

ICAEW

Professional stage & Advanced stage – 1 Jan-31 Dec 2010

Delivering results



REED
BUSINESS
SCHOOL
● ● ●

ICAEW residential full link & revision courses

Reed Business School is a trading subsidiary of Reed Educational Trust Limited which is a registered charity. Registered Number 328347.

 **THE INSTITUTE
OF CHARTERED
ACCOUNTANTS**
IN ENGLAND AND WALES
PARTNER IN LEARNING

Welcome to Reed Business School

Chartered courses at Reed

Reed Business School offers the ideal setting for exam preparation.

The relaxed atmosphere and the beautiful surroundings allow students the opportunity to focus single mindedly on preparing for, and more importantly, passing exams. Studying residentially at Reed enables students to avoid the demands of day to day domestic chores and daily commuting, using the valuable time saved for additional study or relaxation. This together with small class sizes and longer teaching days leads to an unrivalled support system for students.

We also liaise very closely with employers and provide both formal and informal feedback on students' performance. In addition tutors and programme managers are available to discuss students on a one-to-one basis at any time.

Professional Stage

The professional stage is split into two levels:

Knowledge level – provides core technical skills.
Application level – enables you to demonstrate your knowledge in a practical context.

Knowledge level consists of 6 modules:

- Accounting (AC)
- Assurance (AS)
- Law (L)
- Principles of Taxation (PTX)
- Business and Finance (BF)
- Management Information (MI)

These modules will be examined via computer based exams (1.5 hours each). You can sit these exams at Reed Business School or at a local Pearson VUE centre.

Application level consists of 6 modules:

- Financial Accounting (FA)
- Audit and Assurance (AA)
- Taxation (TX)
- Financial Reporting (FR)
- Business Strategy (BS)
- Financial Management (FM)

These modules will be examined via paper based exams (2.5 hours each). These exams will be set nationally and held at ICAEW appointed exam centres four times a year in June, September, December and March (latter Bristol, Manchester and London only in UK).

Please note you are allowed a maximum of 4 attempts for each module.

Our recommended study route through professional stage is as follows

1.
 - Accounting (e-assessment)
 - Assurance (e-assessment)
 - Law (e-assessment)
2.
 - Financial Accounting (application exam)
 - Audit & Assurance (application exam)
3.
 - Principles of Taxation (e-assessment)
 - Taxation (application exam)
 - Financial Reporting (application exam)
4.
 - Business & Finance (e-assessment)
 - Management Information (e-assessment)
 - Business Strategy (application exam)
 - Financial Management (application exam)

Completed by June 2010 for January 2010 student intake;
December 2010 for September 2010 intake.

Knowledge papers will be tutored in intensive blocks by subject. With the exception of Law the e-assessment at Reed will be timetabled to be taken on the first day of the next course the student is to attend assuming they are following our recommended study route. The Law e-assessment will be timetabled to be taken the day following the Law course. It is assumed that e-assessments will be taken at Reed unless we are notified in writing to advise us otherwise. Students can alternatively take their e-assessment at a Pearson VUE centre.

Application papers will be taught in two separate tuition blocks followed by a revision course. There will be a completion exam at the end of the tuition phase, two progress tests set in between the two tuition blocks and prior to the revision phase and a final mock exam on the revision course for each subject. Formal reports will be sent to employers following the completion and revision courses.

Advanced Stage

The advanced stage consists of three papers:

Technical Integration – Business Reporting
Technical Integration – Business Change
Case Study

The technical integration papers are 3.5 hours each, whilst the case study is 4 hours. There are two sittings a year in July and November. The three papers can be sat together or separately. Please note a student is not eligible to sit the case study until they have commenced the final year of their training contract.

Our courses offer full link tuition and revision with the option being available to de-couple the case study. The revision element include QBD's (Question Based Days) where questions are set during the day and marked by tutors in order to give immediate feedback. This has proved to be invaluable to students and an excellent preparation for the real exams that follow.

Course materials

All learning materials are provided by ICAEW. Reed will supply the ICAEW materials and the relevant open books to students on the introductory phase of their studies. The Law knowledge level subject will be provided in advance with pre-course preparation to reflect the timing of the Law e-assessment. If any other study material is required in advance, we recommend it is ordered directly from ICAEW. We will require written confirmation 3 weeks prior to the start of the course to advise us that material is not required from Reed.

AAT students

The AAT qualification automatically entitles students to exemptions from Business & Finance and Management Information knowledge modules (e-assessments).

Other exemptions are available as follows:

AAT Unit (Technician level)	Exemption (e-assessment)
Drafting Financial Statements	Accounting
Implementing Audit Procedures	Assurance
Preparing Business Taxation Computations and Preparing Personal Taxation Computations	Principles of Taxation

In addition students who have completed Drafting Financial Statements are eligible to sit a Financial Accounting Top-Up paper which gives them exemption from the Financial Accounting application module.

For students with maximum exemptions from their AAT studies, our recommended study route will be:

- FA Top Up and AA (application paper)
- Law (e-assessment)
 Taken to June 2010 for January 2010 intake;
 to December 2010 for September 2010 intake
- Taxation (application paper)
- Financial Reporting (application paper)
- Business Strategy (application paper)
- Financial Management (application paper)

For AAT students who are not eligible for full exemptions, please contact us for recommended study route.



2010 fees

(1 January – 31 December 2010)

Tuition fees will be based on:

A daily tutorial fee of £71 (Professional stage, knowledge level), £72 (Professional stage, application level) and £78 (Advanced stage).

These fees exclude VAT, ICAEW Learning materials, e-assessment fees, open books and material handling fees. For students sitting the e-assessment at Reed, there will be an e-assessment management fee.

Course	Duration (Teaching Days)	Tuition Fee £	*Residential Fee £	**E-Assess Management Fee £	***E-Asses Residential Fee £	Total £
Prof Knowledge						
Accounting	5	355	140	50	n/a	545
Assurance	4	284	112	50	n/a	446
Law	3	213	84	50	28	375
Principles of Tax	4	284	112	50	n/a	446
Business & Finance	4	284	112	50	n/a	446
Management Information	4	284	112	50	28	474
Prof Application						
Financial Accounting TopUp and Audit & Assurance	12	864	336	(£50 for revision phase mocks taken off-site)		1250
Financial Accounting Audit & Assurance	12	864	336			1200
Tax	7	504	196			700
Financial Reporting	11	792	308			1100
Business Strategy	10	720	280			1000
Business Strategy	8	576	196			772
Financial Management	10	720	280			1000
Advanced						
Business Change, Business Reporting and Case Study	35	2730	980			3710
Case Study only	5	390	140			530

* Residential fees have been calculated based on students sitting papers together where days are split between two subjects and/or mock exams are on half days. Students attending individual papers will have their residential fees charged accordingly.

** The E-assessment management fee is applicable to students sitting an E-assessment at Reed and will be charged in addition to the ICAEW e-assessment fee

*** With exception of Law and MI, the first sitting of the E-assessments at Reed will be scheduled late morning so students can travel up on the morning and the need for accommodation has been excluded for these papers. Accommodation can be made available upon request if required and will be charged accordingly.

Residential Fees (per night)	Shared £	Single £
Tuition phase		
Daily Rate (Sunday – Thursday nights)	28	39
Revision phase		
Daily Rate (Sunday – Thursday nights)	28	44
Daily Rate (Friday – Saturday nights)	12	20

Single room accommodation is subject to availability. Please note VAT will be applied to the above fees at the standard rate.

Residential fees

A daily residential fee of £28 will be charged. The residential fees are based on shared accommodation available from the night before the start of the course through to the night prior to the final day of the course with exception to BS as the class commences after the MI e-assessment.

For residential students, all meals are provided on the tutorial days of a course from the morning of the first day of the course to lunch on the last day.

In addition, for students who decide to stay over the weekends of a tuition course (when their particular course has no tutorial days),

meals will be provided free of charge when a catering service is being provided for other weekend courses. If a catering service is not being provided over a weekend, students will have access to kitchen facilities to prepare their own food.

Terms & conditions



Fees

Tuition and residential fees are invoiced at the start of each phase. ICAEW material and open books will be provided to students as detailed below under 'course material' heading and invoiced on the introductory phase. Payment terms are strictly 30 days from date of invoice.

ICAEW fees are reviewed annually

For students who are self-funding, please contact the Business School upon enrolment to arrange payment

Course material

The ICAEW study material and open books where relevant will be provided on the first day of the introductory course for each subject with the exception of Professional Stage Knowledge Level for Law, which will be given or sent to students beforehand. If study material for any other subject is required in advance students should order this directly from ICAEW opting for the mock exam to be sent to the tuition provider. We will require written notification that the ICAEW material will not be required from the Business School 15 working days prior to the start of the relevant introductory course otherwise material will be ordered and charged as detailed under 'fees' heading above. It is assumed that e-assessments will be taken at Reed unless we are notified in writing to advise us otherwise.

The Reed e-assessment management charge and ICAEW e-assessment fee will be charged accordingly.

Weekend residential fees

Revision course students wishing to stay at the Business School during the weekend between the courses will be charged a reduced weekend residential fee. When other classes are being held over a weekend there will be meals available but these must be booked directly with the Catering Manager on Friday prior to the weekend in question. Students will be given the opportunity to indicate their weekend residential requirements and who will be funding them by completing and returning a form in advance of the revision course.

Cancelling courses

All cancellations to bookings must be made in writing and received 15 working days prior to the start of the course. If a booking is cancelled within 15 days or if the student fails to attend the course, the full course fee must be paid immediately.

Student conduct

Discipline is an essential feature of our courses and students are advised that behaviour prejudicial to the proper conduct of the course, or insufficient academic effort may lead to dismissal. In such circumstances any repayment or part repayment of tuition fees is purely at the discretion of the Business School. Reed Business School is not liable in any circumstances for loss or damage to personal property and valuables.

Reed Business School reserves the right, in its sole and absolute discretion, to refuse to accept any booking.

Reed Business School,
The Manor, Little Compton,
Nr Moreton-in-Marsh
Gloucestershire GL56 0RZ



How to find us Reed Business School is situated in Little Compton, a picturesque & quiet village in the heart of the Cotswolds.

By rail

There is a main line station at Moreton-in-Marsh offering frequent intercity services to Oxford, Reading, London Paddington and Worcester/Hereford. The Business School is a 4 mile taxi journey away from the station.

By road

The distances by road are... Oxford 25 miles A44
Birmingham 45 miles M40 (J15), A429, A44
London 80 miles M40 (J8), A40, A44
Swindon 35 miles A361, A44.