

ACCA CERTIFIED ACCOUNTING TECHNICIAN (CAT)

Whether you wish to start a career in finance, gain recognition for the wealth of skills and experience you have already achieved, or want accelerated progression to the ACCA Qualification and a more senior position in accountancy, ACCA's Certified Accounting Technician (CAT) qualification will help you towards your career of choice.

The CAT qualification will provide you with a solid foundation in finance and accounting. You will learn all the necessary technical skills and knowledge required to perform an accounting-support role. And after passing the CAT exams, you'll be able to gain exemptions from the ACCA Qualification and be one step closer to professional status.

To achieve CAT status you will need to complete a set of exams and one-year's practical experience in the workplace. The CAT qualification is flexible and allows you to take control of how and where you study. With a range of internationally relevant syllabus options and the choice of distance learning, face-to-face or self study, the qualification allows you to study at your own pace and achieve a work-life balance that suits you.

ENTRY REQUIREMENTS & EXEMPTIONS

There are no formal academic qualifications necessary to register for the CAT qualification. However your previous qualifications may entitle you to exemptions from some of the CAT exams. This means that you will start your studies at the most appropriate level according to your knowledge and skills. Use our online exemptions database to find out if you are eligible.

You may also be able to claim exemption from the introductory papers of the CAT qualification, if you already have one year's relevant practical experience. If you already have an NVQ level 4 in Accounting, you will not need to complete the practical experience requirement.

EXAMINATIONS

There are nine papers in total to complete including two out of three option papers at Advanced Level. You can choose to change your optional papers if you wish.

There is no restriction to the number of exams you may attempt, allowing you to choose to sit as many or as few papers as you like at each exam session. You are, however, recommended to attempt a maximum of four papers in each six-month period.

You can sit the papers in any order to suit your own career or study needs. You are advised, however, to attempt the papers in numerical order.

There is no time limit to completing the exams and individual subject passes are allowed for all papers. Exams can be attempted twice a year in June and December.

THE SYLLABUS

For the CAT qualification you will complete nine exams, split into three Levels. These are all designed to test the knowledge, skills and understanding you will need to work in accounting support roles. The exams cover the key areas of accounting, finance, IT and management.

Advanced Level exams are of equivalent standard to the first year of a university degree and offer a choice of options to suit your career needs.

At Advanced Level, the element of choice is introduced so that you can tailor your learning to suit work experience and career aspirations.

INTRODUCTORY LEVEL

- 1 Recording Financial Transactions
- 2 Information for Management Control

INTERMEDIATE LEVEL

- 3 Maintaining Financial Records
- 4 Accounting for Costs

ADVANCED LEVEL

- 5 Managing People and Systems
- 6 Drafting Financial Statements
- 7 Planning, Control and Performance Management

plus two options from:

- 8 Implementing Audit Procedures
- 9 Preparing Taxation Computations
- 10 Managing Finances