



ACCA tutor toolkits.

For the new Strategic Professional Level exams
from September 2019



BPP Learning Media is an
ACCA approved content provider



BPP
LEARNING
MEDIA

Welcome to our guide.

BPP has been teaching ACCA for over 40 years, has market leading pass rates in the UK in BPP's ACCA Platinum Approved Tuition Centres and is one of the few ACCA Approved Learning Partners for Content. BPP consistently deliver outstanding pass rates of up to 51% higher than the ACCA Global Average and we produce ACCA prize-winners year after year.

The ACCA Tutor Toolkit shares our secrets of success in achieving excellent pass rates across all ACCA exams with you and will help you to revolutionise the way you teach ACCA. As an ACCA Approved Content Provider and Approved Teaching Resource Provider, our learning materials, which are available on our ACCA Tutor Toolkit, are subject to ACCA Examining Team review and quality assurance.

September 2018 saw BPP's successful introduction of Workbooks for the new SBL and SBR exams. We have now started to roll out the Workbook product to include the AFM, APM and AAA exams with effect from September 2019. The final Strategic Professional paper, ATX, will follow in June 2020. This task based approach to the strategic professional exams has therefore defined our approach to creating new ACCA Approved Content and ACCA Teaching Resources.

We believe the formula for a successful ACCA programme derives from a combination of well-structured courses based on an exam-focused education model, dedicated tutors experienced in delivering ACCA programmes and world-class learning resources and excellent student support. This guide is designed to take you through the full range of resources available from BPP using our ACCA Tutor Toolkit to support your Strategic Professional Level exams course delivery, including information on how BPP's ACCA Approved Content and ACCA Approved Teaching Resources can make your teaching even more effective.

We would love to hear your feedback, and if you have any questions please do get in touch with us at: learningmedia@bpp.com.

BPP Learning Media Team

ACCA approved teaching resources that get results.

Our ACCA Tutor Toolkits have combined our expertise as an ACCA Approved Content Provider, an ACCA Approved Teaching Resource Provider and ACCA Platinum Approved Learning Provider to create an enhanced range of teaching and learning resources which are specifically designed to support you as a tutor in your classroom.

The ACCA Tutor Toolkits have been developed to incorporate new and improved support resources to help you save time when preparing for every phase of study and have been updated to meet the challenge of the new Strategic Business Leader and Strategic Professional Level exams.

Our Toolkits.

There are three different types of Toolkit offering different levels of support, to allow you to choose how much work we do for you.

All of our materials can revolutionise your course, add value to your classes, improve student experience and ultimately help you to increase pass rates.

Standard Plus – Workbook

The Standard Plus – Workbook Toolkit is free when you adopt the BPP workbook and includes comprehensive guidance to accompany the taught stage of the course by providing you with Learning Phase Teaching Guidance and Progress Tests to aid in the delivery of your classroom sessions. It also includes additional resources such as Course Exams, electronic copy of the Workbook and a Final Mock Exam in the same format of the Strategic Professional Level exams so students have the opportunity to experience sitting the exam in a simulated exam environment as part of their final exam preparations.

Standard Plus – Practice and Revision Kit

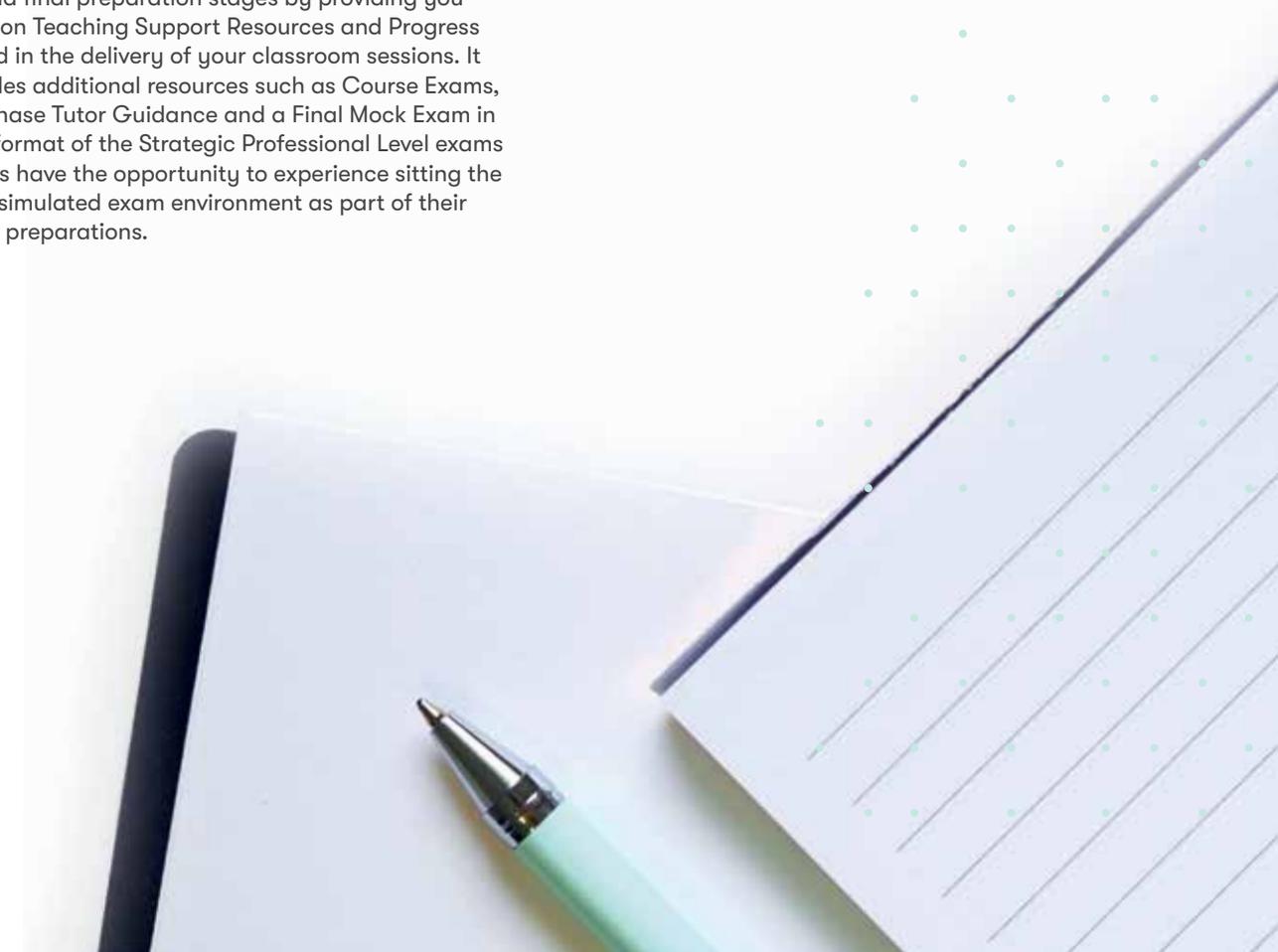
The Standard Plus – Practice and Revision Kit Toolkit is free when you adopt the BPP Practice and Revision Kit and includes comprehensive guidance to accompany the revision and final preparation stages by providing you with Revision Teaching Support Resources and Progress Tests to aid in the delivery of your classroom sessions. It also includes additional resources such as Course Exams, Revision Phase Tutor Guidance and a Final Mock Exam in the same format of the Strategic Professional Level exams so students have the opportunity to experience sitting the exam in a simulated exam environment as part of their final exam preparations.

Comprehensive

This contains everything an ACCA tuition provider would need to build and run a successful ACCA programme for the new Strategic Professional Level exams. The Comprehensive Toolkit contains the full package of ACCA Approved Teaching Resources as used by BPP tutors in our own classrooms; comprising everything in the Standard Plus Workbook and Practice and Revision Toolkit plus some key add-ons such as additional Final Mock Exams, Question debrief videos and Exam Reviews. The Comprehensive Toolkit is free when you adopt the BPP Workbook and Practice and Revision Kit.

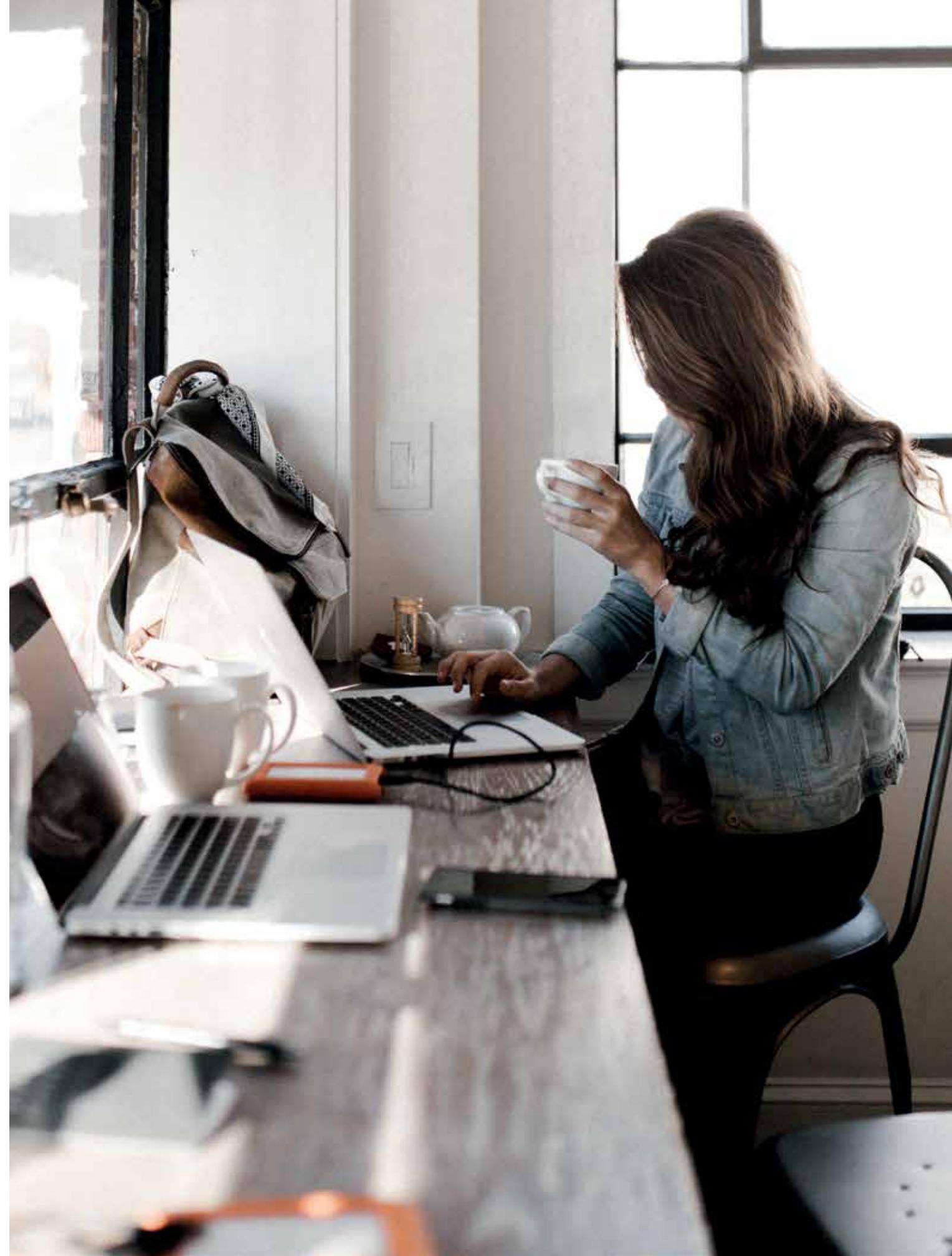
How does it work?

As a tutor, when your institution subscribes to one of the Tutor Toolkit packages, you will get personal login access to your own personal online area where you will be able to access your teaching resources. This will enable you to access electronic ("soft") copies of the materials for use in the classroom, allowing you to show resources via a projector on your whiteboard or screen during classes.



Content.

Content	Standard Plus: Workbook only	Standard Plus: Practice and Revision Kit only	Comprehensive
Recorded overview of resources	✓	✓	✓
Progress tests	✓	✓	✓
Revision Teaching Support Resource		✓	✓
Final Mock and Solution	✓	✓	✓
Exam overview video	✓	✓	✓
 Course Exams with Solutions	✓	✓	✓
 Revision Phase Tutor Guidance		✓	✓
Skills Bank	✓	✓	✓
 Electronic copy of the BPP Practice and Revision Kit		✓	✓
 Electronic copy of the BPP Workbook	✓		✓
 Learning Phase Tutor Guidance	✓		✓
 September 2019 sitting specific Final Mock Exam and Solution			✓
 December 2019 sitting specific Final Mock Exam and Solution			✓
Question debrief videos			✓
March/June 2019 exam review			✓
Enhanced Classroom			✓



About BPP.

Our heritage

BPP has over 40 years' of experience providing tuition and content for the ACCA qualification. We are proud of our history in the market, and focus on ensuring we can provide the highest quality, comprehensive materials both for our tutors and for other tuition providers.

We seek to inspire, enthuse and guide people from all walks of life on every step of their educational journey. We have a passion for imparting knowledge and improving lives through education.

The trusted publishing partner

BPP Learning Media has become the benchmark for quality in professional education study materials.

Today, tutors and students in 169 countries worldwide look to us as an essential support for success in accountancy, tax, financial services, business, management, marketing and medical exams.

So trusted are our materials that global professional bodies, including ACCA, have chosen us as one of their publishing partners.

What 'approved' means

We are an **ACCA Approved Learning Partner for Content** – meaning our BPP Workbooks and Practice and Revision kits are subject to examining team review. This partnership allows us to publish recent exams, along with examiner's answers and marking guides.

BPP are an **ACCA Platinum Approved Learning Partner** with a strong history for delivering global prize-winners including first in the world and outstanding pass rates well above the global average.

We also produce ACCA Approved Teaching Resources – meaning our Course Exams, Mock Exams and Tutor Guidance have approval from ACCA – so you can be assured in the quality of all of our resources.

ACCA teaching resources that get results

We believe the formula for a successful ACCA programme derives from a combination of well-structured courses, tutors who have worked in industry and practice, world class publications and teaching resources that break down the syllabus into manageable pieces.

The **ACCA Approved Teaching Resources** found in our Comprehensive Toolkit **replicates the resources our tutors use in the classroom**. This provides the structure and content for the Learning, Revision and Final Preparation phases of your course.

Creating your lecture slides or handouts, mapped to the syllabus takes time, but preparing mock exams and revision questions fully updated for changes in legislation, syllabus and style of assessment takes even longer. Allow BPP to help you save time when preparing to teach, and to help you deliver your courses more easily by making use of our Tutor Toolkits and their ranges of support resources. With our ACCA Approved Study Materials and ACCA Approved Teaching Resources you will have all the questions your students will need to make sure they fully grasp the topics in the build up to exam day.





Find out more.

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ACCA approved content.

BPP workbook - new

September 2018 saw BPP's successful introduction of Workbooks for the new SBL and SBR exams. We have now started to roll out the Workbook product to include the AFM, APM and AAA exams with effect from September 2019. The final Strategic Professional paper, ATX, will follow in June 2020. This task based approach to the strategic professional exams has therefore defined our approach to creating new ACCA Approved Content and ACCA Teaching Resources.

The BPP Workbook is an innovative approach to the challenges of delivering the new ACCA strategic exams. Our new BPP Workbook format provides a single learning resource for tutors and students which:

1. Integrates the development of ACCA syllabus knowledge, ACCA Professional Skills and BPP Exam Success Skills
2. Develops improved syllabus knowledge application and demonstration of skills using scenario-based Activities in the ACCA exam style
3. Designed in a logical and engaging format suitable for classroom tutor delivery and for self-study students

The BPP Workbook provides a single learning resource which covers learning through the ACCA syllabus by consolidating the features of a study text, course notes, teaching slides and pass-cards. This new, innovative approach to ACCA learning and course delivery reduces duplication of learning resources which your feedback has told us can be a barrier to student progression into question practice. This approach also avoids both students and tutors juggling multiple learning materials and replacing these with a single, comprehensive Workbook which covers all syllabus learning for students and provides a teaching platform for tutor delivery in the classroom.

Our new format BPP Workbook includes the following features.

- ✓ ACCA syllabus coverage. The Workbook covers all ACCA syllabus knowledge in a concise and accessible way, with helpful worked examples. This gives students consistent, comprehensive materials to ease their learning and promote rapid advancement
- ✓ Structure. Each BPP Workbook is broken down into chapters which allow you, as tutors, to focus your time on the core topics and knowledge areas as you introduce students to the first phase of teaching. The Workbook is structured in a logical order which promotes efficient and effective learning meaning your courses can run in the same order as the Workbook

- ✓ Activities. Every chapter includes scenario-based Activities which build student confidence to assist their understanding of topics as they are covered
- ✓ Chapter Overviews and Summaries. These provide students with a high level introduction and recap of critical learning and provide a useful recap and revision tool
- ✓ Skills Checkpoints. These new chapters provide a step-by-step tutorial approach to the key ACCA exam skills required for each paper. This includes detailed examination of the exam skills demonstrated through a detailed debrief of an exam standard question. These skills are introduced early on in the teaching phase to ensure they are mastered in order to succeed at the Strategic Professional exams
- ✓ Practice Questions. Includes a bank of questions pitched at an introductory level for students to complete during the Learning Phase which aim to promote student confidence and confirm understanding
- ✓ Exam Success Skills. Introduces the six BPP Exam Success Skills with content which defines these skills and explains how these can be improved. The six Exam Success Skills are managing information, requirements, effective writing and presentation, efficient numerical analysis and good time management
- ✓ Tutor preparation. The BPP Workbook saves time not having to prepare your own class materials and gives the ability for class preparation anywhere with electronic versions in your own personal online library
- ✓ Delivery format. The BPP Workbook is presented in a new format which is specifically designed for on screen classroom delivery using generic PDF viewer or PDF annotator software and a classroom projector for students to use
- ✓ Kept technically up to date. Tutors can be confident that all content and lecture examples are updated for technical, legislative and exam format changes

We have added further features which respond to the specific needs of each exam, as follows:

Workbook features specifically for Strategic Business Leader

The ACCA have explained that the Strategic Business Leader exam is very much a practical exam and unlike other exams will not test individual theories in isolation. Instead, the technical theories and knowledge will provide a toolbox for students in helping them approach the practical tasks they will face in the exam.

The BPP Workbook for Strategic Business Leader has taken this principle and applied it across each chapter of the BPP Workbook as follows:

- By creating new Activities which use scenarios and requirements similar to the integrated case study question in the Strategic Business Leader exam. These Activities will require students to take the role of the leader and use the toolkit of theories to generate answers which add value through the provision of practical advice, explanation and recommendation
- In the Strategic Business Leader integrated case study question, your students will be marked on both their technical ability and their professional skills. Therefore, the BPP Workbook introduces the five areas of ACCA Professional Skills – communication, commercial acumen, analysis, scepticism and evaluation – and explains how each of these can be applied. Each Activity in the BPP Workbook will focus on developing a particular ACCA Professional Skill with tutorial advice for students on how to improve their professional skills marks
- Creating a new Skills Checkpoint for each of the five ACCA Professional Skills. Each Skills Checkpoint provides a step-by-step approach to developing each ACCA Professional Skill by using an integrated case study scenario and question. The Skills Checkpoints therefore provides a tuition resource which focuses specifically on developing professional skills so students are equipped to access the professional marks available in the Strategic Business Leader exam and understand what good skills presentation means

Overall, the BPP Workbook for Strategic Business Leader will develop skills when covering the syllabus and develop your student's ability to think and behave as leaders as they will be required to in the Strategic Business Leader exam.

Workbook features specifically for Strategic Professional Exams

We know the syllabus for Strategic Professional Exams is broad and technically demanding and completing the syllabus can prove challenging to both students and tutors.

Therefore we have created a BPP Workbook which will effectively and efficiently cover syllabus knowledge, allowing for more time to dedicate to activities and question practice in your programmes and courses which will develop essential exam skills.

- Each chapter of the Workbook will be accompanied by an essential reading chapter aimed to deepen understanding by coverage of some of the wider syllabus areas and will be designed to support students further study once the main concepts have been understood and practised in the Workbook. This will ensure you can run efficient classroom courses which cover in depth all the main areas of the syllabus by using the BPP Workbook to deliver your teaching programme. The essential reading chapters will be made available digitally to:
 1. Tutors on the ACCA Tutor Toolkit
 2. Students who purchase the BPP Workbook via a student login to the BPP E-reader and App for desktop PCs and smart-devices, such as tablets and smartphones. This digital content can be accessed online or downloaded for offline study
- The BPP Workbook will include a Skills Checkpoint for each of the BPP defined essential exam skills for each Strategic Professional exam

Overall, the BPP Workbook for will develop your students' ability to deliver high quality solutions.

BPP Practice and Revision Kit - enhanced.

The key to ACCA exam success has always been question practice, and lots of it. Therefore, we have enhanced the BPP Practice and Revision Kit to support question practice from day 1 of your course delivery with an extensive bank of questions targeted at each stage of learning as follows:

Enhanced BPP Practice and Revision Kit for Strategic Professional Papers

Section 1

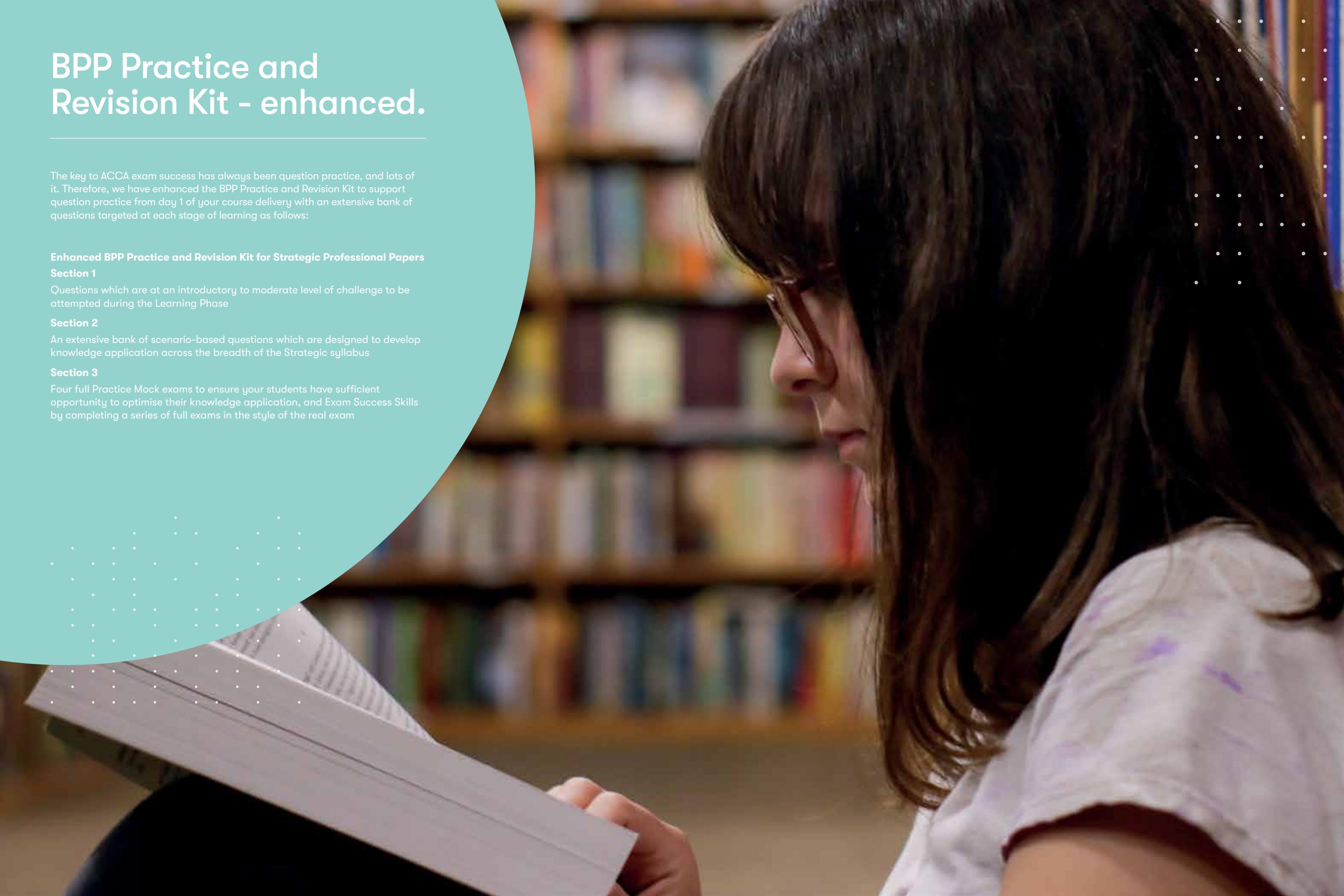
Questions which are at an introductory to moderate level of challenge to be attempted during the Learning Phase

Section 2

An extensive bank of scenario-based questions which are designed to develop knowledge application across the breadth of the Strategic syllabus

Section 3

Four full Practice Mock exams to ensure your students have sufficient opportunity to optimise their knowledge application, and Exam Success Skills by completing a series of full exams in the style of the real exam





ACCA Approved Teaching Resources.



Dependant on your Toolkit package the following are available for both Strategic Professional Papers

Course Exams

Linked to the BPP Workbook, these practice tests are designed to assess your students' knowledge as they progress through their studies during the Learning Phase. The first Course Exam is worth 50 marks – enabling you to check the progress of your students half way through the Learning phase of the programme. The second Course Exam is worth 80 marks.

Both Course Exams use scenarios and tasks like those they will face in the ACCA Strategic Exams, so students are gaining familiarity with the style of the exam early in their studies and as they progress. This will help to build your students' confidence in their studies towards the real Strategic Professional Level exams. They are also an opportunity for students to start practising ACCA Professional Skills, BPP Exam Success Skills, such as interpretation of requirements and time management, during the Learning phase.

There is also the added confidence for tutors that these exams are reviewed annually and updated for any changes in legislation, syllabus and style of assessment.

Revision Teaching Support Resource

The Revision Teaching Support Resource provides a series of topic overviews for each subject and are designed to support the delivery of your ACCA revision courses by providing an effective knowledge recap prior to setting questions from the BPP Practice and Revision Kit. The overviews are specifically designed for onscreen classroom delivery using a generic PDF viewer or PDF annotator software and a classroom projector. The nature of the digital Revision Teaching Support Resource is that they provide clear and easy to follow overview diagrams that enable you to summarise the syllabus area in an efficient manner before moving on to question practice within your Revision Phase.

You can choose to print these for your students as they can also provide effective Revision Notes for students in the form of a series of topic overviews. The topic overviews are presented in the same way as the chapter summary diagrams in the BPP Workbook which both you and your students will be familiar with. They are fully updated for any syllabus or legislative changes each exam cycle.

Final Mock Exam and Solution

A true test of student knowledge in the build up to exam day.

Final Mock Exams will help your students with the final step in their studies, enabling them to bring together all their learning and practise before the real exam. They are exam standard and created in the same exam style as the ACCA strategic exams covering the core topics crucial for success and designed to be sat by students under the timed conditions of the real exam.

- ✓ The Final Mock Exams are fully updated for changes in legislation, syllabus and style of assessment
- ✓ There are Final Mock Exams available to support your courses depending on your support package – one which is valid for the syllabus year, then one specifically for the September 2019 sitting
- ✓ Answers and marking guides are provided for tutor use

Learning Phase – Tutor Guidance

The BPP Tutor Guidance – Learning Phase, provides a comprehensive step-by-step guide on how to use the ACCA Tutor Toolkit to maximise student success during the Learning Phase

The BPP Tutor Guidance is fully linked to the BPP Workbook. It highlights the key areas, how topics are examined and syllabus links. In addition, course timetables are included recommending the chapters to cover on teaching days as well as additional examples and case studies allowing tutors to add content and promote discussion amongst students.

The BPP Tutor Guidance provides a structured programme for you to confidently deliver your courses and support your students towards exam success.

Revision Phase – Tutor Guidance

The BPP Tutor Guidance – Revision Phase, for the Strategic Professional Papers provides a comprehensive step-by-step guide on how to effectively deliver a question based revision course using the BPP Practice and Revision Kit and the Revision Teaching Support Resource. It highlights the key questions from the BPP Practice and Revision kit to set in the classroom and for home study which will most effectively progress knowledge application, improve ACCA Professional Skills and develop BPP Exam Success Skills.

Supporting your students.

Progress Tests

The Progress Tests are short tests, ideal to set for homework or recap at the end of class. The Progress Tests will save you time coming up with examples and additional questions for home self-study or in-class assessment. The selection of Progress Tests cover the core topics within the BPP Workbook and are designed to fit into the study programme as you go along.

- ✓ Updated for syllabus and legislative changes
- ✓ Answers are provided for tutor use

BPP Webinar – 'Teaching effectively using the BPP Workbook and other approved materials'

The BPP Webinar is recorded by one of BPP's own expert tutors specifically to support ACCA Tutor Toolkit resources for Strategic Professional Papers. The webinar will take you through each component of the ACCA Tutor Toolkit, explaining how best to use each element and offering advice on making the most of them in class. It will also demonstrate good teaching practice using the BPP Workbook and BPP Practice and Revision Kit. You can access the recording as many times as you like, replaying it as needed.

Additional features.

Electronic Workbook and Practice and Revision Kit

As a tutor you will get access to online versions of the BPP Workbook and BPP Practice and Revision Kit within your personal online area, allowing you to access them for reference whenever you have internet access. You will also then be able to show resources via a projector in your classroom.

Exam Overview Video

The Exam Overview Video, recorded by one of BPP's exam experts, will introduce the key syllabus areas and exam format for Strategic Professional Papers. If you are moving on to teach the new strategic exam it will give you a useful introduction, and where there are changes to exam formats you will get an overview of how the paper will be examined. A valuable tool for new and experienced tutors alike, it will help you to be prepared to walk into your classroom.

Skills Bank

BPP's Skills Bank contains valuable insight into the skills required to be successful in the Strategic Professional exams. It will assist your preparation as a tutor to support students with these valuable skills during their studies to help them prepare for success. It contains an overview of the key skills specific to your paper, as well as in-depth guidance on how to practise and demonstrate these skills within the exam.

Enhanced classroom

Gain access to BPP's Enhanced Classroom product which consists of recorded lectures for every syllabus chapter, plus many more useful resources. New and experienced tutors alike will benefit from these additional tools from which to aid preparation.

ACCA Approved Content.

Exclusively available on the Comprehensive package only.

In addition to everything highlighted previously we will also give you access to:

Example Question Debrief Videos

All tutors know delivering an exam standard question in class can be challenging. As you approach the Revision Phase, you will get access to some example debrief videos produced by BPP Tutors to share some best practice in debriefing some common question types and will demonstrate setting up a question, interpreting question requirements, setting up an answer plan and debriefing a technical solution. For Strategic Business Leader, they will contain advice on how students can gain the ACCA Professional Skills marks.

Review of the March/June 2019 exam

This review is produced by one of BPP's Exam Experts, and will give an overview of the released questions and how best to approach them. The review will share hints and tips on tackling the different question types, as well as sharing insight on what students may find most difficult and for Strategic Business Leader, how to gain the ACCA Professional Skills marks, to help you to focus your teaching delivery at the Revision Phase.





To find out more, get in touch now

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