



**BEGIN BUILDING YOUR  
CAREER IN FINANCE.**

ACCA Certified Accounting Technician (CAT)

Think Ahead

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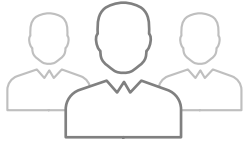
# About **ACCA**

More than ever, our fast-changing, increasingly digital world needs forward-thinking finance professionals: people who can innovate and lead positive change wherever they work; who work to the highest professional and ethical standards, and; who see a bigger and better picture.

**If this sounds like the kind of professional you want to become, then ACCA is for you.**



Choose to study with us and you're choosing a future packed with opportunity. We are the world's largest accountancy body – with more than:



**200,000 members  
and 500,000 students**



**in 176 countries**

For more than 115 years, we've been helping ambitious, talented people like you to build exciting and rewarding careers, all over the world.

**501** exam  
centres  
in **148**  
countries

**348**  
quality-checked  
tuition  
providers

**2,000**  
exemption accredited  
programmes  
from **943**  
institutions

**552**  
strategic  
partnerships

**110** offices  
and centres  
in **49**  
countries







## The **career** that takes you where you want to go

All industries need forward-thinking finance professionals. So, whether you're targeting a role in the film industry or pharmaceuticals, fast cars or fast food, premium brands or the premier league, a finance and accountancy qualification will help you get there – and help you make an impact when you do.

Where better to study than with the world's most forward-thinking accountancy body? Employers seek out our professionals because they know that people with ACCA after their names will think strategically, act with integrity and add value to their organisations from day one.

# Start here: Certified Accounting Technician

If you're new to accounting and finance or you're already working in a finance-related role but you don't have any formal qualifications yet, this may be the perfect place to start.

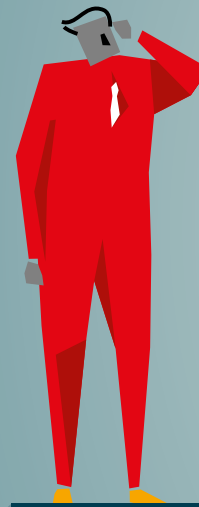
The CAT Qualification is globally recognised and is suitable for anyone looking to gain a solid understanding of the fundamentals of finance and accounting. It will provide you with the technical skills and knowledge, and an understanding of the professional ethics of finance that you need to begin building a successful career.





The CAT Qualification comprises nine exams and a professional ethics module. As you work through it you can also achieve certificates and diplomas along the way. At the end, you can use the letters 'CAT' after your name as evidence both of your commitment and your professional expertise.

The CAT Qualification is also a stepping-stone towards the ACCA Qualification – the global benchmark qualification for accountancy – and all the opportunities that being an ACCA member offers. With a CAT Qualification you'll be able to start our Applied Skills exams and will be exempt from the first three exams in the ACCA Qualification.



# The **foundation** for a career in finance



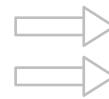
**“** My professional journey started with CAT as it gave me the foundation I need for the ACCA Qualification. I also believe that the programme is developed to the highest standards by ACCA, ensuring its students are ready to be future Chartered Certified Accountants. **”**

*Muhammad Razin Shah, Associate Director of Finance, Ekuiti Nasional Berhad (Ekuinas), Malaysia, Chairman. ACCA Malaysia Young Members Network*



**“** Since I'm from a science background, CAT helped me the most by shaping my basic understanding of financial accounting, management accounting, finance, tax and audit. I still believe if I hadn't gone through CAT to start my ACCA journey, I wouldn't have been able to acquire the skills required to complete the exams. So, credit really goes to the content, in-depth knowledge and opportunities provided by the CAT Qualification. **”**

*Omar Faruk, Assistant Manager, Baker Tilly Malaysia, Malaysia Airlines Bhd*



**“** CAT provided me with a strong foundation in accounting and helped me fast-track my completion of the ACCA Qualification. The CAT consists of a number of introductory to intermediate level courses in accounting and finance, which is an excellent preparation for progressing towards the advanced papers of ACCA. Furthermore, CAT is regarded as a standalone global qualification that can add a feather in your cap. **”**

*Saidur Rahman, Senior Financial Analyst, Telus Communications Inc. Toronto, Canada*



# Get ready for work and ready for the workplace

With the CAT Qualification you'll gain the technical knowledge and tools to take on and excel in any accounting technician role. And you'll also gain an appreciation of the trends shaping the finance sector.

## ■ You'll work to the highest standards

When you study CAT, you'll learn about what it means to work professionally and ethically, and what it means to uphold the highest professional standards – both for yourself and your organisation.

## ■ You'll embrace digital

Around the world, technology is changing the roles finance professionals play and the way they work. So, our qualifications have been designed to help you understand how digital financial systems work – and how you can get the most from them. You'll gain insight into technology that can help you stay ahead and help your organisation succeed.



**The CAT Qualification is designed to give you the skills and techniques to hit the ground running when you get into the workplace.**

- With the CAT Qualification, you'll be ready to work in businesses and organisations of any size and take on roles such as:
  - Junior bookkeeper
  - Accounting administrator
  - Accounts clerk
  - Junior accountant





# Becoming a **Certified** Accounting Technician (CAT)



To achieve the CAT Qualification, you will need to pass seven Foundations in Accountancy exams, plus two additional specialist options. You'll also need to complete our Foundations in Professionalism module, and complete one year of relevant work experience known as your Foundations in Practical Experience Requirement (FPER). Completing the FPER also means that you will be exempt from one year and three performance objectives in the Practical Experience Requirement (PER) within the main ACCA Qualification. However, depending on your previous qualifications you may be eligible for exemption from some exams.

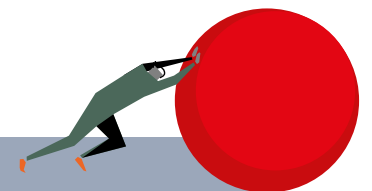


**“ The ACCA Qualification tests the cognitive skills of students and develops their ability to apply technical knowledge in real life scenarios. ”**

Masood Pervaiz, *Director Centric Consulting*

# Becoming a **Certified** Accounting Technician (CAT)

Foundations in Practical Experience Requirement (FPER) – 12 months' practical experience





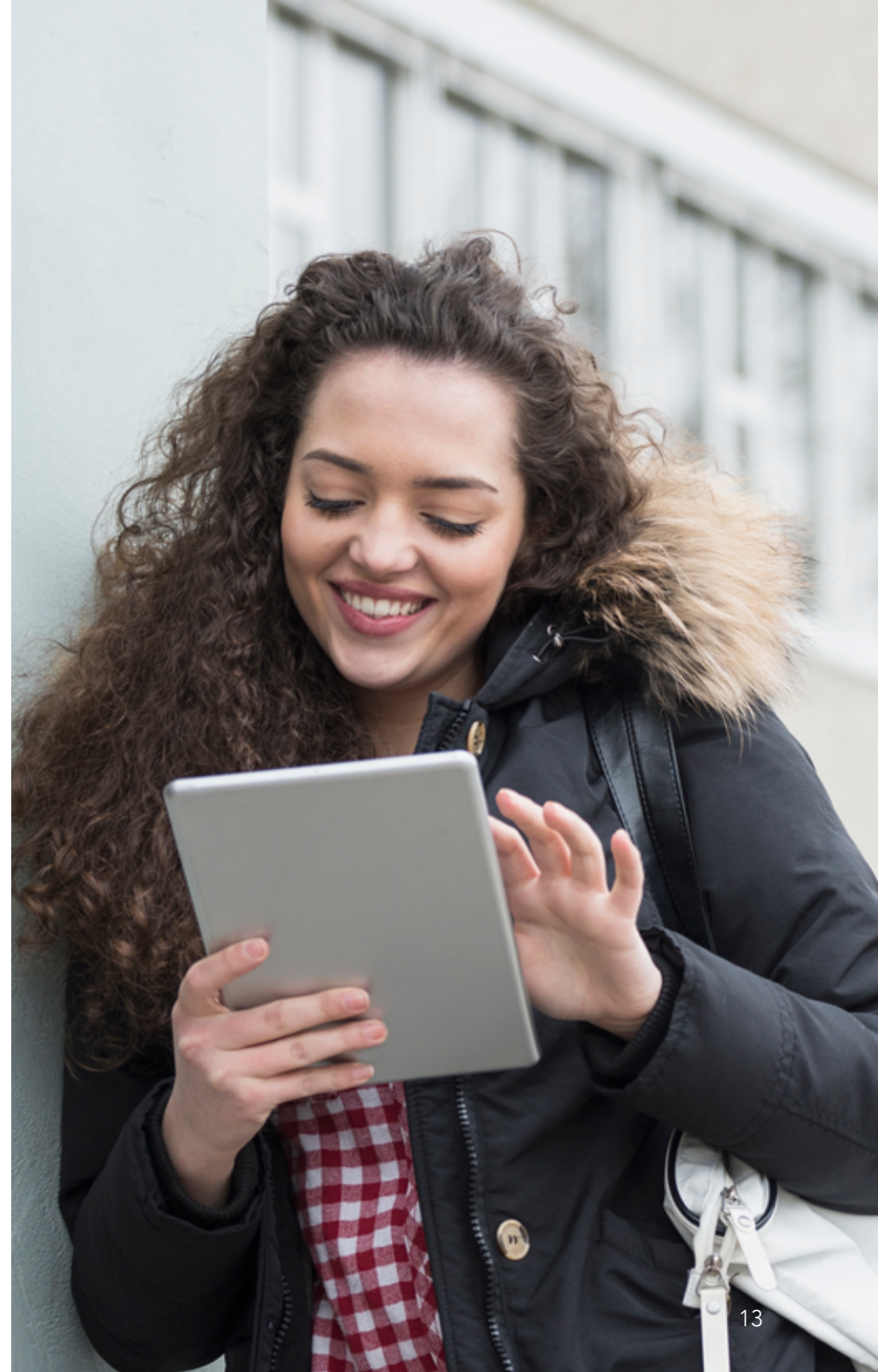
# ACCA Diploma in Financial and Management Accounting (RQF Level 2)

## ■ FA1 Financial Record Keeping

You'll develop knowledge and understanding of the main types of business transactions and documentation and how these are recorded in an accounting system up to the trial balance stage.

## ■ MA1 Management Information

You'll develop knowledge and understanding of providing basic management information in an organisation to support management in planning and decision-making.



# ACCA Diploma in Financial and Management Accounting (RQF Level 3)

## ■ FA2 Maintaining Financial Records

You'll develop knowledge and understanding of the underlying principles and concepts relating to Maintaining Financial Records and technical proficiency in the use of double-entry accounting techniques including the preparation of basic financial statements.

## ■ MA2 Managing Costs and Finance

You'll learn how to prepare, process and present basic cost information to support management in planning and decision-making in a variety of business contexts.





# ACCA Diploma in Accounting and Business (RQF Level 4)

## ■ FBT Business and Technology

You'll develop knowledge and understanding of the business and its environment and the influence this has on how organisations are structured and on the role of accounting and other key business functions in contributing to the efficient, effective and ethical management and development of an organisation and its people and systems.

## ■ FFA Financial Accounting

You'll develop knowledge and understanding of the underlying principles and concepts relating to financial accounting and technical proficiency in the use of double-entry accounting techniques, including the preparation of basic financial statements for single entities and simple groups. You'll also be introduced to basic techniques of interpretation of financial statements.

## ■ FMA Management Accounting

You'll develop knowledge and understanding of management accounting techniques to support management in planning, controlling and monitoring performance in a variety of business contexts.



# ACCA Certified Accounting Technician Qualification

## Specialist Options Award – complete two

Our specialist options awards are the final level of the CAT Qualification. You'll need to choose and complete two specialist awards from the following options:

### ■ FAU Foundations in Audit

You'll develop knowledge and understanding of the principles of external audit and the audit process and technical proficiency in the skills used for auditing financial statements.

### ■ FFM Foundations in Financial Management

You'll develop knowledge and understanding of ways organisations finance their operations, plan and control cash flows, optimise their use of working capital and allocate resources to long term investment projects.

### ■ FTX Foundations in Taxation

You'll be introduced to the subject of taxation and develop the core knowledge of the underlying principles and the major technical areas of taxation, as they affect the activities of individuals and businesses. The level of knowledge gained in this exam is appropriate for someone working at technician level.

These awards can also be taken as standalone exams.





# Foundations in Professionalism

It's important for all students, irrespective of what qualification they are studying or their career aspirations, to understand what it means to work and act professionally and ethically in the workplace.

That's why all Foundations in Accountancy students are required to complete the Foundations in Professionalism module.

Online and interactive the module helps develop your understanding of what it means to act professionally and ethically as a finance professional. The module can be completed before or after the exam component of your qualification and only needs to be completed once – great news if you plan to study further Foundations in Accountancy qualifications.

There is no time limit, the module is flexible so you can complete it at your own pace.





# Take your **first step** towards a career in finance

Apply for the Certified Accounting Technician Qualification today at  
[yourfuture.accaglobal.com](http://yourfuture.accaglobal.com)

Study for the CAT Qualification with an Approved Learning Partner. Search  
the directory at [accaglobal.com/tuition-provider-directory](http://accaglobal.com/tuition-provider-directory)

## Want to find out more?

If you'd like to know more about how we can support  
you throughout your career – please get in touch.

**Call: +44 (0)141 582 2000**

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