ICAEW Live Online Pathway

Kaplan’s flexible approach to studying the ACA qualification that minimises time away from the office through the use of Live Online webinar technology.

Live Online has been built on 50 years of Kaplan's award-winning expertise as a professional accountancy provider. Get all the benefits and attributes of classroom courses and more.

**Live Online provides:**
- **Real-time** fully interactive Live Online lectures
- **Expert tutors** used for each live lecture
- **Live lectures are recorded** allowing you to re-play on demand until the real exam date
- **Continuous tutor support** outside of the Live Online classroom via our Live Online Community
- **Exam-focused**, using the same material as our classroom courses
- **Flexibility**, study anytime and anywhere that suits you
- **Choice** of daytime or evening courses
- **Spread your study**, live sessions are 2 and a half hours long and spread over a longer time frame
- **Tutor-led scheduled timetable**, courses have the same content and length as classroom courses
- **Cost effective** – save in travel time and cost as can study from anywhere

**Programme delivery**
- **Certificate Level** – a mixture of Live Online, self-study and eLearning
- **Professional Level** – all six papers delivered fully Live Online
- **Advanced Level** – both technical papers and final case study delivered fully Live Online

*We will run live courses to the June and December sittings. Recordings of lectures from prior sittings will be available to purchase as a package for the March and September sittings.*
Previously our ACA programme has assumed ‘one size fits all’ where all students receive the same courses regardless of how they are performing or what their learning preference may be.

It’s time for change – for a new ‘one size fits one’ approach recognising that students learn in different ways. With a new learning and assessment structure over three distinct phases, new online resources and proactive support mechanisms, we are able to deliver a more efficient and effective way to learn ACA, tailored and personalised to the individual while fitting around resourcing commitments.

Prepare, Practise and Perform

We have listened. Employers have identified the key attributes they would like to see in our ACA courses. The key themes that emerged included: flexibility, efficiency, proactive monitoring, accessibility of resources, minimised time out of the office, workplace skills and, of course, maintaining our market leading exam success.

Using this research and our learning expertise, we have created a new common learning and assessment framework with three distinct phases; Prepare, Practise and Perform.

A student needs to Prepare at the start by gaining an understanding of the fundamental technical concepts. This is undertaken within the Technical Knowledge phase and reinforced by the expert-led common online content available to all.

Knowledge in isolation has limited value. It is how it is applied in the exams and back in the workplace that really counts. During the Practise phase in our Applied Workshops instructors develop students’ ability to apply their knowledge using exam style scenarios and real to life work situations. This repetition of subject matter but in a scenario format creates an earlier, deeper level of understanding.

Finally students need to be able to Perform. From an exam perspective key skills will be refined and honed during the Exam Preparation phase with students completing numerous past exam questions and receiving detailed guided tutor de-briefs highlighting the tricky areas, key techniques and potential pitfalls. Marked mock exams with personalised feedback will allow students to gain confidence.

This three phase approach, rooted in learning science, means students learn more effectively and are able to recall information more readily and accurately, enabling them to better perform in the exam and in the workplace.
ICAEW Live Online Certificate, Professional and Advanced Levels

Kaplan Financial is leading the way in online learning and we are pleased to offer ICAEW Live Online courses.

Certificate subjects
At this first stage of the qualification there are six Certificate subjects that examine mainly factual elements of the ACA syllabus. This provides a foundation to the qualification. Live Online provide the following learning solutions for these six subjects:

- **Accounting** – 14 session Live Online course
- **Assurance** – 6 session Live Online course
  - To be completed before Financial Accounting & Reporting and Audit & Assurance Application papers
- **Management Information** (Blended course)
  - To be completed before Financial Management
- **Principles of Tax** (Blended course)
  - To be completed before Tax Compliance and Business Planning Taxation
  (Blended approach – a mix of Live Online and directed eLearning with full tutor support throughout and exam preparation resources)
- **Business and Finance** (eLearning)
  - To be completed before Business Strategy Application paper
- **Law** (eLearning)
  - This e-Assessment can be taken at any time and does not directly link to an Application paper

The flexible nature of Kaplan’s eLearning products allows students to complete two of these modules at their own pace without any scheduled sessions.

Professional and Advanced Level
We are offering both afternoon and evening courses to choose from. If you can’t find a scheduled course to a sitting you are wanting to study for, you can purchase recordings of previous courses.

Scheduled learning happens on a specific (scheduled) date. It is tutor-led and students access through their computers using webinar technology. Sessions are interactive and student questions answered in real time.

<table>
<thead>
<tr>
<th><strong>Certificate</strong></th>
<th><strong>Total Scheduled Sessions</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC</td>
<td>14</td>
</tr>
<tr>
<td>ASS</td>
<td>6</td>
</tr>
<tr>
<td>LAW</td>
<td>N/A</td>
</tr>
<tr>
<td>BF</td>
<td>N/A</td>
</tr>
<tr>
<td>PoT</td>
<td>1</td>
</tr>
<tr>
<td>MI</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Professional</strong></th>
<th><strong>Total Scheduled Sessions</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>FAR</td>
<td>22</td>
</tr>
<tr>
<td>AA</td>
<td>10</td>
</tr>
<tr>
<td>TC</td>
<td>22 (12 full days)</td>
</tr>
<tr>
<td>BPT</td>
<td>18</td>
</tr>
<tr>
<td>BPI</td>
<td>18</td>
</tr>
<tr>
<td>BPB</td>
<td>18</td>
</tr>
<tr>
<td>BS</td>
<td>12</td>
</tr>
<tr>
<td>FM</td>
<td>16</td>
</tr>
<tr>
<td>FM</td>
<td>16</td>
</tr>
<tr>
<td>FM</td>
<td>16</td>
</tr>
<tr>
<td>FM</td>
<td>16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Advanced</strong></th>
<th><strong>Total Scheduled Sessions</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>20</td>
</tr>
<tr>
<td>SBM</td>
<td>12</td>
</tr>
<tr>
<td>ACS</td>
<td>11</td>
</tr>
</tbody>
</table>

All Live Online sessions are 2 and a half hours long.

† Session 1 is live, remaining 7 sessions are through directed eLearning, with full tutor support.

Please note that our TC course running to the June sitting is a full Day course and will run from 9am - 4pm.
Our Virtual World

What does a Live Online classroom look like?
Your Live Online class is delivered via webinar software. You will be sent invites to attend your classes.

Study Material
The tutor will work through the exact same material as you have, annotating highlighting and working through examples.

Interactive White Board
Watch the tutor work through examples on an interactive whiteboard.

Chat Panel
Communicate with your tutor and classmates. Ask questions privately or openly to your tutors.

Video Panel
See your tutor live through streaming audio and video.

Participants' Panel
See who is online. Raise a virtual hand to get the attention of the tutors. Give your feedback with emoticons.

What is the Live Online Community?
The Live Online Community is a popular forum where you can interact with your tutors and other students outside of your live classroom sessions. It is also where you access classroom lecture recordings. You will be invited by email to access the Live Online Community.

Recordings
This is a key feature of the community. Every paper has a group hosted by a tutor for each paper. Here students can access recordings of all their Live Online lectures, right up to the date of their exam.

Discussion Forum
Here you can interact with tutors and other students, and ask questions.

Members list
You can see and contact the other students in the group that are studying this paper.
ICAEW Course Information

Course Materials
Courses include the Kaplan workbook. ICAEW materials and open books can also be purchased from us (or directly from the ICAEW via www.gilards.com/icaew) and are not included in this price. You can make this choice on your enrolment form.

How do I enrol?
ICAEW Live Online
☎ 0161 259 0259
✉ liveonline@kaplan.co.uk

Once we receive your completed form we will then enrol you on the course and confirm this with you. Payment will then be taken from your account.

Useful information
Please follow this link for course timetable
🔗 ACA Live Online Timetable.pdf

Please email us at liveonline@kaplan.co.uk for the enrolment form for the Recordings Only product, this is for when you can not find a live course for the sitting you wish to study for.

Our standard terms and conditions are on our website – www.kaplanfinancial.co.uk/termsandconditions
Course fees are reviewed annually. Materials and Open Book Text prices are subject to change.
Please complete all parts of this form in BLOCK CAPITALS AND BLACK INK.

### 1 YOUR DETAILS

<table>
<thead>
<tr>
<th>Mr/Mrs/Ms/Miss</th>
<th>Surname</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forename(s)</td>
<td></td>
</tr>
<tr>
<td>Date of birth</td>
<td></td>
</tr>
<tr>
<td>Address for correspondence</td>
<td></td>
</tr>
<tr>
<td>Postcode</td>
<td>Home phone</td>
</tr>
<tr>
<td>Mobile</td>
<td>Work phone</td>
</tr>
</tbody>
</table>

Please provide an email address you have access to during and outside office hours. All communications, including those relating to your MyKaplan online resources, will be sent to this email address.

Email address

ICAEW (ACA) registration number

Note: It is your responsibility to complete the ICAEW (ACA) registration formalities and enter the ICAEW (ACA) examinations.

Have you previously studied with Kaplan Financial? Yes/No

If yes, please provide your Kaplan reference:

If no, where did you previously study:

Why did you decide to study with Kaplan Financial:

Additional Learning Support (Please circle your answer)

Do you consider yourself to have a learning difficulty, disability or health problem? Yes/No

If yes, do you require any additional support? Yes/No

Please provide sufficient details to enable us to give you the required level of support during your course. All information will be treated as strictly private and confidential.

Please select the option which best describes your ethnic origin:

- White British
- White Irish
- White other
- Black British
- Black African
- Black Caribbean
- Black other
- Asian British
- Asian Indian
- Asian Pakistani
- Asian Bangladeshi
- Mixed Asian
- Mixed other
- Other origin
- Chinese
- Unknown
- Undisclosed

### 2 YOUR EMPLOYER’S DETAILS

<table>
<thead>
<tr>
<th>Company name</th>
<th>Company reg no.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training manager’s name</td>
<td>Mr/Mrs/Ms/Miss</td>
</tr>
<tr>
<td>Training manager’s tel no.</td>
<td></td>
</tr>
<tr>
<td>Training manager’s email address</td>
<td></td>
</tr>
<tr>
<td>Work address</td>
<td></td>
</tr>
</tbody>
</table>

### 3 YOUR STUDY MATERIALS (A signature will be required upon delivery)

Please deliver to:

- My Home address
- My Employer’s address
- Or an alternative delivery address

### 4 YOUR SIGNATURE

I confirm that I have read, understood and accept the terms & conditions and privacy policy detailed on www.kaplanfinancial.co.uk and www.kaplanpublishing.co.uk.

Student signature

Date

### 5a MANUAL PAYMENT OPTION 1 – YOUR EMPLOYER IS SPONSORING YOU

If you wish to submit a manual enrolment form and the employer is responsible for the payment of fees, please complete the following:

As employer of the student for whom this form is completed, we are responsible for payment of amounts due to Kaplan Financial on receipt of invoices, unless credit facilities with Kaplan Financial have been granted in respect of the student and undertake to inform you in writing promptly of any change to this arrangement. We understand that we are fully responsible for the payment of amounts due to Kaplan Financial in all circumstances (including termination of employment or course cancellation). We confirm that we have read, understood and accept the terms and conditions and Policies (as defined below) detailed on www.kaplanfinancial.co.uk.

Employers Signature

Name

Purchase order number (if applicable)

Kaplan customer number (if known)

Contact Name

Address

Postcode
### Manual Payment Option 2 – Cheque

Please tick which of the options apply

- [ ] I’ll be claiming my fees in PART through company expenses
- [ ] I’ll be claiming my fees in FULL through company expenses
- [ ] I’m NOT claiming my fees through company expenses
- [ ] I enclose a cheque for £___________ made payable to Kaplan Financial Limited.

For any enquiries regarding your booking, please telephone 0161 259 0259

---

### Your Course

<table>
<thead>
<tr>
<th>Certificate Level Paper (please tick your course)</th>
<th>Exam sitting</th>
<th>ICAEW Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Accounting</td>
<td>[ ] February</td>
<td>[ ] September</td>
</tr>
<tr>
<td>[ ] Assurance</td>
<td>[ ] April</td>
<td>[ ] November</td>
</tr>
<tr>
<td>[ ] Principles of Tax</td>
<td>[ ] May</td>
<td>[ ] December</td>
</tr>
<tr>
<td>[ ] Management Information</td>
<td>[ ] June</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Professional Level Paper (please tick your course)</th>
<th>Exam sitting, afternoon (12–2.30pm, UK)</th>
<th>Exam sitting, evening (6–8.30pm, UK)</th>
<th>ICAEW Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] FAR IFRS: Financial Accounting &amp; Reporting</td>
<td>[ ] December</td>
<td>[ ] June</td>
<td></td>
</tr>
<tr>
<td>[ ] FAR UK: Financial Accounting &amp; Reporting</td>
<td>[ ] June</td>
<td>[ ] December</td>
<td></td>
</tr>
<tr>
<td>[ ] AA: Audit &amp; Assurance</td>
<td>[ ] June</td>
<td>[ ] December</td>
<td></td>
</tr>
<tr>
<td>[ ] BPB: Business Planning Banking</td>
<td>[ ] N/A</td>
<td>[ ] June</td>
<td></td>
</tr>
<tr>
<td>[ ] BPI: Business Planning Insurance</td>
<td>[ ] N/A</td>
<td>[ ] June</td>
<td></td>
</tr>
<tr>
<td>[ ] BPT: Business Planning Tax</td>
<td>[ ] June</td>
<td>[ ] December</td>
<td></td>
</tr>
<tr>
<td>[ ] BS: Business Strategy</td>
<td>[ ] June</td>
<td>[ ] December</td>
<td></td>
</tr>
<tr>
<td>[ ] TC: Tax Compliance (*Full Days 9am - 4pm)</td>
<td>[ ] June*</td>
<td>[ ] December</td>
<td></td>
</tr>
<tr>
<td>[ ] FM: Financial Management</td>
<td>[ ] June</td>
<td>[ ] December</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Advanced Level Paper (please tick your course)</th>
<th>Exam sitting, afternoon (12–2.30pm, UK)</th>
<th>Exam sitting, evening (6–8.30pm, UK)</th>
<th>ICAEW Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] ACS: Advanced Case Study</td>
<td>[ ] June</td>
<td>[ ] November</td>
<td></td>
</tr>
<tr>
<td>[ ] CR: Corporate Reporting</td>
<td>[ ] June</td>
<td>[ ] November</td>
<td></td>
</tr>
<tr>
<td>[ ] SBM: Strategic Business Management</td>
<td>[ ] June</td>
<td>[ ] November</td>
<td></td>
</tr>
</tbody>
</table>

Optional - If needed please purchase from [www.gillards.com/icaew](http://www.gillards.com/icaew)

---

**Course fees** | **Materials** | **Postage** | **Total cost**
---|---|---|---
£ | £ | £ | £

**Postage:**
- UK = £6 per subject
- EU = £25 per subject
- Rest of World = £45 per subject

---

Registered office: The Head Office address is: 179–191 Borough High Street, London SE1 1HR. Registered in England no. 1028790

---

DATA PROTECTION ACT – Your sponsor will be informed of your results, progress and attendance unless your sponsor chooses not to receive this information

MARKETING POLICY – From time to time we would like to contact you with course information, news and offers which we think you might find useful. If you would prefer not to receive these please tick here

EXAM RESULTS – Within the terms of this agreement you agree to Kaplan Financial obtaining your exam results from ICAEW (ACA). If you do not wish the ICAEW (ACA) to share your results with Kaplan tick here

---

Please complete this form and return it to the below email address:

liveonline@kaplan.co.uk