

# CFAB / ACA (ICAEW)

Classroom Timetable and Overview Planner 2025 **Milton Keynes** 





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
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)
ВРВ	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 <a href="here">here</a>. (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/BP	-	CR/SBM	ACS
2:2:2 Professional & Intense Advanced	First 4–6 months of study	S 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.



### 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.

Classroom Course Times								
Weekday	<b>09.00–16.30</b> (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												
	Tu	ition	Exam Prep	Total									
Subject	Tutor-Led	Personalised	Tutor-Led	Total									
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									
ВРВ	5	3	4	12									
BPI	5	3	4	12									

Advanced Days											
	Tu	ition	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							

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



## 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

<sup>\*</sup> 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.

<sup>\*\*\*</sup> 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	<b>09.00-16.30</b> (UK Time)							

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

#### Milton Keynes Certificate Level Next Generation Syllabus 2025

		September									November					December														
Week commencing:			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
	М	Т	W	Т	F	М	Т	W	Т	F	М	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	T	Т	F	T	Т				



<sup>\*</sup> 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).

#### Milton Keynes Professional Level - June 2025

					Ma	rch											April	l						Ma	зу
Week commencing:			17tl	1				24th	1				14th	ı				21st					28th		
	17	18	19	20	21	24	25	26	27	28	14	15	16	17	18	21	22	23	24	25	28	29	30	1	2
Available Study Combinations	М	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	Т	Т	Т	Т	Т	Т		Т	Т	Т			Т	Т	Т	Т	Т	Т	Т		
2:2:2 FAR/AA	Т	Т	Т	Т			Т	Т										Т	Т	Т	Т	Т	Т		
For information, please find the classroom and example 1	m da	ites v	withi	n the	ava	ilabl	e stu	dy co	ombi	natio	ons c	of the	indi	vidu	al su	bject	s be	low:							
Financial Accounting & Reporting (FAR)	Т			-			Т	Т											Т	Т	т	Т	T		
Audit & Assurance (AA)		T	T	Т														T							
Tax Compliance (TC)					Т	Т			Т	Т		Т	Т	Т			Т								

				May	'						Ju	ne				
	Week commencin	g:		26th	ı				2nd					9th		
		26	27	28	29	30	2	3	4	5	6	9	10	11	12	13
Availabl	e 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	Е	Ε			
2:2:2	FAR/AA	EP	ΕP	ΕP			ED	ED			ΕP	Ε				
Z.Z.Z	IAIYAA	EF	EP	EP			EP	EP	EP		EP	E				
	rmation, please find the classroom and ex		ş	1	n the	ava		ž.	į	ombi	1		of the	indi	vidu	al
For infor subjects	rmation, please find the classroom and ex		ş	1	n the	ava		ž.	į	ombi	1		of the	indi	vidu	al
For infor subjects Financia	rmation, please find the classroom and exbelow:	am da	ş	vithi	n the	ava		e stu	dy co	ombi	1	ons c	of the	indi	vidu	al

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

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

<sup>\*</sup> 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.

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

#### Milton Keynes Professional Level - December 2025

	epte	embe									Octo	ber												ı	Vove	mbe	r			
Week commencing:			29th					6th					13th					27th					3rd					10th	ı	
	29	30	1	2	3	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 Study Combinations	М	Т	W	Т	F	М	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 BPT/BST/FM			Т	Т	Т	Т	Т	Т	Т	Т	Т							Т	Т	Т	Т	Т	Т	Т	Т	Т				_
2:2:2 BPT/BST			Т	Т	Т	Т	Т				Т							Т	Т	Т	Т	Т	Т							
For information, please find the classroom and ex-	am d	ates	with	in th	e ava	ailab	le st	udy c	omb	inati	ions	of th	e inc	livid	ual s	ubje	cts b	elow	:							-	•			
Business Planning Tax (BPT)			Т	Т	Т						Т							Т	Т		Т	Т								
Business Strategy & Technology (BST)						Т	Т													Т			Т							

		No	vem	ber					ı	Dece	mbe	r			
Week commencing:			24th	l				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	М	Т	W	Т	F
3:3 BPT/BST/FM	EP	EP	EP	ЕP	EP	EP	EP	EP	EP	EP		Ε	Ε		
2:2:2 BPT/BST	EP	EP	ЕP	EР	EР			EP	ЕP			Ε	Ε		
For information, please find the classroom and exa	am d	ates	with	in th	e ava	ilab	le st	udy c	omb	inati	ions	of th	e inc	livid	ual
subjects below:															
Business Planning Tax (BPT)	EP	EP	EP						EP			Ε			
Business Strategy & Technology (BST)				EР	EР			EP					Ε		



<sup>\*</sup> 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.

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

#### Milton Keynes Advanced Level - July 2025

				Ap	ril									М	ау					
Week commencing:			21st					28th	- I				12th					19th	ı	
	21	22	23	24	25	28	29	30	1	2	12	13	14	15	16	19	20	21	22	23
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		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	bject	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	1				7th					14th	ļ				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	T	W	Т	F
CR/SBM/ACS				EP	ΕP	EP	EP	EP	EP	EP	EP	EP	EP	EP	EP	Е	Ε	E		
CR/SBM						EP	EP	EP	EP	EP	EP	EP				Ε	Ε			
									1	1						3		_		
ACS				EP	EP								EP	EP	EP			Ε		
ACS  For information, please find the classroom and exa  Corporate Reporting (CR)	ım da	ates	withi			ilabl	e stu EP	dy co	ombi	natio	ons o					ojects E	s bel			
For information, please find the classroom and exa	m da	ates	withi			ilabl	=	dy co		natio						-	s bel			
For information, please find the classroom and exa Corporate Reporting (CR)	m da	ates	withi	in the			=						indi		al suk	-				

<sup>\*</sup> 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.

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

#### **CentreName Advanced Level - November 2025**

				S	epte	mbe	er			
Week commencing:			1st					15th		
	1	2	3	4	5	15	16	17	18	19
Available Study Combinations	М	Т	W	Т	F	М	Т	W	Т	F
Advanced Case Study (ACS)	Т	Т	Т			Т	Т			

					Octo	ber						No	veml	ber	
Week commencing:			13th					27th					3rd		
	13	14	15	16	17	27	28	29	30	31	3	4	5	6	7
Available Study Combinations	М	Т	W	Т	F	М	Т	W	Т	F	М	Т	W	Т	F
Advanced Case Study (ACS)				EP	EP			EP	EP	EP			Ε		

Т	Tuition	EP	Exam Preparation
Т	T - Personalised *	Ε	Real Exam
Т	Live Online/Exam **		•

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

<sup>\*</sup> 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.

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