



LEADERS TRAINING CENTRE

ACCA

STUDENTS HAND BOOK

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INTRODUCTION

ABOUT US.

Leaders collaborates innovatively with students & clients to help them develop into high-performance businesses and organisations. With extensive industry and business process expertise, broad global resources, and a proven track record, Leaders has the qualified and experienced people, skills, and technologies to help our Student improve their long-term performance. In particular, we support through trainings in the aspect of Personal & Carrer developement on **Languages, Occupational Health & Safety Management , Facilities Management, Project Management, Finance & Accounting** who are inclined in promoting professional development of their respective workforce.



CENTRE FACTS

A business proposal is aimed at attracting potential clients with what a company sells. It's a document in either digital or printed form that explains product or service features, taking into consideration the lead's needs and wants. In other words, business proposals show how a company can help solve a customer's specific problem.

5

Professional accreditation

8+

Years in Business

20

Trainers & Staff

950+

Happy students

WHAT WE DO

- Leaders offers a comprehensive roster of cutting edge trainings & courses for individuals and organisations who want to acquire new professional skills, broaden their perspectives, exceed their expectations or refresh their knowledge.
- Leaders has chosen to work with leading professional bodies and institutions to demonstrate the quality of the training programmes we offer. Achieving accreditation for our courses shows the quality of the content, the trainers and our administration processes which enhance the experience of our Students. Accredited courses are regularly reviewed by our Quality Assurance Team in order to maintain high standards.
- We provide a comprehensive range of training courses and seminars in Qatar & GCC.
- Leaders has the qualified and experienced people, skills, and technologies to help our clients improve their long-term performance.

MEET OUR TRAINERS.

The Leaders team brings a wealth of knowledge and expertise to our education programs. Learn how they help students, professionals, and organizational clients advance their goals.



MR. SHOAIB FAROOQ - CFA

CFA TRAINER

- Managing DirectorManaging Director - Leaders Training Centre
- Associate TrainerAssociate Trainer - Qatar Finance & Business Academy
- Being one of the youngest candidate in the middle east to complete ACCA qualification by the age of 19 and CFA by 21.
- Achieved global distinction in ACCA Professional subject - Governance, Risk and Ethics by scoring highest marks worldwide
- Having first class honors in BSC in Applied Accounting from Oxford Brookes University



MR. ABRAR ALI

CPA TRAINER

10+ years in Head of Ventures Control-Refinery & Advisor Tax & Technical Accounting at Qatar Gas

- AICPA (Washington State)
- CPA, Certified Public Accountant
- CMA(UK)
- ACMA, Management Accounting
- Institute of Chartered Accountants of England & Wales
- ACA, Audit, Accounting



MR. ABBAS MADANI

CMA - TRAINER

- Certified Management Accountant
- edX Verified Certificate for SixSigma - Define and Measure
- IMA Data Analytics & Visualization - Fundamentals Certificate
- edX Verified Certificate forEntrepreneurship in EmergingEconomies



MALIK RAZEEL

ACCA - TRAINER

ACCA member from 2010 over 15years experience in training, ex EY and KPMG currently Audit Partner SAK AUDITORS Qatar (licence 359)

ACCOUNTING AND FINANCE CERTIFICATION PREP

EARN YOUR CREDENTIALS WITH CONFIDENCE

ACCOUNTING AND FINANCIAL DESIGNATIONS

Leaders gives candidates the proven, personalized guidance they need to pass the CFA, CPA, CMA ACCA & IFRS exams. The education packages provide a learning experience that adapts to your schedule, measures your performance, and keeps you motivated throughout your preparation. Leaders offers a comprehensive range of financial credentials and licensure programs. Intuitive, easy-to-use education solutions help you advance your career while managing a busy life.

The trusted place for exam preparation

Leaders is dedicated to preparing you for this journey. We have been helping candidates pass finance exams longer than anyone else, and our 8+ years of experience have taught us a few things. Like how important time management is. You don't need to spend your valuable time deciding which topics to study and when to study them. We've laid that out for you. Our ever-evolving study program provides a personalized learning experience that adapts to your schedule, measures your performance, and keeps you motivated throughout the exam preparation process

Why Leaders for CFA® Exam Prep?

4+ Year Track Record

CFA candidates experience higher levels of success on the exam when they study with Kaplan Schweser. Proven by a 4+ year track record of helping CFA candidates succeed, our exam prep can help you take the risk out of exam day

Only CPA training provider In Qatar !

We have developed a complete learning solution to prepare you for your CPA exams.

We offer live-classes taught by accounting experts for all 4 parts:

we have successful batches in 2022!



ACCA QUALIFICATIONS

When you study with ACCA, you can take your career in any direction. You open doors to the best and most interesting roles all over the world. And you become one of the sought-after finance professionals our fast-changing world needs. It's a rewarding and intense path – and we're here to support you at every stage of your career. Get a flying start to your business career with ACCA



about ACCA

ACCA (the Association of Chartered Certified Accountants) is the global body for professional accountants. aim to offer business-relevant, first-choice qualifications to people of application, ability and ambition around the world who seek a rewarding career in accountancy, finance, and management.

Founded in 1904, ACCA's core values are: **inclusion, integrity, and innovation**. Acca believe that accountants bring value to economies in all stages of development. acca values are aligned to the needs of employers and work to open up the profession to people of all backgrounds.

ACCA qualifications are the gold standard in accountancy, opening doors to highly respected, interesting work in any sector. In 1974, ACCA received UK Royal Charter, recognising the excellent quality of core qualification.



527,000
STUDENTS



219,000
MEMBERS



179
COUNTRIES



7,400
APPROVED
EMPLOYERS

ACCA in Qatar

1

All over the world, employers seek out ACCA members to lead their business to sustainable success. That's because they know that ACCA Training in Qatar members are strategic thinkers with high ethical integrity, strong financial know-how and the right business acumen. To become an ACCA member, you have an exciting journey ahead: Become a member of the world's most forward-thinking accountancy body

2

the ACCA Training in Qatar letters after your name are globally recognised and show employers that you work to the highest professional and ethical standards. Open doors to opportunities all over the world – the ACCA Qualification is respected globally, and will help you to open doors wherever your career path may take you. It also gives you the flexibility to branch out into new areas and develop new skills throughout your career.

3

Make the world a better place – Ethics are absolutely fundamental to your studies and the whole ACCA approach. Which means that when you go out into the world, you'll be able to set and maintain the high standards the organisations you work with need to move into the future. Get support throughout your journey – you get access to world-class resources, forums, insight and advice all the while you're studying and throughout your professional life. Develop your skills – you'll have opportunities to learn new skills and gain many other qualifications along the way – including a BSc and an MSc.

Most of ACCA Qualified professional in Qatar are Employed by Big 4's

Acca Covers IFRS Broadly in its Syllabus were IFRS Accounting Standards are required for domestic public companies in Qatar.

With Presence of Larger Financial KPO's In Qatar, has become a Major hub for Accounting & Financial Functions.

Average ACCA Qualified Professionals Salary in Qatar 6,250 QAR (lowest) to 21,000 QAR (highest).



Big four Audit Firms In Qatar

Deloitte.

EY
Building a better
working world

KPMG

pwc

▶ ACCA Membership

As an ACCA member, you're recognised as a financial expert with highly sought after professional skills and ethical values. You're committed to realising your potential, making the most of every opportunity, and defining success on your terms.

We're here to help you through every stage of your professional life. Our extensive resources – including access to the latest information, cutting-edge insights, and networking events – make it easier for you to advance your career. And, by connecting with our global community of accountancy and finance professionals, you can share knowledge and open doors to opportunity.

It's a multi-dimensional process – we support our members and in turn you develop your career, and help shape the future of the profession itself.

- ▶ You're part of the world's most forward-thinking professional accountancy body.
- ▶ Apart from Accounting, Acca members are proficient with IT & Numerical Skills
- ▶ Opportunity for ACCA Member in Various Domain Such as Accounts, Auditing, Compliance, Finance, Tax, Fund Management & Acquisition.
- ▶ ACCA teaches business and strategic skills to candidate so that can :
 - Apply International Accounting Standards.
 - Create Wealth and Increase shareholders Value
 - Analyse information for Business Decisions; and
 - Manage and Mitigate Risk

- ▶ Symbol of excellence
- ▶ Global voice
- ▶ Forward-thinking
- ▶ Ethical reputation
- ▶ Visionary insights
- ▶ Continuous learning
- ▶ Global connections



MORE INFO



External Auditor	Internal Auditor
Forensic Accountant	Compliance Officer / Governance Officer
Financial Accountant	Management Accountant
Chief Financial Officer	Group Accountant
Business Analyst	Financial Analyst
Business Advisor	Tax Accountant
Risk Manager	Treasurer
Fund Manager	Credit Control Manager
Insolvency Practitioner	General ledger
Payroll	Cashier

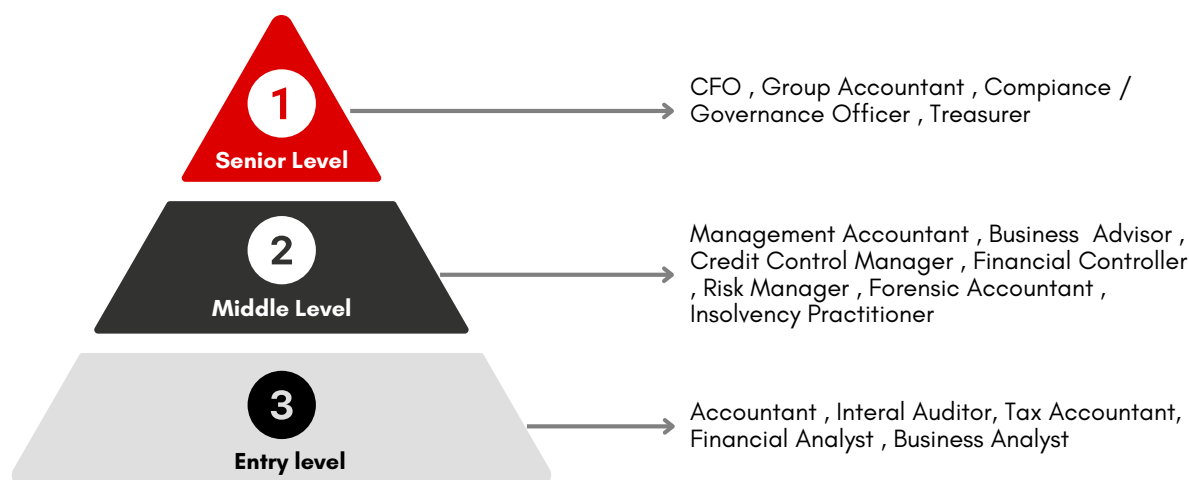
Job Profiles

ACCA Careers - connect to the best jobs and insights
At ACCA, we connect people with fulfilling careers, organisations with the best finance talent, and economies with the ingredients for growth. We link people to our industry-leading tuition and training to maximise their opportunity for a successful career in finance. Through our job board we connect employers to the vital finance talent their organisation needs to thrive. ACCA Careers is the leading employability portal for accountancy and finance professionals. Browse through our wide range of accountancy and finance vacancies and access the best career advice at ACCA [Careers](#).

Roles You Get After ACCA

ACCA Qualifications open multiple options at wide range of organizations because:

Holistic approach in curriculum trains you for diverse roles; you can go on to perform strategic tasks in Strategic Roles like CFO, CEO
Multinational organizations including the Big 4s and a large number of captives/KPOs are aware of the ACCA qualification since its members/students are spread across 180 countries.



An Overview of **ACCA** Qualifications



Foundation level (FIA)



Professional
OXFORD BROOKES BSC DEGREE



Professional / Post Membership
University of London MSc in Professional Accountancy



Post membership
Cert BA - Certificate in Business Analytics



Professional - DIPIFR
Diploma in International Financial Reporting

You need three GCSEs and two A Levels in five separate subjects including maths and English (or their equivalent) to start the **ACCA Qualification**

Find out more about the minimum entry requirements for all of ACCA qualifications. - [Click here](#)

Work experience	Number of exams	How long does it take?	What else is involved?
Three years	Up to 13, depending on exemptions.	Three to four years on average	Ethics and Professional Skills module.

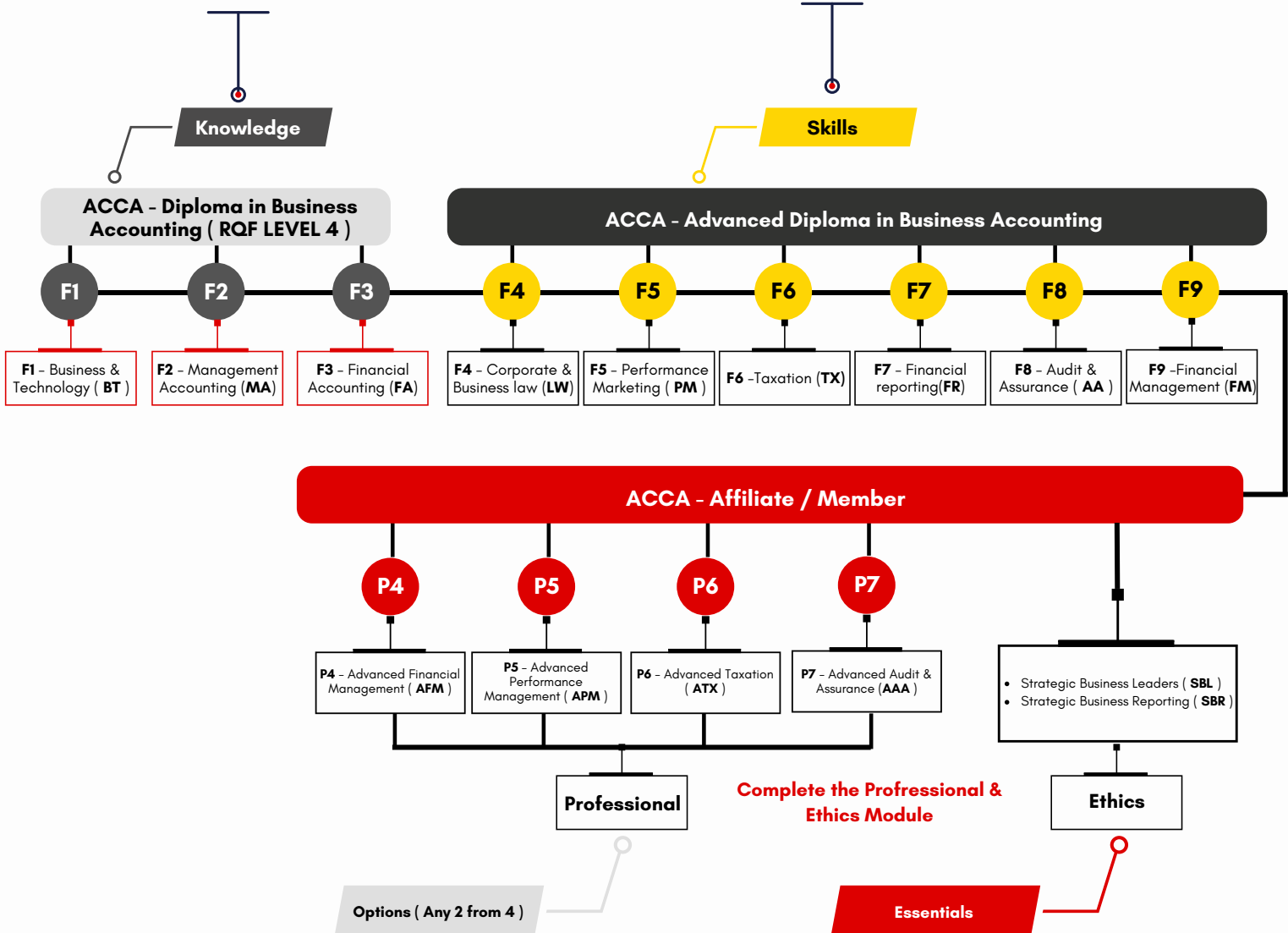


Qualification Timeline

Completion of all the Applied Knowledge exams along with the foundations in professionalism module, will lead students to receiving an ACCA Diploma in Accounting and Business (RQF Level 4). **With this qualification you will be ready to apply for roles such as:**

- Trainee bookkeeper
- Administrator
- Trainee accountant

Completion of the Applied Skills exams, plus the Ethics and Professional Skills module, leads to the award of an Advanced Diploma in Accounting and Business. The Advanced Diploma in Accounting and Business is benchmarked at a UK Bachelor's university degree. You can also gain a **BSc (Hons) degree in Applied Accounting** at the same time as studying for the Applied Skills exams through our partnership with Oxford Brookes University. Students are automatically opted into the degree when they register. For more information on the BSc degree scheme visit our [Oxford Brookes section](#).





ACCA Eligibility

Use the below link to search for your qualification, and find out if you are eligible to enrol on the ACCA Qualification. Check online calculator at ACCA website accaglobal.com/minimum-entry.

12TH PASS OUT

Learners Must have completed Class 12th (IND -CBSE) or Secondary Stage (Qatar)
- Providing Passes are held in 5 Subjects Including English , Mathematics / Accounts , mark of 65% in at least 2 subjects over 50% on the Others.

GRADUATES

Bachelor's Degree in Commerce / Finance from a recognized university or an equivalent degree.

or

If a learner does not meet the above eligibility requirements , Learner has to start the ACCA qualification by Completing **FIA (Foundation in Accounting)**

Entry requirement & Exemptions

Qualification	Exams	Exempted papers	Duration (Approx*)
Class 12th (IND -CBSE) or Secondary Stage (Qatar)	13 Exams	NONE	3 Years
Commerce Graduate	9 Exams	BT, MA , FA & LW	2 Years to 2.5 Years
CMA (USA)	6 Exams	BT, MA , FA , LW , PM , AA , & FM	1 Year
Bachelor of Business Administration in Accounting (Full QATAR UNIVERSITY,Qatar	9 Exams	BT, MA , FA & LW	2 Years to 2.5 Years

ACCA Exemption Calculator

Use this online tool to see if you may be eligible for any exemptions from ACCA exams. To get started, search for your institution.

<https://www.accaglobal.com/in/en/help/exemptions-calculator.html>

ACCA Knowledge Level – Fees

(TUITION & BOOK FEE)			
Subjects	Leaders Tuition fee	Book Fee	TOTAL FEE (TUITION & BOOK ONLY)
F1 - Business and Technology	2500 QAR	500 QAR	3000 QAR
F2 - Management Accounting			
F3 - Financial Accounting			
ACCA EXAM FEE (Direct Pay)			
Applied Knowledge Level		Exam Fee	
Intial Registration		89 GBP	
Annual subscription (1st Year)		116 GBP	
Exam Fee (Per paper Approx 105 GBP)		315 GBP	
Excemption Fee		N/A	
ACCA Exam Fee Total (Approx)		520 GBP	

*The Exam fees are approximate and varies based on Country & city , the candidate can find the exact exam fees while registering for the Knowledge level exams , Also the above ACCA exam Fees considers that the candidate full fills the eligibility criteria for ACCA knowledge level.

T&C* - For the current fees as per the candidates background Please Visit :
<https://www.accaglobal.com/in/en/qualifications/accountancy-career/fees>

ACCA Skills Level – Fees

(TUITION & BOOK FEE)			
Subjects	Leaders Tuition fee	Book Fee	TOTAL FEE (TUITION & BOOK ONLY)
F4 – Corporate and Business Law	3000 QAR	500 QAR	3500 QAR
F5 – Performance Management			
F6 – Taxation			
F7 – Financial Reporting			
F8 – Audit and Assurance			
F9 – Financial Management			

Applied Skills Level	ACCA EXAM FEE (Direct Pay)		
	Early	Standard	Late
Initial Registration	89 GBP	89 GBP	89 GBP
Annual subscription (1st Year)	116 GBP	116 GBP	116 GBP
Exam Fee (Per paper Approx 132 GBP)	660 GBP	660 GBP	1695 GBP
Exemption Fee (ACCA direct)	456 GBP	456 GBP	456 GBP
ACCA Exam Fee Total (Approx)	1321 GBP	1321 GBP	2356 GBP

*The Above calculation has been done from the perspective of a Commerce Graduate (Exemption : **F1 to F4**) and the Acca fees considered is a calculated as per December 2022 schedule

T&C* – For the current fees as per the candidates background Please Visit :

<https://www.accaglobal.com/gb/en/qualifications/accountancy-career/fees/fees-charges.html>

ACCA Strategic Professional Level – Fees

(TUITION & BOOK FEE)			
Subjects	Leaders Tuition fee	Book Fee	TOTAL FEE (TUITION & BOOK ONLY)
P4 – Advanced Financial Management	3500 QAR	500 QAR	4000 QAR
P5 – Advanced Performance Management			
P6 – Advanced Taxation			
P7 – Advanced Audit and Assurance			

Applied Skills Level	ACCA EXAM FEE (Direct Pay)		
	Early	Standard	Late
Initial Registration (ACCA direct)	89 GBP	89 GBP	89 GBP
Annual subscription (1st Year)	116 GBP	116 GBP	116 GBP
Exam Fee	756 GBP	756 GBP	1548 GBP
Exemption Fee (ACCA direct)	912 GBP	912 GBP	912 GBP
ACCA Exam Fee Total (Approx)	1873 GBP	1873 GBP	2665 GBP

*The Above calculation has been done from the perspective of Chartered Accountant (Exemption : **F1 to F9 i.e Knowledge and skill Level**) *The Fees are subject to change , As Per Acca Guidelines

T&C* – For the current fees as per the candidates background Please Visit :

<https://www.accaglobal.com/gb/en/qualifications/accountancy-career/fees/fees-charges.html>

ACCA Exam Details

Centre-based exam timetables

(BT,MA,FA & LW)	(PM,TX,FR,AA & FM)
On demand CBE's - You can Appear for these Exams at any time of the Year	Sessions CBE'S - You can Appear for these exams in any of the four sessions held in March , June , September & December
2 Hrs (Duration)	3 Hrs (Duration)
100 Marks	100 Marks
Pass mark - 50%	Blend of MCQ's & Case Study
Two Sections	Section A - General MCQ's
Sec A - Contains Objective Test Questions (OT)	Section B - Scenario Based MCQ's
Sec B - Contains Objective Test Questions (MTQ'S)	CASE STUDY

Details of centres offering on-demand exams can be found below. You can search for your preferred centre using the filters provided. Contact your chosen centre directly to book your exam.



Find an on-demand exam centre

On-demand CBE centre list. Search for a computer-based exam centre by country or name.

 accaglobal.com

Foundations in Accountancy

ACCA Diploma in
Financial and
Management
Accounting (RQF
Level 2)



Open to
everyone – **No**
academic entry
requirements

ACCA Diploma in Financial and Management Accounting (RQF Level 2)		Descriptions
FA1 Recording Financial Transactions	You'll develop knowledge and understanding of the main types of business transactions and documentation and how these are recorded in an accounting system up to the trial balance stage	If you are at the very beginning of your financial education, this may be the qualification for you. It's broadly matched to a GCSE-level qualification or equivalent, and comprises two essential courses:
MA1 Management Information	You'll develop knowledge and understanding of providing basic management information in an organisation to support management in planning and decision-making	

FIA qualification

ACCA Diploma in Financial and Management Accounting (RQF Level 2)

Corresponding role

Junior accounts clerk/bookkeeper in a financial and/or cost accounting role

Terms and Conditions

Course Fees

- Upon enrolment of the course, you agree to pay the full amount including training and exam fees.

Refunds

- The learner can raise a refund request by contacting their appropriate course counselors or via email. All refunds will be considered with valid reason.
- Cancellation in 7 days or more before the start of course, fees can be refunded with 10% administration charges of the total course fee.
- Cancellation in 5 or lesser days before the start of the course, No refund will be accepted.

Deferral

- If you wish to defer your registration to a future batch, you will have to provide us the request at least a week before the commencement of the batch. Deferral will only be accepted one time. We do not guarantee the date and time for the future schedules/batches and candidates should do so at their own discretion.

Insufficient demand

- We reserve the right to cancel or postpone a course if there is insufficient demand. In this case, a full refund is applicable for the learner.

Outstanding Payments

- If you do not settle your outstanding course fees in accordance with the agreed payment terms upon registration, we will not be able to provide you the exam confirmation/results. We will only process your certificate, provided all the course fees is fully paid.

Registration & Enrollment

- The details displayed within this Hand Book are for information purposes only although every effort is taken to update this Handbook on a regular basis.
- Registration is mandatory for all Students/Companies.
- Complete Enrollment Form & Identification Proof should be Submitted upon registration
- You will be given your Receipt/ Invoice. Unless agreed prior to booking the course, fees must be paid in full on registration and prior to the start of the course.
- Your Registration is not guaranteed until payment has been received. Upon receipt of payment your joining instructions will be provided to you.
- Acceptance of a booking constitutes a liability for the relevant course fee or cancellation fee and is subject to our standard terms and conditions shown below.
- We can accept payment either by Cheque ,Cash or online transfer. Our online transfer details are available on request and shown on our invoice.
- If by two days before the course you have not received your joining instructions or please contact us by telephone (+974 4466 4321). It is a condition of booking that unless agreed in advance all fees are payable prior to the commencement of the course.

Visa applications: Leaders Training centre will not be responsible for any process related to visa applications

Personal Data

- At Leaders Training Centre we respect your privacy and the confidentiality of your personal information. How we collect, manage, store and use your data
- We may collect your personal contact details if you apply for a quotation, make a course booking or apply to take any Nebosh exams.
- We collect this information only as necessary for the administration of our Training or services you are seeking. This includes the requirements of relevant institutions, examination bodies and any relevant legal requirements.
- We use your personal data to communicate with you.
- For the provision of Nebosh exam entry we may need to collect sensitive data including your date of birth.
- We will always keep your data safe, we will never sell or share your data with other businesses with the exception of data needed by accreditation and exam bodies necessary to process any exam or qualification award that you may have taken.
- Even though organisational contact details are not covered by GDPR rules we will be following the same principles with this data. If you need further details contact us via info@leaders.qa
- Course photos and images taken may be used for advertising or used for social media.
- Updating or changing in this this Handbook should not do so without the prior written permission of Leaders Training centre.

ACCA Student Section

ACCA Connect
110 Queen Street
Glasgow G1 3BX
United Kingdom
T: +44 (0)141 582 2000
E: info@accaglobal.com

www.accaglobal.com/gb/en/student.html

LEADERS TRAINING CENTRE

**For inquiries,
contact us.**

Venue:

Leaders Training center

No.56, Street 922, Zone 44

Nuaija, Doha , Qatar

T: +974 44664321 - E: info@leaders.qa

REACH US 24/7 ON WHATSAPP HELP LINE NUMBER - AT +974 31109994

