

CFAB / ACA (ICAEW)

Classroom Timetable and Overview Planner 2025 **Bristol**



Version 10.0 Information last updated 20th November 2024 Please note: Information and dates in this timetable are subject to change.



ACA Course Information (Current ACA Syllabus)

This timetable details the courses that our centre is offering for the ACA exams.

	Certificate Level
AC	Accounting
AS	Assurance
BTF	Business Technology & Finance
ΡΤΧ	Principles of Taxation
MI	Management Information
LAW	Law
EPA	End Point Assessment (1)

Learners starting ACA Certificate from September 2024 will study the new ACA syllabus. Please refer to the 'Next Generation ACA Certificate Level Timetable' for more details.

Professional & Advanced Level courses on current syllabus will continue to run throughout 2025.

Professional Level

FAR	Financial Accounting and Reporting IFRS (2)
AA	Audit & Assurance
тс	Tax Compliance
FM	Financial Management
BST	Business Strategy & Technology
BPT	Business Planning: Taxation (3)
BPB	Business Planning: Banking (3)
BPI	Business Planning: Insurance (3)

	Advanced Level
CR	Corporate Reporting
SBM	Strategic Business Management
ACS	Advanced Case Study (4)

(1) The EPA is a requirement of the Level 4 Apprenticeship and applies to apprentice learners only - more details on this can be viewed <u>here</u>.
(2) FAR can only be taken under IFRS. All Kaplan FAR learners will receive complimentary access to our UK GAAP conversion course.
(3) Business Planning can be sat under either the Taxation, Banking or Insurance variant. Only a learner with a workplace specialisation of Banking or Insurance should undertake the BPB or BPI exams - more details on this can be found <u>here</u>.
(4) A learner may not attempt the Case Study until they have attempted all other exams. A learner can sit all three Advanced Level assessments at the same session and still comply with this rule. A learner may not attempt the Case Study until they have completed all but their last year of approved training by the end of the month in which the assessment is held.



Kaplan Pathway Options (Current ACA Syllabus)

Pathway	Certificate Level	Professional Sitting 1	Professional Sitting 2	Professional Sitting 3	Advanced Sitting 1	Advanced Sitting 2
3:3 Professional & Intense Advanced	First 4–6 months of study	FAR/AA/TC	FM/BST/BP	_	CR/SBM/ACS	_
3:3 Professional & Decoupled Advanced	First 4–6 months of study FAR/AA/TC FM/BST		FM/BST/BP	_	CR/SBM	ACS
2:2:2 Professional & Intense Advanced	First 4–6 months of study	FAR/AA	TC/FM	BST/BP	CR/SBM/ACS	_
2:2:2 Professional & Decoupled Advanced	First 4–6 months of study	FAR/AA	TC/FM	BST/BP	CR/SBM	ACS

If your preferred pathway is not available at your chosen Kaplan training location we will be able to provide your preferred pathway via our **Live Online ACA course offering**.

Our Advanced Case Study Resit Courses are designed to allow learners to understand where their exam technique went wrong and show them how to improve it. To find out more about our Advanced Case Study Resit Courses please click <u>here</u>.

Learners studying Certificate Level must sit their exam in the same calendar year as their course of study. If the exam is sat in a different calendar year, updated study materials will be required.

Please ensure you study BPT **at the same time or after** TC as there is assumed knowledge from TC included within the BPT syllabus.



Kaplan's ACA Course Durations 2025 (Current ACA Syllabus)

	Certific	ate Days	
Subject	Tutor-Led	OnDemand	Total
AC	7		7
AS	3		3
LAW		3	3
BTF		3	3
PTX	4		4
MI	4		4

Learners starting ACA Certificate from September 2024 will study the new ACA syllabus. Please refer to the 'Next Generation ACA Certificate Level Timetable' for more details.

	I	Professional Day	ys	
	Tu	lition	Exam Prep	Total
Subject	Tutor-Led	Personalised	Tutor-Led	Total
FAR	6	2	4	12
AA	3	1	3	7
тс	6	2	3	11
FM	5	1	3	9
BST	3	1	3	7
BPT	5	3	4	12
BPB	5	3	4	12
BPI	5	3	4	12

	Classroom Course Times
Weekday	09.00–16.30 (UK Time)

Advanced Days												
	Tu	lition	Exam Prep	Total								
Subject	Tutor-Led	Personalised	Tutor-Led	Total								
CR	5	2	4	11								
SBM	3	1	3	7								
ACS	5	0	5	10								

First time learners must study and attend the Tuition and Exam Preparation phases of the course. Individual phases of the course cannot be booked in isolation.

Please note that for evening and Live Online courses, one session equates to half a day.



Please contact us using the details below to make a course booking on the timetable dates 0161 259 7400 <u>studentservices@kaplan.co.uk</u> <u>www.kaplan.co.uk/courses/aca-icaew</u>

Kaplan's ACA Next Generation Certificate Course Durations 2025

Subject	Tutor-Led	Focus Day**	OnDemand	Total
Accounting Fundamentals (AF)	7	1		8
Assurance and Risk Fundamentals (ARF)	3	1		4
Tax Fundamentals (TF)*	5	1		6
Business Law (BL)***			4	4
Business Insight and Performance (BIP)	5	1		6
Sustainability and Ethics (SE)***			4	4

* Please note: The Tax Fundamentals (TF) exam will not be available until 1st December 2025. Learners who wish to study Tax Fundamentals between September and December 2025 should instead complete the Principles of Tax (PTX) exam. PTX follows the current syllabus and can be taken as an alternative to TF.

** A Focus Day is a scheduled day within the course for consolidating knowledge and reinforcing learning, with content and pace tailored to individual learners.

*** It is recommended to study the four tutor-led Certificate papers from September to December. The remaining two papers, Business Law (BL) and Sustainability and Ethics (SE), should be studied OnDemand during January and February. Learners who prefer a more intensive study schedule may choose to study one or both of Business Law and Sustainability and Ethics alongside Taxation Fundamentals (TF) and Business Insight and Performance (BIP).

	Classroom Course Times
Weekday	09.00–16.30 (UK Time)



Please contact us using the details below to make a course booking on the timetable dates 0161 259 7400 <u>studentservices@kaplan.co.uk</u> <u>www.kaplan.co.uk/courses/aca-icaew</u>

Bristol Certificate Level Current Syllabus

		March											May			June					
Week commencing:		17th						24th					5th			9th					
	17	18	19	20	21	24	25	26	27	28	5	6	7	8	9	9	10	11	12	13	
	Μ	Т	W	Т	F	Μ	Т	W	Т	F	М	Т	W	Т	F	М	Т	W	Т	F	
Accounting (AC)	Т	Т	Т	Т	т	Т	Т														
Assurance (AS)								Т	т	Т											
Principles of Tax (PTX)												Т	Т	Т	Т						
Management Information (MI)																Т	Т	Т	Т		

Bristol Certificate Level Next Generation Syllabus

		September														November						December										
Week commencing:		8th					15th 22					22nc	I		10th							8th			15th							
	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	10	11	12	13	14	8	9	10	11	12	15	16	17	18	19		
	Μ	Т	W	Т	F	М	Т	W	Т	F	Μ	Т	W	Т	F	М	Т	W	Т	F	М	Т	W	Т	F	М	Т	W	Т	F		
Accounting Fundamentals (AF)			Т	Т	Т	F	Т	Т	Т			Т																				
Assurance & Risk Fundamentals (ARF)	Т	Т								F	Т																					
Principles of Tax (PTX)																Т	Т	Т	Т													
Business Insight & Performance (BIP)																					Т	Т	Т	F	Т	Т						

T Tuition

F Focus Day *

* A Focus Day is a scheduled day within the course for consolidating knowledge and reinforcing learning, with content and pace tailored to individual learners. There will not be a live session on these dates. It is essential that you work through the content of the Focus Day before the next classroom course date detailed on the timetable.

Please note: The Tax Fundamentals (TF) exam will not be available until 1st December 2025. Learners who wish to study Tax Fundamentals between September and December 2025 should instead complete the Principles of Tax (PTX) exam. PTX follows the current syllabus and can be taken as an alternative to TF.

ACA Certificate exams are computer-based. We recommend sitting your exam 2 weeks after the course finishes. To book your exam please contact Kaplan Student Services or your employer (in cases where exams are booked centrally).

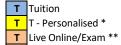
There are three study methods available: Classroom (dates shown above), Live Online or OnDemand

The above timetable indicates that learners will attend four Certificate papers from September to December. It is recommended that the remaining two papers, Business Law (BL) and Sustainability and Ethics (SE), be studied OnDemand during January and February. Learners who wish to study more intensively could choose to study one or both of BL and SE alongside Principles of Tax (PTX) and Business Insight and Performance (BIP).

Bristol Professional Level - March 2025

								Já	anua	ry											Feb	ruary	,			
	Week commencing:			6th	1				13th	l				27th	n				3rd					10th	n	
		6	7	8	9	10	13	14	15	16	17	27	28	29	30	31	3	4	5	6	7	10	11	12	13	14
Available	e Study Combinations	Μ	Т	W	Т	F	М	Т	W	Т	F	Μ	Т	W	T	F	М	Т	W	Т	F	М	Т	W	Т	F
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2:2:2	BPT/BST			Т	Т	Т	Т	т	Т					Т	Т	Т	Т	Т	Т							
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	Strategy & Technology (BST)		-	т	т		•	-						•		т	т		-				-			-
	Management (FM)	т	т						<u> </u>	т										т	т	т				

		Fe	brua	ry						Ma	rch				
Week commencing:			24th					3rd					10th		
	24	25	26	27	28	3	4	5	6	7	10	11	12	13	14
Available Study Combinations	М	Т	W	Т	F	М	Т	W	Т	F	М	Т	W	Т	F
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subjects below:												_			
Business Planning Tax (BPT)	EP	EP	EP					EP				E			
	EP	EP	EP	EP		EP		EP	EP			E	E		



EP Exam Preparation E Real Exam

* Personalised days are studied flexibly online and there will not be a live session on these dates. The timetable dates provided for personalised days are indicative only. You ultimately have the flexibility to complete your personalised study in the period between the preceding and next classroom course dates as shown on the timetable.

** This day consists of an online teaching session in the morning, followed by a course exam in the afternoon.

There are three study methods available: Classroom (dates shown above), Live Online or OnDemand.

Bristol Professional Level - June 2025

			Ma	rch													Ар	ril																M	lay					
Week commencing:			24th					31st	:				7th	1			:	L4th	ı				21st					28th	I				5th					12th	ı	
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Available Study Combinations	М	Т	w	Т	F	М	Т	W	Т	F	Μ	Т	W	Т	F	М	Т	W	Т	F	М	Т	W	Т	F	М	Т	w	Т	F	М	Т	W	Т	F	Μ	Т	W	Т	F
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Audit & Assurance (AA)												Т	Т	Т																						т				J
Tax Compliance (TC)										т	Т					Т	Т									т	Т	Т	Т											1
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Business Strategy & Technology (BST)						Т	Т										Т										Т													-
Financial Management (FM)								Т	Т			Т										Т	Т	Т																1

			May	,						Ju	ne				
Week commenci	ing:		26th	i i				2nd					9th		
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Available Study Combinations	М	Т	w	Т	F	М	Т	W	Т	F	М	Т	W	Т	F
3:3 FAR/AA/TC	EP	EP	EP	EP	EP	EP	EP	EP	EP	EP	E	Е			
3:3 BPT/BST/FM	EP	EP	EP	EP	EP	EP	EP	EP	EP	EP		Е	Е		
2:2:2 FAR/AA				EP	EP	EP	EP	EP	EP	EP	E				
2:2:2 BPT/BST	EP	EP	EP			EP	EP		EP	EP		Е	Е		
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Financial Accounting & Reporting (FAR)					EP		EP	EP		EP	E				
Audit & Assurance (AA)				EP		EP			EP		E				
Tax Compliance (TC)	EP	EP	EP									Е			
Business Planning Tax (BPT)	EP					EP	EP		EP			Е			
Business Strategy & Technology (BST)		EP	EP							EP			Е		
Financial Management (FM)				EP	EP			EP					Е		

T Tuition T - Personalised * T Live Online/Exam ** EP Exam Preparation E Real Exam

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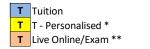
** This day consists of an online teaching session in the morning, followed by a course exam in the afternoon.

There are three study methods available: Classroom (dates shown above), Live Online or OnDemand.

Bristol Professional Level - September 2025

			Ju	ne									July							Aug
Week commencing:			23tł	n			_	30th	1				21st					28th		
	23	24	25	26	27	30	1	2	3	4	21	22	23	24	25	28	29	30	31	1
Available Study Combinations	М	Т	W	Т	F	М	Т	W	Т	F	М	Т	W	Т	F	М	Т	W	Т	F
3:3 FAR/AA/TC	Т	Т	Т	Т	Т	Т	т	т	Т	Т	Т	Т	т	Т	Т	т	Т	Т	Т	т
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Audit & Assurance (AA)	Т	Т	Т													Т				
Tax Compliance (TC)					Т	т			Т	Т							т	т	Т	Т

			A	ugu	st					s	epte	mbe	er			
	Week commencing:			25th	ı -				1st					8th		
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Available	Study Combinations	М	Т	W	Т	F	Μ	Т	W	Т	F	Μ	Т	W	Т	F
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2:2:2	FAR/AA		EP	EP		EP	EP	EP		EP	EP	E				
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individua	l subjects below:															
Financial	Accounting & Reporting (FAR)		EP	EP		EP				EP		Ε				
Audit & A	ssurance (AA)						EP	EP			EP	Ε				
Tax Comp	bliance (TC)	EP			EP				EP				Е			



EP Exam Preparation E Real Exam

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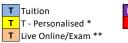
** This day consists of an online teaching session in the morning, followed by a course exam in the afternoon.

There are three study methods available: Classroom (dates shown above), Live Online or OnDemand.

Bristol Professional Level - December 2025

					s	Sept	emb	er											0	ctob	ber										Nove	embe	er			
Week commencing:			15	th				22t	h					29th	1				6th					13th	ı				3rd					10th	ı	
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Available Study Combinations	М	T	W	/ Т	F	Μ	Т	W	T	r F	F	M	Т	W	Т	F	М	Т	w	Т	F	М	Т	W	Т	F	М	Т	W	Т	F	М	Т	W	Т	F
3:3 FAR/AA/TC						Т	Т	Т	Т	r 1	Г	Т	Т	Т	Т	Т											Т	т	Т	Т	Т	Т	Т	Т	Т	т
3:3 BPT/BST/FM				Т	Т	Т	Т	Т	Т	r 1	Г	Т	Т					Т	Т	Т	т	Т	т	т	Т	Т										
2:2:2 FAR/AA					1			Т	Т	r 1	Г	Т			т	Т															Т	Т	Т	т	т	Т
2:2:2 BPT/BST						Т	Т	Т	Т	r 1	Г		Т					Т	т	Т	т	Т	т													
2:2:2 FM/TC				Т	Т	Т	Т					Т	Т	Т										Т	Т	Т	т	Т	Т	Т						
For information, please find the classroom and e	exam	n dat	tes v	withi	n the	ava	ilab	le st	udy	con	nbiı	nati	ons	of th	ne in	divic	lual	subj	ects	belo	ow:			-				_								
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Business Planning Tax (BPT)								Т	T	r 🗖	Г		Т					Т	Т		Т	Т														
Business Strategy & Technology (BST)						Т	Т			Γ	T	Т								Т			Т													
Financial Management (FM)				Т	Т							Т												Т	Т	Т										

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Week commencing:			24th					1st					8th		
	24	25	26	27	28	1	2	3	4	5	8	9	10	11	12
Available Study Combinations	М	Т	W	Т	F	М	Т	W	Т	F	Μ	Т	W	Т	F
3:3 FAR/AA/TC	EP	EP	EP	EP	EP	EP	EP	EP	EP	EP	E	Е			
3:3 BPT/BST/FM	EP	EP	EP	EP	EP	EP	EP	EP	EP	EP		Е	Е		
2:2:2 FAR/AA	EP	EP			EP	EP	EP	EP		EP	E				
2:2:2 BPT/BST			EP	EP	EP	EP	EP		EP	EP		Е	Ε		
2:2:2 FM/TC	EP	EP	EP	EP				EP	EP			Е	Е		
For information, please find the classroom and e individual subjects below:	exam	date	es w	ithin	the	avai	ilable	e stu	idy c	omb	inati	ons	of th	ne	
Financial Accounting & Reporting (FAR)	EP	EP			EP			EP			E				
Audit & Assurance (AA)						EP	EP			EP	E				
			EP	EP					EP			Е			
Tax Compliance (TC)			-			ED	EP			EP		Е			
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Tax Compliance (TC) Business Planning Tax (BPT) Business Strategy & Technology (BST)			EP	EP	EP	EP	CP		EP				E		



EP Exam Preparation E Real Exam

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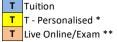
** This day consists of an online teaching session in the morning, followed by a course exam in the afternoon.

There are three study methods available: Classroom (dates shown above), Live Online or OnDemand.

Bristol Advanced Level - July 2025

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Week commencing:			12th	I				19th	1				9th					16th		
	12	13	14	15	16	19	20	21	22	23	9	10	11	12	13	16	17	18	19	20
Available Study Combinations	Μ	Т	W	Т	F	Μ	Т	W	Т	F	М	Т	W	Т	F	М	Т	W	Т	F
CR/SBM/ACS	Т	Т	Т	Т	Т	Т	Т	Т	т		т	т	Т	Т	т	Т	Т			
CR/SBM				Т	т	Т	Т	Т	т				Т	Т	т	Т	Т			
ACS	т	т	Т								т	т								
For information, please find the classroom and exa	m da	ates	withi	n the	e ava	ilabl	e stu	dy co	ombi	natio	ons o	f the	indi	vidua	al sul	oject	s bel	ow:		
Corporate Reporting (CR)				Т	Т		Т	Т					Т	т	Т					
Strategic Business Management (SBM)						Т			Т							Т	Т			
Advanced Case Study (ACS)	Т	Т	т								т	т								

	Jun										July									
Week commencing:			30th					7th					14th					21st		
	30	1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25
Available Study Combinations	М	Т	W	Т	F	М	Т	W	Т	F	М	Т	W	Т	F	М	Т	W	Т	F
CR/SBM/ACS				EP	EP	EP	EP	EP	EP	EP	EP	EP	EP	EP	EP	Е	Е	Е		
CR/SBM						EP	EP	EP				EP	EP	EP	EP	Е	Е			
ACS				EP	EP				EP	EP	EP							Е		
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For information, please find the classroom and exa Corporate Reporting (CR)	im aa	ates	withi	n the	e ava		e stu EP	<u> </u>	ombi	natio	ons o	f the	indi	vidua EP	al sub	ojects E	s bel	ow:		
· •		ates	withi	n the	e ava		-	<u> </u>	ombi	natio	ons o	f the EP	indi EP	_	al sub EP	-	s bel E	ow:		



EP Exam Preparation E Real Exam

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There are three study methods available: Classroom (dates shown above), Live Online or OnDemand.

Bristol Advanced Level - November 2025

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Week commencing:			4th					11th	1				8th					15th					29th	I	
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Available Study Combinations	Μ	Т	W	Т	F	М	Т	W	Т	F	Μ	Т	W	Т	F	М	Т	W	Т	F	М	Т	W	Т	F
CR/SBM/ACS			Т	Т	Т	т	т	Т					Т	Т	Т	Т	Т	Т	Т	т				Т	т
CR/SBM			Т	Т	Т	Т	Т	Т					Т	Т	т	Т	Т								
ACS																		т	т	Т				Т	Т
For information, please find the classroom and exa	m da	ates	with	in th	e ava	ilabl	e stu	dy co	ombi	natio	ons o	f the	indi	vidua	al sul	oject	s bel	ow:							
Corporate Reporting (CR)			Т	Т		Т	Т						Т	Т	Т										
Strategic Business Management (SBM)					Т			Т								Т	Т								
Advanced Case Study (ACS)																		т	Т	т				Т	т

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Week commencing:			13th	I				20th					27th					3rd		
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T Tuition T - Personalised * T Live Online/Exam ** EP Exam Preparation E Real Exam

* Personalised days are studied flexibly online and there will not be a live session on these dates. The timetable dates provided for personalised days are indicative only. You ultimately have the flexibility to complete your personalised study in the period between the preceding and next classroom course dates as shown on the timetable.

** This day consists of an online teaching session in the morning, followed by a course exam in the afternoon.

There are three study methods available: Classroom (dates shown above), Live Online or OnDemand.