



# *ACA syllabus and technical knowledge grids*

**PROFESSIONAL LEVEL  
BUSINESS PLANNING: TAXATION**

For exams in 2018

## CONTENTS

ACA OVERVIEW.....	2
Professional Level.....	10
Business Planning: Taxation.....	10
Technical Knowledge Grids.....	18

# *ACA overview*

The ICAEW chartered accountancy qualification, the ACA, is one of the most advanced learning and professional development programmes available. Its integrated components provide an in-depth understanding across accountancy, finance and business. Combined, they help build the technical knowledge, professional skills and practical experience needed to become an ICAEW Chartered Accountant.

Each component is designed to complement each other, which means that students can put theory into practice and can understand and apply what they learn to their day-to-day work. The components are:

- Professional development
- Ethics and professional scepticism
- Three to five years practical work experience
- 15 accountancy, finance and business exams

## **PROFESSIONAL DEVELOPMENT**

ICAEW Chartered Accountants are known for their professionalism and expertise. Professional development prepares students to successfully handle a variety of different situations that they encounter throughout their career. The ACA qualification improves students' ability and performance in seven key areas:

- adding value
- communication
- decision making
- ethics and professionalism
- problem solving
- teamwork
- technical competence.

## **ETHICS AND PROFESSIONAL SCEPTICISM**

Ethics is more than just knowing the rules around confidentiality, integrity, objectivity and independence. It's about identifying ethical dilemmas, understanding the implications and behaving appropriately. We integrate ethics throughout the ACA qualification to develop students' ethical capabilities – so they will always know how to make the right decisions and justify them.

## **THREE TO FIVE YEARS' PRACTICAL WORK EXPERIENCE**

Practical work experience is done as part of a training agreement with an authorised training employer or principal. Students need to complete 450 days, which normally takes between three and five years. The knowledge, skills and experience they gain as part of their training agreement are invaluable, giving them the opportunity to put what they're learning into practice. Experience can be completed in at least one of the following six categories:

1. Accounting
2. Audit and assurance (audit is not compulsory)
3. Financial management
4. Information technology
5. Insolvency
6. Taxation.
- 7.

## **15 ACCOUNTANCY, FINANCE AND BUSINESS EXAMS**

Students gain in-depth knowledge across a broad range of topics in accountancy, finance and business. The exams are designed to complement their practical work experience, so they constantly progress through the qualification.

There are 15 exams over three levels – Certificate, Professional and Advanced. They can be taken in any order with the exception of the Case Study which has to be attempted last, within the final year of an ACA training agreement and once all other exams have been taken or received credit.

## **CERTIFICATE LEVEL**

There are six exams at this level that introduce the fundamentals of accountancy, finance and business. Students may be eligible for credit for some exams if they have studied a qualification we recognise. Find out more at [icaew.com/cpl](http://icaew.com/cpl).

These six exams are also available as a stand-alone certificate, the ICAEW Certificate in Finance, Accounting and Business (ICAEW CFAB) and as part of the ICAEW Level 4 Trailblazer in Accountancy. ICAEW CFAB and our apprenticeship can serve as stepping stones to the ACA qualification.

## **PROFESSIONAL LEVEL**

The next six exams build on the fundamentals and test students' understanding and ability to use technical knowledge in real-life scenarios. The exams can be taken in March, June, September and December. Please note, the Business Planning alternative exams for banking and insurance are available at the June, September and December sittings.

Prescribed texts are permitted for Audit and Assurance, Finance Accounting and Reporting and Tax Compliance, with open books permitted for the Business Planning exams.

The Professional Level exams are flexible and can be taken in any order to fit with a student's day-to-day work. The Business Planning and Business Strategy and Technology exams in particular help students to progress to the Advanced Level.

Alternative exams are available for the Business Planning and Financial Accounting and Reporting modules.

The Business Planning exams provide students with the opportunity to gain subject- and sector-specific knowledge while studying for the ACA. The suite of Business Planning exams are based on the same syllabus structure and skills frameworks, and will provide students with the opportunity to demonstrate their learning and use this in the context of taxation, banking or insurance. There are three to choose from – Business Planning: Taxation, Business Planning: Banking and Business Planning: Insurance. Students will need to sit one of the Business Planning exams.

Alternative financial reporting exams are also available for Financial Accounting and Reporting. Students can choose between two different contexts, either UK GAAP or IFRS. This means that students can study the financial reporting framework most beneficial to their employer and clients. Students will need to sit one version of the Financial Accounting and Reporting exam.

## ADVANCED LEVEL

The Corporate Reporting and Strategic Business Management exams test students' understanding and strategic decision making at a senior level. They present real-life scenarios, with increased complexity and implications from the Professional Level exams.

The Case Study tests all the knowledge, skills and experience gained so far. It presents a complex business issue which challenges students' ability to problem solve, identify the ethical implications and provide an effective solution.

The Advanced Level exams can be taken in July and November. They are fully open book, so they replicate a real-life scenario where all the resources are at their fingertips.

An authorised training employer or principal will guide their students on the exams which are right for them. If a student is studying the ACA independently, they should consider their future ambitions when selecting which exams to sit.

## SYLLABUS

This document presents the learning outcomes for each of the ACA exams. The learning outcomes in each exam should be read in conjunction with the relevant technical knowledge grids and, where applicable, the skills development grid.

## ASSESSMENT

The six Certificate Level exams each have a 1.5 hour computer-based exam, a 55% pass mark, and can be sat throughout the year at an ICAEW-approved test centre.

The Professional Level exams are 2.5 hours long, except for Financial Accounting and Reporting which is 3 hours long. Each exam has a 55% pass mark. The Professional Level exams are examined using computer-based exams. The Audit and Assurance, Financial Accounting and Reporting, Financial Management and Tax Compliance exams moved to computer in 2017 and are no longer available as paper-based exams.

Business Planning: Taxation and Business Strategy and Technology will move to computer-based exams in March 2018, with Business Planning: Banking and Business Planning: Insurance moving to computer-based exams in June 2018.

From June 2018, all Professional Level exams will be computer-based.

The three Advanced Level modules are also examined using paper-based exams. The Corporate Reporting and Strategic Business Management exams are 3.5 hours long. The Case Study exam is 4 hours long. Each has a 50% pass mark.

For more information, guidance and support on the introduction of computer-based exams, visit the exam resources area on our website at [icaew.com/cbe](http://icaew.com/cbe)

## **FLEXIBILITY**

There are no regulations stipulating the order in which students must attempt the exams, allowing employers to design training programmes according to business needs. The exception to this rule is the Case Study, which must be the last exam attempted and when a student has entered their final year of training.

Students will be permitted a maximum of four attempts at each Certificate and Professional Level exam, and unlimited attempts at the Advanced Level exams.

## **CREDIT FOR PRIOR LEARNING (CPL)**

Students with previous qualifications may be eligible to apply for CPL for up to 12 modules at the Certificate and Professional Levels. CPL is not available at the Advanced Level. For more information, visit [icaew.com/cpl](http://icaew.com/cpl)

## **OPEN BOOK POLICY**

For some Professional Level exams, students are permitted to take certain publications into the exam. Details of these publications and our open book policy can be found at [icaew.com/permittedtexts](http://icaew.com/permittedtexts)

For the Professional Level Business Planning alternative exams, and at the Advanced Level, students are permitted to take any material into the exam, subject to practical space restrictions.

## SKILLS PROGRESSION THROUGH THE ACA QUALIFICATION

Assessed skills	Certificate Level	Professional Level	Advanced Level	
			Corporate Reporting and Strategic Business Management	Case Study
<b>Assimilating and using information</b>				
Understanding the situation and the requirements	Objective testing	Simple scenarios	Complex scenarios	Unstructured complex business scenarios
Identifying and using relevant information	Information as provided	Single information source provided	Multiple information sources provided	Multiple information sources including own research
Identifying and prioritising key issues	Issues given	Issues included in simple scenarios	Issues included in complex scenarios	Issues included in unstructured complex scenarios
<b>Structuring problems and solutions</b>				
Structuring data	Specified techniques	Specified techniques	Techniques inferred by nature of problem	Unspecified techniques
Developing solutions	Highly specified tasks	Specified problems	Specified problems	Defined output but unspecified problems
<b>Applying judgement</b>				
Applying professional scepticism and critical thinking	Objective testing	Specified requirement in simple scenario	Specified requirement in complex scenario	Underlying requirement within complex scenario
Relating issues to the broader business environment, including ethical issues	Objective testing	Issues in simple scenarios	Issues in complex scenarios	Issues in complex, unstructured scenarios
<b>Concluding, recommending and communicating</b>				
Concluding and recommending	Not assessed	Specified conclusions and recommendations in simple scenarios	Specified conclusions and recommendations in complex scenarios	Conclusions and recommendations supported by own evidence
Communicating	Prescribed exam format	Exam requirements, including some professional presentation	Short written professional presentations	Professional report with appendices

## PROFESSIONAL SKILLS ASSESSED IN THE ACA EXAMS

<b>Assimilating and using information</b>	<p><b>Understand the situation and the requirements</b> Demonstrate understanding of the business context Recognise new and complex ideas within a scenario Identify the needs of customers and clients Explain different stakeholder perspectives and interests Identify risks within a scenario Identify elements of uncertainty within a scenario Identify ethical issues including public interest and sustainability issues within a scenario</p> <p><b>Identify and use relevant information</b> Interpret information provided in various formats Evaluate the relevance of information provided Use multiple information sources Filter information provided to identify critical facts</p> <p><b>Identify and prioritise key issues and stay on task</b> Identify business and financial issues from a scenario Prioritise key issues Work effectively within time constraints Operate to a brief in a given scenario</p>
<b>Structuring problems and solutions</b>	<p><b>Structure data</b> Structure information from various sources into suitable formats for analysis Identify any information gaps Frame questions to clarify information Use a range of data types and sources to inform analysis and decision making Structure and analyse financial and non-financial data to enhance understanding of business issues and their underlying causes Present analysis in accordance with instructions and criteria</p> <p><b>Develop solutions</b> Identify and apply relevant technical knowledge and skills to analyse a specific problem Use structured information to identify evidence-based solutions Identify creative and pragmatic solutions in a business environment Identify opportunities to add value</p>

	<p>Identify and anticipate problems that may result from a decision  Identify a range of possible solutions based on analysis  Identify ethical dimensions of possible solutions  Select appropriate courses of action using an ethical framework  Identify the solution which is the best fit with acceptance criteria and objectives  Define objectives and acceptance criteria for solutions</p>
<p><b>Applying judgement</b></p>	<p><b>Apply professional scepticism and critical thinking</b>  Recognise bias and varying quality in data and evidence  Identify assumptions or faults in arguments  Identify gaps in evidence  Identify inconsistencies and contradictory information  Assess interaction of information from different sources  Exercise ethical judgement</p> <p><b>Relate issues to the environment</b>  Appreciate when more expert help is required  Identify related issues in scenarios  Assess different stakeholder perspectives when evaluating options  Retain an overview of the business issue or scenario  Appraise corporate responsibility and sustainability issues  Appraise the effects of alternative future scenarios  Appraise ethical, public interest and regulatory issues</p>
<p><b>Concluding, recommending and communicating</b></p>	<p><b>Conclusions</b>  Apply technical knowledge to support reasoning and conclusions  Apply professional experience and evidence to support reasoning  Use valid and different technical skills to formulate opinions, advice, plans, solutions, options and reservations.</p> <p><b>Recommendations</b>  Present recommendations in accordance with instructions and defined criteria  Make recommendations in situations where risks and uncertainty exist  Formulate opinions, advice, recommendations, plans, solution, options and reservations based on valid evidence  Make evidence-based recommendations which can be justified by reference to supporting data and other information  Develop recommendations which combine different technical skills in a practical situation</p>

**Communication**

Present a basic or routine memorandum or briefing note in writing in a clear and concise style

Present analysis and recommendations in accordance with instructions

Communicate clearly to a specialist or non-specialist audience in a manner suitable for the recipient

Prepare the advice, report, or notes required in a clear and concise style

# *Professional Level*

## *Business Planning*

The Business Planning modules provide students with the opportunity to gain subject- and sector-specific knowledge while studying for the ACA. Students will sit one of the Business Planning modules. There are three to choose from – Business Planning: Taxation, Business Planning: Banking and Business Planning: Insurance.

## *Business Planning: Taxation*

### **MODULE AIM**

To enable students to apply technical knowledge and professional skills to identify and resolve taxation issues that arise in the context of preparing tax computations and to advise on tax-efficient strategies for businesses and individuals.

Students will be required to use technical knowledge and professional judgement to identify, explain and evaluate alternative tax treatments and to determine the appropriate solutions to taxation issues, giving due consideration to the needs of clients and the interaction between taxes. The commercial context and impact of recommendations will need to be considered in making such judgements, as will ethical and legal issues.

### **PRIOR KNOWLEDGE**

There are no regulations stipulating the order in which students must attempt this module. However, students are strongly advised to complete both the Principles of Taxation module and the Tax Compliance module before attempting this module, as the ability to prepare tax computations is required to be successful at this module.

Although technical topics by necessity flow through the three taxation papers, a technical topic will not be retested in this module in a comprehensive computational question if it has already been tested in detail in either of the other two taxation papers.

### **METHOD OF ASSESSMENT**

The Business Planning: Taxation module has traditionally been assessed as a paper-based exam, however from the March 2018 session, this module will be assessed as a computer-based exam. The exam will continue to be 2.5 hours in length and will contain questions requiring the use of communication, judgement and evaluation skills as well as an ability to understand the interaction of different taxes. A paper-based version of this module will no longer be available.

The exam will consist of three questions. One question will be an integrated scenario of approximately 40 marks which will cover a range of taxes as well as including tax planning. Ethics and law may be tested in any of the three questions.

The exam will be open book and will permit students to take any written or printed material into the exam, subject to practical space restrictions. To see the recommended text(s) for this exam, go to [icaew.com/permittedtexts](http://icaew.com/permittedtexts).

### **SPECIFICATION GRID**

This grid provides a general guide as to the subject matter within this module and assessment coverage over a period of time.

Syllabus area	Weighting (%)
Ethics and law	5-10
Taxation of corporate entities	35-45
Taxation of owner-managed businesses	20-30
Personal taxation	15-25

This grid provides guidance on the relative weighting between knowledge and skills:

	Weighting (%)
Knowledge	25-35
Skills	65-75

The following learning outcomes should be read in conjunction with the relevant sections of the technical knowledge grids at the end of this document.

## 1 Advanced taxation

Students will be able to analyse, evaluate and calculate the tax consequences of actions for individuals and companies and evaluate the interaction of taxes in given scenarios. This will involve advising and assisting clients in adhering to tax regulations.

In the assessment students may be required to consider:

### Communication skills

- communicate in a format appropriate to the recipient who may be an external client, a fellow professional, or an internal colleague;
- prepare suitable advice to explain tax liabilities with supporting calculations;
- recommend appropriate tax-planning advice;
- identify further information required to complete tax computations and finalise tax advice;
- identify and explain to all stakeholders the implications of digital tax accounts on the UK taxpayers
- give advice which is appropriate, technically correct, and within the law and the ICAEW Code of Ethics as well as other relevant guidance, including Professional Conduct in Relation to Taxation (PCRT);

### Taxation of business and corporate entities

- determine, explain and calculate the tax liabilities for individuals and corporate entities, including income tax, national insurance, corporation tax, diverted profits tax, stamp taxes and VAT;
- evaluate the tax implications of the choice of business structures, including provision of services through a company;
- explain the taxation issues relating to business start-ups;
- identify and evaluate the impact of close companies on the taxation of companies and individuals;
- explain and evaluate the tax implications of group structures;
- apply, explain and evaluate issues relating to transfer pricing;
- explain and evaluate the tax implications of business transformations and change;
- explain and calculate the tax implications involved in the cessation of trade;

### International aspects of corporate taxation

- calculate the impact of international expansion on UK tax liabilities;

- p. explain the tax implications of inward investment in the UK;
- q. recognise the implications of double tax treaties, the OECD Model Tax Convention, and the OECD BEPS Project;
- r. apply and advise on double taxation relief;

### **Financing and investing**

- s. evaluate the taxation implications of financing existing and new businesses;
- t. evaluate the taxation implications of returns to investors;
- u. advise and calculate the impact of tax efficient schemes including ISAs, enterprise investment schemes, seed enterprise investment schemes and venture capital trusts;

### **Employment income and remuneration packages**

- v. advise on the tax implications of remuneration packages including share schemes, termination payments, and allowable deductions;

### **Personal taxation and overseas taxation**

- w. calculate tax liabilities for individuals including income and capital gains tax, national insurance contributions and inheritance tax;
- x. advise on the taxation of foreign assets, income and gains;
- y. evaluate and advise on the impact of residence, non-residence and domicile on an individual's tax liabilities;
- z. analyse and explain the implications of individuals leaving and coming to the UK as well as the special tax position for non-UK domiciled individuals;
- aa. explain the implications of domicile for inheritance tax;.

### **Trusts**

- bb. identify the need for and advise on the use of trusts in tax planning; and
- cc. appreciate the tax implications of creating and using trusts and the tax implications of assets entering or leaving trusts.

## **2 Tax planning**

Students will be able to advise on alternative tax treatments to defer or minimise tax liabilities. Students will also be able to understand the interaction of taxes in given scenarios and to identify and discriminate between tax evasion and tax avoidance.

In the assessment students may be required to:

- a. identify legitimate tax planning measures to minimise tax liabilities;
- b. evaluate and advise on tax strategies to meet business objectives;
- c. evaluate and advise on alternative tax strategies relating to corporate transformations and changes in personal circumstances such as marriage, divorce and death;
- d. recognise, explain and communicate opportunities to use alternative tax treatments arising from past transactions; and
- e. identify and communicate ethical and professional issues in giving tax planning advice.

### 3 Ethics and law

Students will be able to recognise and explain ethical and legal issues arising in taxation scenarios. Where ethical dilemmas arise, students will be required to apply the five fundamental principles and guidance in the IESBA and ICAEW codes as well as other relevant guidance, including Professional Conduct in Relation to Taxation (PCRT), to recommend and justify appropriate, legal actions.

In the assessment, students may be required to, in the context of taxation:

- a. recognise and explain the relevance, importance and consequences of ethical and legal issues;
- b. recommend and justify appropriate actions where ethical dilemmas arise in a given scenario;
- c. design and evaluate appropriate ethical safeguards; and
- d. recognise and advise when a tax-avoidance scheme is notifiable to HMRC and distinguish between planning, avoidance and evasion and their consequences.

## SKILLS ASSESSED

### Assimilating and Using Information

#### *Understand the situation and the requirements*

- Demonstrate understanding of the business context
- Recognise new and complex ideas within a scenario
- Identify the needs of customers and clients
- Identify risks within a scenario
- Identify elements of uncertainty within a scenario
- Identify ethical issues including public interest and sustainability issues within a scenario

#### *Identify and use relevant information*

- Interpret information provided in various formats
- Evaluate the relevance of information provided
- Filter information provided to identify critical facts

#### *Identify and prioritise key issues and stay on task*

- Identify business and financial issues from a scenario
- Prioritise key issues
- Work effectively within time constraints
- Operate to a brief in a given scenario

#### *How skills are assessed: candidates may be required to:*

- Business Planning: Taxation
  - assimilate information provided by internal and external sources;
  - identify and evaluate inconsistencies in information provided from multiple sources; and
  - recognise and explain key ethical issues for an accountant undertaking work in taxation.
- Business Planning: Banking
  - recognise specific issues that may arise in the context of the situation described;
  - identify and evaluate inconsistencies in information provided from multiple sources; and
  - recognise and explain key ethical issues for an accountant undertaking work in banking.
- Business Planning: Insurance
  - recognise specific issues that may arise in the context of the situation described;
  - identify and evaluate inconsistencies in information provided from multiple sources; and
  - recognise and explain key ethical issues for an accountant undertaking work in insurance.

## Structuring problems and solutions

### Structure data

- Structure information from various sources into suitable formats for analysis
- Identify any information gaps
- Frame questions to clarify information
- Use a range of data types and sources to inform analysis and decision-making
- Present analysis in accordance with instructions and criteria

### Develop solutions

- Identify and apply relevant technical knowledge and skills to analyse a specific problem
- Use structured information to identify evidence-based solutions
- Identify creative and pragmatic solutions in a business environment
- Identify opportunities to add value
- Identify and anticipate problems that may result from a decision
- Identify a range of possible solutions based on analysis
- Identify ethical dimensions of possible solutions
- Select appropriate courses of action using an ethical framework
- Identify the solution which is the best fit with acceptance criteria and objectives
- Define objectives and acceptance criteria for solutions

### How skills are assessed: candidates may be required to:

- Business Planning: Taxation
  - consider and calculate a range of appropriate tax treatments;
  - provide descriptive analysis and explanations;
  - integrate different taxes and jurisdictions;
  - evaluate taxation impact of a transaction;
  - integrate descriptions with calculations in a form appropriate for the user;
  - apply technical knowledge to perform relevant, accurate calculations in a logically structured way;
  - identify further information or clarifying existing arrangements with a client;
  - consider the impact of delaying or modifying future decisions; and
  - identify and explain ethical and legal issues.
- Business Planning: Banking
  - formulate, evaluate and implement accounting and reporting policies;
  - identify regulatory issues and requirements and consider appropriate responses where necessary;
  - integrate requirements of various international regulatory bodies and jurisdictions;
  - identify audit issues for a banking client and suggest appropriate responses
  - integrate descriptions with calculations in a form appropriate for the user;
  - apply technical knowledge to perform relevant, accurate calculations in a logically structured way;
  - identify further information needed;
  - provide descriptive analysis and explanations; and
  - identify and explain ethical and legal issues.
- Business Planning: Insurance
  - formulate, evaluate and implement accounting and reporting policies;
  - identify regulatory issues and requirements and consider appropriate responses where necessary;
  - integrate requirements of various regulatory bodies applicable to UK entities;
  - identify audit issues for an insurance client and suggest appropriate responses
  - integrate descriptions with calculations in a form appropriate for the user;
  - apply technical knowledge to perform relevant, accurate calculations in a logically structured way;
  - identify further information needed;
  - provide descriptive analysis and explanations; and
  - identify and explain ethical and legal issues.

## Applying judgement

### *Apply professional scepticism and critical thinking*

- Recognise bias and varying quality in data and evidence
- Identify faults in arguments
- Identify gaps in evidence
- Identify inconsistencies and contradictory information
- Assess interaction of information from different sources
- Exercise ethical judgement

### *Relate issues to the environment*

- Appreciate when more expert help is required
- Identify related issues in scenarios
- Assess different stakeholder perspectives when evaluating options
- Appraise the effects of alternative future scenarios
- Appraise ethical, public interest and regulatory issues

### *How skills are assessed: candidates may be required to:*

- Business Planning: Taxation
  - apply scepticism to the integrity of information provided in the scenario having regard to its source;
  - select between appropriate options;
  - identify omissions in the information;
  - evaluate inconsistencies in information;
  - evaluate the effects of future events;
  - identify key linkages between information provided in a scenario and possible tax treatments;
  - compare the effects of a range of estimates, outcomes or tax treatments; and
  - exercise own ethical judgement in assessing the consequences of various courses of action.
- Business Planning: Banking
  - apply scepticism to the integrity of information provided in the scenario having regard to its source;
  - identify omissions in the information;
  - evaluate inconsistencies in information;
  - exercise own ethical judgement in assessing the consequences of various courses of action;
  - evaluate the effects of future events;
  - assess the materiality of errors; and
  - select between appropriate options.
- Business Planning: Insurance
  - apply scepticism to the integrity of information provided in the scenario having regard to its source;
  - identify omissions in the information;
  - evaluate inconsistencies in information;
  - exercise own ethical judgement in assessing the consequences of various courses of action;
  - evaluate the effects of future events;
  - assess the materiality of errors; and
  - select between appropriate options.

## Concluding, recommending and communicating

### *Conclusions*

- Apply technical knowledge to support reasoning and conclusions
- Apply technical knowledge, professional experience and evidence to support reasoning
- Use valid and different technical skills to formulate opinions, advice, plans, solutions, options and reservations.

### *Recommendations*

- Present recommendations in accordance with instructions and defined criteria
- Make recommendations in situations where risks and uncertainty exist
- Formulate opinions, advice, recommendations, plans, solutions, options and reservations based on valid evidence
- Make evidence-based recommendations which can be justified by reference to supporting data and other information
- Develop recommendations which combine different technical skills in a practical situation

### *Communication*

- Present a basic or routine memorandum or briefing note in writing in a clear and concise style
- Present analysis and recommendations in accordance with instructions
- Communicate clearly to a specialist or non-specialist audience in a manner suitable for the recipient
- Prepare the advice, report, or notes required in a clear and concise style

### *How skills are assessed: candidates may be required to:*

- Business Planning: Taxation
  - determine the tax implications of scenarios and proposals to provide alternative recommendations to meet a given individual or corporate objective or goal;
  - formulate and recommend a reasoned conclusion from structured calculations;
  - justify a conclusion made using knowledge of the existing tax regime;
  - advise on the ethical considerations;
  - explain the limitations of conclusions or recommendations;
  - present a report/memorandum in response to a specific technical or ethical issue and in accordance with client requirements;
  - present a review of advice or proposed tax strategies making recommendations supported by calculations or analysis of tax issues identified; and
  - present a justification of a specific recommended action when a variety of options are available.
- Business Planning: Banking
  - formulate and recommend a reasoned conclusion from data, facts, calculations, judgements and own analysis;
  - advise on the ethical considerations; and
  - draw conclusions from data, facts, calculations, judgements and own analysis;
  - explain the limitations of conclusions or recommendations;
  - identify key linkages;
  - compare the effects of a range of estimates, and outcomes or financial treatments.
  - present a report/memorandum in response to a specific technical or ethical issue and in accordance with client requirements;
  - present reasoned, practicable advice that is clear and concise, supported by calculations or analysis of issues identified; and
  - present a justification of a specific recommended action when a variety of options are available.
- Business Planning: Insurance
  - formulate and recommend a reasoned conclusion from data, facts, calculations, judgements and own analysis;
  - draw conclusions from data, facts, calculations, judgements and own analysis;
  - advise on the ethical considerations; and
  - explain the limitations of conclusions or recommendations;
  - identify key linkages;
  - compare the effects of a range of estimates, and outcomes or financial treatments.
  - present a report/memorandum in response to a specific technical or ethical issue and in accordance with client requirements;
  - present a reasoned, practicable advice that is clear and concise, supported by calculations or analysis of issues identified; and

- present a justification of a specific recommended action when a variety of options are available.

# *Technical knowledge*

The tables contained in this section show the technical knowledge in the disciplines of financial reporting, audit and assurance, business analysis, ethics and taxation covered in the ACA syllabus by module.

For each individual standard the level of knowledge required in the relevant Certificate and Professional Level module and at the Advanced Level is shown.

The knowledge levels are defined as follows:

## **Level D**

An awareness of the scope of the standard.

## **Level C**

A general knowledge with a basic understanding of the subject matter and training in its application thereof sufficient to identify significant issues and evaluate their potential implications or impact.

## **Level B**

A working knowledge with a broad understanding of the subject matter and a level of experience in the application thereof sufficient to apply the subject matter in straightforward circumstances.

## **Level A**

A thorough knowledge with a solid understanding of the subject matter and experience in the application thereof sufficient to exercise reasonable professional judgement in the application of the subject matter in those circumstances generally encountered by chartered accountants.

## **Key to other symbols:**

→ The knowledge level reached is assumed to be continued

# *Ethics codes and standards*

Ethics Codes and Standards	Level	Modules
IESBA Code of Ethics for Professional Accountants (parts A, B and C and Definitions)	C/D	<b>Certificate Level</b> Accounting Assurance Business, Technology and Finance Law Management Information Principles of Taxation  <b>Professional Level</b> Audit and Assurance Business Strategy and Technology Financial Accounting and Reporting Financial Management Tax Compliance Business Planning  <b>Advanced Level</b> Corporate Reporting Strategic Business Management Case Study
	B	
	C/D	
	D	
	C	
	C	
	A	
	B	
	B	
	B/C	
FRC Revised Ethical Standard (2016)	B	Assurance Audit and Assurance  <b>Advanced Level</b> Corporate Reporting Strategic Business Management Case Study
	A	
	A	
	A	
	A	
	A	

Topic	Certificate & Professional Level modules		
	Principles of Taxation	Tax Compliance	Business Planning: Taxation
<b>LEGAL AND ETHICAL FRAMEWORK</b>			
Anti-money laundering guidance	C	B	A
Base erosion and profit-shifting project			B
Disclosure of tax avoidance schemes (DOTAS)			A
General anti-abuse rule			A
HMRC	B	→	→
Objectives of taxation	C	→	→
Professional Conduct in Relation to Taxation (PCRT)		C	B
Tax planning, evasion and avoidance	C	B	A
<b>ADMINISTRATION</b>			
Administration	B	→	→
Appeals	C	→	→
Digital accounts	B	→	→
PAYE	B	→	→
Payments	B	A	→
Penalties and interest	B	→	→
Self-assessment	B	A	→
<b>CAPITAL GAINS TAX</b>			
<b>Chargeable gains</b>			
Annual exempt amount	B	A	→
Capital gains tax for trusts		B	→
Chargeable assets	C	B	→
Chargeable disposals	C	B	→
Chargeable persons	C	B	→
Chattels: wasting and non-wasting	B	→	→
Connected persons		A	→
Converted trading losses		B	→
Costs of acquisition and disposal	C	B	→
Leases		A	
Nil gain/nil loss transfers		A	→
Part disposals		B	→
Qualifying corporate bonds		B	→
Rate of tax	B	A	→

Topic	Certificate & Professional Level modules		
	Principles of Taxation	Tax Compliance	Business Planning: Taxation
Relief for capital losses			A
Reorganisations and reconstructions			A
Shares and securities (including bonus and rights issues)		B	→
<b>Chargeable gains reliefs</b>			
Entrepreneurs' relief		B	A
Gift relief		B	A
Incorporation relief			A
Letting relief		A	→
Principal private residence relief		A	→
Reinvestment relief under EIS/SEIS			B
Roll-over relief		B	A
<b>Overseas aspects of capital gains tax</b>			
Arising basis		B	A
Domicile		B	A
Double tax relief		A	→
Gains on foreign assets		B	A
Remittance basis		B	A
Residence		C	A
Temporary absence			A
UK taxation of non-domiciled individuals		B	A
<b>INCOME TAX</b>			
<b>Trading profits</b>			
Adjustments to profits	B	A	→
Badges of trade	B	A	→
Capital allowances	B	A	→
Cash basis of accounting	B	A	→
Foreign currency transactions			A
Pension contributions		A	→
Pre-trading expenditure		A	→
Patent royalties		B	→
<b>Owner-managed businesses</b>			
Basis of assessment – current year basis	B	A	→
Change of accounting date		A	→

Topic	Certificate & Professional Level modules		
	Principles of Taxation	Tax Compliance	Business Planning: Taxation
Commencement and cessation of trade	B	A	→
Overlap profits	B	A	→
Partnerships	B	A	→
Trading losses		A	→
Treatment of opening year losses		A	→
Treatment of terminal losses		A	→
<b>Employment income</b>			
Allowable deductions against employment income		A	→
Employment income	B	A	→
Share schemes			A
Statutory Mileage Rates Scheme		A	→
Taxable and exempt benefits	B	A	→
Termination payments			B
<b>Other income/expenditure</b>			
Dividends from UK companies	B	A	→
Enterprise Investment Scheme			B
Investment income	B	A	→
ISAs	B	B	B
Lease premiums	B	A	→
Miscellaneous income		A	→
Property income	C	A	→
Savings income	B	A	→
Seed Enterprise Investment Scheme			B
Venture Capital Trusts			B
<b>Overseas aspects of income tax</b>			
Arising basis		B	A
Domicile		B	A
Double tax relief		A	→
Income on foreign assets and income from foreign employment		B	A
Remittance basis		B	A
Residence		C	A
UK taxation of non-domiciled individuals		B	A
<b>Income tax computation</b>			

Topic	Certificate & Professional Level modules		
	Principles of Taxation	Tax Compliance	Business Planning: Taxation
Exempt income	B	A	→
Gifts of assets and cash to charity	B	A	→
Income tax liability and income tax payable	B	A	→
Income tax charge on child benefit		B	→
Independent taxation and jointly owned assets		B	A
Income tax for trusts		B	→
Limit on income tax reliefs		A	→
Married couples' allowance and marriage allowance	B	A	→
Pension contributions – provisions for retirement		B	A
Pension contributions – tax reliefs		B	A
Personal allowances	B	A	→
Qualifying interest payments		B	→
Rates of taxation	B	A	→
Taxable persons	C	A	→
<b>INHERITANCE TAX</b>			
<b>Fundamental principles of inheritance tax</b>			
Chargeable persons		B	→
Chargeable property		B	→
Excluded property		B	→
Inter-spouse transfers		A	→
Rates of taxation		A	→
Related property		B	→
Seven-year accumulation period		A	→
Transfers of value		A	→
Trusts		B	→
Valuation		A	→
<b>Inheritance tax on lifetime transfers</b>			
Relevant property trusts		A	→
Potentially exempt transfers		A	→
<b>Inheritance tax on death</b>			
Death estate		A	→
Deeds of variation			B
Lifetime transfers		A	→

Topic	Certificate & Professional Level modules		
	Principles of Taxation	Tax Compliance	Business Planning: Taxation
<b>Overseas aspects of inheritance tax</b>			
Deemed domicile for IHT		A	→
Domicile		A	→
Double tax relief		A	→
Lex-situs rules		A	→
<b>Reliefs &amp; exemptions from inheritance tax</b>			
Agricultural property relief		C	B
Annual exemption		A	→
Business property relief		B	A
Fall in value relief		A	→
Gifts to charities and political parties		A	→
Gifts with reservation of benefit			A
Inter-spouse transfers		A	→
Marriage/civil partnership exemption		A	→
Normal expenditure out of income		A	→
Quick succession relief		B	→
Small gifts exemption		A	→
Taper relief		A	→
<b>NATIONAL INSURANCE CONTRIBUTIONS</b>			
Classes of NIC	C	B	→
Directors		B	→
Maximum contributions		C	→
Taxable benefits		B	→
<b>CORPORATION TAX</b>			
<b>Chargeable gains</b>			
Chargeable assets	C	B	→
Chargeable disposals	C	B	→
Chargeable persons	C	B	→
Chattels: wasting and non-wasting	B	→	→
Costs of acquisition and disposal	C	B	→
Indexation	B	A	→
Leases		A	
Nil gain/nil loss transfers		A	→

Topic	Certificate & Professional Level modules		
	Principles of Taxation	Tax Compliance	Business Planning: Taxation
Part disposals		B	→
Purchase of own shares			A
Qualifying corporate bonds		B	→
Relief for capital losses		A	→
Reorganisations and reconstructions			A
Shares and securities (including bonus and rights issues)		B	→
Substantial shareholding exemption		B	A
<b>Trading profits</b>			
Adjustments to profits	B	A	→
Badges of trade	B	A	→
Capital allowances	B	A	→
Foreign currency transactions			A
Long periods of account	C	A	→
Pension contributions		A	→
Patent royalties		B	→
<b>Taxable total profits</b>			
Chargeable gains	B	A	→
Intangible assets		B	A
Loan relationships	B	B	A
Loan relationships – worldwide debt cap			A
Miscellaneous income	B	A	→
Patent box			B
Property income (including lease premiums)		A	→
Qualifying donations	B	A	→
Research and development expenditure		A	→
Research and development tax credits			A
Trading losses		B	A
Trading profits	B	A	→
Use of deficit on non-trading loan relationships		B	A
<b>Corporation tax computation</b>			
Accounting periods	C	B	A
Close companies			A
Corporation tax liability	B	A	→

Topic	Certificate & Professional Level modules		
	Principles of Taxation	Tax Compliance	Business Planning: Taxation
Distributions		B	→
Diverted profits tax			B
Double tax relief (including underlying tax and withholding tax)		B	→
Liquidation			A
Provision of services through a company			A
Rates of taxation	B	A	→
Residence	C	B	→
Tax treaties and the OECD Model Tax Convention			C
<b>Groups</b>			
Capital gains groups		B	A
Change in group structure			A
Change in ownership		B	A
Consortium relief			A
Controlled foreign companies			A
Degrouping charges		B	A
Group loss relief		B	A
Group relationships		A	→
Non-coterminous accounting periods		B	A
Overseas companies and branches			A
Pre-acquisition gains and losses			A
Related 51% group companies		B	A
Roll-over relief		B	A
Transfer of assets		B	A
Transfer pricing			A
<b>STAMP TAXES</b>			
Basic principles		B	→
Chargeable occasions		B	→
Exemptions		B	→
Stamp taxes for groups		B	→
<b>VAT</b>			
Capitals goods scheme		A	→
Classification of supplies		B	→
Distinction between goods and services		C	→

Topic	Certificate & Professional Level modules		
	Principles of Taxation	Tax Compliance	Business Planning: Taxation
EU and overseas aspects		A	→
Group aspects		A	→
Input VAT	A	→	→
Output VAT	A	→	→
Partial exemption		B	→
Payments	A	→	→
Penalties and interest	A	→	→
Property transactions		B	A
Registration and deregistration	A	→	→
Single and multiple supplies		B	→
Small business reliefs	A	→	→
Taxable person	A	→	→
Taxable supplies	A	→	→
Transfer of a business as a going concern			A
VAT records and accounts	A	→	→