

ACCA Audit and Assurance (AA) ECR Study Guidance

Your ACCA Enhanced Classroom product – useful information

Welcome to your ACCA ECR programme which is provided in partnership with BPP Professional Education. Below is an overview about the Enhanced Classroom element of your learning programme, plus some guidance for you to follow when studying.

Key features of the BPP Enhanced Classroom product

- **Recorded lectures**

Your learning content is broken into syllabus topics. The recorded lectures, which can be viewed at any time, help you to understand and apply the syllabus content by either explaining a concept, showing you a worked example, or providing you with an opportunity to apply the concept yourself. The lectures follow the BPP Course Notes.

- **Assessment activities**

The online assessments and further question practice activities will help you identify your strengths and weaknesses on specific areas, demonstrate learning of the core syllabus knowledge and provide you with lots of opportunity to practice and include real life examples. You can attempt some of the assessments as many times as you wish, and feedback is provided on each answer you provide.

- **Updates & Announcements forum**

In the Forums area you will see Updates & Announcements – this provides information such as when the Hub will be unavailable, and for how long, due to scheduled maintenance. We recommend that you check this forum on a regular basis.

How to log in to the BPP Hub.

You will receive a 'trigger' email to activate your account from 'hubwelcome@BPP.com' (note you may find this in your email 'junk' folder). All subsequent courses will be accessed via the same online account, so we recommend you take careful note of your login details. Once you have triggered your account, follow the below steps:

- 1) Go to <https://bpp.com/account>.
- 2) Log in with your User name and Password.
- 3) Navigate to Step 1 where you will find an introductory recording about your paper, and some FAQs about the Hub.

If you ever forget your Password, you can generate a new one by clicking the 'Forgotten password?' link and by typing in your email address. You will be sent an email to reset your password.

If you have received your login details and are experiencing any technical difficulties logging in, please contact BPP's 24/7 IT helpdesk via bpptac@bpp.com.

We hope you enjoy your ACCA studies, and wish you luck in your exam.



Getting started

If you are new to studying online, before you begin you may find it useful to access the 'ECR product demonstration' video in the 'Making the most of your BPP Digital resources' section in the Hub:

Guidance

Studying for AA

We have structured this guidance so that you have a good idea of how much work you should be doing in preparation for each Step assessment. However, we recognise that everyone studies at different speeds, so you will need to ensure that any targets you set yourself are realistic.

How to study via ECR

Your aim is to work through your BPP Workbook along with the recorded lectures and online assessments in the Enhanced Classroom online content. The Workbook you have been provided with should be annotated as you work through the material, and the lecture examples should be completed.

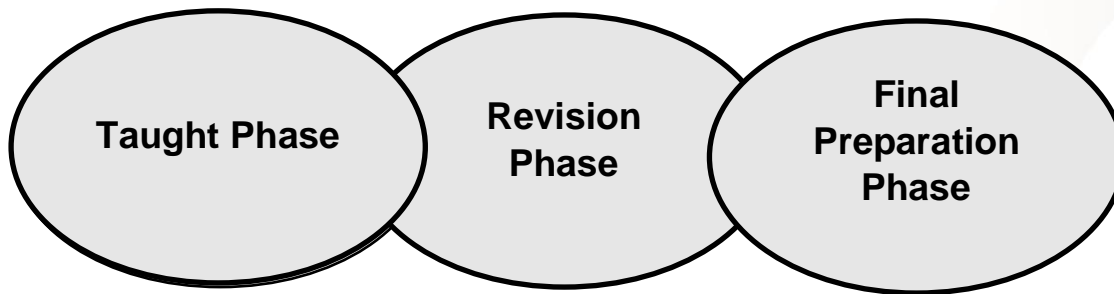
In order to work through the Workbook, we recommend you can use the following method:

- Listen to the recorded lectures in full and annotate the Workbook as you go;
- For lecture examples, have a go at them and if you find them easy, just use the answer at the back of the Workbook to check your understanding. If you have struggled with the lecture example, then use the recorded lectures to go through the theory and the answers in more detail.

The guidance below will give you some pointers as to which areas to prioritise. Try to cover the topics and activities in the guidance in the order shown. Before you start the next day of study, attempt any homework and recap any areas you have struggled with.

Errata

As we become aware of errata in the material, the errata sheet will be updated. You can access this under the 'Syllabus Updates & errata' section, under 'Your course materials' on the Hub.



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 Audit and Assurance 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.

Final Preparation Phase

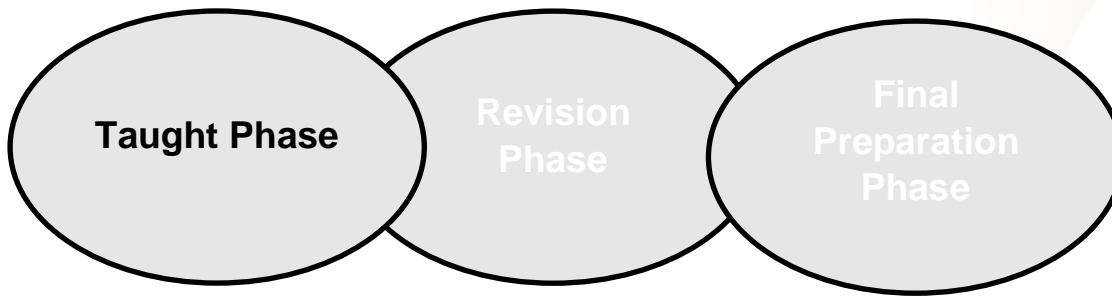
The aim here is to bring all of your skills and knowledge together in a final mock exam: Step 8 of the Achievement Ladder.

The Hub contains all the information, documents and videos for your course. The different phases of your course are clearly identified in different steps so you can easily find them.

Before you begin the Taught Phase, please take some time looking at the information provided in the **Introduction** section, in particular:

- Watch the Introduction to Audit and Assurance and Introduction to exam skills videos.
- Review the ACCA AA Support Resources and the ACCA AA Practice Experience Requirement (PER) Support.
- Refresh your understanding of the Assumed Knowledge topics from Financial Accounting.

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 Audit and Assurance 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 0 Assumed Knowledge

The purpose of Step 0 is to provide you with tailored support to get you up to speed with the brought forward knowledge required for your AA exam. Make sure you review all the information under the tile for Step 0 ahead of the taught phase starting with the guidance document which instructs you on how to work through this step.

Step 1

This guidance gives a total of approximately **8.5 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.*

Chapter 1 – The concept of audit and other assurance engagements	90 minutes
Key areas <ul style="list-style-type: none">• The objective of an audit• The format and contents of the auditor's report (initial understanding only as this is covered in chapter 20)• Limitations of the audit• Definition and elements of an assurance engagement	
Online Lecture <ul style="list-style-type: none">• Work through the online lectures in conjunction with the relevant sections of the Workbook, paying specific attention to the activities. Pause the online lecture to have a go at the activities yourself.	60 minutes
Further reading, technical articles and question practice	

<p>The following questions from the Further Question Practice Bank (available in the digital edition of the workbook) are relevant to this chapter:</p> <ul style="list-style-type: none"> • Section A: Q16, Q17 • Section B: Audit and assurance engagements 	30 minutes
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Chapter 2 – Statutory audit and regulation	60 minutes
<p>Key areas</p> <ul style="list-style-type: none"> • Auditor rights and duties • Appointment, removal and resignation • The role of IFAC and the IAASB 	
<p>Online Lecture</p> <ul style="list-style-type: none"> • Work through the online lectures in conjunction with the relevant sections of the Workbook. 	30 minutes
<p>Further reading, technical articles and question practice</p> <p>The following questions from the Further Question Practice Bank (available in the digital edition of the workbook) are relevant to this chapter:</p> <ul style="list-style-type: none"> • Section A: Q18, Q19 • Section B: Standards 	30 minutes

Chapter 3 – Corporate Governance	120 minutes
<p>Key areas</p> <ul style="list-style-type: none"> • The UK Corporate Governance Code • Audit committees 	
<p>Online Lecture</p> <ul style="list-style-type: none"> • Work through the online lectures in conjunction with the relevant sections of the Workbook, paying specific attention to the activities. Pausing the lecture to have a go at the activities. • Activity 1 is a really practical example which enables you to see how corporate governance reporting should clearly explain the process by which a business is directed and controlled. 	60 minutes
<p>Further reading, technical articles and question practice</p> <p>The following questions from the Further Question Practice Bank (available in the digital edition of the workbook) are relevant to this chapter:</p> <ul style="list-style-type: none"> • Section A: Q1 to 5 • Section B: Corporate governance 	60 minutes

Chapter 4 – Internal audit	120 minutes
<p>Key areas</p> <ul style="list-style-type: none"> • Nature and purpose of internal audit assignments • The difference between internal and external auditors • Using the work of internal auditors 	
<p>Online Lecture</p> <ul style="list-style-type: none"> • Work through the online lectures in conjunction with the relevant sections of the Workbook, paying specific attention to the activities. Pausing the activities to have a go at the lecture examples yourself if you are feeling confident with the content. 	60 minutes
<p>Further reading, technical articles and question practice</p> <p>The following questions from the Further Question Practice Bank (available in the digital edition of the workbook) are relevant to this chapter:</p> <ul style="list-style-type: none"> • Section A: Q20, Q21, Q24, Q44 • Section B: ZX 	60 minutes

Skills Checkpoint 1 – How to approach your AA exam	60 minutes
<p>Watch the online lecture which takes you through the recommended approach before writing up your answer to the question. Make sure you work through the suggested solution as this will reinforce your understanding.</p>	

Achievement Ladder Step 1	60 minutes
<p>Now you have covered chapters 1 to 4 of the Workbook, you are ready to take your first step towards exam success!</p> <p>Achievement Ladder Step 1 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.</p> <p>This Step is an online test, based on topics covered so far, and 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:</p> <ul style="list-style-type: none"> • Attempting Step 1: 40 minutes • Reviewing feedback carefully: 20 minutes. 	

Step 2

This guidance gives a total of approximately **8 hours of study*** for Step 2 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!*

Chapter 5 – Professional ethics and quality management procedures	180 minutes
Key areas <ul style="list-style-type: none">• The fundamental principles and threats to the fundamental principles• The difference between internal and external auditors• Engagement letters• Quality management	
Online Lecture <ul style="list-style-type: none">• Work through the online lectures in conjunction with the relevant sections of the workbook, paying specific attention to the activities. Pause the lecture to have a go at the activities yourself.• Section 2 is a key area and highly examinable and so you should spend time going through the detailed guidance. You are not expected to memorise this in detail – knowledge of the principles will take you a long way in most questions, but if you are familiar with the detail it will help you identify these factors in questions and enhance your answers and gain extra marks.	120 minutes
Further reading, technical articles and question practice <p>The following questions from the Further Question Practice Bank (available in the digital edition of the workbook) are relevant to this chapter:</p> <ul style="list-style-type: none">• Section A: Q22 and Q23• Section B: Independence, Confidentiality and independence	60 minutes

Chapter 6 – Risk assessment	180 minutes
Key areas <ul style="list-style-type: none">• Audit risk and its component parts• Materiality• Fraud, laws and regulations	
Online Lecture <ul style="list-style-type: none">• Work through the online lectures in conjunction with the relevant sections of the workbook, paying specific attention to the activities. Pause the lecture to have a go at the activities yourself.• This chapter gives you a very practical insight to risk assessment. Activity 1 aims to show you how risk could be tested through a scenario question in the exam. You need some background knowledge to be able to attempt questions like these but the knowledge is actually only a tiny portion of the question. What is important is that you can identify issues from the scenario	90 minutes

<p>and then develop these to show how these issues can alert the auditor to a potential audit risk.</p> <ul style="list-style-type: none"> • In the exam describing an audit risk will score 1 mark as here you need to apply your knowledge and explain why you are concerned in terms of which balances could be over or understated in the financial statements or which disclosures could be omitted/misleading. Similarly audit risk could describe areas that could cause a problem during the audit (for example, lack of explanation due to loss of personnel, new accounting systems, going concern worries). • Explaining the auditor's response to the risk will also score 1 mark. Note that you do not need to write out specific audit procedures (tests), rather you simply need to describe the type of audit work the auditor would do, for example "obtain and review an analysis of the costs to determine whether revenue costs have been capitalised". 	
<p>Further reading, technical articles and question practice</p> <p>The following questions from the Further Question Practice Bank (available in the digital edition of the workbook) are relevant to this chapter:</p> <ul style="list-style-type: none"> • Section A: Q25, Q27, Q30 and Q31 • Section B: Stone Holidays, Parker, Heels and Turbo 	<p>90 minutes</p>

<p>Skills Checkpoint 2 – How to approach audit risk questions</p>	<p>60 minutes</p>
<p>Watch the online lecture which takes you through the recommended approach before writing up your answer to the question. Make sure you work through the suggested solution as this will reinforce your understanding.</p>	

<p>Achievement Ladder Step 2</p>	<p>60 minutes</p>
<p>Now you have covered chapters 5 and 6 in the Workbook, you are ready to take your next step towards exam success!</p> <p>Achievement Ladder Step 2 consists of two objective test (OT) case questions, based on topics you have studied so far. Each OT case is worth 10 marks and comprises five individual OT questions worth two marks each.</p> <p>Estimated timing:</p> <ul style="list-style-type: none"> • Attempting Step 2: 40 minutes • Reviewing feedback carefully: 20 minutes. 	

Step 3

This guidance gives a total of approximately **6 hours of study*** for Step 3 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!*

Chapter 7 – Audit planning and documentation	60 minutes
Key areas <ul style="list-style-type: none">• The objectives of audit planning• Audit strategy• Audit plan	
Online Lecture <ul style="list-style-type: none">• Work through the online lectures in conjunction with the relevant sections of the workbook.	30 minutes
Further reading, technical articles and question practice <p>The following questions from the Further Question Practice Bank (available in the digital edition of the workbook) are relevant to this chapter:</p> <ul style="list-style-type: none">• Section A: Q28 and Q32• Section B: Audit planning and documentation	30 minutes

Chapter 8 – Introduction to audit evidence	90 minutes
Key areas <ul style="list-style-type: none">• Financial statement assertions• Procedures for obtaining audit evidence• Tests of controls vs. substantive procedures	
Online Lecture <ul style="list-style-type: none">• Work through the online lectures in conjunction with the relevant sections of the workbook, paying specific attention to the activities. Pause the lecture to have a go at the activities yourself.• There are two main types of audit procedures: tests of controls and substantive procedures. The examining team often state that students do not seem confident as to the difference between the two so you focus some time looking at Section 5.	60 minutes

<p>Further reading, technical articles and question practice</p> <p>The following questions from the Further Question Practice Bank (available in the digital edition of the workbook) are relevant to this chapter:</p> <ul style="list-style-type: none"> • Section A: Q29 • Section B: Audit evidence considerations 	<p>30 minutes</p>
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Chapter 9 - Internal controls	90 minutes
<p>Key areas</p> <ul style="list-style-type: none"> • Systems of internal control • Limitations of systems of internal control • Recording accounting and control systems • General controls and information processing controls 	
<p>Online Lecture</p> <ul style="list-style-type: none"> • Work through the online lectures in conjunction with the relevant sections of the workbook, paying specific attention to the activities. Pause the lecture to have a go at the activities yourself. 	<p>60 minutes</p>
<p>Further reading, technical articles and question practice</p> <p>The following questions from the Further Question Practice Bank (available in the digital edition of the workbook) are relevant to this chapter:</p> <ul style="list-style-type: none"> • Section A: Q33 and Q34 • Section B: Internal control systems 	<p>30 minutes</p>

Achievement Ladder Step 3	120 minutes
<p>Achievement Ladder Step 3 consists of 20 objective test (OT) questions, based on topics you have studied so far. Each OTQ is worth two marks. 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 timing:</p> <ul style="list-style-type: none"> • Attempting Step 3: 80 minutes • Reviewing feedback carefully: 40 minutes.. 	

Step 4

This guidance gives a total of approximately **8 hours of study*** for Step 4 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!*

Chapter 10 – Tests of control	180 minutes
Key areas <ul style="list-style-type: none">• Sales system• Purchases system• Payroll system• Cash system• Non-current assets• Communication with those charged with governance	
Online Lecture <ul style="list-style-type: none">• Work through the online lectures in conjunction with the relevant sections of the workbook, paying specific attention to the activities. Pause the lecture to have a go at the activities yourself.	120 minutes
Further reading, technical articles and question practice <p>The following questions from the Further Question Practice Bank (available in the digital edition of the workbook) are relevant to this chapter:</p> <ul style="list-style-type: none">• Section A: Q35 to Q39• Section B: Fenton distributors, Cheque payments and petty cash	60 minutes
Skills Checkpoint 3 – How to approach internal control questions	60 minutes
Watch the online lecture which takes you through the recommended approach before writing up your answer to the question. Make sure you work through the suggested solution as this will reinforce your understanding.	
Chapter 11 – Audit sampling and automated tools and techniques	120 minutes
Key areas <ul style="list-style-type: none">• Types of sampling• Audit software and test data• Audit data analytics	
Online Lecture <ul style="list-style-type: none">• Work through the online lectures in conjunction with the relevant sections of the workbook, paying specific attention to the activities. Pause the lecture to have a go at the activities yourself.	60 minutes

Further reading, technical articles and question practice

The following questions from the Further Question Practice Bank (available in the digital edition of the workbook) are relevant to this chapter:

- Section A: Q42
- Section B: Elsams

**60
minutes**

Step 5

This guidance gives a total of approximately **11.5 hours of study*** for Step 5 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!*

Chapter 12 – Non-current assets	100 minutes
Key areas <ul style="list-style-type: none">• Tangible non-current assets• Using the work of a management's expert• Auditing accounting estimates• Intangible non-current assets (IAS 38 criteria)	
Online Lecture <ul style="list-style-type: none">• Work through the online lectures in conjunction with the relevant sections of the workbook, paying specific attention to the activities. Pause the lecture to have a go at the activities yourself.	40 minutes
Further reading, technical articles and question practice <p>The following questions from the Further Question Practice Bank (available in the digital edition of the workbook) are relevant to this chapter:</p> <ul style="list-style-type: none">• Section A: Q6, Q7, Q45 and Q52• Section B: Heels, Boston Manufacturing	60 minutes

Chapter 13 – Inventory	120 minutes
Key areas <ul style="list-style-type: none">• The physical inventory count• Inventory valuation• Using the work of an auditor's expert• Using the work of internal audit	
Online Lecture <ul style="list-style-type: none">• Work through the online lectures in conjunction with the relevant sections of the workbook, paying specific attention to the activities. Pause the lecture to have a go at the activities yourself.	50 minutes
Further reading, technical articles and question practice <p>The following questions from the Further Question Practice Bank (available in the digital edition of the workbook) are relevant to this chapter:</p> <ul style="list-style-type: none">• Section A: Q44, Q46• Section B: ZPM, Wandsworth Wholesalers, Snu, Sitting Pretty	70 minutes

Chapter 14 – Receivables	90 minutes
<p>Key areas</p> <ul style="list-style-type: none"> • Receivables confirmation • Other receivables procedures • Revenue • Prepayments 	
<p>Online Lecture</p> <ul style="list-style-type: none"> • Work through the online lectures in conjunction with the relevant sections of the workbook, paying specific attention to the activities. Pause the lecture to have a go at the activities yourself. 	<p>50 minutes</p>
<p>Further reading, technical articles and question practice</p> <p>The following questions from the Further Question Practice Bank (available in the digital edition of the workbook) are relevant to this chapter:</p> <ul style="list-style-type: none"> • Section A: Q9, Q10, Q40, Q43 • Section B: Bright Sparks 	<p>40 minutes</p>

Chapter 15 – Bank and cash	60 minutes
Key areas <ul style="list-style-type: none"> • Bank confirmation letter • Bank reconciliation 	
Online Lecture <ul style="list-style-type: none"> • Work through the online lectures in conjunction with the relevant sections of the workbook, paying specific attention to the activities. Pause the lecture to have a go at the activities yourself. 	30 minutes
Further reading, technical articles and question practice <p>The following questions from the Further Question Practice Bank (available in the digital edition of the workbook) are relevant to this chapter:</p> <ul style="list-style-type: none"> • Section B: Audit of cash and bank 	30 minutes

Chapter 16 – Payables and accruals	80 minutes
Key areas <ul style="list-style-type: none"> • Supplier statement reconciliations • Other payables procedures • Purchases • Payroll 	
Online Lecture <ul style="list-style-type: none"> • Work through the online lectures in conjunction with the relevant sections of the workbooks, paying specific attention to the activities. Pause the lecture to have a go at the activities yourself. 	50 minutes
Further reading, technical articles and question practice <p>The following questions from the Further Question Practice Bank (available in the digital edition of the workbook) are relevant to this chapter:</p> <ul style="list-style-type: none"> • Section A: Q46 • Section B: Understatement 	30 minutes

Skills Checkpoint 4 – How to approach audit evidence questions	60 minutes
<p>Watch the online lecture which takes you through the recommended approach before writing up your answer to the question. Make sure you work through the suggested solution as this will reinforce your understanding.</p>	

Achievement Ladder Step 5

180
minutes

Achievement Ladder Step 5 is a 60 mark online test, covering all chapters of the workbook. 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, in order to both reinforce and extend your understanding of the syllabus.

Estimated timings:

- Attempting Step 5: 120 minutes
- Reviewing feedback carefully: 60 minutes

Step 6

This guidance gives a total of approximately **12.5 hours of study*** for Step 6 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!*

Chapter 17 – Non-current liabilities, capital and directors' emoluments	60 minutes
Key areas <ul style="list-style-type: none">• Provisions and contingencies• Directors' emoluments	
Online Lecture <ul style="list-style-type: none">• Work through the online lectures in conjunction with the relevant sections of the workbook, paying specific attention to the activities. Pausing the lecture to have a go at the activities yourself.	30 minutes
Further reading, technical articles and question practice <p>The following questions from the Further Question Practice Bank (available in the digital edition of the workbook) are relevant to this chapter:</p> <ul style="list-style-type: none">• Section A: Q8• Section B: Heels	30 minutes

Chapter 18 – Not-for-profit organisations	90 minutes
Key areas <ul style="list-style-type: none">• Planning the audit• Audit evidence	
Online Lecture <ul style="list-style-type: none">• Work through the online lectures in conjunction with the relevant sections of the workbook, paying specific attention to the activities. Pause the lecture to have a go at the activities yourself.	30 minutes
Further reading, technical articles and question practice <p>The following questions from the Further Question Practice Bank (available in the digital edition of the workbook) are relevant to this chapter:</p> <ul style="list-style-type: none">• Section B: Tap, Ajio	60 minutes

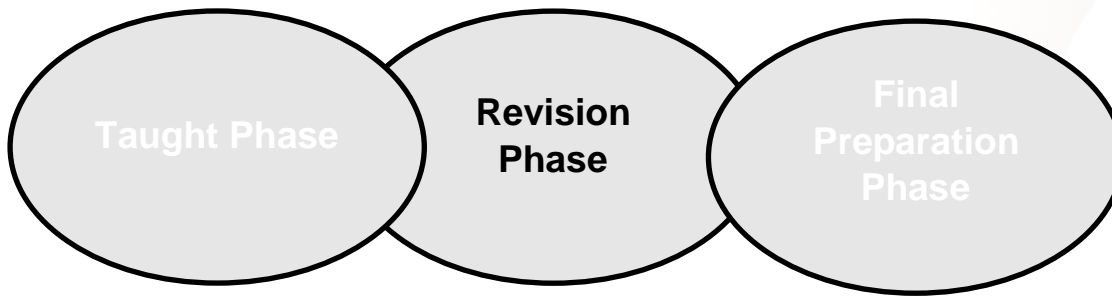
Chapter 19 – Audit review and finalisation	150 minutes
Key areas <ul style="list-style-type: none">• Subsequent events• Going concern• Written representations	

<ul style="list-style-type: none"> Overall review of financial statements 	
<p>Online Lecture</p> <ul style="list-style-type: none"> Work through the online lectures in conjunction with the relevant sections of the workbook, paying specific attention to the activities. Pause the lecture to have a go at the activities yourself. 	60 minutes
<p>Further reading, technical articles and question practice</p> <p>The following questions from the Further Question Practice Bank (available in the digital edition of the workbook) are relevant to this chapter:</p> <ul style="list-style-type: none"> Section A: Q11 to Q13, Q26, Q47 to Q50 Section B: Going concern, audit review and finalisation 	90 minutes

Chapter 20 – Reports	180 minutes
<p>Key areas</p> <ul style="list-style-type: none"> The auditor's report Unmodified opinions Key audit matters Modifications to the auditor's opinion Emphasis of matter/other matter paragraphs The impact of going concern on the auditor's report 	
<p>Online Lecture</p> <ul style="list-style-type: none"> Work through the online lectures in conjunction with the relevant sections of the workbook, paying specific attention to the activities. Pause the lecture to have a go at the activities yourself. 	90 minutes
<p>Further reading, technical articles and question practice</p> <p>The following questions from the Further Question Practice Bank (available in the digital edition of the workbook) are relevant to this chapter:</p> <ul style="list-style-type: none"> Section A: Q14, Q15, Q51 to Q55 Section B: Homes R Us, Builders merchants 	90 minutes

Skills Checkpoint 5 – How to approach objective test (OT) questions	60 minutes
<p>Watch the online lecture which takes you through the recommended approach before writing up your answer to the question. Make sure you work through the suggested solution as this will reinforce your understanding.</p>	

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.

Exam technique

Each Skills Checkpoint in the Workbook covers the Specific Audit and Assurance Skills and Exam Success Skills you need to pass. Working through the Skills Checkpoints using the online lectures for each Checkpoint will help you to develop your exam technique.

Question practice

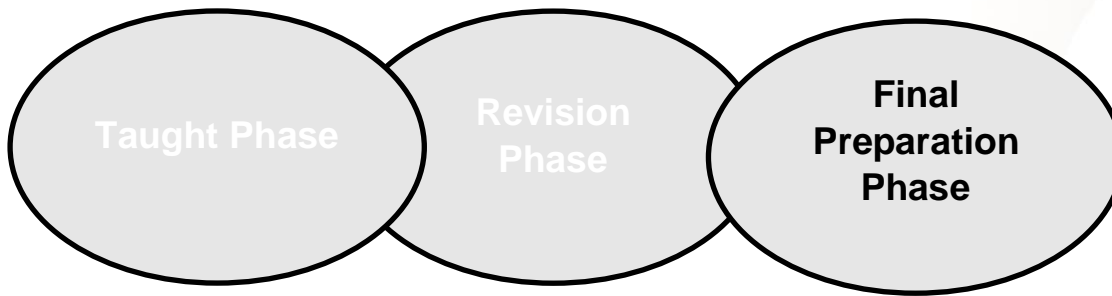
The most effective way of improving exam technique is through question practice. Before moving on to the Revision Phase, we recommend you start by ensuring you have attempted Steps 1 to 6 of the Achievement Ladder as well as the Practice & Apply questions recommended in each step. There are also revision summaries which contain a short knowledge summary of each chapter in the Workbook if you want a quick reminder of the key points.

Revision Question Guidance (FQP)

The revision question guidance questions are selected from our examiner reviewed Practice & Revision Kit and have been carefully selected by our Subject Matter Experts to ensure you get the best out of your revision time. Some questions have an online debrief to allow you to get the most out of the question.

It is essential that you take time to properly debrief the questions you attempt – for some questions you will be able to make use of the online recorded debriefs.

Final Preparation Phase



The aim of the Final Preparation Phase is to bring all of your skills and knowledge together in a final dress rehearsal before the real exam. This will be done by attempting a self-marked mock exam, **Step 8 of the Achievement Ladder**, covering the entire syllabus in three hours.

Achievement Ladder Step 8	270 minutes
<p>Achievement Ladder Step 8 is a 100-mark exam-standard mock exam, covering all topics.</p> <p>You should ensure that you set aside 3 hours, in a quiet space, where you will not be interrupted. Aim to complete the exam in the ACCA software, without using any of your notes, so that it is a real test of how prepared you are.</p> <p>On completion you should self-mark your paper and carry out a self-review of your answers and your exam approach.</p> <p>Estimated timings:</p> <ul style="list-style-type: none">• Attempting Step 8: 180 minutes• Reviewing feedback carefully: 90 minutes	

You have now reached the end of the exam practise phase and you are ready to attempt the real exam.

Remember to manage your time and to use all the exam technique you have learned over the last few weeks.

Good luck!