

CIPFA Education  
and Training Centre

# courses you can count on

Tuition dates and fees  
July-December 2011

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## Welcome to our course dates brochure for the July to December 2011 semester.

This year at the CIPFA Education and Training Centre, we are celebrating our 25th anniversary. Over the last quarter of a century, we have trained thousands of public finance professionals, helped them successfully achieve Chartered Accountant status and to excel in their profession. We hope to hold a series of small celebratory events across our regions later in the year, and you will be more than welcome to join us.

As you will know, the CIPFA Education and Training Centre has assumed responsibility for the production of all key study materials for the Professional Qualification in 2011. Feedback from the first semester has been positive about the quality and content of these documents, and I want to thank the whole team for their efforts in delivering such a comprehensive suite of resources. We will be making further improvements over the coming months, and all feedback is gratefully received and considered seriously.

As part of our ambition to continuously develop our services, we have made some changes to our tuition provision this semester, all of which we believe will help improve the quality and study experience with us.

In response to employer requests for greater flexibility over time spent in the classroom, we have reduced the total number of class days for a number of modules whilst maintaining our range of syllabus coverage. This has been achieved through slightly elongating the teaching day and by being more flexible over the venues for progress tests. A lot of thought and modelling went into the design of this new approach, and we are confident that students and employers will receive a more focussed and flexible service.

Also, after consultation, we will now be running all of our North West courses from our Manchester office. Our new base in Manchester offers an excellent tuition facility and we feel that all North West students should be able to access this resource.

We have also made changes to the support provided to those students starting the Financial Reporting (FR) module having been awarded a Financial Accounting (FA) module exemption. We always advise that students in this situation attend the FA course, but we recognise that this is not always possible and have designed a flexible FR Introduction package that we would strongly recommend as an alternative prior to starting the FR course. This package comprises workbooks containing the key content from the FA module, online tuition sessions for selected parts of this material, plus access to a tutor to address any queries on the material.

Finally, in anticipation of the transition to the new professional qualification, the first exams for which will be taken in June 2012, we will not be running any Financial Management Systems and Techniques main courses in the coming semester. Instead we advise that students take the Audit and Assurance module alongside Financial Reporting in order to smooth the transition to the new syllabus; our courses have been structured in order to make this module combination easier to enrol for. However, if this presents any individual difficulties, please contact us so we can provide tailored advice.

We look forward to welcoming you to another semester of excellence at the CIPFA Education and Training Centre.

Regards

A handwritten signature in black ink, appearing to read 'Giles Orr', written in a cursive style.

Giles Orr  
Head of CIPFA Education and Training Centre

# Professional Qualification courses in the South East

Main Courses (includes Mock Exams as indicated by ■)		Tuition Dates					
		July 11	Aug 11	Sept 11	Oct 11	Nov 11	Dec 11
Certificate	Financial Accounting/Management Accounting		30	5, 6, 12, 13, 19, 20, 26	4, 10, 11, 17, 18, 24, ■ <b>31</b>	<b>1</b>	
	Financial Reporting*/Audit and Assurance		11, 12, 19, 26	1, 2, 15, 16, 23, 29	7, 13, 14, ■ <b>21</b> , ■ <b>27</b>		
Diploma	Audit and Assurance/Accounting for Decision-Making (course 1)		8, 9, 15, 23, 30	5, 6, 26, 27	3, 10, 11, ■ <b>18</b> , ■ <b>24</b>		
	Audit and Assurance/Accounting for Decision-Making (course 2)		11, 12, 19, 26	1, 2, 15, 16, 23, 29	7, 13, ■ <b>21</b> , ■ <b>27</b>		
	Financial and Performance Reporting/Governance and Public Policy		11, 12, 18, 25	2, 8, 15, 16, 22, 23, 29	6, 7, ■ <b>20</b> , ■ <b>21</b>		
	Leadership and Management/Public Finance/Taxation (course 1)		8, 15, 16, 22, 30	12, 13, 19, 27	3, 10, 11, 17, ■ <b>24</b> , ■ <b>31</b>		
	Leadership and Management/Public Finance/Taxation (course 2)		11, 12, 19, 25, 26	1, 9, 16, 22, 23	6, 7, 14, ■ <b>20</b> , ■ <b>28</b>		
Final Test of Professional Competence	Finance and Management Case Study (course 1)		8, 15, 22, 30	12, 19	3, 17, 24, 31		
	Finance and Management Case Study (course 2)		11, 18, 25	1, 8, 15, 29	13, 20, 27		
	Strategic Business Management (course 1)		9, 16, 23	6, 27	4, 11, ■ <b>25</b>		
	Strategic Business Management (course 2)		17, 24, 31	7	5, 12, 19	<b>2</b>	

Block Release Courses (includes Mock Exams as indicated by ■)		Tuition Dates					
		July 11	Aug 11	Sept 11	Oct 11	Nov 11	Dec 11
<b>Option A:</b> Financial Accounting/Management Accounting				12, 13, 14, 15, 16, 19, 20, 21, 22, 23	17, 18, 19, 20, 21, ■ <b>31</b>	29, 30	1, 2
<b>Option B:</b> Finance and Management Case Study/Strategic Business Management			15, 16, 17, 18, 19	19, 20, 21, 22, 23	17, 18, 19	■ <b>7</b> , 22, 23, 24, 25	

\* For students who are exempt from the Financial Accounting (FA) module we recommend enrolling for our FR Introduction course. This course involves the provision of detailed study materials covering the core content from FA that supports the FR module, online tuition sessions and access to a CETC tutor to resolve any queries with understanding the material.

South East and general enquiries **020 7403 4300** or **cetc@cipfa.org.uk**

# Professional Qualification courses in the South East

Revision Courses		Tuition Dates	
		Nov 11	
Certificate	Financial Accounting	21-22	
	Management Accounting	14-15	
	Financial Reporting	7-8	
	Financial Management Systems and Techniques	1-2	
Diploma	Audit and Assurance	9 or 14	
	Accounting for Decision-Making	10-11 or 15-16	
	Financial and Performance Reporting	7-8 or 14-15	
	Governance and Public Policy	17(pm only)-18 or 21-22(am only)	
	Leadership and Management	11 or 18	
	Public Finance	10 or 21	
	Taxation	16-17(am only) or 22(pm only)-23	
Final Test of Professional Competence	Finance and Management Case Study*	9 & 16-17 or 9 & 22-23	
	Strategic Business Management	18 or 24	

\* The first day of the course features a full Finance and Management Case Study mock exam under exam conditions.

Mock Exams Only		Tuition Dates					
		July 11	Aug 11	Sept 11	Oct 11	Nov 11	Dec 11
Certificate	Financial Accounting				31		
	Management Accounting					1	
	Financial Reporting				21		
Diploma	Audit and Assurance				18 or 27		
	Accounting for Decision-Making				21 or 24		
	Financial and Performance Reporting				20		
	Governance and Public Policy				21		
	Leadership and Management				28 or 31		
	Public Finance				20 or 24		
	Taxation				20 or 24		
Final Test of Professional Competence	Strategic Business Management				25	2	

Other Courses		Tuition Dates					
		July 11	Aug 11	Sept 11	Oct 11	Nov 11	Dec 11
Introduction to IPDS		11(pm)					

## Essentials courses

The one day essentials courses will be held where there is sufficient demand for a particular course at a particular UK location. Please contact us at [cetc@cipfa.org.uk](mailto:cetc@cipfa.org.uk) to indicate the module(s) and location of choice by 16 September 2011.

# Professional Qualification courses in the Midlands

Main Courses (includes Mock Exams as indicated by ■)		Tuition Dates					
		July 11	Aug 11	Sept 11	Oct 11	Nov 11	Dec 11
Certificate	Financial Accounting/Management Accounting			2, 8, 9, 15, 16, 22, 23, 29	7, 13, 14, 20, 27, 28	4, 10	
Diploma	Audit and Assurance/Accounting for Decision-Making		11, 17, 18, 25, 31	8, 15, 21, 28	6, 12, 20, 26, 27		
	Financial and Performance Reporting/Governance and Public Policy		8, 9, 15, 22, 23	12, 13, 19, 26, 27	3, 10, 11, 17, 25		
Final Test of Professional Competence	Finance and Management Case Study		10, 17, 24, 31	7, 14, 28	12, 19, 26		
	Strategic Business Management		11, 18, 25	8	6, 13, 20	3	

Revision Courses		Tuition Dates
		Nov 11
Certificate	Financial Accounting	14-15
	Management Accounting	23-24
Diploma	Audit and Assurance	16
	Accounting for Decision-Making	7-8
	Financial and Performance Reporting	10-11
	Governance and Public Policy	23(pm only)-24
Final Test of Professional Competence	Finance and Management Case Study*	7 & 17-18
	Strategic Business Management	25

\* The first day of the course features a full Finance and Management Case Study mock exam under exam conditions.

Mock Exams Only		Tuition Dates					
		July 11	Aug 11	Sept 11	Oct 11	Nov 11	Dec 11
Certificate	Financial Accounting					4	
	Management Accounting					10	
Diploma	Audit and Assurance				26		
	Accounting for Decision-Making				27		
	Financial and Performance Reporting				17		
	Governance and Public Policy				25		
Final Test of Professional Competence	Strategic Business Management					3	

Other Courses		Tuition Dates					
		July 11	Aug 11	Sept 11	Oct 11	Nov 11	Dec 11
Introduction to IPDS		1(pm)					

## Extra courses

If you want to attend a course for a module not shown above please contact us at [cetc@cipfa.org.uk](mailto:cetc@cipfa.org.uk). To schedule an extra day or block release course please contact us by 1 July 2011. To schedule an extra revision course please contact us by 16 September 2011.

Midlands and general enquiries **0121 200 0990** or [cetc@cipfa.org.uk](mailto:cetc@cipfa.org.uk)

# Professional Qualification courses in Wales

Main Courses (includes Mock Exams as indicated by ■)		Tuition Dates					
		July 11	Aug 11	Sept 11	Oct 11	Nov 11	Dec 11
Certificate	Financial Accounting/Management Accounting		30, 31	6, 7, 13, 20, 21, 28	4, 11, 12, 18, 19, 26	1, 2	
Diploma	Audit and Assurance/Accounting for Decision-Making		8, 9, 16, 22, 23	6, 12, 20, 26, 27	10, 18, 24, 25		
Final Test of Professional Competence	Finance and Management Case Study		12, 19, 26	2, 9, 16, 30	14, 21, 28		
	Strategic Business Management		11, 25	1, 8	6, 13, 20	3	

Revision Courses		Tuition Dates
		Nov 11
Certificate	Financial Accounting	7-8
	Management Accounting	22-23
Diploma	Audit and Assurance	24
	Accounting for Decision-Making	10-11
Final Test of Professional Competence	Finance and Management Case Study*	9 & 17-18
	Strategic Business Management	21

\* The first day of the course features a full Finance and Management Case Study mock exam under exam conditions.

Mock Exams Only		Tuition Dates					
		July 11	Aug 11	Sept 11	Oct 11	Nov 11	Dec 11
Certificate	Financial Accounting					1	
	Management Accounting					2	
Diploma	Audit and Assurance				24		
	Accounting for Decision-Making				25		
Final Test of Professional Competence	Strategic Business Management					3	

## Essentials courses

The one day essentials courses will be held where there is sufficient demand for a particular course at a particular UK location. Please contact us at [cetc@cipfa.org.uk](mailto:cetc@cipfa.org.uk) to indicate the module(s) and location of choice by 16 September 2011.

# Professional Qualification courses in the North West Manchester

Main Courses (includes Mock Exams, which can be purchased separately, as indicated by ■)		Tuition Dates					
		July 11	Aug 11	Sept 11	Oct 11	Nov 11	Dec 11
Certificate	Financial Accounting		30	6, 13, 20	4, 11, 18, ■25		
	Management Accounting			5, 12, 19, 26	10, 17, 24, ■31		
	Financial Reporting*		10, 17, 24	7, 14, 28	5, 12, ■26		
Diploma	Audit and Assurance		16, 23	6, 27	4, ■25		
	Accounting for Decision-Making		10, 24, 31	7, 14, 21	5, ■19		
	Financial and Performance Reporting		18, 25	8, 15, 22	6, 13, 20, ■27		
	Governance and Public Policy		8, 15, 30	26	10, ■24		
	Leadership and Management		9, 22	5, 19	3, ■24		
	Public Finance		19	23	14, ■28		
	Taxation		12, 26	9, 16	7, ■28		
Final Test of Professional Competence	Finance and Management Case Study		9, 16, 23, 30	6, 13, 27	11, 18, 25		
	Strategic Business Management		10, 17, 24, 31	28	5, 12	■2	

\* For students who are exempt from the Financial Accounting (FA) module we recommend enrolling for our FR Introduction course. This course involves the provision of detailed study materials covering the core content from FA that supports the FR module, online tuition sessions and access to a CETC tutor to resolve any queries with understanding the material.

Revision Courses		Tuition Dates
		Nov 11
Certificate	Financial Accounting	24-25
	Management Accounting	9-10
	Financial Reporting	16-17
Diploma	Audit and Assurance	24
	Accounting for Decision-Making	7-8
	Financial and Performance Reporting	14-15
	Governance and Public Policy	21(pm only)-22
	Leadership and Management	9
	Public Finance	25
	Taxation	10(pm only)-11
Final Test of Professional Competence	Finance and Management Case Study**	■7 & 21-22
	Strategic Business Management	23

\*\* The first day of the course features a full Finance and Management Case Study mock exam under exam conditions.

Other Courses	Tuition Dates					
	July 11	Aug 11	Sept 11	Oct 11	Nov 11	Dec 11
Introduction to IPDS	19(pm)					

## Essentials courses

The one day essentials courses will be held where there is sufficient demand for a particular course at a particular UK location. Please contact us at [cetc@cipfa.org.uk](mailto:cetc@cipfa.org.uk) to indicate the module(s) and location of choice by 16 September 2011.

North West (Manchester) and general enquiries **020 7403 4300** or [cetc@cipfa.org.uk](mailto:cetc@cipfa.org.uk)

# Professional Qualification courses in Leeds

Main Courses (includes Mock Exams, which can be purchased separately, as indicated by ■)		Tuition Dates						
		July 11	Aug 11	Sept 11	Oct 11	Nov 11	Dec 11	
Certificate	Financial Reporting*		9, 16	6, 13, 20	4, 11, 18, 25			
	Diploma	Audit and Assurance		15, 30	12, 26	10, 24		
		Accounting for Decision-Making		9, 16, 23	6, 13, 27	11, 25		
		Financial and Performance Reporting		10, 17, 24	14, 21, 28	5, 12, 19		
		Governance and Public Policy		18, 25	8, 22	13, 27		
		Leadership and Management		8, 22	19	3, 17, 31		
Final Test of Professional Competence	Finance and Management Case Study		12, 19, 26	2, 9, 16, 30	14, 21, 28			
	Strategic Business Management		11, 25	1, 15	6, 13, 20	3		

\* For students who are exempt from the Financial Accounting (FA) module we recommend enrolling for our FR Introduction course. This course involves the provision of detailed study materials covering the core content from FA that supports the FR module, online tuition sessions and access to a CETC tutor to resolve any queries with understanding the material.

Revision Courses		Tuition Dates
		Nov 11
Certificate	Financial Reporting	10-11
Diploma	Audit and Assurance	25
	Accounting for Decision-Making	14-15
	Financial and Performance Reporting	8-9
	Governance and Public Policy	17(pm only)-18
	Leadership and Management	7
Final Test of Professional Competence	Finance and Management Case Study**	9 & 23-24
	Strategic Business Management	22

\*\* The first day of the course features a full Finance and Management Case Study mock exam under exam conditions.

## Extra courses

If you want to attend a course for a module not shown above please contact us at [cetc@cipfa.org.uk](mailto:cetc@cipfa.org.uk). To schedule an extra day or block release course please contact us by 1 July 2011. To schedule an extra revision course please contact us by 16 September 2011.

# Bespoke courses

We are able to develop bespoke courses for the CIPFA Professional qualification. This can take a number of forms, for example:

- a tuition programme aimed solely or primarily at one exam sitting, eg December rather than the usual June and December sittings
- a programme that involves fewer or differently phased contact days compared to our traditional day/block release and revision course models
- a tuition programme developed to meet an organisation's, or group of organisations, specific course design needs
- a programme that meets the needs of employers and students in a particular part of the UK, typically a region where regular attendance at a CETC venue for a main day/block release course is not feasible

A bespoke block release tuition programme currently operates at CETC South East, designed in conjunction with KPMG and Grant Thornton, whereby the exams for all Certificate and Diploma modules are taken by students in the December sitting, but qualification still typically takes 3 years. This programme can be joined by students employed by other organisations. Over a number of years exam pass rates have been excellent for this programme, typically between 90-100% for each module. The dates for this course can be found on page 4 of this booklet.

## CETC partnerships

We are also working in partnership with other experienced CIPFA tuition providers. These partnerships are with Anglia Ruskin University (in Chelmsford) and Nottingham Business School. The tuition programme available through these partnerships ahead of the December 2011 exam sitting is available by contacting the partner institutions as follows:

### **Anglia Ruskin University:**

**Helen McCormick:** [helen.mccormick@anglia.ac.uk](mailto:helen.mccormick@anglia.ac.uk)  
CIPFA Course Leader

**Rosemary Green:** [rosemary.green@anglia.ac.uk](mailto:rosemary.green@anglia.ac.uk)  
CIPFA Programme Administrator

### **Nottingham Business School:**

**Martin Jones:** [martin.jones@ntu.ac.uk](mailto:martin.jones@ntu.ac.uk)  
CIPFA Programme Leader

**Caroline Mayfield:** [caroline.mayfield@ntu.ac.uk](mailto:caroline.mayfield@ntu.ac.uk)  
CIPFA Programme Administrator



**Bespoke courses and general enquiries 020 7403 4300 or [cetc@cipfa.org.uk](mailto:cetc@cipfa.org.uk)**

# Exam Dates December 2011

<b>Certificate</b>		
Financial Accounting	Wed 7 December	10.00-13.00
Management Accounting	Mon 5 December	10.00-13.00
Financial Reporting	Tues 6 December	10.00-13.00
Financial Management Systems and Techniques	Fri 2 December	10.00-13.00
<b>Diploma</b>		
Audit and Assurance	Thu 8 December	14.00-17.00
Accounting for Decision-Making	Thu 1 December	10.00-13.00
Financial and Performance Reporting	Thu 1 December	14.00-17.00
Governance and Public Policy	Mon 5 December	14.00-17.00
Leadership and Management	Fri 2 December	14.00-17.00
Public Finance	Tues 6 December	14.00-16.00
Taxation	Wed 7 December	14.00-16.00
<b>Final Test of Professional Competence</b>		
Finance and Management Case Study	Wed 30 November	9.45-17.00
Strategic Business Management	Thu 8 December	10.00-13.00

**Closing date for entries: 30 September 2011   Results Day: 27 January 2012**

## Additional Dates

### Open afternoons (all starting at 4.15pm)

South East	18 July
Midlands	4 July
North West	19 July

### Employers' meetings

South East	30 September (am)
Midlands	7 October (pm)
Wales	23 September (pm)
North West	3 October (pm)
Leeds	29 September (pm)

### Course committee meetings

South East	6 October
Midlands	29 September
Wales	23 September
North West	3 October
Leeds	29 September

**Dates and general enquiries 020 7403 4300 or [cetc@cipfa.org.uk](mailto:cetc@cipfa.org.uk)**

# Study support products and services

We believe that it is important to provide all students with access to the support and services needed to ensure effective preparation for their exams.

In addition to our tuition-based courses, we have developed a range of study support products and services to help students achieve professional qualification excellence.

## Study Materials (Workbooks)

Our study materials (workbooks) are available to purchase for each module and are highly recommended for **all** CIPFA students. These easy to use materials provide a comprehensive step-by-step guide to the whole syllabus, and feature a wide range of practice questions. For students enrolling on a CETC main course, these materials are provided.

## CIPFA Exam Essentials

Our pocket-sized exam-focused module revision guides complement our study materials (workbooks).

## Question Packs

To help students gain experience of exam questions we have compiled a question pack for most modules. They provide students with a flavour of what to expect in the exams. For students enrolling on a CETC main course, access to these materials is provided.

## Revision Course Materials

If there isn't time for a student to attend one of our classroom based revision courses, our comprehensive revision course materials are available. Many distance learning students do, though, enrol to attend our revision courses, and, if so, these materials will be provided as part of the course enrolment.

## Financial Reporting Introduction

We always advise that students in this situation attend the FA course, but we recognise that this is not always possible and have designed a flexible FR Introduction package that we would strongly recommend as an alternative prior to starting the FR course. This package comprises workbooks containing the key content from the FA module, online tuition sessions for selected parts of this material, plus access to a tutor to address any queries on the material.

## Progress Tests

Our progress tests are a useful way for students to assess their understanding of the syllabus and progression throughout the semester. Each student is provided with detailed feedback from our experienced tutors, so they can really focus their studies.

## Mock Exams

Our mock exams provide an opportunity to identify areas that require more work before the real exam and to practice exam technique. The exam standard papers are tailored for first-time sitters and students re-sitting. Each student will receive detailed written feedback, highlighting areas for further work as required.

## Personal Tuition

This service provides students with the support of a tutor even if they are not attending our main courses. They will have access to a tutor to help resolve any queries and receive periodic study tips.

**Study support products and services and general enquiries 020 7403 4300 or [cetc@cipfa.org.uk](mailto:cetc@cipfa.org.uk)**

# Study support products and services

## Tutorials

If a student requires help on a particular area of the syllabus, one-to-one tutorials can be booked. Tutorials can be booked from hourly blocks up to six hours in a single day. Usually available at one of our training venues, a tutorial can sometimes be arranged at a student's own workplace or delivered online.

## Exam Script Feedback Report

If unsuccessful in an exam, students can enrol to receive a detailed feedback report from a tutor. This report will detail the main strengths and, in particular, the main weaknesses, going on to identify priorities for further work in order to be better prepared for success next time.

## Other programmes

### Certificate in International Public Sector Financial Reporting

The Certificate in International Public Sector Financial Reporting (Cert IPSFR) developed by CIPFA and the ICAEW is a unique public sector focused e-learning programme that covers the latest International Financial Reporting Standards (IFRSs) and their public sector equivalent, International Public Sector Accounting Standards (IPSASs).

We provide a range of courses to supplement and support the online programme. The classes provide an opportunity for greater examination of the impact of IFRSs and IPSASs on the public services, enabling attendees to contextualise their own organisations' approach, and to have an opportunity to probe and ask our expert tutors in-depth questions which the online route may not cover.

**For more information on the additional support we can provide**  
[www.cipfa.org.uk/cetc/qualifications/cert\\_ipsfr.cfm](http://www.cipfa.org.uk/cetc/qualifications/cert_ipsfr.cfm)

### Financial Reporting for Academies and Free Schools

With The National College for Leadership of Schools and Children's Services, CIPFA has developed a new online qualification for School Business Managers, Financial Reporting for Academies and Free Schools.

The programme provides a thorough understanding of the essential principles of academy financial management. Participants will receive training in the core knowledge, technical and practical skills required for a senior role in academy financial management. Online study is supplemented by tutor support and a learning consolidation day provided by CIPFA Education and Training Centre at a number of locations across England.

**For more information and to enrol on the qualification visit**  
[www.cipfa.org.uk/cetc/qualifications/financial\\_reporting.cfm](http://www.cipfa.org.uk/cetc/qualifications/financial_reporting.cfm)

**Other programmes and general enquiries 020 7403 4300 or [cetc@cipfa.org.uk](mailto:cetc@cipfa.org.uk)**

# Course Fees and Fees Policy July-December 2011

## Fees Policy

**1\ Employer sponsored students** - When completing the on-line enrolment form, employer sponsored students must provide full invoicing address details of their sponsoring organisation and the name and email address of the individual within their organisation who has authorised sponsorship of their fees. This individual will be sent confirmation by email of any courses/materials that students enrol for in order to validate the details given by the student. If employers **do not** accept responsibility for the fees listed in this confirmation they must contact the CIPFA Education and Training Centre in writing (cetc@cipfa.org.uk) within 5 working days of receipt of the email and the enrolment will be cancelled. Failure to notify us within this period of any unauthorised enrolments will result in the full fees being charged.

The employer will be invoiced for the outstanding payment in Pounds Sterling, and payment must be received by CIPFA in Pounds Sterling within 30 days of receipt of the invoice. If payment is not received within 30 days, CIPFA reserves the right to charge interest on the outstanding balance at the UK clearing bank base lending rate, to accrue daily.

**2\ Self funding students** - Self funding students must confirm their status when completing the on-line enrolment form. They will be contacted on receipt of their form to confirm payment details. Enrolment will only be confirmed upon receipt of a valid cheque (made payable to CIPFA) or credit card number. Please note that all payments should be in Pounds Sterling. Students are also reminded that it is a criminal offence to present a cheque that is unable to be cleared due to insufficient funds. Also, please note that only employers and organisations will be invoiced. If you are a UK resident, payment can be made by BACS or credit card (VISA, Master Card or Switch only).

**3\ Fees** - VAT is added to all the fees quoted on page 15 apart from workbooks, question packs, revision course materials and CIPFA Exam Essentials. These study materials are not subject to VAT. Fees detailed in this booklet and on our website relate to CIPFA Education and Training Centre products/services only. All students attending our courses or purchasing our products must register and enter for the exams separately with CIPFA. Please note CIPFA registration and exam fees are not included as part of CIPFA Education and Training Centre tuition or study material fees.

### Notes on CIPFA Education and Training Centre Fees (Page 15)

- (i) The main course price includes the provision of study materials (workbooks), progress tests, mock exams and question packs (where applicable). It does not include CIPFA Exam Essentials.
- (ii) Revision course materials are included with the fee for revision courses.
- (iii) The revision course materials can be purchased separately if you do not wish to attend a revision course.
- (iv) Students enrolling for the Taxation main course or purchasing the study materials (workbook) for Taxation also need to purchase a textbook 'Taxation. Finance Act 2010' by Alan Melville. The CETC prices for Taxation are set lower for the main course and workbooks to allow for the cost of this text.
- (v) Students enrolling for the Strategic Business Management main course or purchasing the study materials (workbook) for Strategic Business Management also need to purchase a textbook 'Exploring Corporate Strategy 8th or 9th Edition' by Johnson, Scholes and Whittington. The CETC prices for Strategic Business Management are set lower for the main course and workbooks to allow for the cost of this text.

### 4\ Late enrolments -

Commencement at any stage within the first half of a course:

#### full fee payable

Commencement at any stage within the second half of a course:

#### 2/3 of fee payable

**5\ Withdrawals** - It is the responsibility of the sponsor (or student, if self funding) to inform us in writing of a withdrawal from a course. In the event of a student leaving the sponsor organisation, the fees will remain the responsibility of the original sponsor organisation unless written confirmation is received from an alternative sponsor accepting responsibility for these fees.

### Tuition Courses

Please note that the closing date for enrolment is set at two weeks before the start of any course.

5.1 Withdrawals before closing date for enrolments: **no fee payable**

5.2 Withdrawal between closing date for enrolments and start of course: **15% of fee payable<sup>a</sup>**

5.3 Withdrawal within 21 calendar days after the start of the course: **60% of fee payable<sup>b</sup>**

5.4 Subsequent withdrawal: **full fee payable**

- a The fee is waived if a student elects to withdraw as a result of the receipt of adverse exam results shortly before the start of the course. In such instances, withdrawal must still be notified in writing before the start of the course or 5.3 or 5.4 above will apply as appropriate.
- b For courses of 3 days duration or less, withdrawal after the start of the course for whatever reason will result in no refund. If withdrawal is notified prior to the start of the course, 5.1 or 5.2 above will apply as appropriate.

### Study Materials (Workbooks)/CIPFA Exam Essentials/Revision Course Materials/Question Packs

Access to the above materials will only be provided to enrolled students following the release of the June 2011 examination results (29 July 2011) in order to facilitate the cancellation of these materials in the event of adverse exam results. If a student receives adverse exam results, necessitating a cancellation of an order placed before this date, then notification of the must be received in writing (or email) by 3 August 2011 in order to ensure that the full fees are not charged. Once access to on-line workbooks/question packs/revision course materials has been provided or hard copy Exam Essentials have been distributed, the full fees will be payable and no refunds will be made for any reason.

Access to study materials may be requested earlier than 29 July 2011 but students/employers will be liable for the full fees for these materials if the student subsequently wishes to withdraw for any reason.

The purchase of study materials in a given semester entitles the purchaser to one free update only of the same item (or equivalent item in the event of a syllabus change) in the subsequent semester only. In any 12 month period there are two Semesters which are defined as January – June (Summer semester) and July – December (Winter semester).

**6\ Cancellation of Courses** - All of the CIPFA Education and Training Centre courses run subject to demand. We reserve the right to cancel a course if there is insufficient demand. Those enrolled on the course that is to be cancelled will be notified in writing and informed of the options available to them. Where the CIPFA Education and Training Centre is forced to cancel a course the liability shall be limited to a refund of fees paid only. We will not be liable for any expenses incurred or subsequent loss associated with the cancellation or postponement of courses.

# Course Fees and Fees Policy July-December 2011

All fees plus VAT except for Study Materials (workbook), Question Pack, CIPFA Exam Essentials and Revision Course Materials

Professional Qualification – Tuition Courses				
			Revision Course (ii)	
Level	Module	Main Course (i)	purchased separately	purchased with main course
<b>Certificate</b>	Financial Accounting	£595	£245	£225
	Management Accounting	£595	£245	£225
	Financial Reporting	£595	£245	£225
<b>Diploma</b>	Audit and Assurance	£595	£130	£115
	Accounting for Decision-Making	£595	£245	£225
	Financial and Performance Reporting	£595	£245	£225
	Governance and Public Policy	£595	£195	£170
	Leadership and Management	£595	£130	£115
	Public Finance	£330	£130	£115
	Taxation (iv)	£285	£195	£170
<b>Final Test of Professional Competence</b>	Finance and Management Case Study	£1,460	£395	£365
	Strategic Business Management (v)	£750	£130	£115

Study Support Products and Services (if purchased separately)							
Level	Module	Study Materials (workbook)	Progress Test	Mock Exam	Question Pack	Revision Course Materials (iii)	CIPFA Exam Essentials
<b>Certificate</b>	Financial Accounting	£110	£55	£90	£50	£55	£50
	Management Accounting	£110	£55	£90	£50	£55	£50
	Financial Reporting	£110	£55	£90	£50	£55	£50
	Financial Management Systems and Techniques	£110	£55	£90	£50	£55	£50
<b>Diploma</b>	Audit and Assurance	£110	£55	£90	£50	£55	£50
	Accounting for Decision-Making	£110	£55	£90	£50	£55	£50
	Financial and Performance Reporting	£110	£55	£90	£50	£55	£50
	Governance and Public Policy	£110	£55	£90	£50	£55	£50
	Leadership and Management	£110	£55	£90	£50	£55	£50
	Public Finance	£80	£55	£90	£50	£55	£50
	Taxation (iv)	£35	£55	£90	£50	£55	£50
<b>Final Test of Professional Competence</b>	Finance and Management Case Study	£35	N/A	£110	N/A	£55	N/A
	Strategic Business Management (v)	£90	£80	£110	£50	£55	£50

Additional Services	
Introduction to IPDS course	£75
Financial Reporting Introduction	£195
Personal Tuition	£125
Essentials courses	£115
Tutorials	£125 (1 hour)    £240 (2 hour) £350 (3 hours)    £600 (6 hours)

Bespoke Courses (see page 4 for full details)	
Option A	£1,640
Option B	£2,690

VAT is added to all the fees quoted above apart from study materials (workbooks), questions packs, revision course material and CIPFA Exam Essentials; which are not subject to VAT.



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