

ICAEW



YOUR GUIDE TO STUDYING THE CERTIFICATE IN FINANCE, ACCOUNTING AND BUSINESS (CFAB) 2012



WELCOME

Welcome, you are now registered as a student for the Certificate in Finance, Accounting and Business (CFAB). Studying CFAB will give you practical and essential knowledge that you can use in any industry or sector. We know that studying can be a challenge, especially fitting it around your work and personal commitments, so we have designed this guide to help you get started and to support you while you study CFAB. It covers:

- an overview of CFAB;
- details on credit for prior learning/exemptions;
- how to apply for assessments and alternative assessment arrangements;
- the full range of support and services that are available to you while you study; and
- information on your options after CFAB – whether you are considering the ACA or further studies, ICAEW offers a range of programmes and qualifications to support your continued development.

THE STUDENT SUPPORT TEAM

Our student support team is here to help with advice and guidance as you study. They can offer help on a range of issues, including assessment-related enquiries, credit for prior learning/exemptions and changes to your contact details.

The student support helpline is open Monday, Tuesday, Thursday and Friday 08:30–17:30 and 09:30–17:30 on Wednesdays, UK time.
Call us on **+44 (0)1908 248 250**

We treat all enquiries confidentially, so please don't hesitate to contact us, no matter what the nature of your enquiry. Please have your student registration number with you when you call, as this will help us deal with your enquiry more efficiently.

You can also contact the student support team by fax or email:

F **+44 (0)1908 248 069**
E **cfab@icaew.com**

Please keep us up to date with any changes to your contact details so that we can be sure that you receive all the latest information and news while you study for CFAB. Contact the student support team or visit [icaew.com/cfabstudents](https://www.icaew.com/cfabstudents) where you can check and update your details.

We wish you every success with your CFAB studies.



CONTENTS

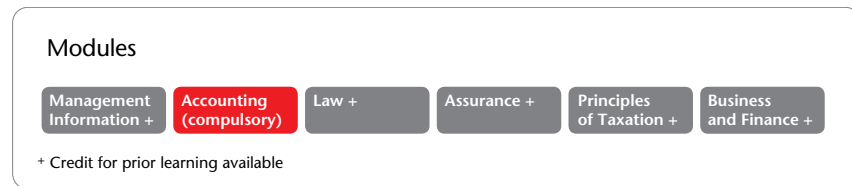
	Page
CFAB OVERVIEW	4
FOUR STEPS TO GAINING CFAB	5
STEP 1 – APPLY FOR CREDIT FOR PRIOR LEARNING/EXEMPTIONS	5
STEP 2 – CHOOSE A LEARNING OPTION THAT WORKS FOR YOU	5
STEP 3 – SIT THE COMPUTER-BASED ASSESSMENTS	5
STEP 4 – SUCCESSFULLY COMPLETE CFAB AND RECEIVE YOUR CERTIFICATE	6
SUPPORT AND BENEFITS THROUGHOUT YOUR CFAB STUDIES	7
CFAB AMBITION – A SUPPORT SCHEME FOR CFAB STUDENTS	8
CFAB COMPUTER-BASED ASSESSMENTS	9
LIFE AFTER CFAB	16
BECOME AN ICAEW CHARTERED ACCOUNTANT	16
SPECIALIST QUALIFICATIONS AND DEVELOPMENT PROGRAMMES	17
USEFUL CONTACT DETAILS	19

CFAB OVERVIEW

CFAB consists of six modules: Management Information; Accounting; Law; Assurance; Principles of Taxation; and Business and Finance. These are the same six modules as the first stage of ICAEW's world-leading business and finance qualification, the ACA. You can complete them in any order and at a speed that suits you, so you can easily fit studying around your work and personal commitments.

To complete CFAB, you must pass all six modules before you receive your certificate of achievement. You don't need to complete any modules for which you have received credit for prior learning/exemptions.

THE SIX CFAB MODULES



MANAGEMENT INFORMATION

- Costing and pricing
- Budgeting and forecasting
- Performance management
- Management decision making

ACCOUNTING (COMPULSORY)*

- Maintaining financial records
- Adjustments to accounting records and financial statements
- Preparing financial statements

* The Accounting module is not compulsory for some people – see page 5 for more details.

LAW

- The impact of civil law on business and professional services
- Company and insolvency law
- The impact of criminal law on business and professional services
- The impact of law in the professional context

ASSURANCE

- The concept, process and need for assurance
- Internal controls
- Gathering evidence on an assurance engagement
- Professional ethics

PRINCIPLES OF TAXATION

- Objectives and types of tax
- Ethics and administration
- Income tax and national insurance contributions
- Capital gains tax and corporation tax on chargeable gains
- Corporation tax
- VAT

BUSINESS AND FINANCE

- Business objectives and functions
- Business and organisational structures
- The role of finance
- The role of the accountancy profession
- Governance, sustainability, corporate responsibility and ethics
- External environment

FOUR STEPS TO GAINING CFAB

STEP 1

Now you have registered as a CFAB student – you can apply for assessments and access the full range of resources available to you.

icaew.com/cfabstudents

Apply for credit for prior learning/exemptions – this recognises areas of the syllabus that you may have already covered as part of your academic or professional studies. You can apply for credit for prior learning/exemptions to be awarded for up to five modules (the Accounting module is compulsory*). If you receive credit for prior learning/exemptions, it may only take a few months for you to complete CFAB. Without credit for prior learning/exemptions, CFAB is still achievable in less than 12 months. For full information and to check your eligibility, please refer to icaew.com/cfabcppl. It's essential that you allow at least 14 days for us to assess and process your credit for prior learning/exemptions application from the day we receive it.

* Credit for prior learning/exemption from the Accounting module is only available to AAT-qualified students who have passed the ACA Financial Accounting top-up exam or university graduates who have passed the ACA Financial Accounting exam.

Employer support – if your employer is supporting you through your studies, either financially or allowing you time off work to study, you may need their permission to apply for credit for prior learning/exemptions for any of the CFAB modules.

STEP 2

It is important that you choose a learning option that works for you – visit icaew.com/cfablearning to find out more about the study options and tuition providers available so you can decide how you want to study CFAB.

LEARNING OPTIONS

Classroom tuition – delivered in a classroom environment where you will have the opportunity to network with like-minded peers and ask questions of experienced tutors.

Distance learning – if you are unable to attend classes, but would value the support of a tutor and peer-to-peer learning, distance learning uses a mixture of online tutor sessions and self-study support.

Online learning – similar to distance learning, but delivered online through live and recorded tuition sessions. This learning option uses online materials and resources which can be accessed anywhere in the world.

Self-study – if you prefer, you can study the CFAB modules on your own, using the ICAEW learning materials that are available from our distributors.

Blended learning – you can choose to follow a combination of learning options on a module-by-module basis, depending on how much support you feel you need.

BUY YOUR LEARNING MATERIALS

To buy the learning materials for each module, visit gillards.com/icaew. Each study pack consists of a study manual and question bank. If you are registered on a course with a tuition provider, check if your learning materials are included as part of your course fee.

START STUDYING CFAB

You can complete the six modules in any order and at a speed that suits you, so you can fit them around your work and personal commitments. For more information on the support and services we offer you throughout your CFAB studies, see page 7.

STEP 3

Choose when to take the computer-based assessments – there are no set dates, so you can take them when you are ready. You can choose to sit one assessment at a time, or group them together. The assessment for each module lasts one and a half hours and your results will be available online within 24 hours.

Apply for assessments – visit icaew.com/cfabstudents to apply for your computer-based assessments, which you can take at assessment centres in many parts of the world.

Apply for alternative assessment arrangements – if you have a disability, health condition or specific learning difficulty that is likely to affect you during an assessment, please contact us as early as possible so that we can assess what arrangements you might need. You must apply for alternative arrangements no later than 90 days before your assessment. The application form is available at [icaew.com/cfabassessments](https://www.icaew.com/cfabassessments)

You can also apply for alternative arrangements if your responsibilities as a carer are likely to affect you during the period you take your assessments.

If you would like to talk to someone about your arrangements, please contact the student support team on +44 (0)1908 248 250 or email cfab@icaew.com

For more information on how to prepare for your assessments and what happens before, during and after an assessment, including information on what happens if you need to resit, see pages 9–11.

STEP 4

When you have successfully passed or received credit for prior learning/exemptions for all six computer-based assessments you have completed CFAB. You don't need to let us know when you have passed all six assessments; we will automatically post your certificate of achievement to you within four weeks of completing your final assessment. Please make sure ICAEW has your correct postal address.

When you complete CFAB, you may decide that you want to further develop your career in business, finance or accountancy. If this sounds like you, then our world-leading finance and business qualification – the ACA – is the next step. [icaew.com/careers](https://www.icaew.com/careers)

For detailed information on the qualifications and development programmes that we offer, see pages 16 and 17.



SUPPORT AND BENEFITS THROUGHOUT YOUR CFAB STUDIES

We have developed a wide range of support and services to help you while you study CFAB.

CFAB SUPPORT ONLINE

There is a dedicated CFAB student area of our website where you can find information on how to apply and prepare for your assessments; and where to find your results when you've completed them.

In the assessment resources area, you will also be able to find:

- syllabus information
- sample assessments
- sample papers
- articles from the examiners
- study guides
- study tips
- pre-recorded webinars.

icaew.com/cfabassessmentresources

STUDENT ONLINE COMMUNITY

A forum for you to meet and share ideas with other CFAB students from around the world. Ask questions, gain study advice and access the latest resources. You can also talk to ACA students to find out what it's like to study for the ACA.

icaew.com/studentcommunity

STUDENT FACEBOOK PAGE

ICAEW contributors post relevant industry news, links to exam support and regular competitions. Search and Like 'Students@ICAEW' at Facebook.com

STUDENT E-NEWSLETTER

A quarterly e-newsletter will keep you up to date with study advice and relevant industry news.

LIBRARY AND INFORMATION SERVICE

The Library and Information Service (LIS) is ICAEW's world-leading accountancy and business library. You have access to a range of resources free of charge via the library website, including the catalogue, LibCat. icaew.com/library

To enhance the library access you already receive, our new online CFAB support scheme, CFAB Ambition, will give you access to selected e-books, the enquiry service and a document delivery facility. Find out more on page 8.

FACULTY E-NEWSLETTERS

Our faculties are specialist groups that give their members the knowledge and essential technical resources they need to carry out their work to the highest standards. They help members to make sense of today's issues and stay ahead in the ever-changing business environment. As a student studying CFAB, you can register free of charge with one of our world-class faculties to receive complimentary e-newsletters for one year:

- Audit and Assurance
- Corporate Finance
- Finance and Management
- Financial Reporting
- Financial Services
- Information Technology
- Tax.

To register, please email facultystudents@icaew.com with your name, student number and chosen faculty.

NUS EXTRA CARD

CFAB students are entitled to apply for a NUS Extra card, which offers exclusive discounts from over 70 brands including Amazon.co.uk, Pizza Hut and Play.com. Buy your NUS Extra card online – quote your student number and select ICAEW as your place of study. www.nus.org.uk/en/nus-extra

STUDENT SUPPORT TEAM

The student support team can offer you help and guidance on a range of issues, including registration, credit for prior learning/exemptions, assessment-related enquiries and changes to contact details.

The student support helpline is open Monday, Tuesday, Thursday and Friday 08:30–17:30 and 09:30–17:30 on Wednesdays, UK time.

Call **+44 (0)1908 248 250** or email cfab@icaew.com

CFAB AMBITION

CFAB Ambition is an online support scheme for current and past CFAB students. It will give you the resources you need to prepare for an interview, make career choices, develop your professional skills and update your technical knowledge.

Here are some of the resources, support and advice you will receive when you subscribe to CFAB Ambition.

ONLINE DISCUSSION FORUMS

Discuss your career options, talk to (current and past) CFAB students and access information on a wide range of topics including management skills, presentation techniques and becoming a chartered accountant.

WEBINARS AND Q&A SESSIONS

Learn a wide range of management and leadership skills, including strategic thinking, effective writing, CV/résumé preparation, interview techniques and presentation skills delivered by experts.

ICAEW MAGAZINE

Receive the monthly ICAEW magazine, *economia*, and read about the latest issues facing the profession, including news and views from leading figures in finance, accountancy and business.

JOB RESOURCES

Search and apply for accountancy jobs in the UK and around the world using [ICAEWjobs.com](https://www.icaewjobs.com) and get advice on working and studying overseas.

LIBRARY AND INFORMATION SERVICE

Learn more about professional skills, including management and leadership techniques, giving presentations and developing a business case, as well as CV/résumé preparation, interview techniques and accounting-related information. A selection of e-books, the enquiry service and a document delivery facility are available from the ICAEW library, one of the world's leading accountancy and business libraries. [icaew.com/library](https://www.icaew.com/library)

PROGRESS TO THE ACA

If you intend to study for the ACA, you will have access to the comprehensive listing of organisations that are offering ACA training opportunities, internships and work experience.

TO FIND OUT MORE

CFAB Ambition will provide you with the knowledge and skills you need to develop your career in finance, accountancy and business. For more information about the scheme and the annual fee; visit [icaew.com/cfabambition](https://www.icaew.com/cfabambition) or email cfabambition@icaew.com

CFAB COMPUTER-BASED ASSESSMENTS

FORMAT OF ASSESSMENTS

There are six computer-based assessments, each lasts one and a half hours. There are 40 questions for the Accounting and Management Information modules, and 50 questions for the other four modules. You can take them at any time of the year and at assessment centres in many parts of the world. You can find a full list of assessment centres at icaew.com/cfabstudents

FLEXIBILITY

You can take the CFAB modules in any order, to suit you and your employer.

PREPARING FOR YOUR ASSESSMENTS

LEARNING MATERIALS

The CFAB learning materials study packs consist of a study manual and question bank for each module. www.gillards.com/icaew

If you are studying for CFAB with the help of a tuition provider, check if your learning materials are included within your course fee before you order them online.

The syllabus, learning materials and assessments are updated annually. The learning materials are published in September each year for assessments the following year. It is important to consider this when planning your studies and ordering your learning materials. You will need to ensure that you have the correct learning materials for your chosen assessment schedule.

ASSESSMENT RESOURCES

We have a wide range of resources to help you prepare for your assessments.

- You can download sample assessments and sample papers from the assessment resources section of the CFAB student area of the website. icaew.com/cfabstudents

- The CFAB student area of the website also contains further information to guide and help you prepare for the computer-based assessments:
 - syllabus information
 - sample assessments
 - sample papers
 - pre-recorded webinars
 - articles from the examiners
 - study guides
 - study tips.

ASSESSMENT APPLICATIONS

Before applying for your first assessment – we recommend that you apply for credit for prior learning/exemptions before applying for your first assessment (check if you need your employer's permission before you apply) so it is clear which assessments you need to take. For more information, see page 5.

To apply for your assessments – you will need to apply directly with an assessment centre, which will be:

- your tuition provider – contact details can be found at icaew.com/cfabstudents; or
- one of the centres within the Pearson Vue network. You can find these at icaew.com/cfabstudents

APPLY FOR ALTERNATIVE ASSESSMENT ARRANGEMENTS

If you have a disability, health condition or specific learning difficulty that is likely to affect you during an assessment, please contact us as early as possible so we can assess what arrangements you need. You must apply for alternative arrangements no later than 90 days before the assessment. Please see page 6 for more information. The application form is available at icaew.com/cfabassessments

CANCELLING A COMPUTER-BASED ASSESSMENT

You can reschedule an assessment provided you notify your chosen assessment centre at least 24 hours before you are due to take the assessment. If you have booked an assessment but are unable to attend due to illness or injury, you should advise the assessment centre and reschedule the assessment date directly with the assessment centre. Failure to notify the assessment centre of non-attendance may affect any assessment fee refunds to which you may be entitled.

WHAT COUNTS AS AN ASSESSMENT ATTEMPT?

An attempt is counted when you apply and attend an individual assessment and have seen the content of that assessment.

The following situations don't count as an attempt if:

- you apply for an assessment and are absent;
- you apply for an assessment and withdraw before it; or
- an assessment cannot be completed and/or the results determined due to system failure or an exceptional event beyond the control of ICAEW.

You will not be permitted, under any circumstances, to transfer assessment attempts from one module to another. Any student who does not pass an assessment within the permitted four attempts will be entitled to apply for a concession if they believe they have grounds to do so. You can find more information about the CFAB regulations by clicking the qualifications tab at [icaew.com/regulations](https://www.icaew.com/regulations)

ASSESSMENT RESITS

ICAEW allows a maximum of four attempts for each CFAB module. However, if your employer is making a financial contribution to your CFAB studies, they may limit you to fewer attempts. You should check this with your employer.

If you fail an assessment, you will need to arrange your resit with your employer, if they are supporting your CFAB studies, and/or the assessment centre. Before your resit, you may need time to do extra revision.

IN THE ASSESSMENT

WHAT TIME SHOULD I ARRIVE AT THE ASSESSMENT CENTRE?

Please arrive 30 minutes before your scheduled assessment. This will give you time to complete the required sign-in procedures.

WHAT IDENTIFICATION DO I NEED TO TAKE TO THE ASSESSMENT?

You will need to take two forms of identification to the assessment, one of which must contain a photo of yourself and your signature eg, passport or driving licence.

WHAT WILL BE ON YOUR DESK?

You will be given an ICAEW calculator to use during the assessment, alternatively you can also use the on-screen calculator. You will also be given reusable wipe-boards and pens. You can ask the invigilator for additional wipe-boards during the assessment.

BEFORE THE START OF THE ASSESSMENT

You will be logged into the system by the assessment administrator or invigilator and asked to agree to the confidentiality requirement; then you can start the assessment.

WHAT IS THE FORMAT OF A COMPUTER-BASED ASSESSMENT?

There are 40 questions for the Accounting and Management Information modules, and 50 questions for the other four modules. The number of questions is shown at the start of the assessment. Each assessment is one and a half hours long.

WHAT TYPE OF QUESTIONS WILL BE INCLUDED?

There are three types of question:

- **multiple choice** – select 1 from 4 options A, B C or D;
- **multiple response** – select 2 or 3 responses from 4 to 10 options; and
- **multi-part multiple choice** – select 1 from 2 or 3 options, for two or more question parts.

For the Principles of Taxation exam, you may also be asked a further type of question:

- **numeric entry** – rounded to the nearest pound (£).

Where a question has two parts, you must enter both parts correctly to receive a mark.

WHAT IF I FEEL UNWELL BEFORE OR DURING THE ASSESSMENT?

If you feel unwell, you should not sit the assessment. You should reschedule with your assessment centre provider. If you feel unwell during the assessment and wish to leave, please raise your hand and tell the invigilator.

WHAT IF I CAN'T CONTINUE WITH THE ASSESSMENT?

It is possible that your assessment may need to be abandoned. If this occurs, you will need to reschedule the assessment with your assessment centre. Your answers will be void as the assessment will be rendered invalid. Your assessment centre provider will notify ICAEW.

If the reason for abandoning the assessment was beyond your control, you will have the attempt reinstated.

WHAT IF I NEED EXTRA TIME?

If you are eligible for extra time due to a disability, you will need to write to ICAEW with appropriate medical evidence no later than 90 days before you intend to take the assessment. You can find further information on appropriate evidence at icaew.com/cfabstudents in the assessments section.

Once you have received approval from ICAEW, please contact your assessment centre at least 48 hours before the assessment to inform them that you will need extra time. They will then schedule the extra time for you.

When you sit the assessment, your personal time clock will automatically be amended to reflect your additional time.

WHAT IF I AM LATE FOR THE ASSESSMENT?

The assessment centre will decide if they can accommodate your late arrival as other students may have already started their assessment. You may be required to reschedule and your assessment fee will not be refunded.

This would not be counted as an attempt.

ARE THERE ANY RULES FOR SITTING THE ASSESSMENT?

Candidates' rules are shown in the notice for candidates on page 15. These must be adhered to by all candidates.

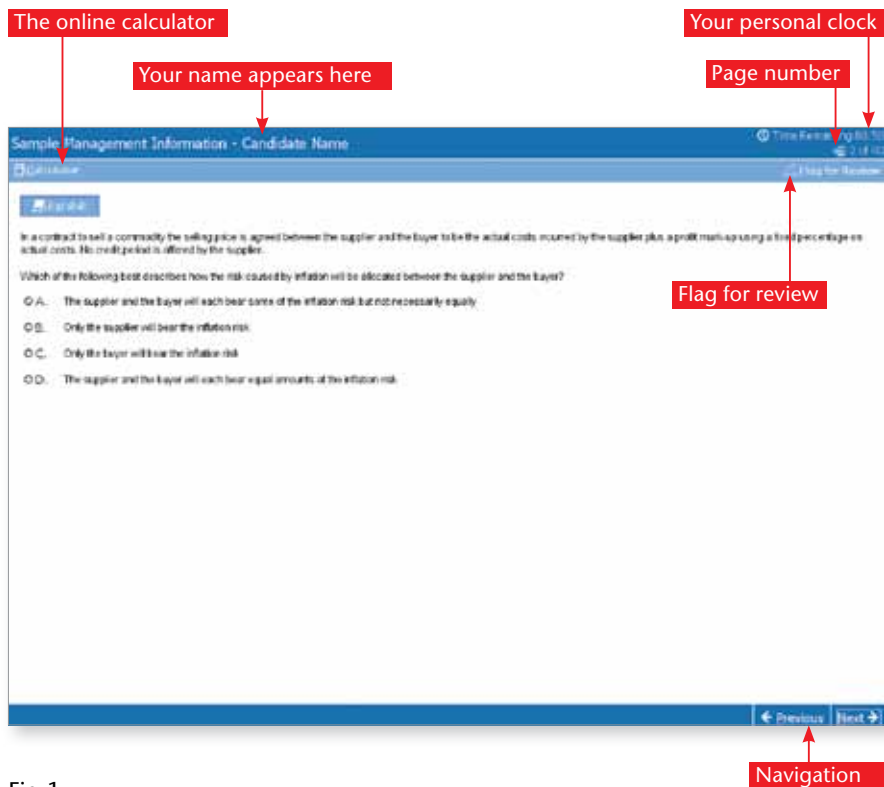


Fig 1

You can find further information on what you need to know before you take a computer-based assessment at icaew.com/cfabstudents

DURING THE ASSESSMENT

You will be logged into the system by the assessment administrator. Once you have been given your assessment instructions and agreed to the confidentiality requirement, the timer will then begin and you will see the first question - see Fig 1 for an example. Navigate through each question and at the end you will reach a review screen where you can see any incomplete answers and questions you have flagged for review. Navigate from this page to see the questions you need to answer or you would like to review before you are ready to end the assessment.

If, during the assessment, you need help with an IT problem or, for example, a clean wipe-board, replacement pen or calculator, raise your hand to notify the invigilator.

If you have a query regarding the way a question is written or you think there is an error within a question that prevents you from answering it in full, please make a note of the question number and the issue and report this to your invigilator at the end of the assessment.

WHAT HAPPENS AT THE END OF THE ASSESSMENT?

If you finish the assessment before the hour and a half is over, click the End Exam button. You will be asked on-screen to confirm that the assessment is to end. If you run out of time, you will be logged out and you won't be able to continue. In either case, all your work will be saved and you won't lose any answers.

HOW DO I KNOW WHAT SORT OF ANSWER IS REQUIRED?

- You can only choose one answer in a multiple choice question.
- Multiple response questions will give clear instructions, eg, 'Which **TWO** of the following...?' You will need to complete all parts of the question correctly in order to score a mark as no half-marks are awarded.
- 'Fill in the blank' questions will clearly state in bold above the answer box what is expected eg, '**Enter a whole number WITHOUT the £ sign**'. You can use a comma as a thousand separator, or write the figures all together if you prefer – both will be marked correct.
- In the Accounting e-assessment there are a few grouped questions – eg, three questions on one set of information. This is clearly stated at the start of each such group, together with the total number of questions. The same information is repeated for each question but only certain parts of that information are relevant each time. No answer depends on a previous answer or workings and individual marks are given for each answer.

You can practise all these question styles in the revision banks which accompany the learning materials and you can try sample assessments at icaew.com/cfabstudents in the exam resources section.

HOW DO I MOVE TO THE NEXT QUESTION OR BACK TO THE LAST ONE?

You use the navigation buttons at the bottom of the screen clicking **Next** and **Previous** to move forwards and backwards, respectively.

CAN I USE A CALCULATOR?

Yes, you will be given an ICAEW calculator and there is also an on-screen calculator. You can practise using the online calculator in advance of the assessment by trying the sample assessments.

The manual calculator provided is an **Aurora SC 582 Scientific Calculator**.

There are two functions you should be aware of:

- this calculator uses the symbol ^ rather than xy to denote 'power of'.
- memory: To clear the memory input \emptyset SHIFT STO M
To add to the memory input M+
To delete from the memory input M-
To recall the memory input RCL M+

You may of course choose to buy one of these calculators yourself, but you may not take your own into the assessment. You will be required to use the one provided to you by the assessment centre. A supplier of the calculators can be found at www.247officeshop.co.uk

WHAT STUDY MATERIALS CAN I BRING INTO THE ASSESSMENT?

You will not be able to take in any open books but you will be able to view relevant extracts from tax tables in the Principles of Taxation and discount tables in the Management Information assessments. Where a question may need a tax or discount table a button marked either tax table or discount table will appear on the screen. You can click this to see the table and the question at the same time.

CAN I USE PEN AND PAPER FOR WORKINGS?

No, you can't take these into the assessment room. You will be given reusable wipe-boards and pens.

CAN I GO BACK AND CHANGE MY ANSWERS?

Yes, you can go through the assessment any number of times within the one and a half hour time limit. You can change your answers and you can mark questions for further review as you go through the assessment which will enable you to find them again quickly. Your last answer will be the one which is saved and marked.

ASSESSMENT RESULTS

The results of your assessments are usually available in your exam results history section of the CFAB student area of the website within 24 hours of completing your assessment. The pass mark is 55.

CERTIFICATE

We will automatically send your certificate of achievement to you by post once you have successfully completed, or received credit for prior learning/exemptions for, all six assessments. You will receive your certificate within four weeks.



AT THE ASSESSMENT TEST CENTRE NOTICE FOR CANDIDATES

THIS NOTICE HAS BEEN WRITTEN TO HELP YOU, SO PLEASE READ IT CAREFULLY. IF THERE IS ANYTHING YOU DO NOT UNDERSTAND, PLEASE ASK YOUR CENTRE ADMINISTRATOR BEFORE THE ASSESSMENT BEGINS

YOU MUST NOT TAKE THE FOLLOWING TYPES OF PERSONAL ITEMS INTO THE AREA:

- mobile phones, hand-held computers, calculators, or other electronic devices;
- hats, bags, coats or notes; these must be stored in a secure area indicated by the invigilator.

If you are found to have any material with you which is not allowed, **even if you did not intend to use it**, this will be reported to ICAEW as misconduct. You may be disqualified from the assessment or the whole qualification.

- The invigilator will direct you to a suitable computer. You should follow the on-screen instructions and check that your name appears in the top left-hand corner when you start.
- Should you be given any assessment-specific materials, you may only use them once the assessment has started. You may not remove these items from the assessment room.
- You must not make any noise or conduct yourself in a way that creates a disturbance for other candidates. At the workstation you will not be allowed to eat or drink anything.
- The invigilator will monitor you continuously while you take your assessment. You are not allowed to communicate in any way with another candidate or a third party.
- If you experience problems that affect your ability to take the assessment, you should notify the invigilator immediately by putting up your hand. The invigilator cannot answer questions relating to assessment content.
- ICAEW will not provide any financial compensation for assessments which were unsuccessful due to system failure or force majeure at the centre.
- You should ensure as far as possible that you will not need a break during the assessment. If you do need a break, put up your hand and the invigilator will assist you. However, please note that the assessment timer will not stop and the invigilator has the right to refuse access back into the assessment room.
- While you are taking a break, you are permitted to access personal items that you stored during the assessment only if necessary and with the prior permission of the invigilator (for example, if you need to take medication at a specific time). You are *not* allowed to have access to other items, including mobile phones, assessment notes and study guides.
- You must not discuss or share with other candidates the questions seen in your assessment. Any attempt to do so will be treated as misconduct and could lead to disqualification from the assessment or from the qualification.
- After the assessment ends, the administrator will ensure your assessment has ended properly and show you the on-screen assessment confirmation report.

If you do not follow the rules or you are suspected of cheating or tampering with the computer, your assessment may be invalidated and further action may be taken.

If you have any questions, please contact ICAEW's student support team:

T +44 (0)1908 248 250

E studentsupport@icaew.com

LIFE AFTER CFAB

When you complete CFAB, you may decide that you want to further develop your career in business, finance or accountancy. If this sounds like you, our premier finance and business qualification – the ACA – is the next step.

BECOME AN ICAEW CHARTERED ACCOUNTANT

The ACA is widely regarded as one of the leading professional qualifications in business and finance, offering you the opportunity to work and travel anywhere in the world. It is recognised and valued in practice, industry, commerce and the public sector.

BENEFITS OF THE ACA QUALIFICATION

- Many ACA trainees can double their salary during their training agreement. Salaries for newly qualified ACAs compare favourably with careers in law, general management and banking.
- Recent independent surveys show that ACAs can command higher salaries throughout their careers when compared with those holding other accountancy qualifications.
- Many ICAEW Chartered Accountants achieve partner or financial director status early in their careers, paving the way for a greater variety of opportunities, rewards and influence as their career progresses.

Take a look at the profiles of training and qualified ACAs to discover more about the variety of opportunities open to you with the ACA qualification and see how your career can progress at [icaew.com/careers](https://www.icaew.com/careers)

'I am enjoying studying CFAB a lot because the classroom setting enables me to discuss what we're learning with my lecturers and classmates. I believe that my route to the ACA will be accelerated because I will have studied CFAB and I will have a solid base of knowledge before commencing a training agreement and the ACA.'

Jowena Kok Sze Min, CFAB student, Malaysia

TRAINING VACANCIES

To qualify as an ACA, you must complete a training agreement with an ICAEW Authorised Training Employer which must last for at least three years. This may, however, be extended at the employer's discretion: this includes completing at least 450 days of technical work experience during your training agreement.

To check if your current employer is already authorised to train ACA students, contact the student support team by email cfab@icaew.com or call **+44 (0)1908 248 250**.

If your current employer is not authorised to train ACA students and is interested in becoming authorised, they can find further details at [icaew.com/aca](https://www.icaew.com/aca) or they can contact the ICAEW training team on **+44 (0)1908 248 038** who will be able to talk to them about the free registration process which can be completed in just a few weeks.

There are over 2,600 UK and international organisations offering ACA training opportunities. Potential employers will note your commitment and initiative in studying CFAB, plus your specific interest in finance, accounting and business. CFAB should give you confidence and credibility when it comes to applying for an ACA training agreement.

DO YOU HOLD RELEVANT WORK EXPERIENCE?

If you are studying CFAB while working for an organisation which is authorised to train ACA students, you can apply to receive recognition for your work experience completed before the start of a training agreement; this may shorten the length of the agreement.

For more information on how to progress onto the ACA, contact us:

T +44 (0)1908 248 250

E careers@icaew.com

[icaew.com/careers](https://www.icaew.com/careers)

FURTHER DEVELOPMENT OPPORTUNITIES

If you are looking for more development opportunities or an area to specialise in, we offer further specialist qualifications and learning programmes to enhance your career.

Business Sustainability Programme (BSP): an informative and practical e-learning programme designed for users with different levels of knowledge and experience. It will help you to understand the issues that companies face now and in the future and to develop your corporate responsibility action plan. The first two modules are free for all users. [icaew.com/bsp](https://www.icaew.com/bsp)

Corporate Finance qualification (CF): exclusively designed for corporate finance practitioners by corporate finance practitioners, this qualification has an international focus and has been achieved by more than 1,000 professionals in over 50 countries. It offers a balanced combination of technical knowledge and practical application that you can apply immediately in the workplace. [icaew.com/cfq](https://www.icaew.com/cfq)

Diploma in Charity Accounting (DChA): a specialist qualification that is ideal if you are looking to develop your career in charity accounting and financial management. It is a classroom-based postgraduate diploma course, which is designed to give technical knowledge with practical application and will also provide credits towards achieving a MSc. [icaew.com/dcha](https://www.icaew.com/dcha)

ICAEW Certificate in Insolvency: this certificate will provide you with the UK's most up-to-date and relevant corporate and personal insolvency principles. We have used our expertise as the UK's largest insolvency regulator to develop a syllabus which is based on current legislation. You can choose the tuition option that suits your needs and assessment dates are available throughout the year. The certificate will also give you a solid foundation to study towards the JIEB exams. [icaew.com/insolvencycertificate](https://www.icaew.com/insolvencycertificate)

Financial reporting learning programmes: if you are interested in supplementing your CFAB studies with an understanding of international financial reporting standards, our specialist, certificate-level learning and assessment programmes provide guidance and knowledge to help you fully understand and apply IFRSs with confidence. Available online, they include standard-related modules with illustrations, examples and practice tests; and offer an online assessment, which verifies and demonstrates knowledge in the respective areas of IFRSs.

IFRSs learning and assessment programme – gain a comprehensive overview of all current international standards in the private sector.

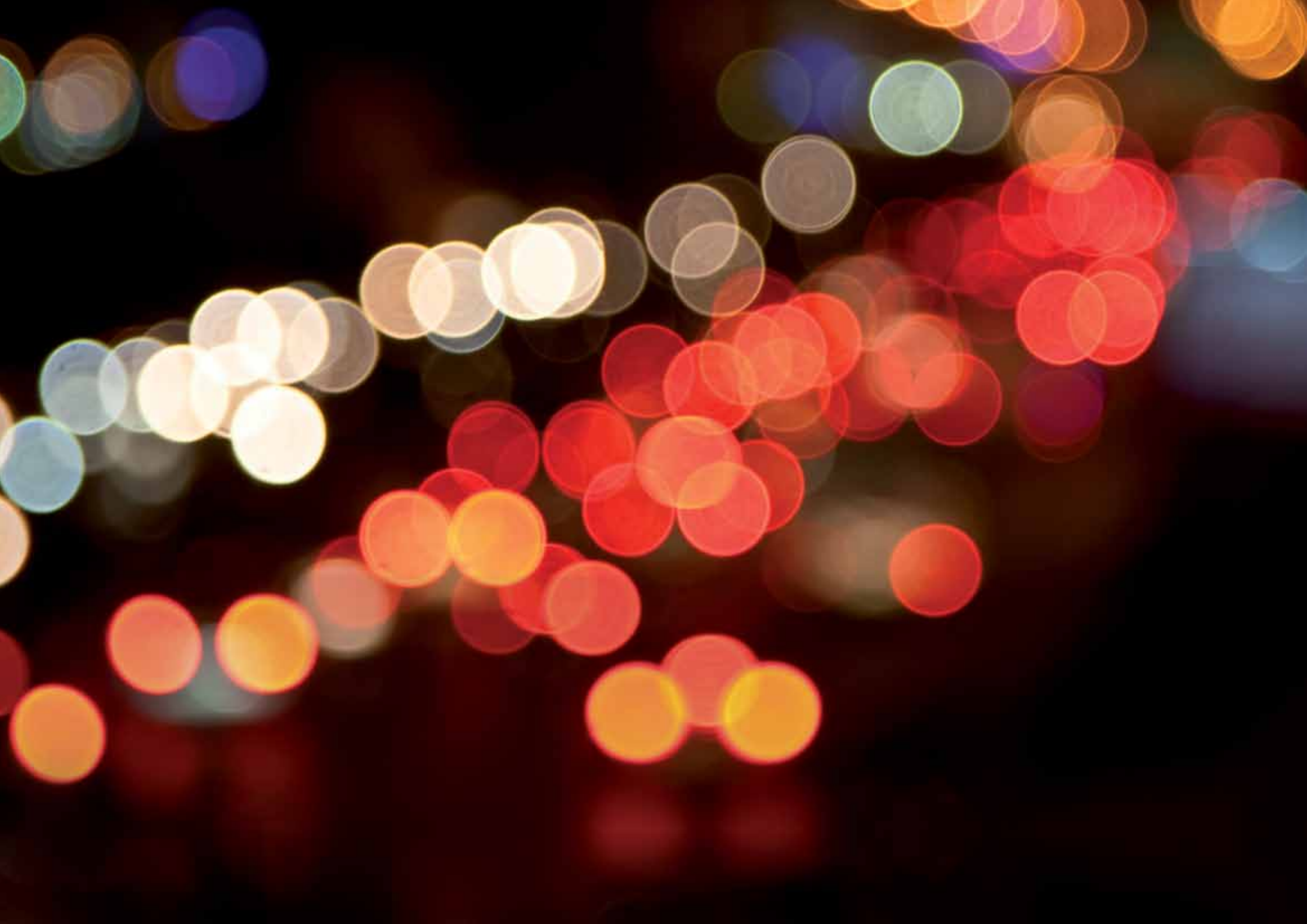
IFRS for SMEs learning and assessment programme – achieve a detailed understanding of financial reporting for small and medium-sized enterprises.

FRSSE learning and assessment programme – update your knowledge of the Financial Reporting Standard for Smaller Entities (FRSSE) quickly and simply.

Certificate in International Public Sector Financial Reporting – understand and embed the key requirements of financial reporting in the public sector.

For more information about all of these programmes and other financial reporting qualifications including the ICAEW Diploma in IFRSs, visit [icaew.com/fr](https://www.icaew.com/fr)

ICAEW ISAs programme: master the key principals of the clarified ISAs. This online learning and assessment programme is your flexible route to a better understanding of the clarified ISAs and the audit process.



USEFUL CONTACT DETAILS

THE STUDENT SUPPORT TEAM

The student support helpline is open Monday, Tuesday, Thursday and Friday 08:30–17.30 and 09:30–17:30 on Wednesdays, UK time. Call us on [+44 \(0\)1908 248 250](tel:+441908248250)

We treat all enquiries confidentially, so please don't hesitate to contact us, no matter what the nature of your enquiry. Please have your student registration number with you when you call, as this will help us deal with your enquiry more efficiently.

You can also contact the student support team by fax or email:

F [+44 \(0\)1908 248 069](tel:+441908248069)

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Our local teams are also able to offer you advice and support during your CFAB studies.

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ICAEW is a professional membership organisation, supporting over 138,000 chartered accountants around the world. Through our technical knowledge, skills and expertise, we provide insight and leadership to the global accountancy and finance profession.

Our members provide financial knowledge and guidance based on the highest professional, technical and ethical standards. We develop and support individuals, organisations and communities to help them achieve long-term, sustainable economic value.

Because of us, people can do business with confidence.

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