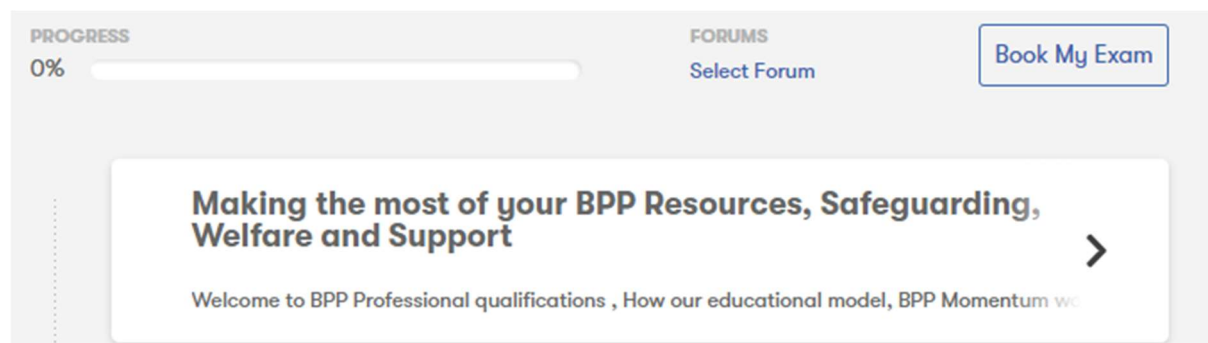


# FIA/ACCA MA

## Online Classroom Study Guidance

### Getting started

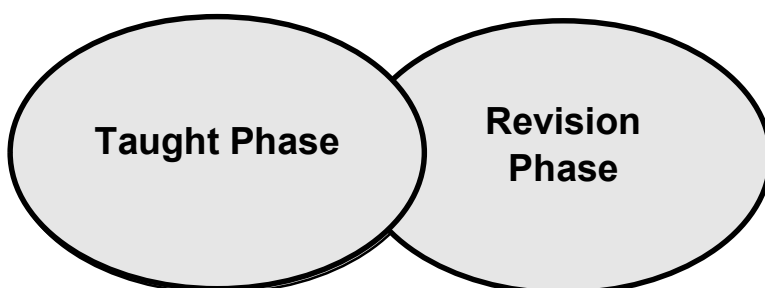
Welcome to your Online Classroom (OCR) taught phase course. If you are new to studying online, before you begin you may find it useful to access the information in the 'Making the most of your BPP Resources, Safeguarding, Welfare and Support' section in the Hub:



### Forums

If you have a question at any point, you can post this to the online classroom forum for this paper, where a tutor will respond.

To access the forums, click the button just above the first tile on the Hub section 'Making the most of your Bpp Resources' section. Even if you don't have a question to ask, it is worth accessing the forum to review the questions asked by other students, as you may find the tutor responses helpful to you.



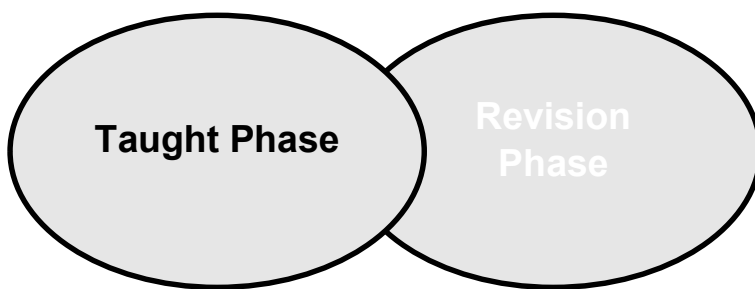
## Taught Phase

The emphasis of this first stage is studying the syllabus and gaining the knowledge required to attempt exam questions. During this stage you will work through each chapter of the Management Accounting Workbook and steps 1-6 of the Achievement Ladder.

## Revision Phase

During this stage the emphasis is on practising exam-standard questions to learn how to apply your knowledge and develop your exam technique. You will also have a Final Mock to practice for self review.

## Taught Phase



This guidance will take you through the Taught Phase of your course. The emphasis of the Taught Phase is on gaining the knowledge and beginning to develop the skills in order to attempt exam questions. During this Phase you will work through the MA Workbook, using the online lectures to guide you. You will also work through Steps 1-6 of the Achievement Ladder. The Taught Phase is divided into 6 Achievement Ladder Steps, when you have covered all the chapters in that step, you should attempt the relevant Achievement Ladder Step.

## Step 1

This guidance gives a total of approximately **5 hours of study\*** for step 1 of the course.

*\*The timings given are approximate and include time to stop and review online lectures and to check your answers for any question practice. You may find that some study sessions take you more or less time than given here. Remember there is no such thing as a 'typical' student so these approximations are for guidance only.*

Introduction	Approx. 30 mins
<ul style="list-style-type: none"><li>• Before diving into the technical detail spend some very useful time looking at the Introduction section and getting familiar with the role that your workbook plays in your learning, the overall description of the paper and the format of the exam.</li><li>• Make sure that you have all of the resources you need.</li><li>• Watch the <b>Introduction to MA</b>.</li></ul>	

Chapter 1 – Accounting for management	Approx. 45 mins
<b>Online Lectures</b> Work through the <b>online lecture</b> in conjunction with the relevant sections of the workbook, paying specific attention to the activities. Consider pausing the lecture to have a go at the activities yourself if you are feeling confident with the content.	30 mins
<b>Practice and Apply</b> The Practice and Apply contains 5 exam standard questions on this chapter – use these to check and reinforce your understanding.	15 mins

Chapter 2– Data and presenting information	Approx. 60 mins
<b>Online Lectures</b> Work through the <b>online lecture</b> in conjunction with the relevant sections of the workbook, paying specific attention to the activities. Consider pausing the lecture to have a go at the activities yourself if you are feeling confident with the content.	45 mins
<b>Practice and Apply</b> The Practice and Apply contains 5 exam standard questions on this chapter – use these to check and reinforce your understanding.	15 mins

Chapter 3– Cost classification and behaviour	Approx. 60 mins
<p><b>Online Lectures</b> Work through the <b>online lecture</b> in conjunction with the relevant sections of the workbook, paying specific attention to the activities. Consider pausing the lecture to have a go at the activities yourself if you are feeling confident with the content.</p>	45 mins
<p><b>Practice and Apply</b> The Practice and Apply contains 5 exam standard questions on this chapter – use these to check and reinforce your understanding.</p>	15 mins

Achievement Ladder Step 1	Approx. 30 mins
<p><b>This is an opportunity to consolidate your knowledge and see how far you have come. You are then able to concentrate on any weaknesses before moving onto the next part of your studies.</b></p>	
<p><b>Achievement Ladder Step</b></p> <p>Now you have covered Chapters 1-3 you are ready to take your first step towards exam success!</p> <p>Your Achievement Ladder Step 1 is a 10 mark Practice Test, based on chapters 1-3.</p> <p>This Step is auto-marked. Make sure you work through the feedback very carefully, covering the questions you answered correctly as well as those you didn't. You will both reinforce and extend your understanding of the syllabus content if you do this.</p> <p>Estimated timings: attempting Step1: 20 mins, reviewing feedback carefully: 10 mins</p>	30 mins

## Step 2

This guidance gives a total of approximately **9 hours of study**.

Chapter 4 – Forecasting	Approx. 135 mins
<b>Online Lectures</b> Work through the <b>online lectures</b> in conjunction with the relevant sections of the workbook, paying specific attention to the activities. Consider pausing the lecture to have a go at the activities yourself if you are feeling confident with the content.	120 mins
<b>Practice and Apply</b> The Practice and Apply contains 5 exam standard questions on this chapter - use these to check and reinforce your understanding.	15 mins

Chapter 5 – Summarising and analysing data	Approx. 135 mins
<b>Online Lectures</b> Work through the <b>online lectures</b> in conjunction with the relevant sections of the workbook, paying specific attention to the activities. Consider pausing the lecture to have a go at the activities yourself if you are feeling confident with the content.	120 minutes
<b>Practice and Apply</b> The Practice and Apply contains 5 exam standard questions on this chapter - use these to check and reinforce your understanding.	15 minutes

Chapter 6 – Accounting for materials	Approx. 75 mins
<b>Online Lectures</b> Work through the <b>online lecture</b> in conjunction with the relevant sections of the workbook, paying specific attention to the activities. Consider pausing the lecture to have a go at the activities yourself if you are feeling confident with the content.	60 minutes
<b>Practice and Apply</b> The Practice and Apply contains 5 exam standard questions on this chapter – use these to check and reinforce your understanding.	15 minutes

Chapter 7 – Accounting for labour	Approx. 50 mins
<p><b>Online Lectures</b> Work through the <b>online lecture</b> in conjunction with the relevant sections of the workbook, paying specific attention to the activities. Consider pausing the lecture to have a go at the activities yourself if you are feeling confident with the content.</p>	35 minutes
<p><b>Practice and Apply</b> The Practice and Apply contains 5 exam standard questions on this chapter – use these to check and reinforce your understanding.</p>	15 minutes

Chapter 8 – Accounting for overheads	Approx. 105 mins
<p><b>Online Lectures</b> Work through the <b>online lecture</b> in conjunction with the relevant sections of the workbook, paying specific attention to the activities. Consider pausing the lecture to have a go at the activities yourself if you are feeling confident with the content.</p>	90 minutes
<p><b>Practice and Apply</b> The Practice and Apply contains 5 exam standard questions on this chapter – use these to check and reinforce your understanding.</p>	15 minutes

Achievement Ladder Step 2	Approx. 60 mins
<p><b>This is an opportunity to consolidate your knowledge and see how far you have come. You are then able to concentrate on any weaknesses before moving onto the next part of your studies.</b></p>	
<p><b>Achievement Ladder Step</b> Now you have covered Chapters 1-8 you are ready to take your next step towards exam success!  Your Achievement Ladder Step 2 is a 20-mark Practice Test, based on chapters 1-8.  This Step is auto-marked. Make sure you work through the feedback very carefully, covering the questions you answered correctly as well as those you didn't. You will both reinforce and extend your understanding of the syllabus content if you do this.  Estimated timings: attempting Step1: 40 mins, reviewing feedback carefully: 20 mins</p>	60 minutes

### Step 3

This guidance gives a total of approximately **8 hours of study**.

Chapter 9 –	Approx. 80 mins
<b>Online Lectures</b> Work through the <b>online lecture</b> in conjunction with the relevant sections of the workbook, paying specific attention to the activities. Consider pausing the lecture to have a go at the activities yourself if you are feeling confident with the content.	65 minutes
<b>Practice and Apply</b> The Practice and Apply contains 5 exam standard questions on this chapter – use these to check and reinforce your understanding.	15 minutes

Chapter 10 – Costing methods	Approx. 75 mins
<b>Online Lectures</b> Work through the <b>online lecture</b> in conjunction with the relevant sections of the workbook, paying specific attention to the activities. Consider pausing the lecture to have a go at the activities yourself if you are feeling confident with the content.	60 minutes
<b>Practice and Apply</b> The Practice and Apply contains 5 exam standard questions on this chapter – use these to check and reinforce your understanding.	15 minutes

Chapter 11 – Setting budgets	Approx. 75 mins
<b>Online Lectures</b> Work through the <b>online lecture</b> in conjunction with the relevant sections of the workbook, paying specific attention to the activities. Consider pausing the lecture to have a go at the activities yourself if you are feeling confident with the content.	60 minutes
<b>Practice and Apply</b> The Practice and Apply contains 5 exam standard questions on this chapter – use these to check and reinforce your understanding.	15 minutes

Chapter 12 – Implementing budgets	Approx. 40 mins
<p><b>Online Lectures</b> Work through the <b>online lecture</b> in conjunction with the relevant sections of the workbook, paying specific attention to the activities. Consider pausing the lecture to have a go at the activities yourself if you are feeling confident with the content.</p>	25 minutes
<p><b>Practice and Apply</b> The Practice and Apply contains 5 exam standard questions on this chapter – use these to check and reinforce your understanding.</p>	15 minutes

Achievement Ladder Step 3	Approx. 70 mins
<p><b>This is an opportunity to consolidate your knowledge and see how far you have come. You are then able to concentrate on any weaknesses before moving onto the next part of your studies.</b></p>	
<p><b>Achievement Ladder Step</b></p> <p>Now you have covered chapters 1-12 you are ready to take your next step towards exam success!</p> <p>Your Achievement Ladder Step 3 is a 25-mark Practice Test, based on chapters 1-12.</p> <p>This Step is auto-marked. Make sure you work through the feedback very carefully, covering the questions you answered correctly as well as those you didn't. You will both reinforce and extend your understanding of the syllabus content if you do this.</p> <p>Estimated timings: attempting Step1: 45 mins, reviewing feedback carefully: 25 mins</p>	70 minutes



#### Step 4

This guidance gives a total of approximately **8 hours of study**.

Chapter 13 – Project appraisal	Approx. 105 mins
<b>Online Lectures</b> Work through the <b>online lecture</b> in conjunction with the relevant sections of the workbook, paying specific attention to the activities. Consider pausing the lecture to have a go at the activities yourself if you are feeling confident with the content.	90 minutes
<b>Practice and Apply</b> The Practice and Apply contains 5 exam standard questions on this chapter – use these to check and reinforce your understanding.	15 minutes

Chapter 14 – Standard costing	Approx. 55 mins
<b>Online Lectures</b> Work through the <b>online lecture</b> in conjunction with the relevant sections of the workbook, paying specific attention to the activities. Consider pausing the lecture to have a go at the activities yourself if you are feeling confident with the content.	40 minutes
<b>Practice and Apply</b> The Practice and Apply contains 5 exam standard questions on this chapter – use these to check and reinforce your understanding.	15 minutes

Chapter 15 – Variance Analysis	Approx. 95 mins
<b>Online Lectures</b> Work through the <b>online lecture</b> in conjunction with the relevant sections of the workbook, paying specific attention to the activities. Consider pausing the lecture to have a go at the activities yourself if you are feeling confident with the content.	80 minutes
<b>Practice and Apply</b> The Practice and Apply contains 5 exam standard questions on this chapter – use these to check and reinforce your understanding.	15 minutes

Achievement Ladder Step 4	Approx. 90 mins
<p><b>This is an opportunity to consolidate your knowledge and see how far you have come. You are then able to concentrate on any weaknesses before moving onto the next part of your studies.</b></p>	
<p><b>Achievement Ladder Step</b></p> <p>Now you have covered chapters 1-15 you are ready to take your next step towards exam success!</p> <p>Your Achievement Ladder Step 4 is a 30-mark Practice Test, based on chapters 1-15.</p> <p>This Step is auto-marked. Make sure you work through the feedback very carefully, covering the questions you answered correctly as well as those you didn't. You will both reinforce and extend your understanding of the syllabus content if you do this.</p> <p>Estimated timings: attempting Step 4: 60 mins, reviewing feedback carefully: 30 mins</p>	<p>90 minutes</p>

## Step 5

This guidance gives a total of approximately **6 hours of study**.

Chapter 16 – Target Setting	Approx. 50 mins
<b>Online Lectures</b> Work through the <b>online lecture</b> in conjunction with the relevant sections of the workbook, paying specific attention to the activities. Consider pausing the lecture to have a go at the activities yourself if you are feeling confident with the content.	35 minutes
<b>Practice and Apply</b> The Practice and Apply contains 5 exam standard questions on this chapter – use these to check and reinforce your understanding.	15 minutes

Chapter 17 – Financial performance measurement	Approx. 50 mins
<b>Online Lectures</b> Work through the <b>online lecture</b> in conjunction with the relevant sections of the workbook, paying specific attention to the activities. Consider pausing the lecture to have a go at the activities yourself if you are feeling confident with the content.	35 minutes
<b>Practice and Apply</b> The Practice and Apply contains 5 exam standard questions on this chapter – use these to check and reinforce your understanding.	15 minutes

Chapter 18 – Assessing non-financial performance	Approx. 55 mins
<b>Online Lectures</b> <ul style="list-style-type: none"><li>Work through the <b>online lecture</b> in conjunction with the relevant sections of the workbook, paying specific attention to the activities. Consider pausing the lecture to have a go at the activities yourself if you are feeling confident with the content.</li></ul>	30 minutes
<b>Practice and Apply</b> The Practice and Apply contains 5 exam standard questions on this chapter – use these to check and reinforce your understanding.	15 minutes

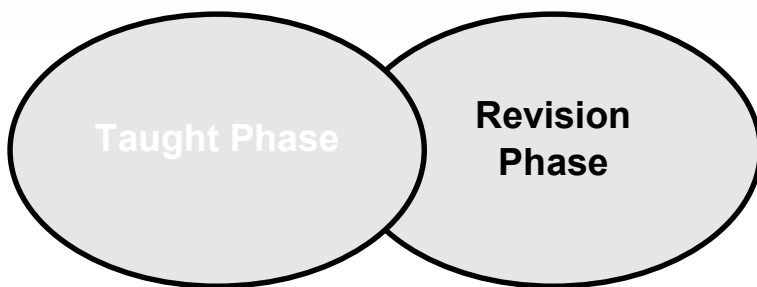
Achievement Ladder Step 5	Approx. 110 mins
<p><b>This is an opportunity to consolidate your knowledge and see how far you have come. You are then able to concentrate on any weaknesses before moving onto the next part of your studies.</b></p>	
<p><b>Achievement Ladder Step</b></p> <p>Now you have covered all chapters you are ready to take your next step towards exam success!</p> <p>Your Achievement Ladder Step 5 is a 40 mark Practice Test, based on all chapters.</p> <p>This Step is auto-marked. Make sure you work through the feedback very carefully, covering the questions you answered correctly as well as those you didn't. You will both reinforce and extend your understanding of the syllabus content if you do this.</p> <p>Estimated timings : attempting Step 4: 75 mins, reviewing feedback carefully: 35 mins</p>	110 minutes

## Step 6

This guidance gives a total of approximately **4 hours of study**.

<b>Achievement Ladder Step 6</b>	<b>Approx. 225 mins</b>
<b>This is an opportunity to consolidate your knowledge and see how far you have come. You are then able to concentrate on any weaknesses before moving onto the next part of your studies.</b>	
<b>Achievement Ladder Step</b>  Now you have covered all chapters you are ready to take your next step towards exam success!  Your Achievement Ladder Step 6 is a Practice Test, based on all chapters.  This Step submitted for marking. Make sure you work through the feedback very carefully, covering the questions you answered correctly as well as those you didn't. You will both reinforce and extend your understanding of the syllabus content if you do this.  Estimated timings : attempting Step 6 : 150 mins, reviewing feedback carefully : 75 mins	225 minutes

## Revision Phase



This phase is all about taking the knowledge you gained in the taught phase and applying it to exam-standard questions. The emphasis here is very much on exam technique.

### Question practice

The most effective way of improving exam technique is through question practice. Before moving on to the Revision Phase, we recommend you start by ensuring you have attempted Steps 1 to 6 of the Achievement Ladder.

As part of your Revision phase, revisit the material covered on the course. Use the online lectures to go over any technical areas you are less confident on.

Make sure you have tackled most, if not all, of the questions in your Practice and Revision Kit. Remember the MCQs are a good way of making sure you understand the basics across the breadth of the syllabus and the longer questions will give you more in depth practice.

There are also two mock exams in your Practice and Revision Kit which can be used to practice exam technique.

Final mock	Approx. 3 hours
<p>You will then be ready to take the Final Mock. Although you can complete this at home, it is strongly suggested you sit this to time and without your learning materials in order to practise exam technique.</p> <p>Once you have finished the exam you should carry out a self-review of your answers.</p> <p>Self-review questions:</p> <ul style="list-style-type: none"> <li>• Did you finish the exam? If not, why not?</li> <li>• Did you allocate your time appropriately?</li> <li>• Did the order you approached the questions work for you?</li> <li>• Did you struggle to remember proformas or concepts from the standards? If so you need to review your key knowledge.</li> <li>• Did you find it difficult to read or follow your workings when you reviewed it? (If you can give it to someone else to look at and see if they can read and follow what you did).</li> <li>• Think about what you'd do differently if you sat the paper again.</li> </ul>	
<p>Estimated timings: attempting the final mock: 2 hours, reviewing the model answers carefully: 1 hour</p>	