

CIMA Programme
for Government Finance Directors and Equivalent Grades 2011/12

Cohort 6

Programme Delivered by Kaplan Financial

Course Locations

Tutorial Course Dates

Kaplan Financial
Block 1
1 Torrens Street
London
EC1V 1NY

Course Times: 10.00am until 4.30pm

Examinations

Examinations including final assessment for the F2 Financial Management and F1 Financial Operations papers will take place at CIMA's head office at the following address:
Chartered Institute of Management Accountants
26 Chapter Street,
London,
SW1P 4NP

External CIMA Examination Registration

This will be completed direct by CIMA, please ensure that you check with Clancy Peiris at CIMA that your details have been correctly processed. His contact details are as follows:

Clancy Peiris
Learning & Development Manager
Chartered Institute of Management Accountants
26 Chapter Street,
London,
SW1P 4NP
T: +44 (0) 208 849 2441 F: +44 (0) 208 849 2469 M:+44 (0)78 9469 2120
Email:clancy.peiris@cimaglobal.com

COURSE ADMINISTRATION

All of the courses are administrated by:

Kaplan Financial
Baskerville House
Broad Street
Birmingham
B1 2ND

Tel: 0121 200 8440

Contacts:

Course Administration: Rebecca Crawford – rebecca.crawford@kaplan.co.uk
Stratetgic Account Management: Mark Griffiths – mark.griffiths@kaplan.co.uk

JANUARY 2011– SEPTEMBER 2011

The programme outline that follows may be subject to slight alteration as the course develops, depending on delegates' needs and progress. The dates for formal tuition should, however, be regarded as fixed and amount to 26 days in total. Formative assessments and Mock Exams are undertaken in delegates' own time.

Prior to the start of the course it would be beneficial for Kaplan to receive background information on the delegates to cover qualifications, accounting and management experience.

CIMA's Certificate in Business Accounting January 2011

Date	Event
12 th January 2011	<p>Induction Programme (1 hr) This will provide an orientation to the programme, including the approach to be taken to the tuition and support of delegates, and the associated assessment criteria.</p> <p>CIMA's Certificate in Business Accounting study systems will be provided to all delegates in advance of the course commencing.</p> <p>Guidance will be issued on accessing Kaplan's online learning, testing and reporting facility, which supports the assessment framework of the programme.</p> <p>Tutorial day for Financial Accounting Fundamentals (6hrs) Presenter – Ged McCreesh This one-day tutorial will provide delegates with an overview of the learning outcomes for Financial Accounting Fundamentals, which forms the basis of the knowledge required for the Financial Management Pillar. Ged will introduce a programme of 20 hours directed learning and provide guidance on how to integrate Kaplan's online learning facility. Delegates will then be encouraged to test themselves on the computer based assessment for Financial Accounting Fundamentals</p>
19 th January 2011	<p>Tutorial Day for Management Accounting Fundamentals Presenter – Grace Hodgetts This one-day tutorial will provide delegates with an overview of the learning outcomes for Management Accounting Fundamentals, which forms the basis of the knowledge required for the Management Accounting Pillar. Grace will introduce a programme of 20 hours directed learning and provide guidance on how to integrate the Kaplan online learning facility. Delegates will then be encouraged to test themselves on the computer based assessment for Management Accounting Fundamentals</p>

OPERATIONAL & MANAGERIAL LEVEL

FINANCIAL OPERATIONS AND FINANCIAL MANAGEMENT PAPERS

January to June 2011

Between 90 and 120 hours of personal study are required to support these papers.

Basis of assessment: internal examination

Date	Event
24 th January 2010	As well as receiving copies of the CIMA study systems for Paper F1 Financial Operations and F2 Financial Management, delegates will also receive a pack of pre-course work relating to this pillar, with key areas selected to read and work through before the course commences. The initial part of the programme will consist of 20 directed learning hours to lay the foundations for these papers.
2 nd February 2011 & 17 th February 2011	Tutorial Days. These will cover key learning outcomes within this Pillar. The presenter will advise on the remainder of the allocation of time for the directed learning programme. Delegates will discuss the self-assessment module to be completed during June 2011. At the end of second day of tuition, delegates will be issued with Assessment 1.
1 st March 2011	Delegates are to complete Assessment 1 and return to Kaplan for marking by this date. Delegates are to continue with the directed learning hours using the online testing and reporting facility..
24 th March 2011	Tutorial Day – feedback tutorial with the presenter. At the end of this day, delegates will be issued with Assessment 2.
25 th April 2011	Delegates are to complete Assessment 2 and return to Kaplan for marking by this date.
26 th May 2011	Tutorial Day Delegates will attend the final tuition day. During this day, delegates will be provided with a framework for the remaining directed learning hours within this pillar, and receive guidance for preparing for an end of module assessment.
10 th June 2011	Delegates will complete the final assessment for this module – this is to be sat at CIMA Head Office.
24 th June 2011	Final assessment results issued by KAPLAN by email to all delegates
	Presenter – Ged McCreesh
If required and deemed necessary, surgery / coaching sessions will be arranged with individual delegates – this will be by means of telephone support.	

OPERATIONAL & MANAGERIAL LEVEL

ENTERPRISE OPERATIONS AND ENTERPRISE MANAGEMENT PAPERS

July to September 2011

90 hours of personal study are required to support these papers.

Basis of assessment: Project Assessment or Report.

Dates	Event
4 th July 2011	As well as receiving copies of the CIMA study systems for Paper E1 Enterprise Operations and E2 Enterprise Management, delegates will also receive a pack of pre-course work relating to this pillar, with key areas selected to read and work through before the course commences. The initial part of the programme will consist of 20 directed learning hours to lay the foundations for these papers.
10 th August 2011 and 11 th August 2011	Tutorial Days These will cover key learning outcomes within this Pillar. Rebecca Evans will continue to set the programme for the directed learning hours and discuss integration of the on-line facility. Delegates will discuss the Project Assessment/Report to be completed during September 2011. At the end of second day of tuition, delegates will be issued with a Project Assessment.
19 th August 2011	First draft of the Project Assessment/Report to be completed and returned to Rebecca Evans.
31 st August 2011	Tutorial Day Covering the remaining key learning outcomes. Delegates will continue with the remaining directed learning hours, integrating the on-line facility.
9 th September 2011	Deadline for final project/report submission to Rebecca Evans which will be examined against a case grid.
23 rd September 2011	Project Assessment/Report results issued by Kaplan by email to all delegates
	Presenter – Rebecca Evans
If required and deemed necessary, surgery / coaching sessions will be arranged with individual delegates – this will be by means of telephone support.	

OPERATIONAL & MANAGERIAL LEVEL

PERFORMANCE OPERATIONS AND PERFORMANCE MANAGEMENT PAPERS

September to November 2011

120 hours of personal study are required to support these papers.

Basis of assessment:

CIMA external exam in Paper P2 – Performance Management

Date	Event
9 th September 2011	As well as receiving copies of the CIMA study systems for Paper P1 Performance Operations and P2 Performance Management, delegates will receive a pack of pre-course work relating to this Learning Pillar, after successful completion of papers E1 and E2. The initial part of the programme will consist of 20 directed learning hours to provide the foundations for these papers.
26 th and 27 th September 2011	Tutorial Days Two day tutorial, focussing on the relevant learning outcomes for Performance Management* and pre-framing the directed learning and assessment. Assessment 1 will be issued at the end of the second day of tuition.
7 th October 2011	Delegates will complete Assessment 1 for this module and ensure that it is returned to Kaplan by this date.
10 th October 2011	Tutorial Day Feedback tutorial Delegates will continue with the programme of directed learning, integrating the online facility for self-assessment. Assessment 2 will be issued at the end of the days tuition.
11 th October 2011	Tutorial Day One-day tutorial on Performance Operations. Assessment 3 will be issued at the end of the day's tuition. Delegates will continue with the programme of directed learning, integrating the online facility for self-assessment.
21 st October 2011	Delegates will complete Assessments 2 and 3 for this module and ensure that it is returned to Kaplan by this date.
2 nd , 3 rd and 4 th November 2011	Revision Tutorial Days Delegates will review examination standard questions and approach to the paper P2 Performance Management paper.
9 th November 2011	Revision Mock Exam to be returned to Kaplan for marking
11 th November 2011	Debrief on Revision Mock Exam –presenter contacts delegates to discuss
To be advised	External Exam – sat at CIMA Head Office
	Presenter – Chris Bailey

If required and deemed necessary, surgery / coaching sessions will be arranged with individual delegates - this will be by means of telephone support.

*Delegates will receive further information on the ordering of the topics covered in the programme prior to the commencement of study for these papers..

The assessments within this programme are designed to consolidate each phase of learning; some of these will be self-assessment, on which feedback will be provided.

STRATEGIC LEVEL

January to May 2012

All dates for the 2012 programme are indicative and will be confirmed during October 2011.

This phase of the programme, covers the three Strategy syllabi, P3: Performance Strategy, E3: Enterprise Strategy, F3: Financial Strategy and the related exams. The syllabi should be viewed holistically and as an integrated programme of study.

Basis of assessment:

CIMA external exams for papers: P3, E3 and F3.

70 hours of personal study per subject are required to support this phase of the programme.

Paper P3: Performance Strategy

Date (Provisional)	Event
16th January 2012	As well as receiving copies of the relevant CIMA study system, delegates will receive a pack of pre-course work relating to this paper. The initial part of the programme will consist of 20 directed learning hours to provide the foundations for this paper.
2nd February 2012	Tutorial Day 1 Tuition is focussed on the relevant learning outcomes and pre-framing the directed learning and assessments by way of Assessments. Assessment 1 will be issued at the end of the days' tuition.
9th March 2012	Delegates will complete Assessment 1 and ensure that it is returned to Kaplan by this date
30th March 2012	Tutorial Day 2 – Assessment 2 will be issued at the end of the days' tuition
16th April 2012	Delegates will complete Assessment 2 and ensure that it is returned to Kaplan by this date
18th April 2012	Revision Tutorial Day 1 Delegates will review examination standard questions and approach to the Performance Strategy paper. The Revision Mock Exam will be issued at the end of this revision day.
30th April 2012	Delegates will complete the Revision Mock Exam and ensure that it is returned to Kaplan by this date
11th May 2012	Debrief on mock exam –the presenter contacts delegates to discuss.
To be advised	External Exam – sat at CIMA Head Office
	Presenter – Maryla Stevenson
If required and deemed necessary, surgery / coaching sessions will be arranged with individual delegates – this will be by means of telephone support.	

Paper E3: Enterprise Strategy

Date (Provisional)	Event
16 th January 2012	As well as receiving copies of the relevant CIMA study system, delegates will receive a pack of pre-course work relating to this paper. The initial part of the programme will consist of 20 directed learning hours to provide the foundations for this paper.
9 th March 2012	Tutorial Day Tuition is focussed on the relevant learning outcomes and pre-framing the directed learning and assessments by way of Assessments. Assessment 1 & 2 will be issued at the end of the days' tuition.
19 th March 2012	Delegates will complete Assessment 1 and ensure that it is returned to Kaplan by this date
2 nd April 2012	Delegates will complete Assessment 2 and ensure that it is returned to Kaplan by this date
19 th April 2012	Revision Tutorial Day Delegates will review examination standard questions and approach to the Enterprise Strategy paper. The Revision Mock Exam will be issued at the end of the revision day.
30 th April 2012	Delegates will complete the Revision Mock Exam and ensure that it is returned to Kaplan by this date
9 th May 2012	Debrief on mock exam –the presenter contacts delegates to discuss
To be advised	External Exam – sat at CIMA Head Office
	Presenter – Chris Bailey
If required and deemed necessary, surgery / coaching sessions will be arranged with individual delegates – this will be by means of telephone support.	

Paper F3: Financial Strategy

Date (Provisional)	Event
16 th January 2012	As well as receiving copies of the relevant CIMA study system, delegates will receive a pack of pre-course work relating to this paper. The initial part of the programme will consist of 20 directed learning hours to provide the foundations for this paper.
16 th February 2012	Tutorial Day 1 Tuition is focussed on the relevant learning outcomes and pre-framing the directed learning and assessments by way of Assessments. Assessment 1 will be issued at the end of the days' tuition.
5 th March 2012	Delegates will complete Assessment 1 and ensure that it is returned to Kaplan by this date
16 th March 2012	Tutorial Day 2 – Assessment 2 will be issued at the end of the days' tuition.
9 th April 2012	Delegates will complete Assessment 2 and ensure that it is returned to Kaplan by this date
20 th April 2012	Revision Tutorial Day Delegates will review examination standard questions and approach to the Financial Strategy paper. The Revision Mock Exam will be issued at the end of the revision day.
4 th May 2012	Delegates will complete the Revision Mock Exam and ensure that it is returned to Kaplan by this date
11 th May 2012	Debrief on mock exam –the presenter contacts delegates to discuss
To be advised	External Exam – sat at CIMA Head Office
	Presenter – Stuart Pedley-Smith
If required and deemed necessary, surgery / coaching sessions will be arranged with individual delegates – this will be by means of telephone support.	

TEST OF PROFESSIONAL COMPETENCE IN MANAGEMENT ACCOUNTING (TOPCIMA)

June to September 2012

All dates for the 2012 programme are indicative and will be confirmed during October 2011.

The Test of Professional Competence in Management Accounting is the culmination of study and practical experience, and requires 70 hours of personal study.

Basis of assessment: - CIMA computer based external examination.

Date (Provisional)	Event
25 th June 2012	As well as receiving copies of the relevant CIMA study system, delegates will receive a pack of pre-course work relating to TOPCIMA. The initial part of the programme will consist of 20 directed learning hours to provide the foundations for this paper.
19 th July 2012	Pre Case Tutorial Day This will provide delegates with the approach for TOPCIMA, including a review of past case studies, discuss approach, exam technique and presentation. This will also include assistance in how to analyse the pre-seen case material* when it is publicly available. Delegates will also be given access to the on-line facility. An Assessment will be issued at the end of the day.
30 th July 2012	Delegates will complete the Assessment and ensure that it is returned to Kaplan by this date
9 th August 2012	Post Case Tutorial Day Delegates will analyse the pre-seen material and discuss approach, exam technique and presentation. This will be the pre-seen material that will be used to prepare for the final examination. Two Mock exams will then be issued at the end of the day.
17 th August 2012	Delegates will complete TOPCIMA Mock Exam 1 and ensure that it is returned to Kaplan by this date
22 nd August 2012	Debrief on TOPCIMA Mock Exam 1 –the presenter contacts delegates to discuss
27 th August 2012	Delegates will complete TOPCIMA Mock Exam 2 and ensure that it is returned to Kaplan by this date
31 st August 2012	Debrief on TOPCIMA Mock Exam 2 –the presenter contacts delegates to discuss
To be advised	External Computer Based Exam – sat at CIMA Head Office
	Presenter – Stuart Pedley-Smith
If required and deemed necessary, surgery / coaching sessions will be arranged with individual delegates – this will be by means of telephone support.	