

CIMA accelerated programme for government finance directors and equivalent grades 2009/10

The internationally recognised qualification for finance professionals



Delivered by



Bespoke tuition programme delivered by Kaplan Financial, external exams and special facilities delivered by CIMA.

CIMA

CIMA, the Chartered Institute of Management Accountants, is the only international accountancy body with a sole focus on business. It is a world leading professional institute that offers an internationally recognised qualification in management accountancy, focusing on accounting in business, in both the private and public sectors. It is the voice of over 163,000 students and members in 161 countries. CIMA is responsible for the education and training of management accountants who work in industry, commerce and not-for-profit and has more members in the public sector than any other UK based body. CIMA prides itself on the commercial relevance of its syllabus, which is in tune with the activities of high performance organisations, and evolves continually to reflect the latest developments in global business.

CIMA has more public sector members and students than any other CCAB body with more than 3200 of them in central government. This demonstrates the CIMA qualification's fitness for purpose in this dynamic environment.

Kaplan Financial

Our mission is simple: we help individuals achieve their educational and career goals - building futures one success story at a time. Kaplan's four brands in the UK cover Finance (Kaplan Financial), Human Resources and Leadership (Kaplan Professional), Law and Publishing.

Formerly The Financial Training Company, Kaplan Financial has been training accountants for 50 years. This has allowed Kaplan Financial to develop a sound understanding of financial training. In recognition of its standards of service, quality of teaching, and commitment to CIMA students, Kaplan Financial is an accredited CIMA Learning Quality Partner.

Introduction

CIMA, the Chartered Institute of Management Accountants, is delighted to partner with government and Kaplan Financial to help develop first class finance professionals through this bespoke and flexible programme. Successful completion of the programme will result in you becoming a qualified Chartered Management Accountant.

As a senior professional in the public sector you have already obtained a wealth of experience. What you will gain in addition through the CIMA qualification is a deeper understanding of business so you can apply world-class techniques and up-to-date learning to achieve the business strategy.

CIMA is the accountancy qualification that is most relevant to business. It produces versatile professionals who have been assessed in a practical business setting and can apply their business skills in many different areas and roles. CIMA people go way beyond accountancy – they use their skills to provide meaningful analysis, decision support and risk management.

CIMA's Professional Qualification places our members at the heart of business decision making. We are the only accountancy body that focuses primarily on business needs so our members quickly acquire the wider strategic expertise needed for senior management roles including strategy development, decision making and risk management.

'I wanted to broaden my horizons, to benefit from best practice across a wide spectrum, to compare my organisation's performance with those outside the public sector. I actively encourage the CIMA accelerated programme for government to colleagues within the Department of Health who could benefit as I have done from an effective and targeted programme.'

Carl Vincent ACMA
Resource Planning and Acquisition Branch Manager
Department of Health

Structure of the CIMA accelerated programme for government: January 2009 – September 2010

The structure of the CIMA professional qualification is highlighted opposite within three learning pillars – Management Accounting, Business Management and Financial Management – completed with the TOPCIMA case study simulating a real business situation and requiring the application of skills and knowledge from all three pillars.

To qualify as a Chartered Management Accountant you will need to complete the structured learning programme and submit a career profile demonstrating achievement of the CIMA practical experience requirements. Because of your extensive senior experience, CIMA have exempted you from the certificate level exams and five of the managerial level exams. Kaplan Financial have included tuition and internal assessments to ensure that essential elements from the exempted papers are comprehensively covered so that you are fully prepared for the remaining five exams.

'What I liked about the CIMA qualification was its broad-based nature and focus on wider business management. The private sector element also appealed, to balance the public sector experience which I already have. The structure of the CIMA accelerated programme for government also meant it fitted around other commitments.'

Richard Calvert ACMA
Director, Strategy and Resources
Food Standards Agency

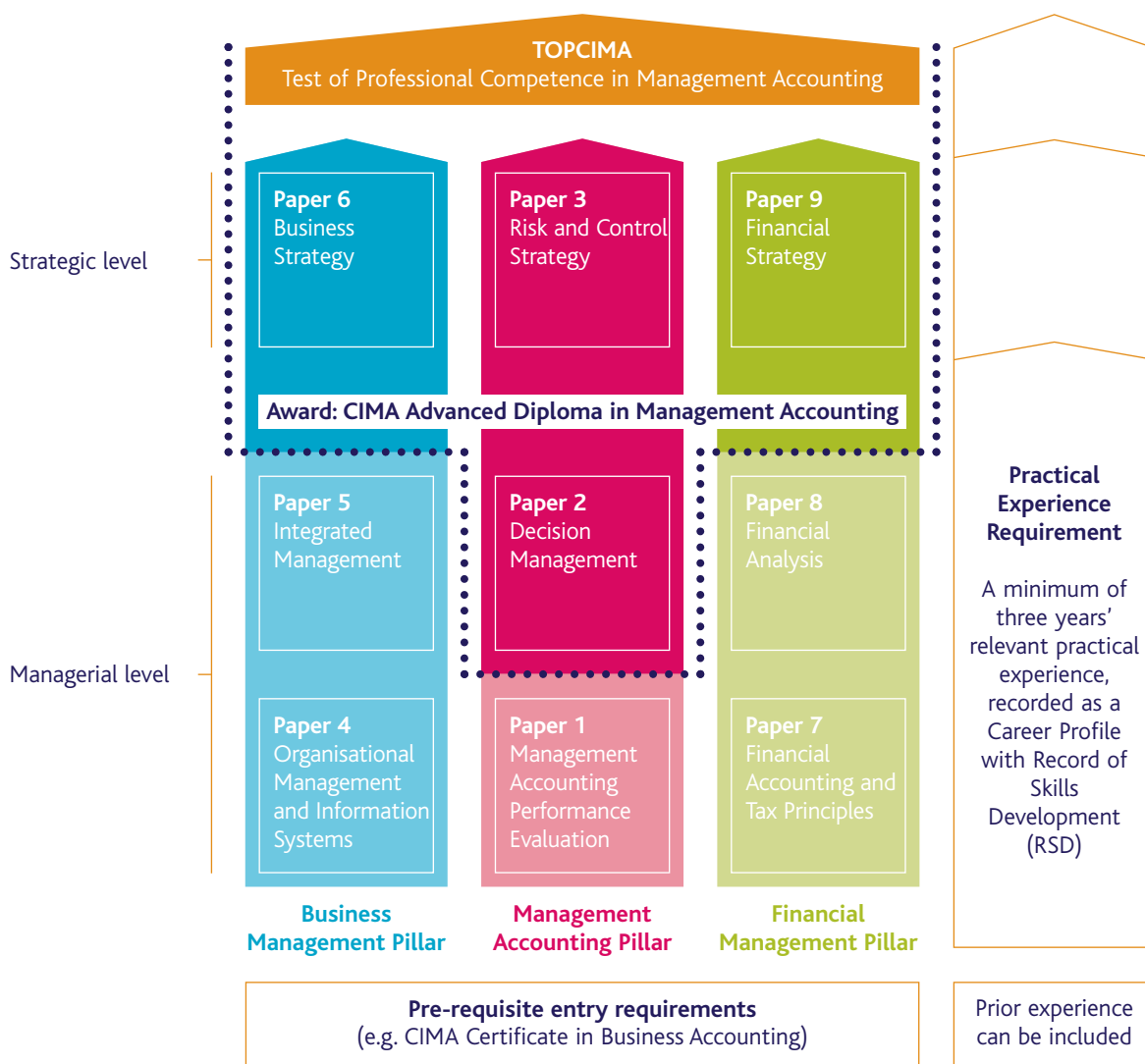


As part of the CIMA accelerated programme for government you will study the following papers from the CIMA qualification; P2, P3, P6, P9 and TOPCIMA.

There are over 27 dates highlighted for formal tuition with additional formative assessments/progress tests and mock exams which should be taken in your own time.

The total cost of the programme is £15,750 plus VAT. Your next steps should be to talk with your line manager, and contact paul.gillot@cimaglobal.com to register your interest and find out more details.

Award: Member of the Chartered Institute of Management Accountants



The programme outline that follows may be subject to slight alterations as the course develops, depending on delegates' needs and progress. The dates for formal tuition should, however, be regarded as fixed and amount to around 27 days in total. Formative assessments/progress tests and mock exams are undertaken in delegates' own time.

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

Tuition in elements of the CIMA Certificate in Business Accounting

January 2009

40 hours of personal study are required to support this learning pillar.

Basis of assessment: optional CIMA computer based assessment exam.

Date	Event
14 January	<p>Induction programme (one hour)</p> <p>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 Financial's online drill and practice product, which supports the assessment framework of the programme.</p> <p>Tutorial day for Financial Accounting Fundamentals (six hours)</p> <p>Presenter – Simon Finley</p> <p>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. Simon Finley will introduce a programme of 20 hours directed learning and provide guidance on how to integrate Kaplan Financial's online learning facility. Delegates will then be encouraged to test themselves on the computer based assessment for Financial Accounting Fundamentals.</p>
21 January	<p>Tutorial day for Management Accounting Fundamentals</p> <p>Presenter – Alexis Underhill</p> <p>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. Alexis Underhill will introduce a programme of 20 hours directed learning and provide guidance on how to integrate the Kaplan Financial online learning facility. Delegates will then be encouraged to test themselves on the computer based assessment for Management Accounting Fundamentals.</p>



Managerial level

Elements of the Financial Management pillar

January to June 2009

120 hours of personal study are required to support this learning pillar in addition to the tuition days below.

Basis of assessment: internal examination.

Date	Event
26 January	As well as receiving copies of the CIMA study systems for Paper 7 Financial Accounting and Tax Principles and P8 Financial Analysis, 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 this learning pillar.
4 February and 18 February	Tutorial days These will cover key learning outcomes within this pillar. Clare Finch 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 2009. At the end of second day of tuition, delegates will be issued with Assessment 1.
2 March	Delegates are to complete Assessment 1 and return to Kaplan Financial for marking by this date. Delegates are to continue with the directed learning hours using the online drill and practice product.
15 April	Tutorial day Feedback tutorial with Clare Finch. At the end of second day of tuition, delegates will be issued with Assessment 2.
24 April	Delegates are to complete Assessment 2 and return to Kaplan Financial for marking by this date.
4 June	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.
12 June	Delegates will complete the final assessment for this module – this is to be sat at the CIMA head office.
27 June	Assessment results issued by Kaplan Financial by email to all delegates.

Presenter – Clare Finch

If required and deemed necessary, surgery/coaching sessions can be arranged with individual delegates.

Managerial level

Elements of the Business Management pillar

July to September 2009

90 hours of personal study are required to support this learning pillar in addition to the tuition days below.

Basis of assessment: project assessment or report.

Dates	Event
6 July	As well as receiving copies of the CIMA study systems for Paper 4 Organisational Management and Information Systems, and P5 Integrated 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 this learning pillar.
11/12 August	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 drill and practice online product. Delegates will discuss the project assessment/report to be completed during September 2009. At the end of second day of tuition, delegates will be issued with project assessment.
21 August	First draft of the project assessment/report to be completed and returned to Rebecca Evans.
1 September	Tutorial day Covering the remaining key learning outcomes. Delegates will continue with the remaining directed learning hours, integrating the drill and practice product for self-assessment.
11 September	Deadline for final project/report submission to Rebecca Evans which will be examined against case grid.
22 September	Project assessment/report results issued by Kaplan Financial by email to all delegates.

Presenter – Rebecca Evans

If required and deemed necessary, surgery/coaching sessions can be arranged with individual delegates.

Managerial level

Elements of the Management Accounting pillar

September to November 2009

120 hours of personal study are required to support this learning pillar in addition to the tuition days below.

Basis of assessment: CIMA external exam in Paper 2 Management Accounting: Decision Management.

Date	Event
11 September	As well as receiving copies of the CIMA study systems for Paper 1 Performance Evaluation and Paper 2 Decision Management, delegates will receive a pack of pre-course work relating to this learning pillar, after successful completion of the Business Management assessment. The initial part of the programme will consist of 20 directed learning hours to provide the foundations for this learning pillar.
28/29 September	Tutorial days Two day tutorial with Martin Davies, focussing on the relevant learning outcomes for Decision Management* and pre-framing the directed learning and assessment. Assessment 1 will be issued at the end of the second day of tuition.
9 October	Delegates will complete Assessment 1 for this module and ensure that it is returned to Kaplan Financial by this date.
12 October	Tutorial day Feedback tutorial with Martin Davies. Delegates will continue with the programme of directed learning, integrating the online drill and practice product for self-assessment. Assessment 2 will be issued at the end of the second day of tuition.
13 October	Tutorial day One day tutorial on Performance Evaluation. 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 drill and practice product for self-assessment.
23 October	Delegates will complete Assessments 2 and 3 for this module and ensure that it is returned to Kaplan Financial by this date.
5/6 November	Revision tutorial day Delegates will review examination standard questions and approach to the Decision Management paper.
9 November	Question based day Delegates will practice exam standard questions for a whole day and receive immediate feedback.
10 November	Revision tutorial day – revision mock exam sat at 1.30pm (3hrs 20 mins exam).
13 November	Debrief on revision mock exam – Martin Davies will contact delegates to discuss feedback.
18 November	External exam – to be sat at the CIMA head office

Presenter – Martin Davies

If required and deemed necessary, surgery/coaching sessions can be arranged with individual delegates.

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

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

Strategic level

Management Accounting pillar

January to May 2010

70 hours of personal study per subject are required to support this phase of the programme in addition to the tuition days below.

Basis of assessment: CIMA external exams for Paper 3, Paper 6 and Paper 9.

This phase of the programme, which runs from January to May 2010, covers the three strategy syllabi, Paper 3: Risk and Control, P6: Business Strategy, P9: Financial Strategy and the related exams.

The syllabi should be viewed holistically and as an integrated programme of study.

Paper 3
Risk and Control
Strategy

Date (provisional)	Event
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18 January	As well as receiving copies of the relevant CIMA study system, delegates will receive a pack of pre-course work relating to this learning pillar. The initial part of the programme will consist of 20 directed learning hours to provide the foundations for this paper.
4 February	Tutorial day 1 Tuition is focused on the relevant learning outcomes and pre-framing the directed learning and assessments by way of formal tests. An Interim Assessment will be issued at the end of the day's tuition.
11 March	Delegates will complete the Interim Assessment and ensure that it is returned to Kaplan Financial by this date.
1 April	Tutorial day 2 A Final Assessment will be issued at the end of the day's tuition.
19 April	Delegates will complete the Final Assessment and ensure that it is returned to Kaplan Financial by this date.
21 April	Revision tutorial day 1 Delegates will review examination standard questions and approach to the Risk and Control paper. The revision mock exam will be issued at the end of this revision day.
30 April	Delegates will complete the revision mock exam and ensure that it is returned to Kaplan Financial by this date.
12 May	Debrief on mock exam Sukdev Kumar contacts delegates to discuss.
20 May	External exam To be sat at the CIMA head office.

Presenter - Sukdev Kumar

If required and deemed necessary, surgery/coaching sessions can be arranged with individual delegates.

Strategic level

Business Management pillar

January to May 2010

70 hours of personal study per subject are required to support this phase of the programme in addition to the tuition days below.

Basis of assessment: CIMA external exams for Paper 3, Paper 6 and Paper 9.

This phase of the programme, which runs from January to May 2010, covers the three Strategy syllabi.

Paper 6: Management Accounting Business Strategy and the related exams.

The syllabi should be viewed holistically and as an integrated programme of study.

Paper 6
Business
Strategy

Date (provisional)	Event
18 January	As well as receiving copies of the relevant CIMA study system, delegates will receive a pack of pre-course work relating to this learning pillar. The initial part of the programme will consist of 20 directed learning hours to provide the foundations for this paper.
11 March	Tutorial day Tuition is focused on the relevant learning outcomes and pre-framing the directed learning and assessments by way of formal tests. The Interim and Final Assessments will be issued at the end of the day's tuition.
18 March	Delegates will complete the Interim Assessment and ensure that it is returned to Kaplan Financial by this date.
1 April	Delegates will complete the Final Assessment and ensure that it is returned to Kaplan Financial by this date.
22 April	Revision tutorial day Delegates will review examination standard questions and approach to the Business Strategy paper. The revision mock exam will be issued at the end of the revision days.
30 April	Delegates will complete the revision mock exam and ensure that it is returned to Kaplan Financial by this date.
10 May	Debrief on mock exam Rebecca Evans contacts delegates to discuss.
18 May	External exam To be sat at the CIMA head office.

Presenter – Rebecca Evans

If required and deemed necessary, surgery/coaching sessions can be arranged with individual delegates.



Strategic level

Financial Management pillar

January to May 2010

70 hours of personal study per subject are required to support this phase of the programme in addition to the tuition days below.

Basis of assessment: CIMA external exams for Paper 3, Paper 6 and Paper 9.

This phase of the programme, which runs from January to May 2010, covers the three strategy syllabi.

Paper 9: Management Accounting Financial Strategy and the related exams.

The syllabi should be viewed holistically and as an integrated programme of study.

Paper 9
Financial
Strategy

Date (provisional)	Event
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18 January	As well as receiving copies of the relevant CIMA study system, delegates will receive a pack of pre-course work relating to this learning pillar. The initial part of the programme will consist of 20 directed learning hours to provide the foundations for this paper.
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18 February	Tutorial day 1 Tuition is focused on the relevant learning outcomes and pre-framing the directed learning and assessments by way of formal tests.
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The Interim Assessment will be issued at the end of the day's tuition.

4 March	Delegates will complete the Interim Assessment and ensure that it is returned to Kaplan Financial by this date.
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18 March	Tutorial day 2 The Final Assessment will be issued at the end of the day's tuition.
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8 April	Delegates will complete the Final Assessment and ensure that it is returned to Kaplan Financial by this date.
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23 April	Revision tutorial day Delegates will review examination standard questions and approach to the Financial Strategy paper.
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The revision mock exam will be issued at the end of the revision day.

4 May	Delegates will complete the revision mock exam and ensure that it is returned to Kaplan Financial by this date.
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11 May	Debrief on mock exam Chris Bailey contacts delegates to discuss.
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19 May	External exam To be sat at the CIMA head office.
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Presenter – Chris Bailey

If required and deemed necessary, surgery/coaching sessions can be arranged with individual delegates.



Test of Professional Competence in Management Accounting (TOPCIMA)

June to September 2010

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

Basis of assessment: CIMA external examination.

TOPCIMA
Test of
Professional
Competence

Date (provisional)	Event
28 June	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.
21 July	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. An assessment will be issued at the end of the day.
30 July	Delegates will complete the assessment and ensure that it is returned to Kaplan Financial by this date.
12 August	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.
18 August	Delegates will complete TOPCIMA mock exam 1 and ensure that it is returned to Kaplan Financial by this date.
23 August	Debrief on TOPCIMA mock exam 1 – Stuart Pedley-Smith contacts delegates to discuss.
25 August	Delegates will complete TOPCIMA mock exam 2 and ensure that it is returned to Kaplan Financial by this date.
31 August	Debrief on TOPCIMA mock exam 2 – Stuart Pedley-Smith contacts delegates to discuss.
To be advised	External computer based exam To be sat at the CIMA head office.

Presenter – Stuart Pedley-Smith

If required and deemed necessary surgery/coaching sessions can be arranged with individual delegates.

Course locations

Kaplan Financial
Block 1
1 Torrens Street
London
EC1V 1NY

Course times

10.00am – 4.30pm

Examinations

Examinations including final assessment for the Financial Management pillar will take place at CIMA's head office at the following address:

The Chartered Institute
of Management Accountants
26 Chapter Street
London SW1P 4NP

Course administration

All of the courses are administered by:

Kaplan Financial
Baskerville House
Broad Street
Birmingham
B1 2ND

T. +44 (0)121 200 8440

Contacts at Kaplan Financial

Sukdev Kumar – sukdev.kumar@kaplan.co.uk
Rebecca Crawford – rebecca.crawford@kaplan.co.uk

CIMA registration

This will be completed by CIMA. Please ensure that you check with Patrick Finn at CIMA that your details have been correctly processed.

Patrick Finn
Project Specialist – Product Development and
Learning Support
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