET
BRANCH CODE:	632005
SWIFT CODE:	ABSAZAJJ
REFERENCE:	YOUR NAME

## **COURSE DELIVERY MODES**

**Part time Classes**-These are available on Saturdays only from 9.00am to 5.00pm. Please note that the college may shift some part-time classes to Sundays during Block release programme.

**Full-Time Class:** Available during the week. They attract young school leavers who are not currently working.

## **PROGRESSION UPON COMPLETION**

Upon completion of the Fundamentals, and provided you have passed F6, F7 and F9 you can opt to undertake the BSc in Accounting from Oxford Brookes University before proceeding with the Professional papers. This degree has been jointly designed by the University and ACCA to meet the requirements of a degree and also those of a professional qualification. Students of ACCA are now automatically registered for the Oxford Brookes University degree when they enrol with ACCA. As soon as they have completed the Fundamental Skills papers F1 to F9 of the ACCA's professional examinations, and the Professional Ethics module, they may submit a "Research and Analysis Project" to Oxford Brookes University which will be assessed by the University Business School staff. This collaboration offers ACCA's students the opportunity to:

- Gain a further prestigious award
- Gain recognition of achievement within a professional development scheme/career path
- Establish a 'firmer foundation' to further professional development.

## **WHAT NEXT?**

ACCA is a highly regarded course and can spur your career progression as a person or enhance the skills of personnel in your company. Call us for more information and to book your course for 2010. Companies booking more than 10 Candidates will get 10% discount on tuition.