



CFAB / ACA (ICAEW)

Classroom Timetable and
Overview Planner 2025
Leeds



Version 10.0 Information last updated 30 September 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
PTX	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
TC	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 [here](#).

(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 [here](#). (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.



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

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/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 [here](#).

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.



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

Certificate 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.

Classroom Course Times	
Weekday	09.00–16.30 (UK Time)

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.

Professional Days				
Subject	Tuition		Exam Prep	Total
	Tutor-Led	Personalised	Tutor-Led	
FAR	6	2	4	12
AA	3	1	3	7
TC	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

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

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
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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 studentservices@kaplan.co.uk www.kaplan.co.uk/courses/aca-icaew

Leeds Certificate Level Current Syllabus 2025

Week commencing:	January					February					March									
	13th					20th					17th					10th				
	13	14	15	16	17	20	21	22	23	24	17	18	19	20	21	10	11	12	13	14
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Accounting (AC)	T	T	T	T	T	T	T													
Assurance (AS)								T	T	T										
Principles of Tax (PTX)											T	T	T	T						
Management Information (MI)																T	T	T	T	

Leeds Certificate Level Next Gen Syllabus 2025

Week commencing:	September										November				December															
	8th					15th					22nd					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
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Accounting/Assurance & Risk Fundamentals (AF/ARF)	T	T	T	T	T	T	T	T	T	T	T	T																		
Principles of Tax (PTX)																T	T	T	T											
Business Insight & Performance (BIP)																					T	T	T	T	T	T				

T Tuition

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

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.

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).

Leeds Professional Level - March 2025

Week commencing:	January															February																			
	6th					13th					20th					27th					3rd			10th											
	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	3	4	5	6	7	10	11	12	13	14					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F						
Available Study Combinations	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
3:3 FAR/AA/TC																																			
3:3:3 BPT/BST/FM																																			
2:2:2 FAR/AA																																			
2:2:2 BPT/BST																																			
2:2:2 FM/TC																																			

For information, please find the classroom and exam dates within the available study combinations of the individual subjects below:

Financial Accounting & Reporting (FAR)																																			
Audit & Assurance (AA)																																			
Tax Compliance (TC)																																			
Business Planning Tax (BPT)																																			
Business Strategy & Technology (BST)																																			
Financial Management (FM)																																			

Week commencing:	February					March									
	24th					3rd					10th				
	24	25	26	27	28	3	4	5	6	7	10	11	12	13	14
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
Available Study Combinations	EP	EP	EP	EP	EP	EP	EP	EP	EP	EP	EP	EP	EP	EP	EP
3:3 FAR/AA/TC															
3:3:3 BPT/BST/FM															
2:2:2 FAR/AA															
2:2:2 BPT/BST															
2:2:2 FM/TC															

For information, please find the classroom and exam dates within the available study combinations of the individual subjects below:

Financial Accounting & Reporting (FAR)															
Audit & Assurance (AA)															
Tax Compliance (TC)															
Business Planning Tax (BPT)															
Business Strategy & Technology (BST)															
Financial Management (FM)															

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

A complimentary Data & IT module available on MyKaplan will enhance your Professional & Advanced Level Studies.

Leeds Professional Level - June 2025

Week commencing:	Mar															April															May														
	31th					7th					14th					28th					5th					12th																			
	31	1	2	3	4	7	8	9	10	11	14	15	16	17	18	28	29	30	1	2	5	6	7	8	9	12	13	14	15	16															
Available Study Combinations	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F										
3:3 FAR/AA/TC																																													
3:3 BPT/BST/FM																																													
2:2:2 FAR/AA																																													
2:2:2 BPT/BST																																													
2:2:2 FAR/AA																																													

For information, please find the classroom and exam dates within the available study combinations of the individual subjects below:

Financial Accounting & Reporting (FAR)																														
Audit & Assurance (AA)																														
Tax Compliance (TC)																														
Business Planning Tax (BPT)																														
Business Strategy & Technology (BST)																														
Financial Management (FM)																														

Week commencing:	May					June												
	26th					2nd					9th							
	26	27	28	29	30	2	3	4	5	6	9	10	11	12	13			
Available Study Combinations	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
3:3 FAR/AA/TC																		
3:3 BPT/BST/FM																		
2:2:2 FAR/AA																		
2:2:2 BPT/BST																		
2:2:2 FAR/AA																		

For information, please find the classroom and exam dates within the available study combinations of the individual subjects below:

Financial Accounting & Reporting (FAR)															
Audit & Assurance (AA)															
Tax Compliance (TC)															
Business Planning Tax (BPT)															
Business Strategy & Technology (BST)															
Financial Management (FM)															

T Tuition EP Exam Preparation
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Leeds Professional Level - September 2025

Week commencing:	June					July															August									
	23th					30th					7th					21th					28th					4th				
	23	24	25	26	27	30	1	2	3	4	7	8	9	10	11	21	22	23	24	25	28	29	30	31	1	4	5	6	7	8
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
Available Study Combinations						T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T					
3:3 FAR/AA/TC						T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T					
3:3 BPT/BST/FM	T	T	T	T	T	T	T	T	T												T	T	T	T	T	T	T	T	T	
2:2:2 FAR/AA						T	T	T	T			T	T			T	T	T	T	T	T									
2:2:2 BPT/BST	T	T	T	T	T				T												T	T	T	T	T	T				
2:2:2 FM/TC						T	T	T		T	T			T	T							T	T	T	T		T	T	T	

Week commencing:	August					September									
	25th					1st					8th				
	25	26	27	28	29	1	2	3	4	5	8	9	10	11	12
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
Available Study Combinations	EP	EP	EP	EP	EP	EP	EP	EP	EP	EP	E	E			
3:3 FAR/AA/TC	EP	EP	EP	EP	EP	EP	EP	EP	EP	EP		E	E		
3:3 BPT/BST/FM	EP	EP	EP			EP	EP		EP	EP	E				
2:2:2 FAR/AA	EP	EP	EP			EP	EP		EP	EP		E	E		
2:2:2 BPT/BST			EP	EP	EP		EP	EP	EP	EP		E	E		
2:2:2 FM/TC	EP	EP		EP	EP	EP		EP				E	E		

T Tuition
T T - Personalised *

EP Exam Preparation
E Real Exam

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Leeds Professional Level - December 2025

Week commencing:	September					October					November														
	22th					29th					6th					3rd					10th				
Available Study Combinations	22	23	24	25	26	29	30	1	2	3	6	7	8	9	10	3	4	5	6	7	10	11	12	13	14
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
3:3 FAR/AA/TC						T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
3:3 BPT/BST/FM	T	T	T	T	T	T	T	T	T							T	T	T	T	T	T	T	T	T	T
2:2:2 FAR/AA								T	T	T	T	T	T							T	T	T	T	T	
2:2:2 BPT/BST			T	T	T	T	T	T								T	T	T	T	T	T				
2:2:2 FM/TC	T	T				T	T		T					T	T	T	T	T	T			T	T	T	
	T	T	T	T					T							T					T	T	T	T	

Week commencing:	November					December										
	24th					1st					8th					
Available Study Combinations	24	25	26	27	28	1	2	3	4	5	8	9	10	11	12	
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
3:3 FAR/AA/TC	EP	EP	EP	EP	EP	EP	EP	EP	EP	EP	E	E				
3:3 BPT/BST/FM	EP	EP	EP	EP	EP	EP	EP	EP	EP	EP		E	E			
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		E	E			
2:2:2 FM/TC	EP	EP	EP			EP	EP	EP				E	E			
	EP	EP	EP	EP	EP				EP						E	

T Tuition
T T - Personalised *

EP Exam Preparation
E Real Exam

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

A complimentary Data & IT module available on MyKaplan will enhance your Professional & Advanced Level Studies.

Leeds Advanced Level - July 2025

Week commencing:	May															June									
	12th					19th					26th					9th					16th				
	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	9	10	11	12	13	16	17	18	19	20
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
Available Study Combinations																									
CR/SBM/ACS			T	T	T																				
CR/SBM - Option 1						T	T	T	T	T											T	T			
CR/SBM - Option 2						T	T	T	T	T											T	T			
ACS			T	T	T											T	T								
For information, please find the classroom and exam dates within the available study combinations of the individual subjects below:																									
Corporate Reporting (CR) - Option 1						T	T			T	T										T	T	T		
Strategic Business Management (SBM) - Option 1										T														T	T
Advanced Case Study (ACS)																									
Corporate Reporting (CR) - Option 2						T	T			T	T										T	T	T		
Strategic Business Management (SBM) - Option 2										T														T	T

Week commencing:	Jun	July																						
		30th					7th					14th					21th							
		30	1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25			
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F				
Available Study Combinations																								
CR/SBM/ACS						EP	EP	EP	EP	EP	EP	EP	EP	EP	EP	EP	EP	EP	EP	EP				
CR/SBM - Option 1						EP	EP	EP	EP							EP	EP	EP	EP	EP				
CR/SBM - Option 2						EP	EP	EP	EP							EP	EP	EP	EP	EP				
ACS						EP	EP				EP	EP	EP											
For information, please find the classroom and exam dates within the available study combinations of the individual subjects below:																								
Corporate Reporting (CR) - Option 1										EP	EP					EP	EP							
Strategic Business Management (SBM) - Option 1										EP	EP					EP								
Advanced Case Study (ACS)						EP	EP				EP	EP	EP											
Corporate Reporting (CR) - Option 2										EP	EP					EP	EP							
Strategic Business Management (SBM) - Option 2						EP	EP								EP									

T Tuition	T 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.

A complimentary Data & IT module available on MyKaplan will enhance your Professional & Advanced Level Studies.

Leeds Advanced Level - November 2025

Week commencing:	August										September										October				
	18th					25th					1st					22nd					29th				
	18	19	20	21	22	25	26	27	28	29	1	2	3	4	5	22	23	24	25	26	29	30	1	2	3
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
Available Study Combinations																									
CR/SBM/ACS - Option 1	T	T	T	T	T	T					T	T	T			T	T	T	T	T	T	T			
CR/SBM/ACS - Option 2	T	T	T	T	T	T					T	T	T			T	T	T	T	T	T	T			
CR/SBM - Option 1	T	T	T	T	T	T										T	T	T	T	T					
CR/SBM - Option 2	T	T	T	T	T	T										T	T	T	T	T					
ACS - Option 1											T	T	T								T	T			
ACS - Option 2											T	T	T								T	T			

Week commencing:	October										November									
	13th					20th					27th					3rd				
	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	3	4	5	6	7
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
Available Study Combinations																				
CR/SBM/ACS - Option 1				EP	EP	EP	EP	EP	EP	EP	EP	EP	EP	EP	EP	E	E	E		
CR/SBM/ACS - Option 2				EP	EP	EP	EP	EP	EP	EP	EP	EP	EP	EP	EP	E	E	E		
CR/SBM - Option 1				EP	EP			EP	EP	EP	EP	EP				E	E			
CR/SBM - Option 2				EP	EP			EP	EP	EP	EP	EP				E	E			
ACS - Option 1						EP	EP						EP	EP	EP			E		
ACS - Option 2						EP	EP						EP	EP	EP			E		

T Tuition EP Exam Preparation
T T - Personalised * 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.

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

A complimentary Data & IT module available on MyKaplan will enhance your Professional & Advanced Level Studies.