



ACCA LEARNING

BUILDING TALENT, DRIVING CHANGE

Think Ahead

ACCA LEARNING

A photograph of three people sitting on a wooden bench outdoors, engaged in a discussion. A woman in a yellow top is on the left, a man in a light blue shirt and glasses is in the middle, and a man in a blue plaid shirt is on the right. They are holding papers and a tablet. A red rectangular box is overlaid on the image, containing the text 'Areas included in this resource:'.

Areas included
in this resource:

Our professional learning options – whether online certificates, or 60 minute webinars – target the areas we know finance professionals of today and tomorrow will need.

MAINTAINING YOUR TEAM'S PEAK FITNESS

The world needs forward-thinking finance professionals like it's never done before.

It needs individuals whose training and skills give them the ability to build sustainable organisations that flourish, even in the most turbulent times. It needs people who can identify opportunity, who can lead emerging sectors, and who can navigate the challenges of today's marketplaces.

Keeping your organisation at the top of its game

When you work with ACCA finance professionals, this is exactly what you get. ACCA professionals are forward-thinking, possessing the skills needed to drive your business forward and unlock your organisation's potential.

The best professional learning, and the best value

Whichever specialist area your finance teams operate in, we offer a range of professional learning options. These are for all levels, and in a range of formats, including online certificates, and through our many thought-provoking, 60 minute webinars.

Many of our options are available free of charge, and we also have discounts available for multiple purchases, making it a cost-effective way to upskill your employees.



Your teams can learn anytime, anywhere

Learning is available online, so wherever and however your teams are working, they can keep on top of their professional development. And our professional learning options give you the ultimate flexibility. **Visit ACCA Learning** to find out more.

SUSTAINABILITY



Certificate in Sustainability for Finance (CertSF)

Climate change. Global pandemics. Economic instability. It's an uncertain world – and as a financial professional you and your organisation need to be prepared.

There's a growing desire for a transformative and sustainable global recovery, which is providing a fresh focus for organisations to drive forward their position in relation on sustainability.

Courses included:

- Introduction to sustainability for finance professionals.
- Climate risk and reporting for finance professionals.
- The SDGs and their impact for finance professionals.
- Environmental, social and governance performance and metrics for finance professionals.
- Sustainability analytics for finance professionals.

By completing all five courses and a one-off assessment, you'll learn how to create value for your organisation and drive sustainable business techniques.

Duration: 16 hours

Be future ready – with your Certificate in Sustainability for Finance

Climate finance

Climate change is one of the most pressing issues of our time – with far-reaching implications, including on the world of finance.

Finance professionals have the power to make a positive difference. By supporting your organisation to adapt, you can help drive the change we all need, and lead us towards a more sustainable future.

Learning outcomes:

- gain a solid foundational understanding of climate change and its risks and consequences
- understand different climate initiatives and related governance and disclosure frameworks
- demystify carbon pricing and accounting
- understand the proposition of a sustainable economy and business models
- gain practical knowledge for integrating climate risk into investment analysis and portfolio construction.

Created in collaboration with CFA Institute, this course is aimed at those interested in climate change issues and their impacts on business and finance from the perspectives of businesses, corporate issuers, a wide range of financial services providers, like accountants, and investors. It will be of special interest to individuals in related supporting fields, such as banking, investment banking, legal, valuation, and general consulting.

Climate finance. For you. For the planet.

Duration: 10 hours

A person in a white shirt is holding a tablet computer over a field of green plants. The person's face is partially visible at the top left. The background is a bright, outdoor setting with more plants and a blurred figure in the distance.

AUDIT AND ASSURANCE

Certificate in International Auditing (**Cert IA**)

This certificate offers an introduction to the International Standards on Auditing (ISAs), covering the principles and application of ISAs through online tuition and objective assessment.

This qualification is structured in an accessible and user-friendly way that underlines key information and provides useful summaries. There are many exercises, multiple-choice questions and sample answers for you to test your knowledge with as you progress through the course.

The course is also updated every year to make sure it stays relevant, and includes a topic-by-topic explanation of the specific ISAs.

Learning outcomes:

- understand how ISAs are used around the world
- be aware of the fundamental requirements of ISAs on a standard-by-standard basis
- know how to use ISAs in practice.

The Certificate in International Auditing is also available for Spanish speakers.

Duration: 25 hours

CORPORATE AND BUSINESS REPORTING

Certificate in International Financial Reporting (Cert IFR)

This financial reporting course offers a broad introduction to the field of International Financial Reporting and International Financial Reporting Standards (IFRS). It traces the history of the International Accounting Standards Board (IASB) from its early roots through to recent changes and updates and future developments.

The qualification is structured in an accessible and user-friendly way that underlines key information and provides useful summaries. It examines and breaks down specific standards topic-by-topic. There are case studies, which are based on real-life examples, and many exercises, multiple-choice questions and sample answers for you to test your knowledge as you progress through the course.

Learning outcomes:

- to help you understand how International Financial Reporting Standards (IFRS) are used around the world
- to explain how the International Financial Reporting Standards Foundation (IFRSF) / International Accounting Standards Board (IASB) work and how these are being changed
- to examine the fundamental requirements of IFRS on a standard-by-standard basis
- to provide guidance on how to use IFRS in practice.

The Certificate in International Financial Reporting is also available for Spanish and Greek speakers.

Duration: 20 hours

Diploma in International Financial Reporting (DipIFR)

If you are a finance professional who is not already knowledgeable about the details of International Financial Reporting Standards (IFRS), this qualification has a fast and efficient solution to meet your needs. If you need to develop a working knowledge of the area, the DipIFR can help prepare you.

IFRS are mandated in more than 100 countries worldwide. All listed companies in the European Union (EU) have to prepare consolidated company accounts that comply with IFRS. It also affects associates and subsidiaries of EU-listed companies.

Other countries such as Australia, Hong Kong and South Africa have already adopted IFRS or equivalents as their local Generally Accepted Accounting Principles (GAAP). And many other countries around the world, including India, are moving towards applying IFRS, which is having a significant impact on financial reporting. The course is designed to develop your knowledge and understanding of International Financial Reporting Standards. You will also learn how to apply them, as well as the concepts and principles which underpin them.

Learning outcomes:

- understand, explain and apply the IASB's Conceptual Framework for Financial Reporting
- apply relevant financial reporting standards to key elements of financial reports
- identify and apply disclosure requirements for companies in financial reports and notes
- prepare group financial statements (excluding group cash-flow statements) including subsidiaries, associates and joint arrangements.

The Diploma in International Financial Reporting exam is also available in the Russian language in certain markets.

Duration: 150 hours

Certificate in Integrated Reporting (CertIR)

The business landscape is constantly evolving. New outlooks, new models and new technology are disrupting traditional approaches. Which means a company's annual numbers are no longer enough to describe its situation or potential.

Traditional corporate reporting is valuable – but it only shows part of the picture. Integrated reporting <IR>, however, offers a fuller, more holistic view. It offers a powerful lens through which to view and evaluate organisations and encourages everyone to see how it can pull together to create value.

Learning outcomes:

- be able to present a business case for introducing <IR>
- understand what factors are needed to make <IR> successful
- know how to apply fundamental <IR> concepts to their organisation
- be able to prepare a successful integrated report.

The Certificate in Integrated Reporting is for finance business professionals at all levels who want to learn more about the <IR> Framework, the benefits it offers and how to implement it.

Duration: 21 hours

Practitioner level

for individuals involved in preparing integrated reports

An integrated report is a concise overview of an organisation's strategy, governance and performance – which takes into account the society and environment it's operating in.

PUBLIC SECTOR



Certificate in International Public Sector Accounting Standards (**Cert IPSAS**)

IPSAS® have been developed to enhance the quality, consistency and transparency of public sector financial reporting worldwide. Issued by the International Public Sector Accounting Standards Board (IPSASB), they are cash-based standards and accruals standards used for the preparation of general purpose financial statements by governments and other public sector entities around the world.

The Certificate in International Public Sector Accounting Standards has been specifically designed to help you meet the challenges of implementing IPSAS.

Learning outcomes:

- examining the fundamental requirements of accrual-based IPSAS on a standard-by-standard basis, for the benefit of preparers, auditors and users of financial statements
- providing guidance on how to use IPSAS in practice, with the aid of cases, interactive exercises and formative questions
- explaining the difference between the cash-based IPSAS and accrual-based IPSAS
- providing an overview of how IPSAS are used around the world
- explaining the workings of the IPSASB and how these are developing.

The Certificate in International Public Sector Accounting Standards is also available for Arabic and Russian speakers.

Duration: 20 hours

Certificate in Public Financial Management (Cert PFM)

Given the pace of change and size of expenditure in the public sector, it's critical that finance professionals working in the sector have the right skills to deal with the challenges ahead.

Created in response to demand from the public sector, this certificate introduces the essentials of public financial management. It provides a practical and broad-based knowledge, ensuring finance professionals in the public sector have a core understanding of public finance knowledge, plus the skills and ethical values needed by organisations like yours.

Learning outcomes:

- be able to define public money
- understand the objectives of public financial management
- know what the public financial management cycle is.

The Certificate in Public Financial Management is designed for those new to the public sector, or those with practical experience but without formal professional finance qualifications.

Duration: 41 hours



DATA, DIGITAL AND TECHNOLOGY

Certificate in Digital Innovation for Finance (CertDIF)

This certificate is aimed at accountancy, finance, business and advisory professionals who wish to develop their knowledge, skills and awareness of innovations in digital technology and its impact on the finance profession.

It provides an opportunity for professionals working in organisations to increase their knowledge, develop broader technology skills, and understand how technology can create value.

Learning outcomes:

- understand how digital technology is disrupting the finance profession
- increase awareness of emerging technologies
- understand what digitalisation can mean for your role and how to make informed decisions about adopting and using new technologies
- develop a digital mindset to take a considered view of the emerging technologies
- stay up to date in this ever-changing and fast-moving area.

Duration: 20 hours

Certificate in Business Analytics (CertBA)

With the increasing availability of broad and deep sources of information, so-called “Big Data”, business analytics is becoming an even more critical capability for organisations of all types and all sizes.

Designed and led by global business experts from Columbia Business School, this groundbreaking course will prepare you and your teams for the challenges of a data-driven world – and help you make key decisions to steer your business towards big growth.

Learning outcomes:

- understand the fundamental concepts and quantitative analytical methods to think critically about data, and the analysis of data
- practice the most common analytical methods and techniques in various industries and sectors to develop data-driven insights and support your business decisions
- feel empowered to identify and evaluate opportunities for creating value for your organisation
- explore the strategies and challenges to implement analytical approaches within your organisation.

Big data. Big decisions. Big opportunity.

Duration: 36 hours

Please note this course has defined registration periods each year. Check the website for further information.

Certificate in Data Analytics (CertDA)

The Certificate in Data Analytics is an online course aimed at business professionals who wish to develop their understanding of data, and the skills and techniques available for data analytics.

Using real practical business examples, learners are able to develop an understanding of how data analytics and data modelling can be used to garner business insights.

Learners will learn about Big Data, the various sources of data, types of analytics, and become familiar with the range of tools and techniques required to extract, manipulate, interpret and present data. They'll also learn about the need to be both sceptical and ethical when working in the data analytics field.

Learning outcomes:

- explaining how to use commercial awareness to articulate business questions
- identifying and manipulating relevant data and deeply analysing such data by applying appropriate techniques.
- explaining how findings from analysis can and should be visualised and communicated, enabling relevant stakeholders to make sound business decisions
- learning and understanding ethical security issues around data analytics.

This certificate allows for flexible learning – learners can explore specialist areas or repeat exercises to gain confidence.

Duration: 4 hours



FinTech for Finance and Business Leaders (FinTech)

FinTech offers the biggest opportunities for innovation and transformation. From the promise of artificial intelligence to the demands of valuation in a digital era, now more than ever, you need practical experience and knowledge to make the most of the opportunities ahead.

That's why we've created the Certificate in FinTech for finance and business leaders – an online programme designed specifically for finance professionals.

Covering cybersecurity, machine learning, Python, robotic process and intelligent automation, you'll learn the practical skills needed to implement the latest technologies in your business. Such as, how to identify cyber risk, how to use Python for data analysis, how to build a business case for automation and much more.

The programme gives you extensive training over three courses, which can also be taken individually.

Stay ahead of the curve on the tech changing your industry.

Duration: 50 Hours

CERTIFICATE OVERVIEW:

Machine learning with Python

- Get an introduction to the programming language, Python
- Learn how to use Python for data analysis
- Discover how to automate Excel workflows using Python
- Understand how to interrogate a model and partner with data scientists
- Learn to use Python in realworld scenarios with a live lab environment

Managing the cyber threat

- Learn how to facilitate a risk assessment to identify potential threats
- Recognise that the risks are constantly changing and the need for continuous process improvement
- Discover how to manage, respond and recover from an incident
- Understand the physical and logical access controls that should be implemented

Robotic process and intelligent automation

- Understand how automation can assist in the efficiency of the finance function
- Identify how the use of automation can support the organisational strategy
- Learn how to develop a business case for investment in automation
- Appreciate the range of tools available and plan implementation

Machine learning with Python for finance professionals

Machine learning is increasingly used in accounting software and business process applications. So it's important for finance professionals to develop an understanding.

This course examines what machine learning is, how it can be applied, the ethical considerations, and the implications for future skills. It addresses the topic from the perspective of users, rather than those directly involved with coding.

Learning outcomes:

- understand the basic workings of a machine learning model and its relationship to data science, Big Data and Artificial Intelligence.
- understand the basic workings of a machine learning model and its relationship to data science, Big Data and Artificial Intelligence.
- how to use Python for data analysis
- automating Excel workflows using Python
- apply to real-world machine learning examples to meet practical objectives.

Duration: 20 hours

Manage the cyber threat for finance professionals

This course is designed for accountancy, finance and business professionals working in all organisations from small business, large corporates or financial services or who are interested in learning more about the vulnerabilities organisations are exposed to and the options available to protect their organisation.

With a focus on practical skills throughout, this course provides the ability to apply skills as well as understand them.

Learning outcomes:

- understand how to facilitate a risk assessment to identify the potential threats and vulnerabilities from a cyber-attack
- recognise that risks constantly change and the need for continuous process improvement
- understand how to manage an incident and the processes required to respond and recover
- understand that effective security is a combination of people, process and technology
- understand the physical and logical access controls which should be implemented
- understand the potential risk responses and mitigation actions to protect the business from the identified cyber risks.

Duration: 15 hours

Robotic process and intelligent automation for finance professionals

In this course we explain how automation can play a key role in delivering the requirement to have robust processes and clean data. By using automation tools and machine learning, finance leaders can identify, implement and configure the right solutions for their organisation.

It also shows how tools, such as Python, can be applied to finance processes and the benefits this will bring.

Learning outcomes:

- understand how automation can assist in the efficiency of the finance function
- identify how the use of automation can support the organisational strategy
- correctly identify the opportunities for automation in their function
- understand the criteria to judge whether or not a task or process is suitable for automation and the sort of activities that robots can perform
- be able to develop a business case for investment in automation
- plan the implementation of an automation solution to realise benefits and maximise efficiencies.

Duration: 15 hours

Cyber security: the role of finance leaders

Cyber-crime is an issue that is impacting all organisations irrespective of size or geography. It's clear that organisations need to act and to ensure that they have appropriate protection and recovery plans in place. The question is – who needs to take action, and what actions should they take?

In this course, you will learn what we mean by cyber risk, the nature and likelihood of cyber threats and attacks, how an attack can impact an organisation, and good practices on prevention and response.

Learning outcomes:

- define cyber risk and the impacts of a cyber-attack
- identify the stages of cyber-attack and the types of attack
- understand the roles and responsibilities for cyber governance
- identify the steps in developing cyber resilience and the recovery process.

Duration: 4 hours

Robotics in finance: the future

Robotic Process Automation (RPA) is software that can be easily programmed or instructed by end users to perform high-volume, repeatable, rules-based tasks. It automates the logical transfer of data within processes quickly and accurately, freeing up valuable resources from mundane tasks.

This online course is based on embracing robotic automation during the evolution of finance.

Learning outcomes:

- understand some of the major disruptions impacting businesses and the opportunities for finance teams
- learn what we mean by robotics and the role of robotics in finance teams
- learn about some of the key benefits and challenges of different automation options
- understand the criteria to judge whether or not a task or process is suitable for automation and the sort of activities that robots can perform
- a step-by-step process for beginners to apply the software
- understand the challenges and lessons learned from some early adopters of robotics automation technology.

Duration: 4 hours

DATA, DIGITAL AND TECHNOLOGY WEBINARS



FINANCIAL MANAGEMENT

Certificate in Business Valuations

Understand how to apply the principles of business valuation in order to better service your clients' needs with the Certificate in Business Valuations.

The importance of business valuation is growing. As reported by ACCA members, more professional accountants are expected to hold expert knowledge in business valuations for supporting increased mergers and acquisitions activity.

ACCA and the **Conseil Supérieur Ordre Des Experts-Comptables** (CSOEC) have collaborated through a strategic partnership to develop the certificate - a high-quality specialist qualification requested by qualified accountants, finance business professionals and employers globally.

Learning outcomes:

- understand the different contexts of business valuation, and the considerations which need to be made before undertaking a valuation
- select the appropriate method of business valuation for any given situation
- practice how to successfully apply business valuation techniques in a practical context.

The Certificate in Business Valuations is also available for French speakers.

Duration: 20 hours

Advanced Financial Modeler (AFM)

Financial modelling plays an integral part in business decision making, informing key transactions and critical business decisions.

The Advanced Financial Modeler (AFM) accreditation, offered in partnership with the Financial Modeling Institute, offers the skills, confidence and credibility to design expert financial models to support sustainable businesses.

This insight-driven, hands-on course is essential for anyone who needs to review or audit financial models.

Learning outcomes:

- demonstrate the technical modelling skills most valued by employers and clients
- create a financial model that can be used as a critical decision-making tool, allowing users to make accurate and informed financial decisions about a company
- use a financial model as a powerful communication tool to clearly and effectively tell the story of a company
- focus your skills in accounting, finance, spreadsheets and general business knowledge to effectively forecast a company's financial statements.

Take your career further. Model excellence.

Duration: 25 hours

Please note this course has two exam sittings per year. Check website for further information.

FINANCIAL MANAGEMENT WEBINARS



LEADERSHIP AND MANAGEMENT

Boost for New Leaders

CCL Boost™ for New Leaders is a self-paced, online leadership course based on the deep research completed by the Center for Creative Leadership on first-time managers. This online programme equips you with the leadership skills, confidence, and support needed to effectively transition into a management role. It provides six mindset shifts that you can use while on the job to attain immediate success in your new role. You will traverse the six essential shifts through a variety of methods, including expert videos, video case studies, thought-provoking reflection exercises, and practice and reflection assignments. You will take away downloadable resources, practical tools, and actionable tips to apply immediately in your new leadership role.

Learning outcomes:

- identify key ways to improve your leadership skills
- develop a growth mindset
- communicate and influence effectively
- coach and develop your team so you can delegate successfully
- understand how a leadership role will change your working relationships
- adjust your perspective to fit the managerial role.

Duration: 6 hours

Finance for non-finance managers

Every organisation needs a strong finance function to provide the financial planning and reporting necessary for the business to make informed decisions. However, for this to work effectively, those outside of the finance team need to have the confidence to understand what these reports mean and most importantly - why the numbers matter.

This course is designed to help non-finance staff, managers and other professionals build the skills and confidence they need to successfully interpret and analyse financial information. And enable them to have more meaningful conversations with the finance team.

Learning outcomes:

- understand the relationship between financial strategy and business strategy
- the role of budgeting in an organisation
- the concept of financial risk and the importance of risk management
- the importance of liquidity and why profits differ from cash
- how to appraise business unit performance
- how to interpret key financial statements.

Build financial confidence and make the numbers work for you.

Duration: 7 hours

This course is part of the *Why the numbers matter* financial education series which also includes **Finance for business owners and entrepreneurs** and **Finance for C-Suite**.

LEADERSHIP AND MANAGEMENT WEBINARS

A high-angle photograph of a person walking across a large, circular mosaic floor in a courtyard. The mosaic features concentric circles and geometric patterns. The person is wearing a white t-shirt and dark pants. The courtyard is surrounded by greenery and a curved concrete wall.

STRATEGY AND INNOVATION

Strategic Intuition

The world has changed, and problems have become increasingly complex, so why keep the same approach to solving them? When you shift your perspective, everything changes. Data takes on a whole new meaning. You start to see new opportunities, new solutions.

This programme, offered in partnership with Columbia Business School, will help you to develop an effective framework for strategic idea generation. Using practical tools to enhance and systemise the idea generation process, and understanding how others have solved similar issues, you'll generate original and aligned solutions and strategies for your complex business challenges.

Learning outcomes:

- understand how strategic intuition has been used throughout history to come up with new solutions
- assess your and your team's capacity for strategic intuition
- identify and address the potential obstacles to innovation at your organisation
- distinguish between an innovation challenge and business problems that simply need expertise
- generate inspiring solutions that are aligned with business strategy, enhanced by the newest ideas on the market and differentiate from your competitors.
- develop your own strategic intuition tools to utilise for your future innovation challenges.

Change your perspective with Strategic Intuition.

Duration: 30 hours

Please note this course has defined registration periods each year. Check the website for further information.

Problem solving and decision making

The key to problem solving and decision making is thinking differently and looking at things from different angles.

This interactive course will encourage your creative thinking skills, and develop your problem solving. It'll demonstrate how working as a team can help identify new ideas and solutions, and includes recommended models of best practice.

Learning outcomes:

- why you need to be creative in your problem solving and decision making
- the different thinking styles people use when making decisions
- a step-by-step guide to creative problem solving and decision making
- how to test your ideas.

The course includes practical exercises and a workbook with handy resources to use beyond the course.

Duration: 2 hours

STRATEGY AND INNOVATION WEBINARS



ETHICS AND PROFESSIONAL SKILLS

Strategic thinking, ethics, and professional skills

This suite of courses is based on the Ethics and Professional Skills module (EPSm) from the ACCA qualification. EPSm is designed to provide a complete range of skills that employers require and is a core component of ACCA membership. The interactive module places learners in realistic business situations, where they develop advanced ethical, professional, and digital skills that are necessary to excel in the workplace.

Courses will be available as individual purchases or bundles, and will include options for:

- communication and interpersonal skills
- personal effectiveness
- leadership and team working
- ethics and professionalism
- commercial awareness
- innovation and scepticism.

Coming autumn 2023

Diversity and inclusion: working together

This course examines the broad and strategic topic of diversity and inclusion. It'll help you develop personal strategies and actions that will have a positive and sustainable impact on you, your colleagues and your organisation.

Throughout the course, you'll discover insights behind the topic and activities that will improve your knowledge and overcome barriers to progress. In addition, whether you operate in a large or smaller organisation, you'll learn the necessary steps to devise and implement a successful diversity and inclusion strategy.

Learning outcomes:

- understand the value of diversity and how it should be paired with inclusion
- how to respect and accept differences
- learn about the biggest challenges and how to address them
- develop recommended strategies for large and small organisations
- understand your role in creating the right environment to identify personal strategies.

Duration: 2 hours

Negotiation

Accounting professionals often engage in negotiations, including with partners, vendors, contractors, suppliers, customers, potential employees and hiring managers.

This course will give you the tools you need to effectively prepare, carry out and conclude those negotiations successfully.

Learning outcomes:

- identify different types of negotiations
- prepare effectively for negotiations
- follow the accepted negotiation process
- use approaches that build rapport, establish trust and reduce stress
- conclude negotiations successfully.

Duration: 1.5 hours

Presenting meaningful reports

Accounting professionals often have to present performance and financial information to audiences who have a limited understanding of the concepts, processes and data being discussed.

This course is designed to give you the tools you need to effectively explain the information you're presenting. Making sure that your audience of colleagues and decision makers can understand the data and be informed to take the right decisions.

Learning outcomes:

- identify the different types of financial performance information
- present financial performance information effectively
- effectively explain charts and graphs
- structure reports to meet your audiences' needs.

Duration: 1.5 hours

ETHICS AND PROFESSIONAL SKILLS WEBINARS



GLOBAL BUSINESS SERVICES

Certificate in Global Business Services (CertGBS)

You want to build a high-performance business. You want to wow existing clients and win new ones. And, of course, you want to boost your bottom line. To make that happen, you'll need a finance team on top of their game.

This course is designed to enable employees to develop the skills and expertise to process accounting and produce reports. And to understand shared services, processes and standards in order to play a successful role in your Shared Service or GBS team.

It's ideal for individuals in roles like travel and expenses analyst, accounts payable analyst, accounts receivable analyst, general ledger analyst and other financial positions on a similar level.

Learning outcomes:

- discover the principles and practice that define the best shared services teams
- gain the skills and expertise to design better processes and manage change
- discover how to harness innovative tech – and deliver truly outstanding services.

Drive your business forward.

Duration: 10 hours



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