



Qualification Specification for:

KPA Level 6 Diploma  
in  
Professional Accountancy (RQF)

Qualification Number: 603/3050/8

# Kaplan Professional Awards

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### Kaplan Professional Awards

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## 1. Introduction

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### About KPA

Kaplan Professional Awards (KPA) is a nationally recognised Awarding Organisation which offers high quality accredited qualifications. KPA works with national and local organisations to develop and widen access to high quality and flexible education and learning.

Our mission is to offer the best possible qualifications and resources, and to put these opportunities in the hands of as many people as possible.

### KPA Qualifications

KPA Qualifications are developed to ensure they provide a clear measure of the individuals' achievement while highlighting their ability to meet the requirements of the industry in which they wish to operate. KPA work with industry specialists to ensure the qualification modules/units and their assessments are set at a suitable level for the age range and industry requirements.

## 2. Qualification summary

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This specification will provide key information about the KPA Level 6 Diploma in Professional Accountancy (RQF) qualification.

This qualification is regulated by Ofqual and listed on Ofqual's Register of Regulated Qualification:

Name of qualification	Qualification number
KPA Level 6 Diploma in Professional Accountancy (RQF)	603/3050/8

The KPA Level 6 Diploma in Professional Accountancy (RQF) is an advanced learning and professional development programme, providing in depth understanding of accountancy, finance and business. This helps the candidate build technical knowledge, professional skills and practical experience needed to progress to the Advanced level of the ICAEW/ACA qualification.

This qualification has been developed with industry experts to ensure that it meets the needs of the industry. This qualification will provide candidates with a broad range of topics across accountancy, finance and business

The six modules within this qualification are designed to complement practical work experience, and consist of 5 mandatory units, shown below:

- Financial Accounting and Reporting: IFRS
- Audit and Assurance
- Financial Management
- Business Strategy and Technology
- Tax Compliance
- Business Planning: Taxation

Upon successful completion, learners will achieve a nationally recognised KPA Level 6 Diploma in Professional Accountancy (RQF) qualification.

The qualification is graded pass/fail.

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## Qualification objective

The objective for the KPA Level 6 Diploma in Professional Accountancy (RQF) is to ensure students gain in-depth knowledge and understanding across a broad range of topics in accountancy, finance and business as specified in this document, while demonstrating their level of achievement through a series of examinations relating to their study and practical work experience.

This qualification is suitable for those candidates who are pursuing a career in professional accountancy. The candidate will:

- be equipped with the technical knowledge and application skills necessary to tackle the Advanced Level of the ACA qualification.
- provide opportunities for progression in their career, employability or to higher education qualifications
- to provide learners with an opportunity to achieve a recognised qualification

## Target group

The qualification targets those students that have completed the ICAEW ACA Certificate level (CFAB) qualification and wish to progress to the Advanced level of the ACA qualification.

## Entry Requirements

Completion of ACA Certificate Level (CFAB) or have been granted exemptions from ACA Certificate level (CFAB) by the ICAEW.

## Recognition of Prior Learning (RPL)

KPA will recognise prior learning of ICAEW professional level subjects already completed.

## Delivery Languages

This qualification is available in English only at this time.

## Support and recognition

KPA Level 6 Diploma in Professional Accountancy (RQF) qualification has industry support from:

- ICAEW

## 3. Structure and Content

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The total qualification time for this qualification is 727 hours which includes 711.5 hours of guided learning and 15.5 hours for assessment. This qualification is composed of six units. The individual must successfully complete all required assessments to obtain the qualification certification.

The Qualification consists of the following six mandatory Units:

Qualification Structure	Number of mandatory units		
	Assessment method	Level	GLH
Module/Unit title			
Financial Accounting and Reporting: IFRS	3hr CBE*	6	147
Audit and Assurance	2.5 hr CBE	6	86.5
Financial Management	2.5 hr CBE	6	110.5
Business Strategy and Technology	2.5 hr CBE	6	86.5
Tax Compliance	2.5 hr CBE	6	134.5
Business Planning: Taxation	2.5 hr CBE	6	146.5

\*CBE – Computer based exam

- Each examination has a pass mark of 55%.
- Students can attempt the modules in any order with one exception. Students will need to complete Tax Compliance prior to or alongside completing Business Planning: Taxation.
- Students will be permitted a maximum of four attempts at each unit.

### Open Book Policy

Students are permitted to take certain publications with them into their exam. Please look at the additional guidance document regarding permitted text and acceptable annotations, which is available on [our KPA Level 6 Diploma in Professional Accountancy - Open Book policy](#)



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## Offering the Qualification

This qualification is only available through KPA recognised centres. If you would like to find out more about either becoming a recognised centre or working in partnership with a recognised centre please access the 'Become a KPA Recognised Centre' tab under the 'Training centres' area of the website: [kaplan-professional-awards.kaplan.co.uk](https://www.kaplan-professional-awards.kaplan.co.uk), or contact KPA via phone on 0207 645 8912 or email at [kpaenquiries@kaplan.co.uk](mailto:kpaenquiries@kaplan.co.uk)

## Becoming an approved KPA centre

To become an approved KPA centre you will be required to meet both general and specific requirements to ensure the standard and quality of the qualification delivery is maintained year on year.

All approved centres will be subject to KPA's ongoing quality assurance processes including centre visits which will focus on the internal quality assurance process, management of the qualification delivery and the service provided to the student.

## 4. Units

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### How the qualification works

This qualification is made up of unit(s) representing a small block of learning focusing on a particular topic or area of study relevant to the qualification.

### Each unit includes a:

1. Level – which indicates the unit difficulty
2. Credit value – the number of credits awarded to a learner for the successful achievement of the unit's learning outcomes
3. Total Qualification Time (TQT) - the total amount of time a typical learner would take to complete the different activities to demonstrate achievement of the learning outcomes of a whole qualification. TQT includes guided learning hours (GLH) plus tutor directed unsupervised learning and assessment activities.
4. Learning outcome – statement of our expectations of the learner and what the learner can expect to know, understand or do as a result of a process of learning. Each learning outcome is linked to a number of assessment criteria.
5. Assessment criteria – descriptions of the requirements a learner is expected to meet to demonstrate that a learning outcome has been achieved
6. Indicative content - the scope of knowledge required in order to fulfil the assessment requirements and achieve the learning outcome; it also outlines the technical components of the programme.

### Understanding learning outcomes

There are two main types of learning outcome:

- skills that can be performed
- knowledge that can be learned

It's possible that they can cover a combination of the two.

### Competence/Skills based learning outcomes:

- Linked to a practical skill that can demonstrate competence and/or performance of a specific activity or skill.

### Knowledge based learning outcomes:

- Reflects evidence that can be recorded in ways other than observation.

### Achievement at level 6

Reflects the ability to refine and use relevant understanding, methods and skills to address complex problems that have limited definition. It includes taking responsibility for planning and developing courses of action that are able to underpin substantial change or development, as well as exercising broad autonomy and judgement. It also reflects an understanding of different perspectives, approaches or schools of thought and the theories that underpin them.

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<b>Unit number 1</b>		<b>Financial Accounting and Reporting: IFRS</b>	
Level	6	Code	PA01/FRS
GLH	147		
Unit description	<p>To enable students to prepare complete single entity and consolidated financial statements, and extracts from those financial statements, covering a wide range of International Financial Reporting Standards (IFRS).</p> <p>Students will also be required to explain accounting and reporting concepts and ethical issues, and the application of IFRS to specified single entity or group scenarios.</p>		
Learning outcome		Assessment criteria	
The learner will:		The learner can:	
1. Understand accounting and reporting concepts and ethics.		1.1 Explain the contribution of financial statements. 1.2 Explain the inherent limitations of financial statements. 1.3 Apply the International Accounting Standards Board's conceptual framework for financial reporting. 1.4 Identify and explain key ethical issues.	
2. Be able to prepare single entity financial statements.		2.1 Prepare financial statements from accounting data for single entities in conformity with IFRS requirements. 2.2 Explain the application of IFRS to specified single entity scenarios.	
3. Be able to prepare consolidated financial statements.		3.1 Identify the circumstances in which entities are required to present consolidated financial statements. 3.2 Prepare single entity financial statements in conformity with IFRS requirements. 3.3 Explain the application of IFRS to specified group scenarios.	
Assessment method	The Financial Accounting and Reporting: IFRS exam is 3 hours long. The exam contains four written test questions.		

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<b>Unit number 2    Audit and Assurance</b>			
Level	6	Code	PA02/AA
GLH	86.5		
Unit description	To develop students' understanding of the critical aspects of managing an assurance engagement (including audit engagements): acceptance, planning, managing, concluding and reporting		
Learning outcome		Assessment criteria	
The learner will:		The learner can:	
1. Understand the legal and other professional regulations, ethics, accepting and managing engagements and current issues.		1.1 Advise on the regulatory, professional and ethical issues relevant to those accepting, managing and carrying out assurance engagements. 1.2 Describe the processes involved in accepting and managing assurance engagements. 1.3 Explain how quality assurance processes mitigate the risks to those conducting the engagement.	
2. Be able to plan assurance engagements.		2.1 Explain the importance of understanding a client's business when planning an engagement. 2.2 Assess business risks arising from a given set of business processes and compliance. 2.3 Assess the impact of risk and materiality on an engagement plan. 2.4 Discuss the benefits and limitations of analytical procedures at the planning stage. 2.5 Discuss an approach appropriate for engaging with a specified organisation. 2.6 Outline aspects of statutory law and regulation relevant to auditing.	

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<p>3. Be able to conclude and report on an assurance engagements in accordance with the terms of engagement and appropriate standards.</p>	<p>3.1 Evaluate the results and conclusions obtained from assurance procedures including analytical procedures and data analytics where appropriate.</p> <p>3.2 Assess an organisations assurance report, recommending actions relevant to the needs and nature of the organisation reported on.</p> <p>3.3 Discuss the reporting procedure to meet governance and legislation requirements.</p> <p>3.4 Recommend elements required in an auditor’s report, in accordance with IFRS standards.</p>
<p>Assessment method</p>	<p>The Audit and Assurance module exam is 2.5 hours long. The exam will consist of six short-form questions and three longer questions.</p>

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<b>Unit number 3      Financial Management</b>			
Level	6	Code	AF03/FM
GLH	110.5		
Unit description	To enable students to recommend relevant options for financing a business, recognise and manage financial risks and make appropriate investment decisions.		
Learning outcome		Assessment criteria	
The learner will:		The learner can:	
1. Understand financing options.		1.1 Identify capital requirements of businesses. 1.2 Assess financing options.	
2. Be able to manage financial risk.		2.1 Identify the main price and overseas trading risks facing a business. 2.2 Explain principal methods of managing those risks.	
3. Be able to make investment decisions and valuation.		3.1 Apply investment appraisal techniques to a given situation. 3.2 Calculate the value of shares and businesses.	
Assessment method	The Financial Management module exam is 2.5 hours long. The exam consists of three questions. Managing financial risk will be assessed as a discrete topic. The other two questions will assess financing options and investment decisions and valuation either as discrete or integrated topics.		

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<b>Unit number 4      Business Strategy and Technology</b>			
Level	6	Code	PA04/BST
GLH	86.5		
Unit description	To provide students with an understanding of how an organisation develops and implements strategy, including any ethical implications.		
Learning outcome		Assessment criteria	
The learner will:		The learner can:	
1. Be able to conduct a strategic analysis of an organisation.		1.1 Analyse the consequences of an organisation's current strategic direction, including: <ul style="list-style-type: none"> <li>• Objectives</li> <li>• Market position</li> <li>• Technological developments.</li> </ul>	
2. Understand the impact of making a strategic choice.		2.1 Evaluate the likely consequences of strategic choices and technology developments. 2.2 Recommend strategies that meet the objectives of an organisation.	
3. Be able to implement and monitor strategic decisions.		3.1 Recommend appropriate methods an organisation can use to implement and monitor strategies, including responses to technology developments. 3.2 Explain how data is used to measure and monitor strategic performance.	
Assessment method	The Business Strategy and Technology module exam is 2.5 hours long. The exam will consist of three scenario-based questions, covering a range of different industries and types of organisation. Each question will cover one or more syllabus areas.		

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Unit number 5 Tax Compliance			
Level	6	Code	AF05/TC
GLH	134.5		
Unit description	To enable students to prepare straightforward tax computations for individuals and companies; understand the tax implications of a course of action; and explain potential tax treatments of transactions		
Learning outcome		Assessment criteria	
The learner will:		The learner can:	
1. Understand the ethical implications and legal regulations surrounding UK tax laws.		1.1 Recognise ethical issues arising in the course of performing tax work. 1.2 Identify the obligations that the UK tax system imposes on taxpayers. 1.3 Outline the implications for non-compliant taxpayers.	
2. Understand how indirect taxes are calculated.		2.1 Calculate the amount of VAT owed by or owed to businesses. 2.2 Calculate the amount of stamp taxes due in straightforward transactions. 2.3 State when VAT and stamp taxes are reported and paid.	
3. Be able to prepare capital gains tax and inheritance tax returns.		3.1 Calculate the capital gains tax payable by individuals. 3.2 Calculate the amounts of inheritance tax due on lifetime transfers and transfers on death by individuals, personal representatives and trustees. 3.3 State when capital gains and inheritance tax must be reported and paid.	
4. Be able to prepare corporation tax returns.		4.1 Calculate the corporation tax liabilities of companies. 4.2 State when these liabilities must be reported and paid.	
5. Understand how income tax and NIC's are calculated		5.1 calculate the amounts of income tax owed by or owed to individuals 5.2 calculate the amounts of national insurance payable by employers, the self-employed and employees 5.3 state when these amounts must be reported	



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Assessment method	The Tax Compliance module exam is 2.5 hours long. The exam will consist of five questions. The exam will test each of the taxes on the syllabus as a discrete topic. In the exam, students will generally be expected to assume that any beneficial election, claim or deduction has been made, unless otherwise directed in the exam.
Taxes covered in this unit	<ul style="list-style-type: none"><li>• Capital gains tax</li><li>• Corporation tax</li><li>• Income tax</li><li>• Inheritance tax</li><li>• National insurance</li><li>• Stamp taxes</li><li>• VAT</li></ul>

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<b>Unit number 6      Business Planning: Taxation</b>			
Level	6	Code	AF06/BST
GLH	146.5		
Unit description	To enable students to apply technical knowledge and professional skills to identify and resolve taxation issues that arise in the context of preparing tax computations and to advise on tax-efficient strategies for businesses and individuals.		
Learning outcome		Assessment criteria	
The learner will:		The learner can:	
1. Be able to distinguish between the different types of advanced taxation.		1.1 Analyse the consequences of tax calculations for individuals and companies. 1.2 Evaluate the interaction of taxes in given scenarios. 1.3 Explain the benefits to individuals and companies on adhering to tax regulations.	
2. Understand various approaches to 'tax planning'.		2.1 Discuss alternative tax treatments to defer or minimise tax liabilities. 2.2 Describe the interaction of taxes, in given scenarios. 2.3 Distinguish between tax evasion and tax avoidance.	
3. Understand the ethical implications and legal regulations in given taxation scenarios.		3.1 Recognise and explain the ethical and legal issues arising in taxation scenarios. 3.2 Describe the five fundamental principles and guidance in the IESBA and ICAEW codes, including the Professional Conduct in Relation to Taxation (PCRT). 3.3 Justify, using given scenarios, different types of sanctions available for non-compliance.	
Assessment method	The Business Planning: Taxation module exam is 2.5 hours long. The exam will contain questions requiring the use of communication, judgement and evaluation skills as well as an ability to understand the interaction of different taxes.		

## 5. Quality Assurance Processes

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### Assessment

KPA will put in place a system of QA which allows it to maintain a high level of control over the development, delivery and awarding of the qualification. In particular it will require centres to meet the particular requirements for each type of assessment. KPA External Quality Advisor's will be responsible for ensuring centres meet the approved centre requirements relating to specific types of assessment and/or examination delivery.

### Centre Resources

KPA approved centres are required to provide the right human and physical resources needed to ensure the quality of the learner experience. Centres must ensure that staff have the appropriate level of subject knowledge, practical experience of the sector and are normally qualified to at least a degree standard. It is desirable that staff have a teaching and/or assessing qualification.

The physical resources required will vary depending on the style of delivery. Where distance or blended learning is used, KPA expects centres to have appropriate learning support materials, infrastructure and technology in place to meet student needs.

### Control and Oversight

The academic board will meet at agreed stages during the year to ensure that judgements have been reviewed and considered against previous year's results to ensure the pass mark is set at the correct level.

### Certification

On completion of the qualification, KPA will confer upon the learner the award of

- KPA Level 6 Diploma in Professional Accountancy (RQF)

### Fees

The exam fee for each unit is £200.00, there are six units in this qualification making the total qualification fee £1,200

### Progression Opportunities

Candidates will be able to progress to study the ICAEW/ACA Advanced level following completion of the Diploma in Professional Accountancy, which will, subject to other ICAEW criteria, allow successful candidate to qualify as a Chartered Accountant with the ICAEW.

## 6. Access arrangements and Reasonable adjustments

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KPA complies with the Equality Act 2010 and Ofqual general conditions of recognition regarding fair assessment. Students are asked to notify KPA on registration so that their needs may be considered.

Candidates are able to request alternative access due to short-term or long-term indispositions. Applications must meet the relevant deadlines as laid out in the Access Arrangements for Examinations policy. Students who have been granted access arrangements must inform KPA immediately if the circumstances related to their access arrangements change prior to the sitting of the examination in question.

### Access arrangements

Access arrangements allow candidates with specific needs; such as special educational needs, disabilities or temporary injuries, to access an assessment without changing the demands of the assessment. The purpose behind an access arrangement is to meet the particular needs of an individual candidate without affecting the integrity of the assessment. Access arrangements are agreed before an assessment and are the principal way in which awarding bodies comply with the duty under the Equality Act 2010\* to make 'reasonable adjustments'.

### Reasonable Adjustments

The awarding body is required to make reasonable adjustments for a candidate with a disability, as defined in the Equality Act 2010\*; who would be at a substantial disadvantage in comparison to someone who is not disabled.

An adjustment to be considered reasonable will depend on a number of factors, which will include, but are not limited to the:

- needs of the disabled candidate;
- effectiveness of the adjustment;
- cost of the adjustment
- likely impact of the adjustment