



## Dedicated Retake courses – residential & non-residential

# Welcome to Reed Business School

Reed Business School has been running successful Chartered courses for over 30 years. Our dedicated tutor team, coupled with small class sizes and a unique study environment provide the crucial recipe to students passing their final examinations. For the Advanced November sitting, we will be running dedicated retake courses for Technical Integration Business Change and Business Reporting and Case Study with strong emphasis on question practice and examination technique. Our tutors have a wealth of experience and are readily available outside of the class to give any further assistance required. If you would like to discuss your pre-course preparation with one of our tutors, please contact us.

## Technical Integration – Business Change & Business Reporting

These retake courses run for an intensive 7 days for BC, 6 days for BR and 8 days if sitting both BC and BR. The courses include a mock examination taken under examination conditions and a question based day (QBD). The QBD format consists of the course tutor presenting individual questions which are sat under timed conditions. These are marked by tutors during the day resulting in the students receiving immediate feedback on their performance and detailed areas of where improvement is required. These QBD days have proved invaluable in the success rate of students sitting the real examinations.

## Case Study

We will be running 2 x 4 day courses and a weekend dedicated to pre-seen material. The 4 day course will concentrate on all aspects of exam technique and individual review of the student scripts. The pre-seen weekend will be dedicated to analysing and discussing the pre-seen material.

Due to the one to one demand on the course tutor, we strictly limit places to 15. Early booking is recommended as we always have a high demand for this unique style retake course.

## Tutors

### Jackie Duxbury, ACA

Jackie qualified in 1983 and after working in the profession for several years gained practical experience with a wide variety of organisations in the financial and other sectors. She has been involved with the Case Study since its inception in 1994 and marked for the ICAEW. Jackie has built up an international reputation for teaching how to pass the Case Study.

Jackie will be tutoring and marking both Case Study courses.

### Caroline Fowler, ACA

Caroline specialises in lecturing taxation for all the main accountancy examinations and also lectures on accountancy and taxation practical courses. She has over 12 years of experience in training accountants. Caroline is enthusiastic and has an ability to explain difficult technical concepts in an easy to understand manner.

Caroline will be tutoring and marking on the Technical Integration papers.

### Matt Holden, ACA

Matt has an enthusiastic approach and combines this with an ability to make highly theoretical concepts relevant and accessible. Matt will be tutoring and marking on the Business Change course.

### Jenny Winstanley, ACA

Jenny qualified in 1991 with Coopers & Lybrand and progressed to audit manager status before joining the Financial Training Company in 1993. She was promoted to senior tutor after fifteen months and was their National Head of Auditing and Financial Reporting from 1997. Jenny joined Reed Business School in 1999.

Jenny will be tutoring and marking on both the Technical Integrated papers.

## Course dates – November 2010 sitting

<b>T.I. Business Change</b>	Fri 15 – Thurs 21 October
<b>T.I. Business Reporting</b>	Sat 16 – Thurs 21 October
<b>T.I. Business Change AND. T.I Business Reporting</b>	Fri 15 – Fri 22 October
<b>Case Study 1 Pre-seen</b>	Wed 22 – Sat 25 September Sat 9 – Sun 10 October
<b>Case Study 2 Pre-seen</b>	Sun 26 – Wed 29 September Sat 9 – Sun 10 October

Please remember to submit your exam entry to ICAEW by **30 September 2010**

## Course material

Students must bring both 2010 editions of the BR and BC revision question banks to the TI retake courses. Please note both question banks will be required even if sitting one paper only. These can not be purchased from Reed Business School. If you did not take the exam in July 2010 a full set of 2010 material will need to be purchased in advance from ICAEW. There will be no changes to the Open Books for the November sitting from July. Open books can be ordered from Reed Business School. Please refer to enrolment form.

<b>Course fees</b>	<b>Business Change £</b>	<b>Business Reporting £</b>	<b>Business Change &amp; Business Reporting £</b>	<b>Case Study £</b>	<b>Case Study Pre-seen £</b>
Tuition fee	545	470	640	520	160
Residential fee	196	168	224	112	56
Single room supplement	105	90	120	60	30

Prices are subject to VAT.

\* Single rooms are allocated on first come, first served basis.

The residential fee includes accommodation from the night previous to the start date of each course.

All meals are included within the residential fee from breakfast on day 1 to lunch on the last day.

\*\* Pre-seen days can **only** be attended in conjunction with the Case Study course.

# Advanced November 2010 Enrolment

Surname

First name

Male  Female

Date of birth

Home address

Postcode

Tel

Mobile

Email

Emergency contact details

Course fees to be paid by:  Student  Employer

Employer's name and address

Postcode

Tel

Fax

Email

**I have read and accept the terms of business as outlined overleaf**

Student signature

Date

Have you studied at Reed Business School before?  Yes

How did you hear of Reed Business School?

(e.g. website, recommendation, previous student)

Do you have any dietary requirements?

- Vegetarian
- No fish
- Dairy free
- Wheat free
- Nut allergy
- Vegan
- Other

Please give details of 'other'

Preferred method of receiving course information from Reed

- By post to home address
- By post to work address
- Email to work address
- Email to private address
- Other

Please give details of 'other'

Please fax both sides of this booking form to:  
**01608 674518**

Or mail a copy of this form to:  
**Reed Business School  
The Manor  
Little Compton  
Nr Moreton-in Marsh  
Gloucestershire GL56 0RZ**

**Please ask employer to sign below if paying your course fees  
Employer's authorisation for sponsored students**

As employers, we are responsible for the payment of fees due on receipt of the invoice, regarding the student mentioned opposite and will endeavour to inform you in writing of any change to this arrangement. We understand that we are fully responsible, in all circumstances, for the payment of fees due, including termination of employment or cancellation of course (unless Reed Business School is notified in writing at least 15 working days, before the relevant course commences)

Employer's signature

Please print

Employer's title

Date

Purchase order ref:

Please indicate if you do not wish to receive course reports

**Methods of payment**

Please invoice my employer (if signed above)

I enclose a cheque for £

made payable to: Reed Business School

Credit/debit card – please charge my credit/debit card in respect of the courses listed below and any fees outstanding in respect of the ACA courses booked

Name on card

Cardholder's signature

Card No.

Valid from     Expiry date

Issue No. (If applicable)   Security No.

Statement address:

# Enrolment

(Please tick the appropriate boxes below)

Subject	Tuition £	Residential (shared) £	Single room supplement £	Total £
T.I. Business Change (15-21 Oct)	545	196	105	
T.I. Business Reporting (16-21 Oct)	470	168	90	
T.I. Business Change AND Business Reporting (15-22 Oct)	640	224	120	
Case Study 1 (22-25 Sept) Pre-seen* (9-10 Oct)	520 160	112 56	60 30	
Case Study 2 (26-29 Sept) Pre-seen* (9-10 Oct)	520 160	112 56	60 30	
			Sub Total	
			VAT	
			<b>Total</b>	

## Full payment required

\* Pre-seen days can only be attended in conjunction with the Case Study course.

## Materials

Open Books	£	P&P £	Total £
International Financial Reporting Standards 2009	60	7.25	
Auditing Standards 2009	28.90	7.25	
Hardmans Tax Tables 2009/2010	16.90	2.30	
Full payment required with order			<b>Total</b>

## Terms and Conditions

**Payment** For employer funded bookings the course fee must be paid, in full, no later than 15 working days prior to the start of the course. RBS reserves the right to re-allocate the course place to another student if fees are not paid in time. If an employer does not sign the form the student will be liable for any outstanding course fees.

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

**Amendment to Booking** An administrative charge of £10 + VAT will be paid for each amendment requested to an existing booking. Refunds on credit card payments will be charged at the greater of 1.5% or £10 to cover transaction fees.

**Postage of Open Books** A fee to cover p&p will be applied for any open books ordered.

PARTNER IN  
LEARNING



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.