

2018



Course Title	CPA (UK) The Certified Practising Accountant
Total Units: 3	1. Professional Ethics & Standards 2. Emerging Trends, Case Studies, & R&D Articles 3. Practical Experience and CPD/CPE Requirements
Learning Hours	18
Academic Hours	18
Practice Hours	CPD / CPE
Assessment	Exam/Case Study /Experience/CPD
Candidate Minimum Qualification	16 Years Education or ADIP (UK) or Accredited Professional Qualification or Equivalence

Unit	Summary & Learning Objectives
<p><u>Unit-1</u> Professional Ethics & Standards</p>	<p><u>Unit Summary:</u></p> <p>Accountants are expected to demonstrate the highest standards of professional conduct and to take into consideration the public interest. Ethical behavior plays a vital role in ensuring public trust in financial reporting and business practices and upholding the reputation of the accountancy profession. The Code helps our members meet these obligations by providing them with ethical guidance. It includes five fundamental components:</p> <ol style="list-style-type: none"> 1. Integrity 2. Objectivity 3. Professional competence and due care 4. Confidentiality 5. Professional behavior <p>This module will assist the learners in gaining a deeper knowledge of the relevant professional requirements and expectations of accounting career roles. It will also help them in developing a keener sense of how to handle challenging ethical situations and the impact of and potential penalties for failure to meet such broad based and expanding expectations and regulations. In process, they will also gain an appreciation for the potential real professional situations, where and when ethical beliefs may be subject to challenge.</p> <p><u>Learning Outcomes:</u></p> <p>Upon completion, learner should be able to:</p> <ol style="list-style-type: none"> 1. Understand the relationship between personal ethics and professional ethics. 2. Explain the similarities between religious, classical and modern moral philosophies and the CPA Pro codes of conduct. 3. Understand the cognitive approach to ethical decision making. 4. Explain the cognitive level of ethical reasoning of specific individuals associated with accounting fraud cases. 5. Explore the cognitive approach to ethical decision making to their personal ethical decision-making process. 6. Explain the importance of the corporate ethical environment. 7. Demonstrate an understanding of how a corporations' ethical environment affects individual ethical behaviors. 8. Explain governance mechanisms and the role of internal control. 9. Understand the importance of the audit function in public accounting. 10. Understand the various investigations of the profession.

11. Compare the CPA Pro Code of Professional Conduct, role of accounting board and the SEC requirements for professional conduct.
12. Understand auditor's responsibility for detecting fraud in financial statements.
13. Demonstrate an understanding of different types of fraud.
14. Understand the basic audit reports that may be issued and their limitations.
15. Understand the legal and regulatory obligations of corporate officers and relevant accounting regulations.
16. Explain the difference between common law and statutory law.
17. Understand other legal requirements and explain earnings management.
18. Explore the various definitions and ethical implications of earnings management.
19. Apply various means of earnings management to specific cases.
20. Compare the difference between local approach to accounting standards and the international approach.
21. Understand how cultural differences might affect corporate governance.
22. Analyze international corporate frauds.

Unit-2
**Emerging Trends,
 Case Studies, & R&D
 Articles**

Unit Summary

This module will develop strong technical skills and abilities, research competencies, and effective communications skills among learners.

Emerging Trends:

The vision for growth and the accounting of the future is subject to several variables, not all of which are predictable. They generally include:

1. demand for ever higher level business and management skills amongst finance professionals.
2. the emergence of IT as a major delivery method of both learning and assessment on a global basis to a uniform standard; the emergence of national qualifications in formerly developing countries.
3. the demand from international accounting firms as well as other multinationals for uniform professional accounting qualifications, at least in respect of non-regulated functions.
4. the convergence of accounting and auditing standards on international norms.
5. the demand from growing economies such as China for professional accountants, fueled by the ambitions and aspirations of a new global middle class for international professional accounting qualifications.

This part of the module will set out the pathways that have emerged and will continue to emerge in respect of the accountancy qualification, as it continues to position itself as a global force in the education and training of accountants throughout the world.

Case Studies:

A case is a description of an actual situation or a written record of events occurred in the firm that often involves decision, challenge, opportunity or problem faced by an individual or a firm. Case studies are often used to provide students with valuable hands-on experience. This approach provides assessment of professional capabilities and competence of accounting learners since they would be required to demonstrate their capabilities to integrate various elements of accounting and business knowledge across a range of situations and apply them in the context of a professional accountant at work. It is well established that learners found case studies very effective and it improved their knowledge and skills to solve real problems in the accounting field.

R&D Articles:

The primary function of R&D is to develop new products or discover and create new knowledge about various topics for uncovering and enabling development of valuable new products, processes, and services. In an industry that is changing fast, the professional must continually revise their work design and develop new solutions accordingly. Learners would be required to choose a topic in what they have learned throughout the syllabus and express their ideas and efficient solutions for the accountancy bodies to keep up with the fast-changing business environment, processes, and technologies.

Expected Learner Gains:

Upon completion, learner should transform into:

1. Informed individual about the latest international, disciplinary and business knowledge.
2. An innovative problem solvers.
3. A forward-thinking change manager.
4. A technology-literate professional.
5. A collaborative team workers.
6. A capable communicator of shared understandings.
7. A service oriented professional.
8. An Ethical and Professional candidate for following accounting career.
9. An individual reflective about his own knowledge, skills, and values.

Unit-3

Practical Experience
Minimum 3-Years
Verifiable Relevant
Work Experience

CPD/CPE
Requirements
Minimum 30
Verifiable Hours Per
Year

Unit Summary**Practical Experience:**

Accountancy is one of the most respected professions in the world and undoubtedly, accountants have maintained the nobility of the profession. To be a good accountant one requires certain qualities like knowledge, skill, integrity, professional skepticism, confidentiality and so on. These qualities are obtained through a quality practical training. It transforms learners completely from a layman to a thorough professional while helping them supplement what they have learned through books. This learning can be well comprehended if practiced with passion and commitment. With the help of sound knowledge base, learners apply minds in complex situations while thinking logically and in an organized way. Practical experience lays the perfect foundation for future if used to the fullest.

Practical training not only helps learners to sharpen the skills but also gives clarity about their career and therefore assists in choosing their stream wisely. This training also helps students to perform well and increase their career options through their increased exposure to businesses due to practical training.

CPD/CPE Requirement:

Continuing professional development (CPD) or Continuing professional education (CPE) is intended to maintain, enhance and broaden members' relevant knowledge and skills to enable them to carry out their professional duties and responsibilities competently as Certified Public Accountants (CPA) throughout their career and thereby to strengthen public trust in the profession. The cardinal principle of considering what are relevant CPD/CPE activities is whether such activities are relevant to an individual's work as a CPA. These learning activities should enhance and broaden the relevant knowledge and skills to enable a CPA to carry out his or her professional duties and responsibilities competently.

Acceptable Programs/Activities for CPD/CPE

Individual training needs vary and the CPD/CPE scheme has been designed to reflect this by offering a wide spectrum of training activities which qualify for CPD/CPE hours. To meet the CPD requirements, members are free to choose activities relevant to their individual needs. Members may choose programs offered by the Institute or other outside providers, so long as they consider such programs suitable and relevant to their individual needs.

Selection of CPD programs should not be confined to those organized by the Institute as other relevant programs/courses organized by outside providers are also

recognized as CPD activities. The main consideration is whether such activity fulfils the cardinal principle as set out above.

In addition to education, practical experience, and training, CPD also includes learning and development activities, such as (a) coaching and mentoring, (b) networking, (c) observation, feedback, and reflection, and the (d) self-directed and unstructured gaining of knowledge.

Acceptable Evidence of CPD/CPE:

1. Confirmation of participation by a provider, instructor, employer, mentor, or tutor (in the case of the Institute's e-Learning courses, the registration form or confirmation of registration).
2. Transcript, examination result slips.
3. Independent assessments that a learning activity has occurred.
4. Confirmation by organizers of participation in activities where learning outcomes have been achieved.
5. Confirmation by organizers of seminar/talks in which one was engaged as a speaker.
6. Publication of a professional article or of the result of a research project. The publication would be by a third-party publishing organization which would have reviewed the article or results as suitable for publication.
7. Agenda of meetings for committees of professional bodies.

Other forms of evidence may also be considered on case to case basis. CPD/CPE Credits will be allowed only if the submitted evidence fulfills the requirement of a verifiable document.

Form: AE-V **International Students**
Enrolment | Exemptions | Examination

PERSONAL DETAILS

Surname/Family Name:

First/given names:

Middle names:

Title (Dr, Mr., Mrs., Ms, Miss, etc):

Sex (male or female)

Date of birth:

ADDRESSES

Permanent home address:

Address for Correspondence (if different from home address)

Tel:

Mobile:

Tel:

Mobile:

Email:

Email:

PROGRAMME OF STUDY

Application Level and Progressive / Diploma Route:

Enrollment Exemption Examination

DBA (Diploma in Business Accounting)

ADIP (Advanced Diploma in Public Accounting)

IFRD (International Financial Reporting Diploma)

CPA (The Certified Practising Accountant)

FMD (Financial Management Diploma)

AID (HR) (Advanced International Diploma in HR)

Would you like to continue to become a qualified Certified Public Accountant (CPA) professional? YES NO

METHOD OF STUDY

Distance Learning Full Time Online

EDUCATION AND QUALIFICATION

Name of Institution	Year	Qualification / Award	Major subject(s)

NB: Photocopies of all certificates and course transcripts awarded for these qualifications must be enclosed with this application.

EMPLOYMENT DETAILS / OTHER EXPERIENCE

Designation / Post	Employer	From	To

OTHER INFORMATION

Finding out about the CPAPRO® UK ... How did you first learn about us?

Where did you obtain this application form?

ALL APPLICANTS should note that The Association of International Certified Public Accountants (CPAPRO® UK) reserves the right to make without notice changes in regulations, courses, fees etc. at any time before or after a candidate's admission. Admission to the program is subject to the requirement that the candidate will comply with the association's registration procedure and will duly observe the Memorandum & Articles of Association, Bylaws and Regulations from time to time in force.

DECLARATION (to be signed by all applicants) I confirm that the information given on this form is true, complete and accurate and no information requested or other materials information has been omitted.

Signature (Applicant):

Date:

Checklist of Application

- Application, including signature of applicant
- Two photographs, taken within last six months
- Photocopy of CNIC and / or Passport
- Official high school, college and university transcripts from every institution you have attended
- Official membership certificates from every professional body you have been awarded the membership status
- Updated professional resume
- Fee deposit receipt
- Professional reference from 1 referee

Complete the form and send to us through: registration@cpapro.eu along-with required documents

PROFESSIONAL REFERENCE (To Be Provided By All Applicants)

TO THE REFEREE

The above-named is applying for admission to The Association of International Certified Public Accountants (CPAPRO® UK), and has named you as a referee. We would be grateful to receive, in confidence, your opinion of the candidate's suitability for the proposed course of study. Thank you for providing a reference.

Surname/Family name:

Title: (Dr., Mr., Ms., etc)

Company & Position:

Qualification:

Relationship to Applicant:

Tel:

Email:

How long have you known the applicant?

Your Comment on the above applicant OR Reference letter attached

Signature: _____

Date: _____