



Association of Certified Project Accountants



*"Accounting for Change"*TM

The Prospectus
For the
Association of Certified Project Accountants
&
Certified Corporate Executive Accountants
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Global (Excluding UK)

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ACPA Global Prospectus

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1 Introduction

The Association of Certified Project Accountants (ACPA), incorporating the Association of Certified Corporate Executive Accountants (ACCEA), is a modern and progressive Qualification Awarding & Professional Membership Organization devoted to the representation of both Project Accountants and Corporate Accountants world-wide. The purpose of this document is to introduce prospective Students and Members to the Association, and to provide an introduction to the world of Project and Corporate Accounting.

1.1 What is Project Accounting?

Project Accounting is the practice of creating financial reports specifically designed to track the financial progress of Projects, Programmes, and Portfolios, which can be used by the Management Team to achieve the organizational strategic objectives.

Standard accounting is primarily aimed at monitoring financial progress of organizational elements over defined time periods. However; projects differ in that they frequently cross organizational boundaries, and may last from a few days or weeks to a number of years. A project may also be one of a number of projects that make up a larger overall project, programme or portfolio.

Consequently, in a project management environment the tracking and control of costs and revenues can become extremely complex, and the specialist skills of the Project Accountant will be required to ensure that the financial reports reflect a true and fair view of the organizations investment in its projects at any point in time.

Project Accountants find themselves in all types of organizations and industries. Many begin their career as trainee accountants for large project orientated corporations, working within massive project portfolios worth billions of dollars. Others work for smaller organizations, where projects are not the mainstay of the business, yet the skills of a Project Accountant are regarded as essential to the good performance of the business. Typically there are many types of roles a Project Accountant can work in. Some become Financial Directors of large project portfolios, some work as consultants specialising in guiding and directing organisations in the best-practices of project accounting/management, and some go on to become the CEO's of large corporations.

The variety of specialised work available to a Certified Project Accountant is richly diverse. Once qualified, a Certified Project Accountant can aim for and achieve the highest positions in both the private and public sectors. Recently, the trend to recruit CEO's with project accounting/management qualifications, skills and experience has sharply increased. At the end of the day it's up to the individual Certified Project Accountant as to how far his or her career will take them. The important fact is that you will have that choice as an ACPA or FCPA.

1.2 What is Corporate Executive Accounting?

Corporate Executive Accounting is the practice of creating financial and management reports concerning the organisation for both external and internal users. Corporate Executive Accounting is concerned with reporting the financial position and business health of the organisation. In addition it involves the process of identifying, measuring, analysing, interpreting, and communicating information for the pursuit of the organization's objectives. Corporate Executive Accountants represent a critical and integral part of; the strategic decision making and implementation process at senior board level, and the corporate governance process which protects the business and its investors. Corporate Executive Accountants find themselves in all types of organizations and industries. Many begin their career as trainee accountants for large corporations worth billions of dollars. Others work for smaller organizations, where their skills are regarded as essential to the good performance of the business. Typically there are many types of roles a Corporate Executive Accountant can work in. Some become the Chief Financial Officers of large companies, some work as consultants specialising in guiding and directing organisations in the best-practices of finance, accounting, and management, and some go on to become the CEO's of large corporations. Smaller companies too require these skills and experience, and can still offer Corporate Executive Accountants lucrative, interesting, and rewarding careers. Corporate Executive Accountants can also play a vital role in the public sector; offering the skills required, by local and national government bodies, that can enhance performance and provide serious added-value to the societies they serve.

The variety of specialised work available to a Certified Corporate Executive Accountant is richly diverse. Once qualified, a Certified Corporate Executive Accountant can aim for and achieve the highest positions in both the private and public sectors. Recently, the trend to recruit CEO's with these types of qualifications, skills and experience has sharply increased. At the end of the day it's up to the individual Certified Corporate Executive Accountant as to how far his or her career will take them. The important fact is that you will have that choice as an ACCEA or FCCEA.

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2 About ACPA

ACPA was formally incorporated in 2004 and has enjoyed rapid growth under the strong leadership of our former Chairman Robert Collings. Our success is linked to our radical approach to examination methods, and the introduction of our unique web-based Exam-Engine™. Although our origins are in the USA, we're a global organization, and have our Administration and Education centres based in Europe.

ACPA performs two distinct roles;

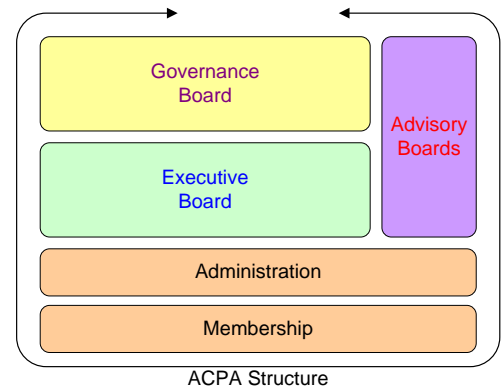
- **Qualification Awarding Organization**
 - As a Qualification Awarding Organization ACPA promotes the study and examination of Project Accounting and Corporate Accounting through the use of technology, and is one of the few progressive Qualification Awarding Organizations that provides examinations primarily via eAssessment.
- **Professional Membership Organization**
 - As a Professional Membership Organization ACPA represents the best interests of Project and Corporate Accountants, and serves to provide our Members with the support they need throughout their career.

ACPA maintains a clear distinction between Qualifications and Professional Membership. Qualifications achieved through ACPA do not require you to take up or maintain Professional Membership. If you wish to gain the ACPA qualifications without becoming a Member you can register as a **Non-Member Student**, however the additional benefits of becoming a Member are significant.

2.1 Governance

Our Corporate and Administrative structure is a hybrid combination of; Policy Governance, Advisory Boards, and Results Based Executive Board.

This model was adopted to provide the most effective structure, delivering strong quality Governance within a framework of value added progression, which is needed to convert strategic aims into tactical action. Alongside is a schematic diagram which illustrates the ACPA corporate structure:



2.2 Our Mission

Our mission is to promote the study and adoption of Project Accounting and Corporate Executive Accounting throughout all organisations World-Wide.

2.2.1 Objectives

- To provide a global organization for Men and Women, who desire to qualify and secure professional status as Certified Project Accountants or Certified Corporate Accountants.
- To do all such things as from time to time may be necessary to maintain and advance the status and interests of the Students, Members of the Association, and the Profession of Accounting and Finance.
- To provide a system of examinations, to issue certificates of proficiency and to increase knowledge and efficiency in Project Accountancy and Corporate Accountancy.
- To provide opportunities for contact between the Members of the Association and to form branches for that purpose.
- To provide a bureau for Members seeking employment.
- To encourage and give assistance to people who are desirous of entering the Profession under the direction of Professional Membership.
- To protect the professional interest of Members.
- To help provide training material and media for Members.
- To provide an ethical code of conduct and a mechanism of self-regulation for all Members.
- To provide a mechanism for the monitoring of Members academic progress and Continual Professional Development.
- To do all such other things as are incidental or conducive to the attainment of the above objectives or any of them

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3 Qualification Awarding Organization

ACPA is committed to a strategy of continual improvement concerning the development of our qualifications and assessment methods. Since the beginning of 2010 ACPA has invested resources into accredited qualifications, and this investment has resulted in the formal approval of seven of the ACPA qualifications by the Financial Services Skills Council (FSSC).

ACPA is committed to the Ofqual Regulatory Arrangements for the “Qualifications and Credit Framework” (QCF), which provides a “flexible regulated qualifications framework containing units and qualifications that recognise the widest possible range of quality assured learner achievements”.

As part of our commitment it is our policy to make quality professional qualifications accessible to all those people in the world who have the desire to better themselves, especially those less privileged than the average. That is why In addition to providing our existing professional qualifications based upon the QCF Levels 4, 5, 6, and 7 it is ACPA Policy to deliver; Entry Level qualifications as well as those at Levels 1, 2, and 3 at some point in the future. Our objective is to provide a contiguous route for students to follow throughout their career within Accountancy.

Anyone can register with ACPA to study and pass our exams. From the moment of registration they can gain qualifications fast by diligent study, hard work, and determination; we simply provide the vehicle to help them make it happen.

ACPA currently offers seven FSSC Approved qualifications (Not Regulated) as below:

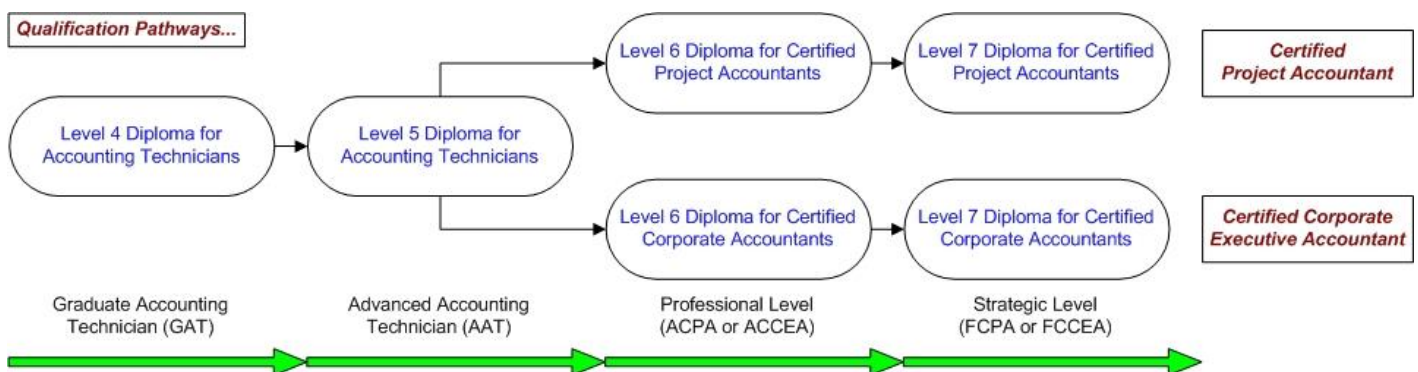
FSSC Approved Qualification Title
Level 4 Diploma for Accounting Technicians
Level 5 Diploma for Accounting Technicians
Level 6 Diploma for Certified Corporate Accountants
Level 7 Diploma for Certified Corporate Accountants
Level 6 Diploma for Certified Project Accountants
Level 7 Diploma for Certified Project Accountants
Level 6 Certificate for Certified Project Managers

ACPA offers two qualifications “Pathways”. They are:

- **Certified Corporate Executive Accountant**
- **Certified Project Accountant**

Both Pathways share Exam Units at each level except for the Professional Level, which is the level that denotes the Pathway major. (The Exam Units within the Professional Level are different for each Pathway)

The schematic diagram below illustrates the linear progression of Qualifications for each Pathway.



The overarching objective behind the Certified Corporate Executive Accountant Pathway is to provide:

- a qualification vehicle which produces highly skilled and educated Accountants who are equipped to perform as strategic managers within organizations, who are concerned with maximising Socio-Ecologically Responsible Corporate Performance (SERCP) within the constraints of high-quality corporate governance.

The overarching objective behind the Certified Project Accountant Pathway is to provide:

- a qualification vehicle which produces highly skilled and educated Accountants who are equipped to perform as strategic managers within organizations, who are concerned with maximising Socio-Ecologically Responsible Corporate Performance (SERCP) within the constraints of a project environment.

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Both Pathways provide the academic qualification bedrock on which the Accountant can develop his/her skills and experience, which may then lead to Continuing Professional Development (CPD) and further advancement throughout his/her career.

Although this section is devoted to describing the qualifications it is helpful to understand the correlation between the Qualification Levels and the grades of Professional Membership. In order to do this a “broad” definition of the likely level of occupation and responsibilities associated with each membership grade has been added to each qualification description, which may help the reader to understand the competences and skills expected to be gained and used accordingly. Membership Grades and Designations are shown in brackets where appropriate.

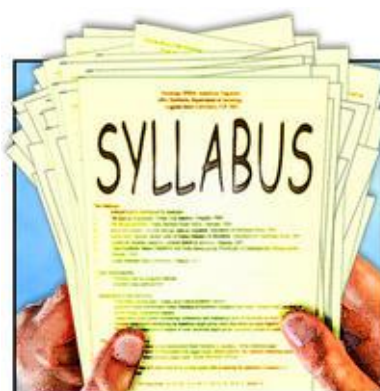
Sections 3.1 and 3.2 below offer general definitions that may be reasonably applied to each grade of membership followed by the Ofqual QCF Level Descriptor, which defines the; “*Knowledge and Understanding*”, “*Application and Action*”, and “*Autonomy and Accountability*” attained by an individual who has accomplished success at the corresponding QCF Level. In addition, each Descriptor is accompanied by a table that illustrates the components (Exam Units) of the qualification and their corresponding Unit Credit Value:

The table below shows which Exam Units are relevant for each Level and for each Vocational Pathway.

Vocational Pathways – Syllabus Comparison:

Level	Pathway	
	Project Accounting	Corporate Accounting
Level 4 (Graduate Technician)	1.1 Financial Accounting 1.2 Management Accounting 1.3 Business Maths & Quantitative Methods 1.4 Economics	
Level 5 (Advanced Technician)	2.1 Information Technology 2.2 Business Law 2.3 Audit 2.4 Taxation	
Level 6 (Associate)	3.1 Advanced Accountancy 3.2 Project Management 3.3 PM Body of Knowledge 3.4 Project Accounting	3.1 Advanced Accountancy 3.5 Performance Management 3.6 Decision Making Management 3.7 Risk & Control Management
Level 7 (Fellow)	4.1 Strategic Business Planning 4.2 Strategic Financial Planning 4.3 Strategic ICT Planning	

A detailed Syllabus, for each Exam Unit, and Reading List are available upon request.



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3.1 Certified Corporate Executive Accountant “Pathway”

There are four levels of Qualification within the Certified Corporate Executive Accountant Pathway they are:

1. Level 4 Diploma for Accounting Technicians (Graduate Accounting Technician - GAT)
2. Level 5 Diploma for Accounting Technicians (Advanced Accounting Technician - AAT)
3. Level 6 Diploma for Certified Corporate Accountants (Professional Level – Associate - ACCEA)
4. Level 7 Diploma for Certified Corporate Accountants (Strategic Level – Fellow - FCCEA)

3.1.1 Level 4 Diploma for Accounting Technicians (GAT)

Graduate Accounting Technicians will typically be regarded as competently qualified to manage a set of accounting books up to and including Trial Balance. They may well be employed in various sized organisations as junior accountants, and find themselves in charge of small sections of accounting clerks in medium to large companies, or they may be self-employed book-keepers preparing the basic accounts for very small businesses and other self-employed persons.

QCF Level Descriptors - achievement at this level reflects the ability to identify and use relevant understanding, methods and skills to address problems that are well defined but complex and non-routine. It includes taking responsibility for overall courses of action as well as exercising autonomy and judgement within fairly broad parameters. It also reflects understanding of different perspectives or approaches within an area of study or work.

This qualification is common to both qualification Pathways and consists of the following Units:

Level 4 Diploma for Accounting Technicians		
Unit Title (Exam Code)	Credit Value	Level
Financial Accounting (1.1)	15	QCF Level 4
Management Accounting (1.2)	9	
Business Maths & Quantitative Methods (1.3)	7	
Economics (1.4)	9	
Total Credit Value:	40	

3.1.2 Level 5 Diploma for Accounting Technicians (AAT)

Advanced Accounting Technicians will be regarded as more senior than Graduate Accounting Technicians and will be further qualified in aspects of Law, IT, Audit, and Taxation. They may typically find themselves employed in various sized organisations as more experienced junior accountants, perhaps in charge of small departments, or specialising in particular reporting roles. Again, they may be self-employed book-keepers, perhaps employing other book-keepers within their business, and preparing the basic accounts for small businesses and other self-employed persons.

QCF Level Descriptors - achievement at this level reflects the ability to identify and use relevant understanding, methods and skills to address broadly-defined, complex problems. It includes taking responsibility for planning and developing courses of action as well as exercising autonomy and judgement within broad parameters. It also reflects understanding of different perspectives, approaches or schools of thought and the reasoning behind them.

This qualification is also common to both Pathways and consists of the following Units:

Level 5 Diploma for Accounting Technicians		
Unit Title (Exam Code)	Credit Value	Level
Information Technology (2.1)	10	QCF Level 5
Business Law (2.2)	10	
Audit (2.3)	10	
Taxation (2.4)	8	
Total Credit Value:	38	

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3.1.3 Level 6 Diploma for Certified Corporate Accountants (ACCEA)

The Certified Corporate Accountant – with a Level 6 Diploma - is regarded as a Fully Academically Qualified Professional Accountant specialising in all aspects of Corporate Accounting operating at the professional level (Associate). They are more senior than an Advanced Accounting Technician and will be further qualified in Advanced Accountancy, Performance Management, Decision Making, and Risk and Control Management. He or She will be competently qualified to manage the financial and management aspects of organisations of all sizes. They may typically find themselves employed in large organisations in business critical positions of great importance or find themselves working as consultants specialising in all aspects of Corporate Accounting matters.

QCF Level Descriptors - achievement at this level reflects the ability to refine and use relevant understanding, methods and skills to address complex problems that have limited definition. It includes taking responsibility for planning and developing courses of action that are able to underpin substantial change or development, as well as exercising broad autonomy and judgement. It also reflects an understanding of different perspectives, approaches or schools of thought and the theories that underpin them.

This Qualification is unique to the “Certified Corporate Executive Accountant” Pathway and is made up of the following Units: (The Unit entitled “Advanced Accountancy” is common to both Pathways.)

Level 6 Diploma for Certified Corporate Accountants		
Unit Title (Exam Code)	Credit Value	Level
Advanced Accountancy (3.1)	19	QCF Level 6
Performance Management (3.5)	10	
Decision Making Management (3.6)	10	
Risk and Control Management (3.7)	11	
Total Credit Value:	50	

3.1.4 Level 7 Diploma for Certified Corporate Accountants (FCCEA)

The Certified Corporate Accountant – with a Level 7 Diploma - is regarded as a senior Fully Academically Qualified Professional Accountant specialising in all aspects of Corporate Accounting operating at the strategic level (Fellow). They are more senior than Level 6 Diploma holders and will be further qualified in Strategic Business Planning, Strategic Financial Planning, and Strategic ICT Planning. He or She will be competently qualified to manage the financial, management, and strategic aspects of organisations of all sizes. They may typically find themselves employed in large organisations in business critical positions normally at board level or find themselves working as senior consultants specialising in all aspects of Corporate Accounting matters.

QCF Level Descriptors - achievement at this level reflects the ability to reformulate and use relevant understanding, methodologies and approaches to address problematic situations that involve many interacting factors. It includes taking responsibility for planning and developing courses of action that initiate or underpin substantial change or development, as well as exercising broad autonomy and judgement. It also reflects an understanding of relevant theoretical and methodological perspectives, and how they affect their area of study or work.

This qualification contains Units which are common to both qualification Pathways and consists of the following Units:

Level 7 Diploma for Certified Corporate Accountants		
Unit Title (Exam Code)	Credit Value	Level
Strategic Business Planning (4.1)	14	QCF Level 7
Strategic Financial Planning (4.2)	12	
Strategic ICT Planning (4.3)	11	
Total Credit Value:	37	

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3.2 Certified Project Accountant “Pathway”

There are four levels of Qualification within the Certified Project Accountant Pathway they are:

1. Level 4 Diploma for Accounting Technicians (Graduate Accounting Technician - GAT)
2. Level 5 Diploma for Accounting Technicians (Advanced Accounting Technician - AAT)
3. Level 6 Diploma for Certified Project Accountants (Professional Level – Associate - ACPA)
4. Level 7 Diploma for Certified Project Accountants (Strategic Level – Fellow - FCPA)

Qualifications 1 and 2 above - within this Pathway - are the same as for Certified Corporate Accountant Pathway as described above in sections 3.1.1 and 3.1.2 respectively.

3.2.1 Level 6 Diploma for Certified Project Accountants (ACPA)

The Certified Project Accountant – with a Level 6 Diploma - is regarded as a Fully Academically Qualified Professional Accountant specialising in all aspects of Project and Programme Accounting and Management operating at the professional level (Associate). They are more senior than an Advanced Accounting Technician and will be further qualified in Advanced Accountancy, Project Management, and Project Accounting. He or She will be competently qualified to manage the financial and management aspects of Projects and Programmes within all organisations.

Although qualified to manage projects as a Project Manager he or she will primarily be focused on the financial control and reporting of those projects. They may typically find themselves employed in large organisations in business critical positions of great importance and responsible for project portfolios worth hundreds of millions of dollars. They may also find themselves as consultants specialising in Project Accounting and Project Management.

QCF Level Descriptors - achievement at this level reflects the ability to refine and use relevant understanding, methods and skills to address complex problems that have limited definition. It includes taking responsibility for planning and developing courses of action that are able to underpin substantial change or development, as well as exercising broad autonomy and judgement. It also reflects an understanding of different perspectives, approaches or schools of thought and the theories that underpin them.

This Qualification is unique to the “Certified Project Accountant” Pathway and is made up of the following Units:

Level 6 Diploma for Certified Project Accountants		
Unit Title (Exam Code)	Credit Value	Level
Advanced Accountancy (3.1)	19	QCF Level 6
Project Management (3.2)	12	
PM Body of Knowledge (3.3)	4	
Project Accounting (3.4)	22	
Total Credit Value:		

3.2.2 Level 7 Diploma for Certified Project Accountants (FCPA)

The Certified Project Accountant – with a Level 7 Diploma - is regarded as a Fully Academically Qualified Professional Accountant specialising in all aspects of Project and Programme Accounting and Management operating at the strategic level (Fellow). They are more senior than Level 6 Diploma holders and will be further qualified in Strategic Business Planning, Strategic Financial Planning, and Strategic ICT Planning.

They will be competently qualified to manage the financial, management, and strategic aspects of organisations of any size, and in particular of those organisations which are primarily project orientated. They may typically find themselves employed in large organisations in business critical positions normally at board level or find themselves working as senior consultants specialising in all aspects of Project Accounting and Project Management.

QCF Level Descriptors - achievement at this level reflects the ability to reformulate and use relevant understanding, methodologies and approaches to address problematic situations that involve many interacting factors. It includes taking responsibility for planning and developing courses of action that initiate or underpin substantial change or development, as well as exercising broad autonomy and judgement. It also reflects an understanding of relevant theoretical and methodological perspectives, and how they affect their area of study or work.

This qualification contains Units which are common to both qualification Pathways and consists of the following Units:

Level 7 Diploma for Certified Project Accountants		
Unit Title (Exam Code)	Credit Value	Level
Strategic Business Planning (4.1)	14	QCF Level 7
Strategic Financial Planning (4.2)	12	
Strategic ICT Planning (4.3)	11	
Total Credit Value:		

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3.2.3 Level 6 Certificate for Certified Project Managers (CPM)

The Certified Project Manager will be regarded as competent to manage projects of any size, in-line with the ANSI standard in Project Management known as ANSI/PMI 99-001-2008.

QCF Level Descriptors - achievement at this level reflects the ability to refine and use relevant understanding, methods and skills to address complex problems that have limited definition. It includes taking responsibility for planning and developing courses of action that are able to underpin substantial change or development, as well as exercising broad autonomy and judgement. It also reflects an understanding of different perspectives, approaches or schools of thought and the theories that underpin them.

This qualification contains the following Units:

Level 6 Certificate for Certified Project Managers		
Unit Title (Exam Code)	Credit Value	Level
Project Management (3.2)	12	QCF Level 6
PM Body of Knowledge (3.3)	4	
Total Credit Value:	16	



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4 Professional Membership Organization

ACPA is committed to supporting Project and Corporate Accountants throughout their career, and as a Professional Membership Organization we are available to serve our Members; from the moment that they decide to embark upon a career as a Professional Accountant, and throughout their progression up to and beyond retirement. Below is a table describing the Certified Membership Grades:

Designation	Grade	Title		
FCPA	Fellow	Certified	Project	Accountant
FCCEA			Corporate	
ACPA	Associate		Project	
ACCEA			Corporate	
AAT	Advanced	Accounting Technician		
GAT	Graduate			
Student				

There are two non-Certified Membership Grades; **Affiliate Member** (AM-ACPA), and **Corporate Member**. Further details concerning Affiliate and Corporate Membership are available upon request from the ACPA Membership Officer.

4.1 Students

The Examinations of the Institute are available to Registered Students who must be at least 16 years of age before the date of registration. Applicants must in all aspects be regarded as a fit and proper person before registration can be confirmed. Applicants must supply the details of two persons willing to give a reference, who may be contacted in support of the Applicants Registration. Upon successful registration the Applicant will be notified by E-Mail and upon the payment of the appropriate fees can then commence studying for the Association qualifications. Students can describe themselves as "A Registered Student of ACPA", but can't use any other titles or designatory letters after their name.

4.2 Graduate Accounting Technician (GAT)

The Membership Grade of Graduate Accounting Technician (GAT) may be awarded to any applicant who satisfies the basic Membership Requirements detailed in section 4.1 above, and;

1. Has gained a total credit value of 40 or above at the QCF Level 4, which covers the following units;
 - a. Financial Accounting
 - b. Management Accounting
 - c. Business Maths & Quantitative Methods
 - d. Economics
2. Or can demonstrate a combination of qualification equivalency which equates to item 1 above.

4.3 Advanced Accounting Technician (AAT)

The Membership Grade of Advanced Accounting Technician (AAT) may be awarded to any applicant who satisfies the Membership Requirements detailed in section 4.2 above, and;

1. Has gained an additional total credit value of 38 or above at the QCF Level 5, which covers the following units;
 - a. Information Technology
 - b. Business Law
 - c. Audit
 - d. Taxation
2. Or can demonstrate a combination of qualification equivalency which equates to item 1 above.

4.4 Associate Certified Project Accountant (ACPA – Professional Level)

The Membership Grade of Associate Certified Project Accountant (ACPA) may be awarded to any applicant who satisfies the Membership Requirements detailed in section 4.3 above, and;

1. Has gained an additional total credit value of 57 or above at the QCF Level 6, which covers the following units;
 - a. Advanced Accountancy
 - b. Project Management
 - c. Project Management Body of Knowledge (ANSI Standard)
 - d. Project Accounting
2. Or can demonstrate a combination of qualification equivalency which equates to item 1 above.

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4.5 Fellow Certified Project Accountant (FCPA – Strategic Level)

The Membership Grade of Fellow Certified Project Accountant (FCPA) may be awarded to any applicant who satisfies the Membership Requirements detailed in section 4.4 above, and;

1. Has gained an additional total credit value of 37 or above at the QCF Level 7, which covers the following units;
 - a. Strategic Business Planning
 - b. Strategic Financial Planning
 - c. Strategic ICT Planning
2. Or can demonstrate a combination of qualification equivalency which equates to item 1 above.

4.6 Associate Certified Corporate Accountant (ACCEA – Professional Level)

The Membership Grade of Associate Certified Corporate Accountant (ACCEA) may be awarded to any applicant who satisfies the Membership Requirements detailed in section 4.3 above, and;

1. Has gained an additional total credit value of 50 or above at the QCF Level 6, which covers the following units;
 - a. Advanced Accountancy
 - b. Performance Management
 - c. Decision making Management
 - d. Risk and Control Management
2. Or can demonstrate a combination of qualification equivalency which equates to item 1 above.

4.7 Fellow Certified Corporate Accountant (FCCEA – Strategic Level)

The Membership Grade of Fellow Certified Corporate Accountant (FCCEA) may be awarded to any applicant who satisfies the Membership Requirements detailed in section 4.6 above, and;

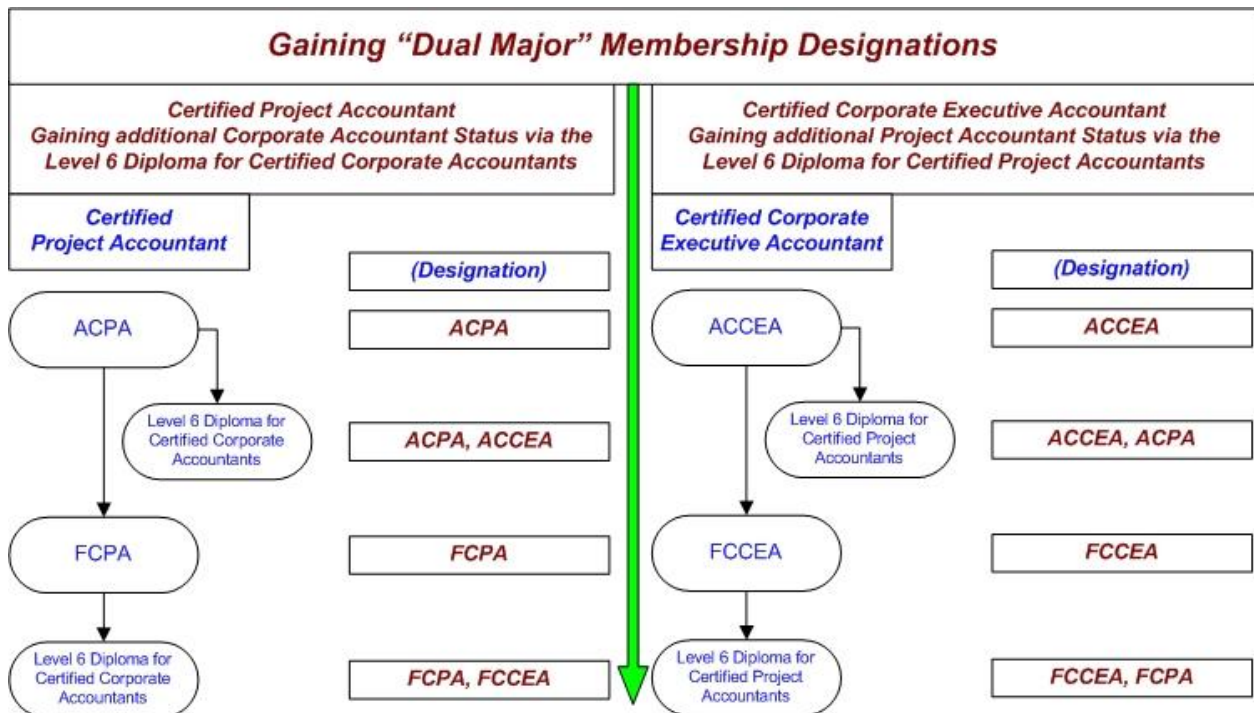
1. Has gained an additional total credit value of 37 or above at the QCF Level 7, which covers the following units;
 - a. Strategic Business Planning
 - b. Strategic Financial Planning
 - c. Strategic ICT Planning
2. Or can demonstrate a combination of qualification equivalency which equates to item 1 above.



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4.8 Dual Major Membership Grade – ACPA, ACCEA or FCPA, FCCEA.

Members who pass all seven exam Units at Level 6 will be able to gain the “Dual Major” membership grade of ACPA, ACCEA or FCPA, FCCEA. The Dual Major can be obtained as part of your Continuing Professional Development (CPD) Programme. Members can “Bridge” between the two Syllabus Pathways – Project Accounting and Corporate Accounting - by gaining both Level 6 Diplomas. The schematic diagram below will help to explain how the Diplomas provide a bridge between the two Pathways, and how a Certified Accountant in one Pathway can gain additional Certification in the other via the appropriate Diploma;



4.8.1 Project Accountant “Bridging” to Corporate Accounting (Example)

After you have become a Project Accountant and gained membership as an ACPA you can choose how you wish to advance your career. You may decide that the next step is to work towards the Strategic Level of your career by studying for the Level 7 Diploma for Certified Project Accountants (or equivalency), which will enable you to secure the membership status of *Fellow Certified Project Accountant* and gain the designation FCPA. However; you may decide to broaden your qualification base before moving on to the Strategic Level by studying for the Level 6 Diploma for Certified Corporate Accountants. This will enable you to secure the “Dual Major” membership status of **Associate Certified Project and Corporate Accountant** and gain the designation ACPA, ACCEA. If you chose to move directly to the Strategic Level you will still be able to gain the Dual Major designation after you become a Fellow by then completing the Level 6 Diploma for Certified Corporate Accountants. Your membership status will then be *Fellow Certified Project and Corporate Accountant* and your designation will be FCPA, FCCEA. As an ACPA or FCPA you will already have gained exemption from one of the four Units within the Level 6 Diploma for Certified Corporate Accountants, which will leave the following three Units to complete:

- 3.5 Performance Management
- 3.6 Decision Making Management
- 3.7 Risk & Control Management

4.8.2 Corporate Accountant “Bridging” to Project Accounting

Corporate Accountants have the same opportunity to Bridge to Project Accounting as described in 8.1.1 for Project Accountants Bridging to Corporate Accounting. To do so Corporate Accountants will need to complete the remaining Units in the Level 6 Diploma for Certified Project Accountants, which are:

- 3.2 Project Management
- 3.3 PM Body of Knowledge
- 3.4 Project Accounting

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4.9 Affiliate Members Programme

The Affiliate Members Programme is designed to offer a non-certification membership to persons interested in the development of Project Accounting. The Affiliate Programme is open to all classes of applicant, be they trained in accountancy or not. Affiliate Members are subject to the same ACPA regulations as other classes of membership and are expected to comply with the ACPA Code of Ethics, and are subject to the same Disciplinary Mechanism. Affiliate Members gain similar benefits as to those of Student Members. Additionally, Affiliate Members are allowed to use the designation AM-ACPA after their name in recognition of their affiliation. At any time after successful registration an Affiliate may choose to sit Certification Exams. If this is the case, he/she is not required to register as a Student. He/she can simply select the exams they wish to sit from within their Members Account. They still retain their status as an Affiliate Member yet are able to pursue a route to Professional Qualification. Affiliate Members are not expected to take up Professional Qualifications, however the choice is there at all times. Typically, Affiliate Members are Project Managers, Programme Managers, Programme Directors, and Qualified Accountants from within other branches of Accountancy and others who have an interest in Project Accounting, such as specialist recruitment consultants.

4.10 Corporate Members Programme

The Corporate Members Programme is open to any organization that is interested in the development of Project and Corporate Accountancy. Corporate Membership is appropriate to Commercial, Public, and Academic organizations.

4.11 Trainer Licensing Programme

As a Professional Membership Organization ACPA operates a **Trainer Licencing** Programme, which is designed to ensure that ACPA licensed Trainers offer a consistently high quality of service and ethical behaviour to all ACPA Students. Further details concerning the Trainer Licensing Programme are available from the ACPA Membership Officer.

4.12 Practicing Certificates

Associate and Fellow Members of ACPA may, under certain circumstances, apply for **Practicing Certificates** when working in public practice. Further details concerning the issue of Practicing Certificates are available to Members upon request.

4.13 Benefits and Advantages of ACPA Professional Membership

Below are a few advantages of becoming a Certified Corporate Executive Accountant or Certified Project Accountant;

- Being recognised as a highly qualified and skilled Professional Accountant
 - Being positioned to gain the maximum financial rewards that you deserve
 - Gaining the respect and admiration of your peers, family and friends
 - Securing the financial future for you and your family
 - Guaranteeing your foot in the door leading to success and independence
 - Global recognition that you have achieved the most prestigious qualification dedicated to Project Accountancy or Corporate Accountancy
 - Being part of a growing and global organisation
 - The Association does not operate a time-bar rule. Members can qualify at their own pace and in their own time.
 - You can sit exams remotely by using our unique eAssessment Exam-Engine™.
 - Our Members and Students enjoy the lowest cost to qualify within the Profession.
 - Our Student Members enjoy the benefit of full recognition of their achievements at each step of their career.
- Qualifications are not dependent upon membership but at the completion of each level our Members will gain recognition and qualifications as follows;

Qualification Gained	Membership Entitlement	Designation
Level 4 Diploma for Accounting Technicians	Graduate Accounting Technician	GAT
Level 5 Diploma for Accounting Technicians	Advanced Accounting Technician	AAT
Level 6 Diploma for Certified Corporate Accountants	Associate Certified Corporate Accountant	ACCEA
Level 7 Diploma for Certified Corporate Accountants	Fellow Certified Corporate Accountant	FCCEA
Level 6 Diploma for Certified Project Accountants	Associate Certified Project Accountant	ACPA
Level 7 Diploma for Certified Project Accountants	Fellow Certified Project Accountant	FCPA
Level 6 Certificate for Certified Project Managers	Certified Project Manager	CPM

- Members can gain the “Dual Major” Membership Grade by completing an additional Diploma at Level 6. See section 4.8 above for further details.

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- You can sit exams when and where you choose. When you are ready to be tested you simply select the exam, pay for it, and sit it. Sitting an exam immediately after you have studied for it ensures that your knowledge is fresh and significantly increases your chances of obtaining a successful result.
- ACPA is Certified as fully Compliant with ISO17024 (“Bodies Operating Certification of Persons”).
- Our syllabus reading list is very closely aligned with that of CIMA (Chartered Institute of Management Accountants), ACCA (Association of Chartered Certified Accountants), and PMI (Project Management Institute) which provides our Students with the comfort that they are studying for a very worthwhile set of qualifications.
- The ACPA qualifications are approved by the Financial Services Skills Council (FSSC) in the United Kingdom.
- We are continually pursuing dialogue with many Institutions around the world concerning mutual recognition and with government agencies, concerning harmonization of standards.
- We are the only Professional Accountancy Body to offer examination and formal recognition to Project Accountants.
- We are the only Professional Accountancy Body to include Project Management within the Professional Accountancy syllabus.
- We offer recognition to University Graduates and MBA’s who hold degrees in Accountancy or Finance.
- We are actively working with “Training Partners” around the globe to provide full and part-time training courses to all our Students and Members.
- We actively promote “*Accessibility for All*” and strive to remove barriers to Professional Qualification.
- ACPA operates a “No-Penalty” CPD system available to all our Members.
- All our Students and Members have their own Personal Members Account, which can be accessed directly via the internet. Your Personal Members Account enables you to;
 - Update your personal details, and view the details of your fees paid or outstanding
 - Obtain copy invoices and receipts for invoices paid
 - Pay your exam fees directly via one of our Payment Partners
 - View your exam Scorecard (Learner Record), which records your qualification achievements.
 - Select exams you wish to take, and enter the “Exam Hall” ready to sit an on-line exam
 - Obtain copy exam Transcripts for exams already taken
 - Update your CPD Record Card
- All our Members have access to free and on-going study and career advice whenever they request it
- All our Members have the right to one-to-one Mentoring, and assistance with any professionally related matters upon request.

4.14 New Designations

In addition to the change of qualification titles, some Membership designations have also changed. The table below compares the former and current Membership Designations:

Current Designation	Former Designation	Membership Title
FCPA	FCPA	Fellow (Strategic Level)
FCCEA	FCCEA	
ACPA	ACPA	Associate (Professional Level)
ACCEA	ACCEA	
AAT	Adv. Dip A	Advanced Accounting Technician
GAT	Grad. Dip A	Graduate Accounting Technician
-	-	Student Member

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5 Standards

5.1 Organization - Certified Compliant to ISO 17024:2003

The Association of Certified Project Accountants, incorporating the Association of Certified Corporate Executive Accountants, has gained the formal ISO 17024:2003 Registration and Certification by the ISO Scope International Standards Partnership. The ISO Scope Partnership completed the independent third party Assessment, Audit, and Certification, before formally issuing the ISO 17024 Certification to ACPA on September 9th 2009.

ISO 17024 is the International benchmark for personnel certification schemes.

The International Standard aims to harmonize the various procedures used around the world for certifying the competence of personnel in different professions.

It provides a global benchmark for certification schemes to ensure that they operate in a consistent, comparable and reliable manner worldwide, thus establishing an environment for the mutual recognition of schemes and facilitating the global mobility of personnel.



5.2 Qualification Awarding Standards – FSSC & Ofqual

ACPA maintains a clearly defined standard for each part of its exam qualifications, which form the basis of our Professional Membership Grades as defined in section 4 above.

Since the beginning of 2010 ACPA has adopted a policy to harmonize the ACPA qualifications with the definitions determined by Ofqual (United Kingdom) within “Annex E: QCF Level Descriptors” of the *Regulatory Arrangements for the Qualifications and Credit Framework*. This harmonization has led to a clearer definition of membership grades and the improved correlation between Professional Membership and Qualification requirements.

5.2.1 ACPA Qualifications Approved by the FSSC (UK)

The ACPA qualifications have been approved by the Financial Services Skills Council (FSSC) in the United Kingdom. As a result of this approval the listed qualifications were re-named in order to comply with the FSSC recommended Qualification Titles. The table below illustrates the name changes:



FSSC Approved Qualification Title
Level 4 Diploma for Accounting Technicians
Level 5 Diploma for Accounting Technicians
Level 6 Diploma for Certified Corporate Accountants
Level 7 Diploma for Certified Corporate Accountants
Level 6 Diploma for Certified Project Accountants
Level 7 Diploma for Certified Project Accountants
Level 6 Certificate for Certified Project Managers

5.3 Professional Membership Standards – IFAC

ACPA Supports the International Federation of Accountants (IFAC) ethos and is committed to its broad objective of developing and enhancing a coordinated worldwide accountancy profession with harmonised standards.

ACPA has defined standards of professional conduct and competence for all Members and registered Students. We have adopted IFAC’s Code of Ethics in its entirety in order to provide our Members and Students with a clear set of guiding principles to abide by.

The Code of Ethics provides a set of objectives and fundamental principles that Members and registered Students can work by and should adhere to. Members and Students can apply them to their own situations and circumstances to ensure that they maintain their competence as a Professional Student, Certified Project Accountant or Certified Corporate Executive Accountant.

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6 eAssessment (Computer Based Examinations)

The concept of computer based examinations (CBE), or computer based tests (CBT) is not new. However, what is new is that ACPA have pioneered the use of this type of testing methodology across remote sites by utilising the latest Microsoft® Dot Net Technology. You may be familiar with other organisations that use CBE's to test their members, for example, the American Institute of Certified Public Accountants (AICPA) conduct their licensing examinations using CBE. The main difference between "traditional" CBE and the ACPA method is that ACPA Members and Students are not constrained to just one or two dates per year. This level of accessibility underlines the core ethos of ACPA.

The maintaining of standards and consistent delivery of high-quality service to our Students and Members is of paramount importance to ACPA. To support this ethos ACPA has designed the Exam-Engine™ in-line with the "Regulatory Principles for e-assessment" as issued by the Office of the Qualifications and Examinations Regulator (Ofqual) in the United Kingdom. This is to ensure that all ACPA exam sittings and assessments are; secure, consistent, reliable, valid, accessible, and faithful to the performance of the candidate being assessed.

The ACPA Exam-Engine™ is installed centrally on our servers and accessed by you - through your web browser. This means that you do not need to install any software to sit an exam.

ACPA exams are open book, which means that you can have any material in front of you during the exam. The ACPA Exam-Engine™ has been developed with this in mind, and cheating is virtually impossible. We say "virtually" because nothing in life comes with a 100% guarantee. However; even though we believe in the integrity of all our Students and Members, we do take exam security very seriously. Hence, we use the very latest tools and techniques to trap and eliminate exam fraudsters.

7 Studying

The type of study method you use to sit the ACPA exams is entirely up to you. Many Students choose self-study methods, whilst others prefer to use established accountancy tuition providers, such as Kaplan.

Each exam has a dedicated reading list, which ensures that the Student knows exactly what he or she must study and master in order to pass the exam. The study material is widely available, and details of how to obtain the text books can be found on the ACPA web site (<http://ACPAGlobal.com>) from either you personal members account page or from the download link on the syllabus page.

Because you can sit the exams whenever and wherever you like, you study at your own pace, and are not under pressure to "cram" for more than one exam at a time. This relaxed approach to learning is more productive and enjoyable for the Student. Being focused on just one exam at a time ensures that you will be more likely to succeed, and the subject matter that you are studying will become a part of your knowledge base for the rest of your life.



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8 Fees (Global Outside of the UK)

In order to sit the ACPA exams you must be registered with ACPA. This is to ensure that we can maintain your Qualification Progress and Records (QPR) on your behalf, in-line with the Ofqual Regulatory Requirements. There are two ways to access the ACPA Qualification Framework; either as a *Non-Member Student* or as a *Member*. The table below describes the current examination fees payable. Members and Non-Members applying for exemption from exams will be required to pay an exemption fee, which corresponds to the exam fee as appropriate.

Examination and Exemption Fees (UK Excluded): (All Values in US Dollars)				
QCF Level	Examination Unit Code	Fee per Exam (Non-Members)	Members Discount	Fee per Exam (Members)
Level 4	1.1, 1.2, 1.3, 1.4	\$112	(\$100)	\$12
Level 5	2.1, 2.2, 2.3, 2.4	\$124	(\$100)	\$24
Level 6	3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7	\$136	(\$100)	\$36
Level 7	4.1, 4.2, 4.3	\$148	(\$100)	\$48
Other Fees and Costs:				
		Fee (Non-Members)	Members Discount	Fee (Members)
	Initial Registration (One-time Fee):	\$70	N/A	\$70
	Secure Certificate Dispatch by DHL Courier:	\$60	N/A	\$60

In all cases students are entitled to the following:

- Access to all Level 4, 5, 6, and 7 Exam Units
- No time-limit on gaining the Qualifications
- Printed Credit Certificate Transcript for qualifications gained at each Level
- Printed Qualification Certificates/Diplomas for each qualification gained at each Level
- PDF Credit Certificate Transcripts for Exam Units gained between each Level
- Life-time Qualification Attestation, record retention, and access to replacement documents

8.1 Non-Member Student

Non-Member Students can access all the facilities of ACPA to enable them to; study for, sit, and pass the approved Exam Units listed in section 3 above. As the title suggests the Non-Member Student does not partake in Professional Membership of ACPA, and is registered to access the qualifications only. Non-Member Students are not entitled to a discount against fees.

8.2 Member

All Members pay an Annual Membership Fee, which is due on the first day of registration, and each year thereafter on or before the anniversary of the registration. The Annual Membership Fee payable will be in accordance with the Membership Grade awarded.

Registration / Upgrade Fees and Annual Subscriptions:

Membership Grade	Upgrade Fee	Annual Subscription
Student	N/A	\$70
Graduate Accounting Technician (GAT)	\$20	\$80
Advanced Accounting Technician (AAT)		\$90
Associate Member (ACPA & ACCEA)		\$130
Fellow Member (FCPA & FCCEA)		\$150
Affiliate Member (AM-ACPA)	N/A	\$200

An upgrade fee is payable by a Member upon successful promotion to the next grade, as illustrated in the table above.

All fees are reviewed annually, and any changes to published fees will be made in January of each year. In order to assist you to plan your qualification costs we recommend that you pay for exam fees in advance. Exam fees paid for will not be subject to change or any surcharge. Exam fees not paid for in advance are liable to normal annual increases, and in such cases we would recommend that you factor into your planned costs an uplift of 20%pa in order to ensure that you budget prudently for the total cost of your qualifications.

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9 How to Register with ACPA

To join ACPA as a Member simply e-mail the following to the ACPA Membership Officer (address below):

- Completed Registration Form
- Current CV
- Scanned copy transcripts / certificates to support any exemptions that you may wish to have considered

To register as a Non-Member Student e-mail the following to the ACPA Membership Officer:

- Completed Registration Form

If you wish to apply for exemptions from some of the Exam Units you will also need to provide the following:

- Current CV
- Scanned copy transcripts / certificates

The Registration Form is available to download from:

<http://acpaglobal.com/ACPAExam/CandidateFolder/ACPAREgisterPage.aspx>

9.1 Entry Requirements

The ethos of ACPA is based upon; “making the attainment of professional qualifications available to anyone who desires to better themselves through academic achievement as accessible and non-discriminatory as possible”.

This means that students from all walks of life, colour, creed, privilege, and background are welcome to study for the ACPA Qualifications.

Students should ideally be experienced in completing a programme of study up to at least Level 3, and should have attained success in pre-adult education.

Students can enter a course of study, which will lead them to successfully completing the four Level 4 ACPA Exam Units. Successful Level 4 Students will gain their first qualification; the Level 4 Diploma for Accounting Technicians, Student Members will also become professionally known as Graduate Accounting Technicians, and be entitled to use the designation “GAT” after their name.

9.2 Further Questions?

If you have any questions then please feel free to contact our Membership Officer by Email at:

MembershipOfficer@ACPAGlobal.com

10 Document Control

10.1 Version Control

Date	Distribution	Comments	Version
1 st May 2012	Published	Approved	V120501-02 English

10.2 Sources

Title	Author	Date
Regulatory arrangements for the Qualifications and Credit Framework	Qualifications and Curriculum Authority	August 2008
Regulatory principles for e-assessment	Qualifications and Curriculum Authority	April 2007

10.3 General Information

Contacts Concerning this Document	Caveat	Copyright
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