



# **PROESSIONAL PROGRAMME**

**ALC  
STUDENT HANDBOOK**

**JANUARY 2025**

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## 1. ACCA Professional Centre

### 1.1 Introduction

Daniel Lee manages the Professional Programme with the assistance of its management staff and lecturing team.

The Professional Programme management staff and lecturing team have more than 18 years' experience in running CAT (Certified Accounting Technician) and ACCA (Association of Chartered Certified Accountants) accountancy programmes.

### 1.2 Mission

A key player in the field of Professional programmes. Think ACCA Think ALC

### 1.3 Vision

We believe in providing good quality education and training for our students to be ready for the job market as a Professional Business Accountant.

## 2. ACCA Programme

### 2.1 Duration

ACCA Programme	2.5 to 3 years - Full-time 3 to 4 years – Part-time
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### 2.2 Program Structure

#### Term 1

Classes	4 to 10 sessions, 3 hours per session
Progress Test	1 progress test

#### Term 2

Classes	4 to 10 sessions, 3 hours per session
Final Revision	6 to 8 sessions, 3 hours per session
Mock Exam	1 mock exam

#### Homework

The individual lecturer will give homework to the students.

BPP revision kits are provided for students to practise exam-style questions. Students are encouraged to ask questions during and outside of class.

#### Class Videos

Students provide access to class videos to recap their lectures. This facilitates 24 hours learning at any time.

#### Continue Assessments

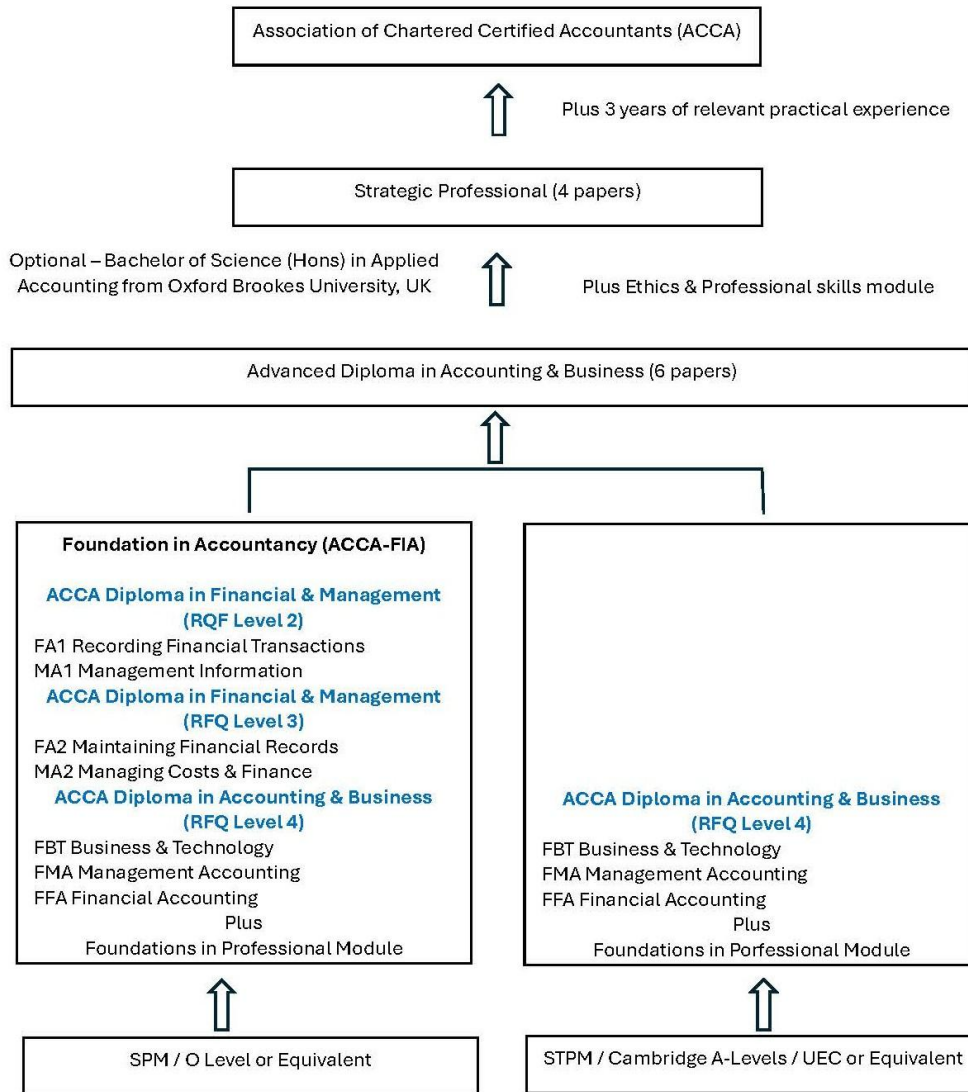
ACCA Edu Hub practice Qs & BPP exam practice kits

#### ACCA Global website

Students are encouraged to log onto the ACCA website to view the latest articles and additional learning resources

2.3 Progression Pathway

Study route – Foundations in Accountancy and ACCA Programmes



### 3. ACCA Qualification Entry Requirements

Qualifications
2 principal passes at STPM or “A” level plus 5 credits at SPM with English and Mathematics)
Unified Examination Certificate (UEC) 2 “A” plus 3 from “C” to “A” with English and Mathematics
Matriculation Certificate Minimum CGPA of 2.50 with English and Mathematics
Polytechnic Certificate
Any other equivalent Certificates

### 4. ACCA Exam Resources and Syllabus

Students need to review these exam resources and the syllabus before you start your classes. It will give you an overview of the subject’s requirements, examiners’ expectations, and the support from ACCA.

The ACCA exam resources include the following.

- a) Introduction to the subject
- b) Examinable documents
- c) Exam team guidance
- d) Syllabus
- e) Math & English language support
- f) ACCA Study Hub – Introduction
- g) Practice tests
- h) Specimen exams
- i) CBE past exams
- j) Technical articles
- k) FAQs
- l) Pass rates

The ACCA syllabus include the following

- a) Introduction to the syllabus
- b) Main capabilities
- c) The syllabus
- d) Detailed study guide
- e) Summary of changes to the subject
- f) Approach to examining the subject
- g) Relational diagram linking with other exams

Common contents for all subjects

- a) Guide to ACCA examination structure and delivery mode
- b) The structure of the ACCA qualification
- c) Guide to ACCA examination assessment
- d) Learning hours and education recognition

		Exam resources – link below	Syllabus and Study Guide – link below
Applied Knowledge			
BT	Business and Technology	<a href="https://www.accaglobal.com/gb/en/student/exam-support-resources/fundamentals-exams-study-resources/f1.html">https://www.accaglobal.com/gb/en/student/exam-support-resources/fundamentals-exams-study-resources/f1.html</a>	<a href="https://www.accaglobal.com/content/dam/acca/global/PDF-students/acca/f1/studyguides/bt/bt_s25_a26_syllabus_study_guide.pdf">https://www.accaglobal.com/content/dam/acca/global/PDF-students/acca/f1/studyguides/bt/bt_s25_a26_syllabus_study_guide.pdf</a>
MA	Management Accounting	<a href="https://www.accaglobal.com/gb/en/student/exam-support-resources/fundamentals-exams-study-resources/f2.html">https://www.accaglobal.com/gb/en/student/exam-support-resources/fundamentals-exams-study-resources/f2.html</a>	<a href="https://www.accaglobal.com/content/dam/acca/global/PDF-students/fia/studyguides/MA.FMA%20S25-A26%20syllabus%20and%20study%20guide%20-%20final.pdf">https://www.accaglobal.com/content/dam/acca/global/PDF-students/fia/studyguides/MA.FMA%20S25-A26%20syllabus%20and%20study%20guide%20-%20final.pdf</a>
FA	Financial Accounting	<a href="https://www.accaglobal.com/gb/en/student/exam-support-resources/fundamentals-exams-study-resources/f3.html">https://www.accaglobal.com/gb/en/student/exam-support-resources/fundamentals-exams-study-resources/f3.html</a>	<a href="https://www.accaglobal.com/content/dam/acca/global/PDF-students/fia/studyguides/FA%20FFA%20S25-A26%20syllabus%20and%20study%20guide%20-%20final.pdf">https://www.accaglobal.com/content/dam/acca/global/PDF-students/fia/studyguides/FA%20FFA%20S25-A26%20syllabus%20and%20study%20guide%20-%20final.pdf</a>
Applied Skills			
LW	Corporate & Business Law (MYS)	<a href="https://www.accaglobal.com/gb/en/student/exam-support-resources/fundamentals-exams-study-resources/f4.html">https://www.accaglobal.com/gb/en/student/exam-support-resources/fundamentals-exams-study-resources/f4.html</a>	<a href="https://www.accaglobal.com/content/dam/acca/global/PDF-students/acca/f4/studyguides/LW%20MYS%20J25-M26%20syllabus%20and%20study%20guide.pdf">https://www.accaglobal.com/content/dam/acca/global/PDF-students/acca/f4/studyguides/LW%20MYS%20J25-M26%20syllabus%20and%20study%20guide.pdf</a>
PM	Performance Management	<a href="https://www.accaglobal.com/gb/en/student/exam-support-resources/fundamentals-exams-study-resources/f5.html">https://www.accaglobal.com/gb/en/student/exam-support-resources/fundamentals-exams-study-resources/f5.html</a>	<a href="https://www.accaglobal.com/content/dam/acca/global/PDF-students/acca/f5/studyguides/PM%20S25-J26%20syllabus%20and%20study%20guide.pdf">https://www.accaglobal.com/content/dam/acca/global/PDF-students/acca/f5/studyguides/PM%20S25-J26%20syllabus%20and%20study%20guide.pdf</a>
TX	Taxation (MYS)	<a href="https://www.accaglobal.com/gb/en/student/exam-support-resources/fundamentals-exams-study-resources/f6.html">https://www.accaglobal.com/gb/en/student/exam-support-resources/fundamentals-exams-study-resources/f6.html</a>	<a href="https://www.accaglobal.com/content/dam/acca/global/PDF-students/acca/f6/studyguides/TX%20MYS%20D25-S26%20syllabus%20and%20study%20guide%20-%20final.pdf">https://www.accaglobal.com/content/dam/acca/global/PDF-students/acca/f6/studyguides/TX%20MYS%20D25-S26%20syllabus%20and%20study%20guide%20-%20final.pdf</a>
FR	Financial Reporting	<a href="https://www.accaglobal.com/gb/en/student/exam-support-resources/fundamentals-exams-study-resources/f7.html">https://www.accaglobal.com/gb/en/student/exam-support-resources/fundamentals-exams-study-resources/f7.html</a>	<a href="https://www.accaglobal.com/content/dam/acca/global/PDF-students/acca/f7/studyguides/FR%20S25-J26%20syllabus%20and%20study%20guide.pdf">https://www.accaglobal.com/content/dam/acca/global/PDF-students/acca/f7/studyguides/FR%20S25-J26%20syllabus%20and%20study%20guide.pdf</a>
AA	Audit & Assurance	<a href="https://www.accaglobal.com/gb/en/student/exam-support-resources/fundamentals-exams-study-resources/f8.html">https://www.accaglobal.com/gb/en/student/exam-support-resources/fundamentals-exams-study-resources/f8.html</a>	<a href="https://www.accaglobal.com/content/dam/acca/global/PDF-students/acca/f8/studyguides/AA%20S25-J26%20syllabus%20and%20study%20guide.pdf">https://www.accaglobal.com/content/dam/acca/global/PDF-students/acca/f8/studyguides/AA%20S25-J26%20syllabus%20and%20study%20guide.pdf</a>
FM	Financial Management	<a href="https://www.accaglobal.com/gb/en/student/exam-support-resources/fundamentals-exams-study-resources/f9.html">https://www.accaglobal.com/gb/en/student/exam-support-resources/fundamentals-exams-study-resources/f9.html</a>	<a href="https://www.accaglobal.com/content/dam/acca/global/PDF-students/acca/f9/studyguides/FM%20S25-J26%20syllabus%20and%20study%20guide%20-%20final.pdf">https://www.accaglobal.com/content/dam/acca/global/PDF-students/acca/f9/studyguides/FM%20S25-J26%20syllabus%20and%20study%20guide%20-%20final.pdf</a>

Strategic Professional			
SBR	Strategic Business Reporting	<a href="https://www.accaglobal.com/gb/en/student/exam-support-resources/professional-exams-study-resources/strategic-business-reporting.html">https://www.accaglobal.com/gb/en/student/exam-support-resources/professional-exams-study-resources/strategic-business-reporting.html</a>	<a href="https://www.accaglobal.com/content/dam/accaglobal/PDF-students/accaglobal/SBR/SBR-INT%20S25-J26%20syllabus%20and%20study%20guide%20-%20final.pdf">https://www.accaglobal.com/content/dam/accaglobal/PDF-students/accaglobal/SBR/SBR-INT%20S25-J26%20syllabus%20and%20study%20guide%20-%20final.pdf</a>
SBL	Strategic Business Leader	<a href="https://www.accaglobal.com/gb/en/student/exam-support-resources/professional-exams-study-resources/strategic-business-leader.html">https://www.accaglobal.com/gb/en/student/exam-support-resources/professional-exams-study-resources/strategic-business-leader.html</a>	<a href="https://www.accaglobal.com/content/dam/accaglobal/PDF-students/accaglobal/SBL/SBL%20S25-J26%20syllabus%20and%20study%20guide.pdf">https://www.accaglobal.com/content/dam/accaglobal/PDF-students/accaglobal/SBL/SBL%20S25-J26%20syllabus%20and%20study%20guide.pdf</a>
AFM	Advanced Financial Management	<a href="https://www.accaglobal.com/gb/en/student/exam-support-resources/professional-exams-study-resources/p4.html">https://www.accaglobal.com/gb/en/student/exam-support-resources/professional-exams-study-resources/p4.html</a>	<a href="https://www.accaglobal.com/content/dam/accaglobal/PDF-students/accaglobal/p4/studyguides/AFM%20S25-J26%20syllabus%20and%20study%20guide.pdf">https://www.accaglobal.com/content/dam/accaglobal/PDF-students/accaglobal/p4/studyguides/AFM%20S25-J26%20syllabus%20and%20study%20guide.pdf</a>
APM	Advanced Performance Management	<a href="https://www.accaglobal.com/gb/en/student/exam-support-resources/professional-exams-study-resources/p5.html">https://www.accaglobal.com/gb/en/student/exam-support-resources/professional-exams-study-resources/p5.html</a>	<a href="https://www.accaglobal.com/content/dam/accaglobal/PDF-students/accaglobal/p5/studyguides/APM%20S25-J26%20syllabus%20and%20study%20guide.pdf">https://www.accaglobal.com/content/dam/accaglobal/PDF-students/accaglobal/p5/studyguides/APM%20S25-J26%20syllabus%20and%20study%20guide.pdf</a>
ATX	Advanced Taxation (MYS)	<a href="https://www.accaglobal.com/gb/en/student/exam-support-resources/professional-exams-study-resources/p6.html">https://www.accaglobal.com/gb/en/student/exam-support-resources/professional-exams-study-resources/p6.html</a>	<a href="https://www.accaglobal.com/content/dam/accaglobal/PDF-students/accaglobal/p6/studyguides/ATX-MYS%20D25-S26%20syllabus%20and%20study%20guide.pdf">https://www.accaglobal.com/content/dam/accaglobal/PDF-students/accaglobal/p6/studyguides/ATX-MYS%20D25-S26%20syllabus%20and%20study%20guide.pdf</a>
AAA	Advanced Audit & Assurance (Int)	<a href="https://www.accaglobal.com/gb/en/student/exam-support-resources/professional-exams-study-resources/p7.html">https://www.accaglobal.com/gb/en/student/exam-support-resources/professional-exams-study-resources/p7.html</a>	<a href="https://www.accaglobal.com/content/dam/accaglobal/PDF-students/accaglobal/p7/studyguides/AAA%20INT%20S25-J26%20syllabus%20and%20study%20guide%20-final.pdf">https://www.accaglobal.com/content/dam/accaglobal/PDF-students/accaglobal/p7/studyguides/AAA%20INT%20S25-J26%20syllabus%20and%20study%20guide%20-final.pdf</a>

## 5. ACCA Study Hub

- What's included in the Study Hub?
- Free online study content which covers the full syllabus.
- Short quizzes to test understanding as you progress through the chapters.
- Practice and revision questions and flashcards, to help prepare you for your exam.

Click the link <https://www.accaglobal.com/gb/en/student/your-study-options/studyhub.html>

## 6. Payment to the Professional Bodies

### ACCA Qualification Fees

Initial Registration	£89
Re-registration	£89
Annual Subscription	£116

Exam level	Exam entry period	Exam fee (per exam)	Exemption fee
Applied Knowledge: AB, MA and FA		RM650	£86
Applied Skills: LW, PM, TX, FR, AA & FM	Standard Apr/Oct	£155	£114
	Late entry May/Nov	£397	Please refer to ACCA website For the updated deadline
Strategic Professional: Essentials (SBL / SBR)	Standard Apr/Oct	£274/ £202	
	Late entry May/Nov	£453/ £453	Please refer to ACCA website For the updated deadline
Options (AFM, APM, ATX & AAA)	Standard Apr/Oct	£202	
	Late entry May/Nov	£453	Please refer to ACCA website For the updated deadline

Ethics and Professional Skills Module £81

Note: It should be started after the Applied Knowledge exams have been completed and before commencing the Strategic Professional exams.

### Computer-Based Exams (CBE)

Exam dates and fees for CBE can be obtained at the reception counter.

Note:- Pay in RM three weeks before the scheduled computer-based Exam date. Notification will be sent to the student one week before the CBE exam date.

## 7. Important Dates

These dates included exam entry dates and fees, as well as annual subscription fee deadlines, all of which are key dates from the ACCA calendar.

ACCA runs four exam sessions a year in March, June, September, and December – giving you great flexibility and choice of when to take your exams.

Book an exam for the upcoming session by using ACCA's online booking platform and take advantage of ACCA's lowest exam fees by entering during the standard entry period.

Click the link <https://www.accaglobal.com/my/en/student/getting-started/important-dates.html>

## 8. ACCA Examination Timetable

### a) Computer-based exam (CBE)

You can check with ALC's admin, or you can visit the CBE on demand centre from the ACCA's website.

#### Click the link

<https://www.accaglobal.com/my/en/student/exam-entry-and-administration/about-our-exams/centre-exams/on-demand-centre-exams/cbe-centre-list.html>

### b) Centre-based exam

Please check your updated exam timetable on the ACCA's website

#### Click the link

<https://www.accaglobal.com/my/en/student/exam-entry-and-administration/exam-timetables.html>

## 9. Advanced Learning Centre's Rules and Regulations

### Registration – ACCA Students & Examination

#### i. Registering for tuition classes with ALC

- Please refer to ALC's Google registration form

#### ii. Registering to be a student member with ACCA:

- Payments to ACCA are in GBP (£) and should be made in bank draft or credit card to **The Association of Chartered Certified Accountants**. Registration and payments can be made online individually.

All students are required to register with ACCA UK.

### Course Timetable

All students can access the timetable via [www.alc.my](http://www.alc.my).

If there is a change to the timetable, students will be informed via email or SMS. Please provide your updated email address and mobile number.

### Course Delivery

Live online classes, which include a learning phase and an exam focus revision phase. During the learning phase, lecturers will go through the topics and practise more questions with the students. As such, it is important for students to watch the recorded videos before the next live online class. After the learning phase, we also encourage students to practise questions using the ACCA Edu Hub and the BPP exam practice kit.

### Course Materials

Tuition fees include BPP study materials, supplementary notes, progress test, mock exam, and relevant study materials where applicable. We will courier BPP study materials within 5 to 7 working days upon receipt of ALC's Google registration form.

### Attendance

Students are encouraged to attend all live online classes. Attendances are auto-marked via Google or Zoom attendance.

### Progress Test and Mock Exam

All students are required to attempt both the progress test and the mock exam as per the timetable.

### **Course Evaluation**

All students are encouraged to complete the course evaluation. This is to give the students the opportunity to provide constructive feedback for improvement.

### **Course Cancellation**

ALC reserves the right to vary or cancel any of the courses (should the class size is less than 10 students), fee structure, study materials, timetable, and lecturing team.

### **Defer / Transfer of Paper**

Students are allowed to defer or transfer a paper subject to below terms and conditions:

- An administration fee of RM50 for every paper transferred/deferred
- A penalty of RM100 will be imposed for applications made after the deadline from 19 February to 21 March / 21 August to 18 September.

### **Right to Advertise**

ALC reserves the right to advertise the student's name and photo in our brochures and any form of advertisement.

## **10. Complaint Procedure**

A copy of the complaint form can be requested from office

### **Step 1 Informal complaint**

Prior to lodging the complaint, the student may wish to discuss his or her concerns with a student counsellor.

If the concerns can be solved at this stage, then it will not progress to a formal complaint.

### **Step 2 Formal complaint – resolve within 7 working days**

If the student remains unhappy with the explanations provided by the student counsellor, they can officially write to the Administrator. An investigation will be carried out into the cause and reason of the student's complaint.

Once the root cause is identified, the student will be called in to discuss the matter with the Administrator to resolve the issue.

### **Step 3 Appeal – resolve within 10 working days**

If the complaint cannot be resolved, the student can appeal to the Programme Director. The decision of the appeal panel shall be regarded as final. At the conclusion of the appeal, the student will be informed of the outcome of the appeal in writing.

### **Step 4 Write to ACCA UK**

- I. If the student is not satisfied with the College's decision, they can write to ACCA UK to make a formal complaint.
- II. If you have exhausted both your learning provider complaint's 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>

**11. Advanced Learning Centre's Staff**

<b>Programme Director</b>	Mr Daniel Lee Email: danielomlee@gmail.com Tel: +(603) 2032 3118 / 300 73745
<b>Administrator</b>	Ms Yee Ling Email: e_ling93@hotmail.com Tel: +(603) 2032 3118 / 300 73745
<b>Coordinator</b>	Mr Siva Email: alcacca@gmail.com Tel: +(603) 2032 3118 / 300 73745
<b>IT Executive</b>	Mr Wang Yaw Siong Email: ben@aba.edu.my Tel: +(603) 2032 3118 / 300 73745203

**12. ACCA Contacts**

<p><b>ACCA Connect</b> 110 Queen street, Glasgow G1 3BX United Kingdom</p> <p>ACCA Student section</p>	<p>General Enquiries: <a href="mailto:info@accaglobal.com">info@accaglobal.com</a> Student Enquiries: <a href="mailto:students@accaglobal.com">students@accaglobal.com</a> Member enquiries: <a href="mailto:members@accaglobal.com">members@accaglobal.com</a> Tel: 1 800 88 5051</p> <p><a href="https://forms.accaglobal.com/contact-us">https://forms.accaglobal.com/contact-us</a></p> <p><a href="http://www.accaglobal.com/gb/en/student.html">http://www.accaglobal.com/gb/en/student.html</a></p>
<p><b>ACCA Malaysia</b> Level 27, Centrepoint North Tower Mid Valley City Lingkaran Syed Putra 59200 Kuala Lumpur</p>	<p>Email: <a href="mailto:info@my.accaglobal.com">info@my.accaglobal.com</a> Tel: 1 800 813 882</p>
<p><b>ACCA Office</b> <b>Oxford Brookes Business School</b> Wheatley Campus Wheatley Oxford OX33 1HX United Kingdom</p>	<p>Email: <a href="mailto:acca@brookes.ac.uk">acca@brookes.ac.uk</a> Tel: +44 (0) 1865 485702 Fax: +44 (0) 1865 485802</p>