



ACCA Certified Accounting Technician Scheme

Course Code: NCAT

The CAT Scheme comprises a combination of exams and practical experience. It is designed to equip you with all the necessary technical skills and knowledge required to fulfil an accounting role to technician level. It also provides a firm foundation of knowledge and the opportunity to fast track towards becoming a professional ACCA accountant.

Course Aims

The CAT Scheme is designed to equip you with all the necessary technical skills and knowledge required to fulfil a support role in accountancy. With a range of internationally relevant syllabus options and the choice of distance learning, face-to-face or self study, the qualification aims to develop a comprehensive understanding of the knowledge, skills and techniques required by the modern professional accountant. It is ideally suited to those who are keen to progress their careers while maintaining a manageable work-life balance.

Course Market

The course is aimed principally at providing a professional qualification for the following markets:

- ❖ people wishing to start a career in finance
- ❖ jobholders wishing to gain recognition for the wealth of skills and experience which they have already achieved
- ❖ those wanting to attain accelerated progression to the ACCA Professional Scheme
- ❖ professionals aiming for a more senior position in accountancy
- ❖ International students aiming to obtain a world recognised accounting qualification

Course Structure

There are 10 papers in total divided into three Parts but you only need to pass 9 papers (unless you have been awarded exemptions), because you only choose two out of three option papers at the Advanced Level.

Introductory Level

1	Recording Financial Transactions
2	Information for Management Control

Intermediate Level

3	Maintaining Financial Records
4	Accounting for Costs

Advanced Level

Core Modules

5	Managing People and Systems
6	Drafting Financial Statements
7	Planning, Control and Performance Management

Any 2 Modules

8	Implementing Audit Procedures
9	Preparing Taxation Computations
10	Managing Finances

In addition to completing the examinations successfully, students are required to obtain a minimum of One year's practical experience in order to achieve the CAT status. Practical training can be completed in any size or type of business, and in any combination of sectors, before, during or after completing the exams.

If you hold an NVQ Level 4 in Accounting, obtained through prior studies (e.g. AAT UK), then this will be recognised as equivalent to the CAT practical experience requirements and, as such, you will not be required to complete any further practical training to become a Certified Accounting Technician.

Duration

Each tutor led session per module would be of 3 hours duration, and there would be one class per module per week.

International students need to apply for Full-Time program with duration of more than 6 months and have to take a minimum of 4 modules per term. Full-time students have to attend 12 hours of tutor led classroom study each week and 8 hours of tutorials totalling to 20 hours of Guided Learning Hours per week. You are expected to spend at least the same amount of additional time every week in personal study and completing assignments.

Assessment

- ❖ The pass mark for Introductory Level papers is 55%, Intermediate Level is 50%, and Advanced Level is 40%.
- ❖ There are two examination sessions per year - one in June and one in December.
- ❖ There is no limit on the number of papers a student can take at a time

Entry Requirements

There is no formal academic entry requirement when registering for the CAT qualification – as long as you are over 16 years of age you are eligible to register.

Exemptions

Your previous qualifications may entitle you to exemptions from certain CAT examinations. If you have relevant work experience or qualifications, exemptions may be awarded from some of the papers. For example, you may claim exemption from the Introductory Level exams if you satisfy the one year's practical work experience requirement and can verify this by completing your Technician Training Record (TTR).

The ACCA database shows many of the qualifications which can be accepted for exemption. Students are advised to monitor the database regularly as ACCA's exemption policy is subject to change and assessments may be added or revised without prior notice.

ACCA's exemption policy is subject to change, and assessments may be revised without prior notice. Students are strongly advised to obtain written confirmation of their exemption status from ACCA before embarking on any course of study.

Exemption is awarded on the basis of qualifications which contain relevant content to CAT papers. Students will be required to pay an exemption fee for each paper awarded. Exemption fees are the same as examination fees.

Link: <https://www.acca-business.org/exempenq>

Progression

- ❖ Completion of the CAT Scheme allows you to move directly to Part 2 of the ACCA Professional Scheme exams.
- ❖ Passing the Part 3 of the ACCA Professional exams and gaining three years' relevant practical experience will lead to ACCA membership.

* international students will have to register with ACCA before joining the college for CAT training.