

## Course fees:

<u>LEVEL</u>	<u>Per Paper</u>	<u>Home study</u>
Introductory	£155	£139
Intermediate	£205	£139
Advanced		
Options:	£275	£169
Core:	£275	£169

- Above fee are applicable for a course duration of 3 to 6 months
- To enrol on a one year full time programme a minimum of 4 papers must be selected

**Name:** .....

**Address:** .....

.....

**Tel:** .....

**Course Level:** .....

**Study Mode:** F/T, Day release, evenings, Week end

**Please send your details with a registration fee of £30  
and reserve your place now.**

Hammersmith Management College

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Web: [www.hmclondon.com](http://www.hmclondon.com)



**Over 100,000 Accounting jobs available  
in Practice and Industry. Are you interested?**

*Join our Certified Accounting Technician (CAT) courses  
for attractive job prospects in the Market.*

- Quality training
- Exam revision
- Mock examination
- SAGE Line50
- Job related training



**Use this leaflet to enrol and claim a discount**

**HAMMERSMITH MANAGEMENT COLLEGE**

# CAT (Certified Accounting Technician)

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.

## Course structure

### **Introductory**

T1: Recording financial transactions  
T2: Information for management control

### **Intermediate**

T3: Maintaining financial records  
T4: Accounting for costs

### **Advanced**

T5: Managing people  
T6: Drafting financial statements  
T7: Planning, control and performance management

### **2 Options from:**

Paper 8: Implementing Audit Procedures  
Paper 9: Preparing tax computation  
Paper 10: Management Finance

## Course Duration

CAT can be fully completed within 15 - 18 months.

## Intakes

There are four intakes a year namely January, April, July and September

## Registration Procedures

You can register as an ACCA student by visiting [www.accaglobal.com](http://www.accaglobal.com) and using ACCA's on line registration facility. The initial registration can be completed on line. To fully complete your registration you must send

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copies of your academic transcripts, passport size photograph, copy of relevant pages of passport and a cheque or postal order of £59 along with your application number.

*It may take ACCA up to 4-6 months to provide you with your registration details.*

## Summary of Key Dates

Submit registration by 31<sup>st</sup> December to sit June examinations  
Submit registration by 31<sup>st</sup> August to sit December examinations

Above registrations deadlines do not apply to Computer Based Examinations.

*HMC is an approved computer based exam centre for CAT papers T1 - T4*

## Practical implications

In addition to completing the exams, you will also need to gain at least one year's relevant, supervised work experience in order to qualify and use the "CAT" letters after your name. Practical training can be completed in any size or type of business, and in any combination of sectors, before, during or after completing the exams.

## Computerised Accounting Packages

In order to prepare our students for the challenges of the Job market, we provide practical training to compliment the professional ACCA knowledge. Following modes of practical training may be available:

- ✓ Computerised payroll
- ✓ SAGE LINE50
- ✓ EXCEL

## Eligibility as a registered student

There are no formal academic qualifications necessary to register. If you have no academic qualifications, you will be expected to complete all three Levels of the Certified Accounting Technician examinations.

Holders of certain qualifications may receive exemptions from some of the papers.

Use ACCA's online exemptions database to find out if you are eligible.

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