

CIPFA Education
and Training Centre

courses you can count on

Tuition dates and fees
January-June 2011

Welcome to this booklet showing the courses scheduled by the CIPFA Education and Training Centre between January - June 2011 in the UK.

Contained within you will find dates and fees for the following where appropriate:

CIPFA Professional Qualification

- Main (day/block release) courses
- Revision courses
- Essentials courses
- Introduction to IPDS courses
- Exam Skills courses
- Financial & Performance Reporting Transition course
- Study support products & services
 - Study materials (workbooks)
 - CIPFA Exam Essentials
 - Question packs
 - Mock exams
 - Progress tests
 - Tutorials
 - Personal Tutor

Certificate in International Public Sector Financial Reporting (Cert IPSFR)

- Cert IPSFR courses

Other dates

- CIPFA's June 2011 exam dates
- Employers' meetings
- Open afternoons
- Courses committee meetings

Professional Qualification courses in the South East

Main Courses (includes Mock Exams as indicated by ■)		Tuition Dates				
		Jan 11	Feb 11	Mar 11	Apr 11	May 11
Certificate	Financial Accounting/Management Accounting	31	1, 7, 14, 15, 21, 28	1, 7, 14, 15, 21, 28, 29	4, 11, 18, 26	
	Financial Reporting Introduction*	31	1, 2			
	Financial Reporting/Financial Management Systems & Techniques (course 1)		7, 8, 14, 21, 22, 28	7, 8, 14, 21, 22, 28	4, 5, 11, 18, 26	
	Financial Reporting/Financial Management Systems & Techniques (course 2)		9, 15, 16, 23	1, 2, 9, 15, 16, 23, 29, 30	6, 12, 13, 20, 27	
	Financial Reporting/Financial Management Systems & Techniques (course 3)		9, 10, 17, 23, 24	3, 9, 10, 17, 23, 24, 31	6, 7, 14, 21, 28	
Diploma	Audit & Assurance/Accounting for Decision Making (course 1)		7, 8, 14, 21, 28	1, 7, 8, 14, 21, 22, 28	4, 11, 12, 18, 26	
	Audit & Assurance/Accounting for Decision Making (course 2)		10, 16, 17, 24	2, 3, 9, 10, 17, 23, 24, 30, 31	7, 14, 21, 28	
	Financial & Performance Reporting/Governance & Public Policy		11, 17, 18, 25	3, 4, 11, 17, 18, 25, 31	1, 8, 14, 15, 21, 28	
	Leadership & Management/Public Finance/Taxation (course 1)		7, 14, 15, 21, 28	1, 7, 14, 15, 21, 28, 29	4, 11, 12, 19, 26	
	Leadership & Management/Public Finance/Taxation (course 2)		10, 11, 17, 24, 25	3, 10, 11, 17, 24, 25, 31	7, 8, 14, 21, 28	
Final Test of Professional Competence	Finance & Management Case Study (course 1)		7, 8, 14, 21, 28	7, 14, 21	4, 18, 26	
	Finance & Management Case Study (course 2)		3, 4, 10, 17, 24	3, 10, 17, 31	14, 28	
	Strategic Business Management (course 1)		15, 22	1, 8, 29	5, 12, 19	5
	Strategic Business Management (course 2)		11, 18, 25	4, 25	1, 8, 15	6

* Students who are exempt from Financial Accounting (FA) and/or have not attended a FA course are strongly advised to attend the three day Financial Reporting (FR) Introduction course. This course covers those essential concepts and techniques from the FA syllabus which students need to have a strong understanding of when starting the FR course.

Bespoke Courses (includes Mock Exams as indicated by ■ and revision courses)	Tuition Dates							
	Feb 11	Mar 11	Apr 11	May 11	Aug 11	Sept 11	Oct 11	Nov 11
Option A: Financial Reporting/Financial Management Systems & Techniques/Audit & Assurance/Accounting for Decision Making **	28	1, 2, 3, 4	11, 12, 13, 14, 15		22, 23, 24, 25, 26		3, 4, 5, 6, 7, 31	1, 17, 18, 21, 22, 23, 24, 25
Option B: Financial & Performance Reporting/Governance & Public Policy/Leadership & Management/Public Finance/Taxation **	21, 22, 23, 24, 25		4, 5, 6, 7, 8			5, 6, 7, 8, 9	10, 11, 12, 13, 14, 31	1, 2, 17, 18, 21, 22, 23, 24, 25
Option C: Finance & Management Case Study/ Strategic Business Management ***	14, 15, 16, 17, 18	21, 22, 23, 24, 25	18, 19, 20	9, 24, 25, 26, 27				

** Course designed for students taking these modules in the December 2011 exam sitting.

***This course design assumes that participants will take the exams in June 2011

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 to indicate the module(s) and location of choice by 11 March 2011. Further details on each available course can be found at www.cipfa.org.uk/cetc/essentials

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

Professional Qualification courses in the South East

Revision Courses		Tuition Dates	
		May 11	
Certificate	Financial Accounting	23 & 24	
	Management Accounting	19 & 20	
	Financial Reporting	12 & 13 or 16 & 17 or 25 & 26	
	Financial Management Systems & Techniques	3 & 4 or 10 & 11 or 23 & 24	
Diploma	Audit & Assurance	11 or 27	
	Accounting for Decision Making	3 & 4 or 12 & 13	
	Financial & Performance Reporting	5 & 6 or 9 & 10	
	Governance & Public Policy	19(pm) & 20 or 25(pm) & 26	
	Leadership & Management	5 or 16	
	Public Finance	17 or 23	
	Taxation	18 & 19(am) or 24 & 25(am)	
Final Test of Professional Competence	Finance & Management Case Study†	9, 18 & 19 or 9, 25 & 26	
	Strategic Business Management	20 or 24	

† The first day of the course features a full Finance & Management Case Study mock exam under exam conditions.

Mock Exams Only		Dates	
		Apr 11	May 11
Certificate	Financial Accounting	26	
	Management Accounting	18	
	Financial Reporting	26 or 27 or 28	
	Financial Management Systems & Techniques	18 or 20 or 21	
Diploma	Audit & Assurance	26 or 28	
	Accounting for Decision Making	18 or 21	
	Financial & Performance Reporting	21	
	Governance & Public Policy	28	
	Leadership & Management	19 or 21	
	Public Finance	26 or 28	
	Taxation	26 or 28	
Final Test of Professional Competence	Strategic Business Management		3 or 6

Other Courses		Tuition Dates	
		Jan 11	Mar 11
Introduction to IPDS		25(am)	
Exam Skills		25(pm)	
Financial & Performance Reporting Transition [¶]			23

[¶] This course is designed for those students who studied Financial & Performance Reporting in 2010, who are planning to take the June 2011 exam. It will cover the key changes to the content of the module, in particular the impact of International Financial Reporting Standards on local government, which is examinable from June 2011.

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

Professional Qualification courses in the Midlands

Main Courses (includes Mock Exams as indicated by ■)		Tuition Dates				
		Jan 11	Feb 11	Mar 11	Apr 11	May 11
Certificate	Financial Accounting/Management Accounting		3, 4, 11, 17, 18, 25	3, 4, 11, 17, 18, 25, 31	1, 8, 15, 21, 28	
	Financial Reporting Introduction*	24, 25, 26				
	Financial Reporting/Financial Management Systems & Techniques		10, 11, 18, 24, 25	4, 10, 11, 18, 24, 25	1, 7, 8, 15, 21, 28	
Diploma	Audit & Assurance/Accounting for Decision Making		9, 15, 16, 23	1, 2, 9, 15, 16, 23, 29, 30	6, 12, 13, 20, 27	
	Leadership & Management/Public Finance/Taxation		7, 8, 14, 21, 22, 28	7, 14, 15, 21, 28, 29	4, 11, 12, 18, 26	
Final Test of Professional Competence	Finance & Management Case Study		8, 9, 16, 23	2, 9, 16, 23	6, 20	4
	Strategic Business Management		17, 24	3, 10, 31	7, 14, 21	5

* Students who are exempt from Financial Accounting (FA) and/or have not attended a FA course are strongly advised to attend the three day Financial Reporting (FR) Introduction course. This course covers those essential concepts and techniques from the FA syllabus which students need to have a strong understanding of when starting the FR course.

Revision Courses		Tuition Dates
		May 11
Certificate	Financial Accounting	23 & 24
	Management Accounting	12 & 13
	Financial Reporting	10 & 11
	Financial Management Systems & Techniques	17 & 18
Diploma	Audit & Assurance	26
	Accounting for Decision Making	5 & 6
	Financial & Performance Reporting	9 & 10
	Governance & Public Policy	16 & 17 (am)
	Leadership & Management	12
	Public Finance	11
	Taxation	17(pm) & 18
Final Test of Professional Competence	Finance & Management Case Study†	9, 19 & 20
	Strategic Business Management	23

† The first day of the course features a full Finance & 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. To schedule an extra day release course please contact us by 7 Jan 2011. To schedule an extra revision course please contact us by 11 March 2011.

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 to indicate the module(s) and location of choice by 11 March 2011. Further details on each available course can be found at www.cipfa.org.uk/cetc/essentials

Professional Qualification courses in the Midlands

Mock Exams Only		Dates	
		Apr 11	May 11
Certificate	Financial Accounting	28	
	Management Accounting	21	
	Financial Reporting	21	
	Financial Management Systems & Techniques	28	
Diploma	Audit & Assurance	27	
	Accounting for Decision Making	20	
	Leadership & Management	18	
	Public Finance	26	
	Taxation	26	
Final Test of Professional Competence	Strategic Business Management		5

Other Courses	Tuition Dates
	Jan 11
Introduction to IPDS	27(am)
Exam Skills	27(pm)

Midlands and general enquiries **0121 200 0990** or cetc@cipfa.org.uk

Professional Qualification courses in East Scotland

Main Courses (includes Mock Exams as indicated by ■)		Tuition Dates			
		Feb 11	Mar 11	Apr 11	May 11
Final Test of Professional Competence	Finance & Management Case Study/ Strategic Business Management	7, 8, 9, 10, 21, 22, 23	7, 8, 9, 28, 29, 30	11, 12, 13, 26, 27, 28	10

Revision Courses		Tuition Dates
		May 11
Final Test of Professional Competence	Finance & Management Case Study [†]	11, 25 & 26
	Strategic Business Management	24

[†] The first day of the course features a full Finance & Management Case Study mock exam under exam conditions.

Mock Exams Only		Dates
		May 11
Final Test of Professional Competence	Strategic Business Management	10

East Scotland **0131 550 7535** or cetc@cipfa.org.uk

Professional Qualification courses in Wales

Main Courses (includes Mock Exams as indicated by ■)		Tuition Dates				
		Jan 11	Feb 11	Mar 11	Apr 11	May 11
Certificate	Financial Reporting Introduction*	31	1, 2			
	Financial Management Systems & Techniques/Financial Reporting		9, 15, 16, 23	2, 9, 15, 16, 23, 29, 30	6, 12, 13, 19, 27	4
Diploma	Financial & Performance Reporting/Leadership & Management		7, 8, 14, 21, 22, 28	7, 8, 14, 21, 22, 28	4, 5, 11, 18, 26	
Final Test of Professional Competence	Finance & Management Case Study		11, 18, 25	4, 11, 18, 25	1, 15, 28	6
	Strategic Business Management		10, 24	3, 10, 31	7, 14, 21	5

Revision Courses		Tuition Dates
		May 11
Certificate	Financial Reporting	26 & 27
	Financial Management Systems & Techniques	16 & 17
Diploma	Financial & Performance Reporting	9 & 10
	Leadership & Management	11
Final Test of Professional Competence	Finance & Management Case Study†	13, 23 & 24
	Strategic Business Management	25

† The first day of the course features a full Finance & Management Case Study mock exam under exam conditions.

Mock Exams Only		Dates	
		Apr 11	May 11
Certificate	Financial Reporting		4
	Financial Management Systems & Techniques	27	
Diploma	Financial & Performance Reporting	18	
	Leadership & Management	26	
Final Test of Professional Competence	Strategic Business Management		5

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 to indicate the module(s) and location of choice by 11 March 2011. Further details on each available course can be found at www.cipfa.org.uk/cetc/essentials

Extra courses

If you want to attend a course for a module not shown above please contact us at cetc@cipfa.org.uk. To schedule an extra day release course please contact us by 7 Jan 2011. To schedule an extra revision course please contact us by 11 March 2011.

Professional Qualification courses in the North West Liverpool

Main Courses (includes Mock Exams as indicated by ■)		Tuition Dates				
		Jan 11	Feb 11	Mar 11	Apr 11	May 11
Certificate	Financial Reporting Introduction*	26, 27, 28				
	Financial Reporting/Financial Management Systems & Techniques		9, 15, 16, 23	1, 2, 9, 15, 16, 23, 29, 30	6, 12, 13, 20, 27	
Diploma	Audit & Assurance		8, 15	1, 15, 29	12, 19	
	Public Finance		14, 21	14, 28	11	
	Taxation		7, 28	7, 21	4, 18	
Final Test of Professional Competence	Finance & Management Case Study		3, 10, 17, 24	3, 10, 17, 24	7, 21	5
	Strategic Business Management		11, 18, 25	4, 25	1, 8, 15, 28	

* Students who are exempt from Financial Accounting (FA) and/or have not attended a FA course are strongly advised to attend the three day Financial Reporting (FR) Introduction course. This course covers those essential concepts and techniques from the FA syllabus which students need to have a strong understanding of when starting the FR course. This course will be held at CETC's Manchester venue, for details see page 9.

Revision Courses		Tuition Dates
		May 11
Certificate	Financial Reporting	3 & 4
	Financial Management Systems & Techniques	12 & 13
Diploma	Audit & Assurance	18
	Public Finance	6
	Taxation	9(pm) & 10
Final Test of Professional Competence	Finance & Management Case Study†	11, 19 & 20
	Strategic Business Management	26

† The first day of the course features a full Finance & Management Case Study mock exam under exam conditions.

Mock Exams Only		Dates
		Apr 11
Certificate	Financial Reporting	20
	Financial Management Systems & Techniques	27
Diploma	Audit & Assurance	19
	Public Finance	11
	Taxation	18
Final Test of Professional Competence	Strategic Business Management	28

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 to indicate the module(s) and location of choice by 11 March 2011. Further details on each available course can be found at www.cipfa.org.uk/cetc/essentials

North West (Liverpool) and general enquiries **020 7403 4300** or cetc@cipfa.org.uk

Professional Qualification courses in the North West Manchester

Main Courses (includes Mock Exams as indicated by ■)		Tuition Dates			
		Jan 11	Feb 11	Mar 11	Apr 11
Certificate	Financial Reporting Introduction*	26, 27, 28			
	Financial Accounting /Management Accounting	31	1, 7, 14, 21, 22, 28	7, 8, 14, 21, 22, 28	4, 5, 11, 18, 26
Diploma	Accounting for Decision Making		15, 22	1, 8, 15, 22, 29	5, 12, 26
	Financial & Performance Reporting		10, 17, 24	10, 17, 31	7, 14, 21, 28
	Governance & Public Policy		9, 23	2, 16, 30	13, 27
	Leadership & Management		11, 18	4, 18, 25	8, 20

* Students who are exempt from Financial Accounting (FA) and/or have not attended a FA course are strongly advised to attend the three day Financial Reporting (FR) Introduction course. This course covers those essential concepts and techniques from the FA syllabus which students need to have a strong understanding of when starting the FR course.

Revision Courses		Tuition Dates
		May 11
Certificate	Financial Accounting	23 & 24
	Management Accounting	10 & 11
Diploma	Accounting for Decision Making	19 & 20
	Financial & Performance Reporting	12 & 13
	Governance & Public Policy	24(pm) & 25
	Leadership & Management	5

Mock Exams Only		Dates
		Apr 11
Certificate	Financial Accounting	26
	Management Accounting	18
Diploma	Accounting for Decision Making	26
	Financial & Performance Reporting	28
	Governance & Public Policy	27
	Leadership & Management	20

Other Courses		Tuition Dates
		Feb 11
Introduction to IPDS		2(am)
Exam Skills		2(pm)

New CETC Centres for 2011

Leeds

Main Courses (includes Mock Exams as indicated by ■)		Tuition Dates				
		Jan 11	Feb 11	Mar 11	Apr 11	May 11
Certificate	Financial Reporting Introduction *	26, 27, 28				
	Financial Reporting		10, 18, 24	3, 11, 18, 25, 31	15, 28	
	Financial Management Systems & Techniques		4, 11, 25	4	1, 8, 21	
Diploma	Accounting for Decision Making		4, 11, 18	4, 11, 18, 25	1, 8, 21	
	Audit & Assurance		10, 24	2, 16, 23	6, 27	
	Public Finance		9, 23	9, 30	20	
	Taxation		16	3, 10, 24	7, 20	
Final Test of Professional Competence	Finance & Management Case Study		7, 8, 15, 22	1, 8, 15, 22	5, 19	3
	Strategic Business Management		9, 16	2, 9, 23, 30	6, 13, 27	

* Students who are exempt from Financial Accounting (FA) and/or have not attended a FA course are strongly advised to attend the three day Financial Reporting (FR) Introduction course. This course covers those essential concepts and techniques from the FA syllabus which students need to have a strong understanding of when starting the FR course. This course will be held at CETC's Manchester venue, for details see page 9.

Revision Courses		Tuition Dates
		May 11
Certificate	Financial Reporting	9 & 10
	Financial Management Systems & Techniques	5 & 6
Diploma	Accounting for Decision Making	10 & 11
	Audit & Assurance	26
	Public Finance	16
	Taxation	12 (pm) & 13
Final Test of Professional Competence	Finance & Management Case Study†	9, 23 & 24
	Strategic Business Management	20

† The first day of the course features a full Finance & Management Case Study mock exam under exam conditions.

Mock Exams Only		Dates
		Apr 11
Certificate	Financial Reporting	28
	Financial Management Systems & Techniques	21
Diploma	Accounting for Decision Making	21
	Audit & Assurance	27
	Public Finance	20
	Taxation	20
Final Test of Professional Competence	Strategic Business Management	27

Extra courses

If you want to attend a course for a module not shown above please contact us at cetc@cipfa.org.uk. To schedule an extra main course please contact us by 7 January 2011. To schedule an extra revision course please contact us by 11 March 2011.

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

New CETC Centres for 2011

Exeter

Main Courses (includes Mock Exams as indicated by ■)		Tuition Dates			
		Feb 11	Mar 11	Apr 11	May 11
Diploma	Audit & Assurance/Accounting for Decision Making	9, 15, 16, 23	1, 2, 9, 15, 16, 23, 29, 30	6, 13, 20, 27	4

Revision Courses		Tuition Dates
		May 11
Diploma	Audit & Assurance	17
	Accounting for Decision Making	10 & 11

Mock Exams Only		Dates	
		Apr 11	May 11
Diploma	Audit & Assurance		4
	Accounting for Decision Making	27	

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

CETC Partnerships

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

Anglia Ruskin University:

Helen McCormick: helen.mccormick@anglia.ac.uk – CIPFA Course Leader

Rosemary Green: rosemary.green@anglia.ac.uk – CIPFA Programme Administrator

New College Durham:

Janice Stait: janice.stait@newdur.ac.uk – CIPFA Course Leader

Nottingham Business School:

Martin Jones: martin.jones@ntu.ac.uk – CIPFA Programme Leader

Caroline Mayfield: caroline.mayfield@ntu.ac.uk – CIPFA Programme Administrator

Certificate in International Public Sector Financial Reporting courses

CETC is offering training for the recently launched Certificate in International Public Sector Financial Reporting (Cert IPSFR), developed by CIPFA and the Institute of Chartered Accountants in England and Wales (ICAEW).

The Cert IPSFR course can be scheduled by the CETC elsewhere in the UK, subject to demand. In addition, it is also possible to deliver Cert IPSFR courses and study support on a bespoke basis for individual, or groups of, organisations.

Certificate in International Public Sector Financial Reporting	Tuition Dates				
	Feb 11	Mar 11	Apr 11	May 11	Jun 11
South East	2, 3	9, 10	13, 14	3, 4	15, 16

Cert IPSFR and general enquiries **020 7403 4300** or **cetc@cipfa.org.uk**

Study support products and services

At CETC we believe in providing all students with the support needed to ensure effective preparation for the CIPFA Professional Qualification exams.

In addition to our classroom based courses we offer a range of study support products and services.

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.

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.

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 for purchase.

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 - a face-to-face feedback session with a tutor can be arranged for an additional fee.

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.

Tutorials

Additional help needed? 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.

Study support products and services and general enquiries 020 7403 4300 or cetc@cipfa.org.uk

Exam Dates June 2011

Certificate		
Financial Accounting	Wed 8 June	10.00-13.00
Management Accounting	Mon 6 June	10.00-13.00
Financial Reporting	Tues 7 June	10.00-13.00
Financial Management Systems & Techniques	Fri 3 June	10.00-13.00
Diploma		
Audit & Assurance	Thu 9 June	14.00-17.00
Accounting for Decision Making	Thu 2 June	10.00-13.00
Financial & Performance Reporting	Thu 2 June	14.00-17.00
Governance & Public Policy	Mon 6 June	14.00-17.00
Leadership & Management	Fri 3 June	14.00-17.00
Public Finance	Tues 7 June	14.00-16.00
Taxation	Wed 8 June	14.00-16.00
Final Test of Professional Competence		
Finance & Management Case Study	Wed 1 June	9.45-17.00
Strategic Business Management	Thu 9 June	10.00-13.00

Closing date for entries: 1 April 2011 Results Day: 29 July 2011

Additional Dates

Open afternoons (all starting at 4pm)

South East	11 January
Midlands	13 January
Wales	17 January
North West (Manchester)	10 January

Employers' meetings

South East	11(am) March
Midlands	18(pm) March
Wales	17(pm) March
North West (Manchester)	21(pm) March

Courses committee meetings

South East	14 March
Midlands	15 March
Wales	17 March
North West (Manchester)	21 March
Leeds	24 March

Dates and general enquiries 020 7403 4300 or cetc@cipfa.org.uk

Course Fees Policy 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 - course fees detailed in this booklet and on our website relate to CIPFA Education and Training Centre products/services only. All students attending our courses must register and enter for the exams with CIPFA but please note CIPFA registration and exam fees are not included as part of CIPFA Education and Training Centre course 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 students 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 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
- 5.3 Withdrawal within 21 calendar days after the start of the course:
60% of fee payable
- 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 materials listed above will only be provided to enrolled students following the release of the December 2010 exam results (28 January 2011). If a student receives adverse exam results, necessitating a cancellation of an order placed before this date, then notification of the cancellation must be received in writing (or email) by 1 February 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 the workbooks for Certificate level modules may be requested earlier than 28 January 2011 but students/employers will be liable for the full fees for these materials if the student subsequently needs to withdraw due to adverse examination results received on 28 January 2011.

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 2011

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

Professional Qualification – Tuition Courses				
Level	Module	Main Course (i)	Revision Course (ii)	
			purchased separately	purchased with main course
Certificate	Financial Accounting	£595	£245	£225
	Management Accounting	£595	£245	£225
	Financial Reporting	£595	£245	£225
	Financial Management Systems & Techniques	£595	£245	£225
Diploma	Audit & Assurance	£595	£130	£115
	Accounting for Decision Making	£595	£245	£225
	Financial & Performance Reporting	£595	£245	£225
	Governance & Public Policy	£595	£195	£170
	Leadership & Management	£595	£130	£115
	Public Finance	£330	£130	£115
	Taxation (iv)	£285	£195	£170
Final Test of Professional Competence	Finance & 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
Certificate	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 & Techniques	£110	£55	£90	£50	£55	£50
Diploma	Audit & Assurance	£110	£55	£90	£50	£55	£50
	Accounting for Decision Making	£110	£55	£90	£50	£55	£50
	Financial & Performance Reporting	£110	£55	£90	£50	£55	£50
	Governance & Public Policy	£110	£55	£90	£50	£55	£50
	Leadership & Management	£110	£55	£90	£50	£55	£50
	Public Finance	£80	£55	£90	£50	£55	£50
	Taxation (iv)	£35	£55	£90	£50	£55	£50
Final Test of Professional Competence	Finance & Management Case Study	£110	N/A	£110	N/A	N/A	N/A
	Strategic Business Management (v)	£90	£80	£110	£50	£55	£50

Additional Services	
Introduction to IPDS course	£75
Exam Skills course	£75
Financial Reporting Introduction	£240
Financial & Performance Reporting Transition course	£115
Personal Tuition	£125
Essentials courses	£115
Tutorials	£125 (1 hour) £240 (2 hour) £350 (half day) £600 (full day)

Bespoke Courses (see page 3 for full details)	
Option A	£3,170
Option B	£3,195
Option C	£2,690

Certificate in International Public Sector Financial Reporting	
Cert IPSFR open course (includes programme registration fee of £595)	£2,500



CIPFA Education and Training Centre Head Office:

215 - 221 Borough High Street, London, SE1 1JA

T: 020 7403 4300 F: 020 7403 3040

E: cetc@cipfa.org.uk

cipfa.org.uk/cetc

The Chartered Institute of Public Finance and Accountancy.
Registered with the Charity Commissioners of England and Wales No 231060



INVESTOR IN PEOPLE

