



# PwC's Academy ACCA Handbook

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# Foreword

We welcome YOU to PwC's Academy!

Since its inception in 2010, PwC's Academy has been progressively growing and today offers bespoke training as well as blended learning solutions which are tailored to meet clients' needs in the areas of Business, Creativity and Innovation and IT. The Academy continuously seeks to embark on new projects ... indeed we are presently going through some exciting times.

In December 2017, PwC Malta acquired the Richard Clarke Academy (RCA Malta), one of the leading ACCA training providers locally. Having been set up in 2008, RCA Malta has provided guidance and offered support to hundreds of students who have successfully achieved their ACCA qualification. Coupled with PwC's experience in learning and education, the proven knowledge and dedication of seasoned RCA professionals will continue to provide accountancy students with the best platform to start their career through our Academy which has, in the past weeks, already acquired the much coveted ACCA Platinum Learning Partner status.

From 1 April 2018, the tuition of all ACCA papers has been delivered from The PwC Hub, a new state-of-the-art 2,000 square metre building, which will offer students 'a space where they can experience, learn & innovate'. This was an ambitious project, one which undoubtedly provides the Academy's students with an exciting learning experience.

We wish you all the best in your ACCA studies. Once more, we will be there to fully support you along the way!

**Lisa Pullicino**

Partner

# The ACCA Qualification

## Introduction

The ACCA is the Association of Chartered Certified Accountants.

ACCA is recognised and respected across the world. It currently has students and members in 170 countries and has offices and centres in nearly 80 countries. It has been around for over 100 years and in that time it has built a reputation of excellence in qualifications and training that is recognised around the world, especially by employers of accountants.

This qualification enables you to become a Chartered Certified Accountant, use the designatory letters ACCA, and a locally certified accountant using the designatory letters MIA. The flexibility of the ACCA Qualification means that it doesn't limit you to one particular sector. As an ACCA member, you will have the opportunity of working in any sector you choose, be it public practice, public sector, financial services or corporate sector, giving you access to a broad range of complex and interesting roles.

In order to qualify as an ACCA and MIA member, you will need to complete:

- 13 exams
- relevant practical experience, with a minimum of three years
- Ethics and Professional Skills module.

Join the ACCA and you join the biggest and fastest-growing accountancy body in the UK. Every eight minutes somebody registers as a student with the ACCA around the world.

## Entry Requirements

### *ACCA Qualification*

Qualification	ACCA
Secondary Education Certificate (Grade 1-7 is a pass. Grade U is a fail)	Insufficient for Registration
IGCSE	Insufficient for Registration
Fully completed Advanced Matriculation Certificate (AM)	Sufficient for Registration
Fully completed Matriculation Certificate Examination (from the University of Malta), including 2 passes [grades A-E] at Advanced Level & 3 passes at Intermediate level	Sufficient for Registration
Institute of Financial Services Malta, Diploma in Banking and Financial Services	Sufficient for Registration
Extended Skill Training Scheme Diploma	Sufficient for Registration

2 passes at GCE A Levels / Higher School Certificate [grades A-E] <b>PLUS</b> 3 passes at GCE O Level / School Certificate [grades A-C /9-4] (in 5 separate subjects including English and Mathematics)	Sufficient for Registration
2 Advanced level passes from part-complete Matriculation Certificate or Advanced Matriculation Certificate [grades A-E] <b>PLUS</b> 3 GCE O Level / School Certificate [grades A-C / 9-4] OR 3 passes from the Secondary Education Certificate (in 5 separate subjects including English and Mathematics)	Sufficient for Registration
MCAST Advanced Diploma	Sufficient for Registration

### *Graduate-entry route*

- Relevant degree holders from ACCA-accredited institutions may be exempted from all nine exams within the Fundamentals level and register directly at the Professional level.
- Degree holders who may be awarded exemptions by ACCA include those qualified in:
  - Bachelor of Accountancy (Hons)
  - Bachelor of Commerce and Bachelor of Commerce (Hons)
  - AAT – Completion Certificate
  - Masters Degree, including MBA and MA (Financial Services)

### *Access to ACCA via the Diploma in Accounting and Business (Foundations in Accountancy)*

- No academic qualifications required
- students who complete the Diploma in Accounting and Business via Foundations in Accountancy can transfer to the ACCA Qualification and commence their studies from Corporate & Business Law onwards of the ACCA Qualification

### *Access to ACCA via CAT qualification*

- No academic qualifications required
- Sit Certified Accounting Technician (CAT) qualification first and then transfer to the Skills module of the ACCA Qualification by claiming exemption from the first three papers in the Knowledge module.

## **The Diploma in Accounting and Business**

With effect from December 2011, the ACCA Diploma in Accounting and Business was launched as part of the new Foundations in Accountancy suite of qualifications.

This Diploma provides a flexible open entry route into the Skills module of the main ACCA Qualification for candidates who do not start their ACCA Qualification studies with the usual entry requirements. The Diploma in

Accounting and Business is awarded on the completion of the exams:

Business and Technology, Management Accounting and Financial Accounting, and the Foundations in Professionalism module (an online ethics module).

It is important to note that these 3 exams within Foundations in Accountancy are exactly the same as the first 3 exams of the ACCA Qualification and share identical syllabuses, study guides and assessment methods. Students who successfully complete the Diploma in Accounting and Business via Foundations in Accountancy can transfer to the ACCA Qualification and commence their studies from the fourth paper onwards of the ACCA Qualification.

The Diploma will also be available to ACCA-registered students who register directly for – and pass – the Fundamentals Knowledge module papers:

Accountant in Business; Management Accounting; and Financial Accounting; and who successfully complete the Foundations in Professionalism module.

Completion of Foundations in Professionalism is compulsory for students who wish to be awarded the Diploma in Accounting and Business. It is free of charge and can be accessed from the ACCA website. You can complete Foundations in Professionalism before or after completing the exam component of the Diploma in Accounting and Business. This is an online, interactive module, designed to help you develop your understanding of what it means to act professionally and ethically in the work you carry out.

### *Who is the Diploma aimed at?*

The Diploma is suitable for those aspiring to work, or already working, in the following types of roles:

- Basic bookkeeping
- Trainee accountant in a commercial organisation or accounting practice
- Accounts clerk in the public sector.

The Diploma in Accounting and Business is broadly equivalent to HND level/the first year of a degree.

### *How is the Diploma structured?*

The Diploma in Accounting and Business consists of three exams:

- FBT, Business and Technology
- FMA, Management Accounting
- FFA, Financial Accounting

These three exams will also be the same exams as:

- Paper BT, Business and Technology
- Paper MA, Management Accounting
- Paper FA, Financial Accounting

### *Who will be awarded the Diploma?*

To be awarded the Diploma, all three of Papers FBT (AB), FMA (MA), and FFA (FA) must be passed or exempted, with at least one of the three papers having been taken and passed from December 2011 onwards. In addition, the Foundations in Professionalism module must also be successfully completed before the Diploma can be awarded.

Please note that the Diploma certificates can be downloaded directly by the student from the myACCA website.

## The Advanced Diploma in Accounting and Business

The Advanced Diploma in Accounting and Business will be awarded when students have completed or are exempt from the Fundamentals level exams of the ACCA Qualification. Students will also need to complete the Professional Ethics module in order to receive certification for the award of Advanced Diploma in Accounting and Business. Please note, students will need to have taken and passed at least two of the six Skills module papers in order to qualify for the Advanced Diploma. The Advanced Diploma in Accounting and Business will be awarded to students who complete the Fundamentals level exams from the December 2011 exam session.

### Exams

The ACCA Qualification exam syllabus is divided into two levels; Fundamentals and Professional. The Fundamentals level is divided into two modules: Knowledge and Skills. The Knowledge module introduces you to the core areas of financial and management accounting. The Skills module contains six subjects which comprehensively cover the main technical areas that any accountant is expected to have mastered.

### Fundamentals (nine papers in total)

Applied Knowledge	
BT	Business and Technology
MA	Management Accounting
FA	Financial Accounting

Applied Skills	
LW	Corporate and Business Law
PM	Performance Management
TX	Taxation
FR	Financial Reporting
AA	Audit and Assurance
FM	Financial Management

The Strategic Professional exams prepare students for future leadership positions. They develop the strategic vision using your unique blend of technical, ethical and professional skills, and you can specialise in areas that best suit your career ambitions. Students must complete both Essentials exams and choose two of the Options. These exams are:

#### Essentials

- Strategic Business Leader (SBL)
- Strategic Business Reporting (SBR)

#### Options

- Advanced Financial Management (AFM)
- Advanced Performance Management (APM)
- Advanced Taxation (ATX)
- Advanced Audit and Assurance (AAA)

However, for Maltese students, if you opt for AFM and APM instead of ATX and AAA, you will not be able to obtain your CPA warrant nor your MIA membership without achieving the Local variant ATX - Advanced Taxation, and you will not be able to obtain your Practicing certificate in Auditing CPA if you do not achieve AAA – Advanced Audit and Assurance.

Further information is available at <https://accountancyboard.gov.mt/Library/FrequentlyAskedQuestions.aspx>

## Strategic Professional (four papers in total)

Essentials	
SBL	Strategic Business Leader
SBR	Strategic Business Reporter

Options (two to be completed)	
AFM	Advanced Financial Management
APM	Advanced Performance Management
ATX	Advanced Taxation
AAA	Advanced Audit and Assurance

## Recognition of Qualification/s

Title of Award	Awarding Body	Status	MQF Level Rating
ACCA Professional	ACCA	Recognised	Level 7
Advanced Diploma in Accounting & Business	ACCA	Recognised	Level 6
Diploma in Accounting & Business	ACCA	Recognised	Level 5

## Becoming a Member

### Joint Examination Scheme

Please note that in Malta, ACCA operates a Joint Examination Scheme (JES) with the Malta Institute of Accountants (MIA).

Students must register with both MIA and ACCA before booking any of the ACCA Qualification or Foundation in Accountancy exams.

You can register with ACCA online, via the website [www.accaglobal.com](http://www.accaglobal.com).

For more information on MIA fees, visit the [MIA website](#). To register with MIA, visit [MIA's JES registration page](#).

In your first year, for ACCA, you'll have to pay for your initial registration fee and your subscription fee if you become a student before 7 May. This is because you're eligible to sit for more than one exam session in a calendar year.



After that, your annual subscription fee is due and payable on or before 1 January each year if you wish to remain an active student. ACCA sends you an invoice every November – and you have three months to pay it. You need to pay this even if you don't plan to take any exams that year.

In your first year, for MIA, you'll have to pay for your initial registration fee and your subscription fee. The subscription fee of the membership year is pro-rated based on the month when you become a member with MIA. After that, your annual subscription fee is due and payable on or before 1 January each year if you wish to remain an active student.

If you forget to renew any of these two memberships every year, you may be removed from the register of students and have to pay a re-registration fee, as well as any outstanding fees, to enable you to continue with your studies. Remember, you have to pay this whether or not you're planning to take exams that year.

ACCA can take up to **7 working days** from ACCA receiving your application to confirm your registration. It is especially important to allow this amount of time if an exam entry closing date is approaching. This allows ACCA time to contact you should there be any issues with your initial application.

## Fees - ACCA Global

Initial Registration (both FIA and ACCA students)	£89
Annual Subscription	£134
Re-registration (no outstanding balance)	£89
Re-registration (outstanding balance)	£89 + Outstanding Balance

## Fees - MIA

Initial Registration ( <i>non-refundable</i> ) (both FIA and ACCA students)	€80
Subscription Fee in the year of Entry ( <i>Refundable if application is not approved</i> )	€85 on a pro-rata basis depending on the month of application submission. The fee is calculated from the first of the month.
Annual Subscription Fee ( <i>Non-Refundable</i> )	€85
Re-registration (no outstanding balance)	€80
Subscription Fee in the year of Re-Registration (Refundable if the application is not approved)	€85
Other fees payable at re-registration stage	Any outstanding dues owed to the MIA upon ceasing to be a student.

The annual fee is due by 31 January of each calendar year and covers the period January - December. A notification is sent to you via email when your fee is up for renewal. Payment is to be made online via [MIA's website](#).

## Exams

### On-Demand Exams

On-demand Computer-Based Exams (CBEs) allow for flexibility in your studies as you can sit for them at any time of the year. Each paper is 2 hours and contains two sections: Section A contains objective test questions (OTs) and Section B contains multi-task questions (MTQs) together worth 100 marks with a 50% pass mark.

The below exams are available as on-demand CBEs:

- ACCA Diploma in Financial and Management Accounting (FA1 and MA1)
- ACCA Diploma in Financial and Management Accounting (FA2 and MA2)
- ACCA Diploma in Accounting and Business (FBT/BT, FMA/MA, and FFA/FA)
- Corporate and Business Law (LW-ENG) and (LW-GLO)

On completion of the exam, your provisional result is displayed in real-time on your screen. Your result will then be transferred to your myACCA records within 72 hours.

On-demand exams are booked directly with an approved directly with PwC's Academy is an approved examination centre. Our team will communicate the exam dates well in advance to give you flexibility to choose your preferred date and time.

### On-Demand Exams: Fees

Students who follow the ACCA Qualification with PwC's Academy will benefit from a discounted exam fee of €123 for the first sitting. Students who do not follow the ACCA Qualification with PwC's Academy will be charged the full fee of €148. Any resit, for both PwC and non-PwC students, costs €133

### Session Exams

ACCA carries out four exam sessions a year in March, June, September and December - giving you great flexibility and choice of when to take our exams. The only exception is when it comes to Maltese Law (LW-MLA) and Maltese Tax (TX-MLA and ATX-MLA). For these Maltese variants, exams are held only in June and December.

You can book your exam for the upcoming session by using ACCA's online booking platform via your MyACCA portal and take advantage of our lowest exam fees by entering during the standard entry period.

### Session Exams: Fees

You can learn the fee of your respective session exam by accessing ACCA's **Fees and Charges** page by clicking [here](#). It is to be noted that PwC's Academy has no control over the fees stipulated by ACCA Global nor it has control over late registration fees.

ACCA urge students to use [Compass](#) to guide them in their ACCA study journey

## The Seven-Year Rule

The rule means you have **seven years to pass the exams at the Professional level**. The time limit starts when you pass your first Professional level exam. If you don't pass all the Professional level exams and reach affiliate status within seven years, you'll lose any Professional level passes achieved more than seven years ago and you'll need to re-take that 'expired' exam to complete the qualification.

### Example Scenario:

If you pass your SBL exam in December 2024 it will be given an 'expiry date' of December 2031. If you have not completed all exams by December 2031 as your SBL exam expires then you will be required to re-take SBL.

There are no time limits for passing the Foundation level exams as part of Foundations in Accountancy or for taking exams BT-FM at the Fundamentals level of the ACCA Qualification.<sup>1</sup>

## The Ethics and Professional Module

The Ethics and Professional Skills module is an essential part of the ACCA Qualification and helps increase your employability and workplace effectiveness. The module uses realistic business simulations to develop a number of professional skills such as leadership, communication and commercial awareness.

Comprising six interactive units, the module covers <sup>2</sup>:

1. Ethics and professionalism
2. Personal effectiveness
3. Communication and Interpersonal Skills
4. Commercial awareness
5. Leadership and team working
6. Innovation and scepticism
7. Data analytics
8. Integrated case study
9. Strategic professional support
10. EPSM Final Assessment

The key features are:

- Duration: Approximately 20 hours
- Certification: you are awarded a certificate on completion
- Flexibility: you can start when you are studying any Applied Skills exam
- Completion: you should finish the module before starting the Strategic Professional exams
- Cost: the new module costs £75

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<sup>1</sup> <http://www.accaglobal.com/my/en/student/getting-started/rules-and-regulations-for-students/time-limits.html>,

<sup>2</sup> [https://www.accaglobal.com/content/dam/ACCA\\_Global/Students/EPSM/EPSM%20syllabus%20290419.pdf](https://www.accaglobal.com/content/dam/ACCA_Global/Students/EPSM/EPSM%20syllabus%20290419.pdf)

## ACCA Contact Information

If you have any queries or require more information, please contact ACCA.

Get in touch with ACCA directly

ACCA Connect,  
110 Queen Street,  
Glasgow G1 3BX,  
United Kingdom  
T: +44 (0)141 582 2000

Website: [www.accaglobal.com/gb/en/student.html](http://www.accaglobal.com/gb/en/student.html)

Contact Form: <https://forms.accaglobal.com/contact-us>

You can also refer to the [Student section](#) of the ACCA website which provides information on relevant topics for example examination progression rules, study materials, PER, minimum entry, exemptions, study guides, past examination papers and the ethics module.

Link to Students' Section: [www.accaglobal.com/gb/en/student.html](http://www.accaglobal.com/gb/en/student.html)

# The PwC Academy

## Introduction

PwC's Academy is a training and development concept created by PwC for all those who wish to keep up-to-date with current professional developments and modern practices. With its suite of business and IT courses, the Academy caters for professionals from all other sectors.

In 2014, PwC was licenced by the MFHEA as a Higher Education Institution (Licence No: 2007-TC-004).

In December 2017, PwC Malta acquired RCA Malta, one of the leading ACCA training providers locally. Having been set up in 2008, RCA Malta has provided guidance and offered support to hundreds of students who have successfully achieved their ACCA qualification. In the past weeks, PwC Academy has already acquired the ACCA Platinum Learning Partner status.

## Why should you choose PwC's Academy for your tuition?

Our defining features are:

1. **Our tutors** – very experienced in their field, most of them with loads of teaching experience. Our tutors are available to help you out, even on a one to- one basis.
2. **Our materials** - research based, user friendly and exam focused. They are the most innovative on the market. Importantly, our materials are consistent.
3. **Computer-based exams** – We are proud to have been the first Academy to offer this service to Maltese students. CBE offers great advantages to students doing AB, MA and FA exams:
  - a. Flexibility - You are not restricted to June and December paper-based examination sessions as you can sit CBE at any time of year. CBE also offers flexibility for re-sits, which you can take at any time. There is no restriction on the number of times you can resit the examinations by CBE.
  - b. Instant feedback – Your result is displayed on the computer screen at the end of the examination.
  - c. Results are uploaded by the licensed centre and will be transferred to your ACCA account within 72 hours
4. **Learning Management System** – Our lectures and material are hosted on a student-friendly portal. The online portal is referred to as the learning management system (LMS) – because it runs alongside your course. It understands where you are – what you're good at and what you need to improve on and then adapts itself to ensure that you are learning appropriately even when not physically with us.

**And there's more...**

5. **Motivation** – We could have gone down a much cheaper route and let the teaching, materials and online parallel speak for itself. However, we did not want this. For us, respect for students is vital and that is reflected in everything we do.
6. **Student Support Services** - We value your efforts to start studying a new qualification which may be an anxious decision for some. Consequently, our team is readily available to meet with students on a one-on-one basis to provide them with tailor-made learning journeys and guidance.

7. **Our facilities** – All classes will be held from The PwC Hub, a 2,000 square metre state-of-the-art building in Qormi, adjacent to PwC offices.
8. **Pass guarantee** – should the unthinkable happen, then you are more than welcome to attend with us again – for free. That's right for free! So basically, you pay your money and we guarantee your success!
9. **Free events** – During the year, we may hold free events, even in collaboration with ACCA. One such recent example was an information meeting on the new changes to the ACCA qualification.

## When are lectures held?

Lectures are held during the week between 6 pm and 9 pm. On Saturdays, they are held between 9 am and 2 pm. Lectures are held at The PwC Hub - our state-of-the-art premises in Mill Street, Qormi.

## Course Fees and Hours

Course	Hours	Fee (in Euros)
BT/FBT	41	218
MA/FMA	54	398
FA/FFA	48	398
LW	36	418
PM	51	418
TX	49	418
FR	53	418
AA	33	418
FM	52	418
SBL	45	458
SBR	77	600
ATX	66	458
AAA	33	458

These course fees include:

- First class tutoring
- Student support services
- Tailor-made learning journeys
- On-going tutor support
- Innovative materials
- Unique online learning
- Exam standard questions throughout
- Free consultation meetings

## Terms and Conditions

- All course fees include all relevant course materials. The price includes access to online learning, all past exams and exclusive course notes. The fee is for the whole course (including revision). Access to PwC's Academy online platform is for 6 months.
- Course fees are subject to change. Students will be informed of any changes in fees before applying for the course.
- A completed PwC application form for ACCA Courses must be filled in with the respective fee payable by cash, cheque or online.
- Where the entire course fee has been paid, an enrolment can be deferred for one sitting provided notice is received at least 1 week prior to the course commencement date. All relevant material has to be returned to the Academy once the course has been deferred.
- A cancellation of a course requires advanced notification of at least 1 week prior to the course commencement date. A credit to your PwC account will be raised upon cancellation notification and no refunds will be made. All relevant material has to be returned to the Academy once the course has been cancelled. Should advanced notification of at least one week not be given, a cancellation fee of €100 will apply.
- The Academy reserves the right to cancel any course, if the number of students is less than 6, resulting in a full refund to all students.
- Courses and credits are not transferable between students.
- All course notes will be issued with the commencement of the respective courses.

## *Entitlement to PwC's Academy ACCA Pass Guarantee Scheme*

Students must:

- Book a course.
- Ensure 80% attendance on courses which will be verified through digital attendance sheets. Hence, the student should attend either face-to-face or live online for the session.
- Attempt 100% of work given by the tutor, including mock tests.
- Obtain a mock mark of 40% or more.
- Provide PwC's Academy with consent to receive their result

If the above conditions are satisfied, and a student fails a particular paper, PwC's Academy will offer the next entire question-based course (if not available, the full course) for that paper free of charge.

## Student Complaints Procedure

PwC's Academy strives to achieve the best possible experience for its students, but we understand that there may be times when a student is dissatisfied with some aspect of what we have delivered or wishes to raise a relevant issue they have.

## Informal Complaints

In most instances, the issue can be resolved simply by discussing it with the person/s involved or raising the matter with a relevant tutor or member of the PwC Academy support team.

## Formal Complaints

If the matter is not successfully resolved via informal means, or the issue is of a serious nature, a formal complaint should be submitted via our formal complaints form within the LMS as soon as is reasonably possible. It is much more likely that the matter will be resolved satisfactorily if it is raised at an early stage.

Submitted complaints should state clearly the nature and origin of the issue/s, detail what steps have been taken to resolve it informally and (if applicable) explain why the outcome of the informal procedure is not considered satisfactory. Complaints should usually be submitted to an appropriate PwC Academy employee so that they may then be assigned to a member of the management team for review.

The manager will contact the complainant to outline the steps they intend to take and to give an indication of the date by which they anticipate being able to conclude their investigation and issue their response.

Once a decision has been made, the complainant will receive an email with the outcome which sets out details of the findings and, if the complaint is upheld, indicates what action will be taken.

When a student raises a complaint in good faith, PwC's Academy will take reasonable steps to ensure that by invoking the complaint procedures the student is not subjected to less favourable treatment. However, if a student is found to have raised a complaint dishonestly or maliciously, the matter may be addressed through the Student Disciplinary Procedure.

If you have exhausted both your learning provider complaint process and ACCA's, you can escalate to the appropriate regulator. Details of which can be found on the ACCA website at the following link: <https://www.accaglobal.com/gb/en/footer/toolbar/contact-us/connect/unhappy.html>

## Student Support Contact

In the case you have any questions or would like to highlight any issues when using the learning management platform, we would encourage you to reach out to our ACCA team via our direct number (+356 25644000) or via our ACCA email address ([mt.accaacademy@wc.com](mailto:mt.accaacademy@wc.com)).

## Get Qualified Scheme

Get Qualified is an initiative that supports the personal development of individuals for the achievement of qualifications and certifications required by industry. Upon successful completion the student will benefit from a tax credit thus recovering part of the costs incurred.



You can apply to get these tax incentives after you get:

- The Diploma in Accounting
- The Advanced Diploma in Accounting and Business or
- ACCA

Hence, you do not need to wait to do all ACCA papers to get these tax credits.

Get Qualified Scheme for courses commencing on January 2024 has been launched. You may find all the relevant information by clicking [here](#).



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FACE TO FACE DELIVERY - PLATINUM