



# ACCA tutor toolkits.

FIA, Applied Knowledge and Applied Skills levels



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. Now we want to share our secrets of success with you and help revolutionise the way you teach ACCA.

This guide is designed to take you through the full range of resources available from BPP to support your ACCA course delivery, including information on how BPP's ACCA Approved Content and ACCA Approved Teaching Resources can make your teaching even more effective.

Thank you for the feedback you have already shared with us - we have taken this on board and made exciting changes to our ACCA Tutor Toolkits to ensure BPP are offering you the best possible support at every step of your teaching journey.

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

## ACCA Approved 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 or as finance professionals and world class teaching resources.

We have combined our expertise as an ACCA Approved Content Provider and ACCA Platinum Approved Learning Provider to create an enhanced range of resources, our 'Tutor Toolkits' which are specifically designed to support you as a tutor in your classroom. They have been expanded to incorporate new and improved support resources to help you save time when preparing for every phase of study.

### BPP Tuition Solutions Provider Accreditation scheme

Demonstrate that as a training provider, in conjunction with the excellent tuition you provide, your institution is also offering the highest quality resources and support for your students.

By adopting BPP content and support you can be awarded a badge to assist with the marketing of your programmes.

**Find out more** in the Tuition Solutions Provider Accreditation Scheme brochure.

# 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. These Toolkits are applicable to all ACCA/CAT papers excluding the Strategic Professional level. Please see the separate brochure for the Strategic Professional Level Toolkits.

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

The Standard Toolkit is free when you adopt our Study Text for each student and includes Teaching Slides, Revision Slides and Progress Tests to aid in the delivery of your classroom sessions.

### Standard Plus

This contains everything you would find in the Standard Toolkit plus additional resources such as Revision Course Notes, Course Exams and a Final Mock Exam to help students towards their final exam preparation. It's free when you adopt our Study Text and Practice and Revision Kit for each student.

### Comprehensive

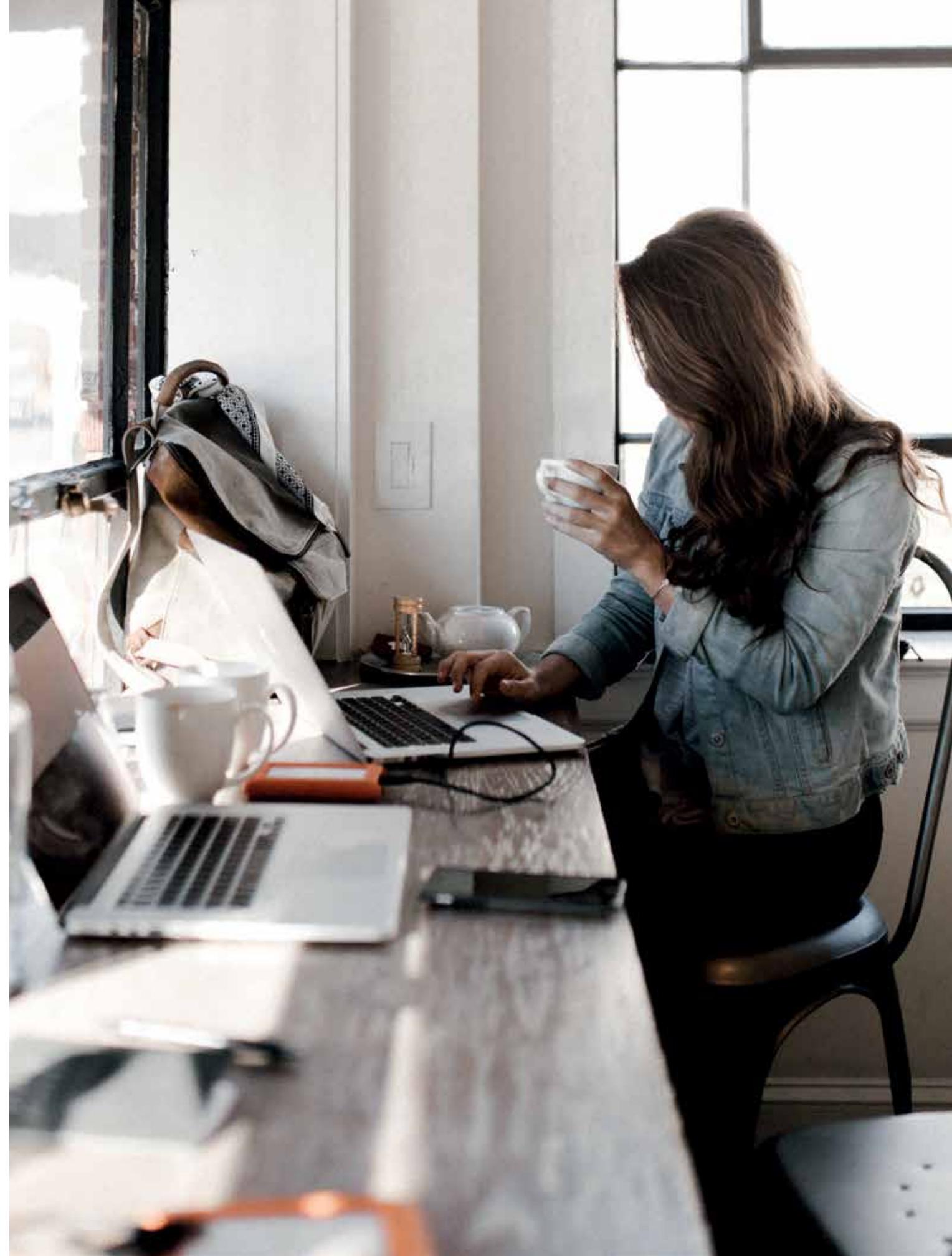
This contains everything a tuition provider would need to build and run a successful ACCA course. It contains the full package of ACCA Approved Teaching Resources as used by BPP; comprising everything in the Standard Plus Toolkit plus some key add-ons such as additional Final Mocks and Exam Reviews. We believe this contains all the courseware a tuition provider needs to support their journey towards ACCA's prestigious Platinum Approved Learning Partner status. Adopt our Study Text, Practice and Revision Kit and Course Notes for each student to qualify for this.

### How does it work?

As a tutor, when your institution subscribes to one of the Tutor Toolkit packages, you will get access to your own personal online area where you will be able to access your 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	Standard	Standard Plus	Comprehensive
Recorded overview of resources	✓	✓	✓
Teaching slides	✓	✓	✓
Progress tests	✓	✓	✓
Revision slides	✓	✓	✓
Final Mock and Solutions	✓	✓	✓
Paper overview video		✓	✓
 Course Exams with Solutions		✓	✓
 Revision Course Notes		✓	✓
 Revision Phase Tutor Guidance		✓	✓
Skills bank		✓	✓
Electronic copy of Study Text		✓	✓
Electronic copy of Practice and Revision Kit		✓	✓
 Taught Phase Tutor Guidance		✓	✓
 Electronic copy of Taught Course Notes			✓
 December sitting specific Final Mock with Solutions			✓
 June sitting specific Final Mock with Solutions			✓
Question debrief videos			✓
Exam review			✓
Enhanced Classroom access			✓



# 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 170 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 their publishing partner.

## What 'approved' means

We are an **ACCA Approved Learning Partner for Content** – meaning our Study Texts and Practice and Revision Kits are subject to examining team review and quality assurance by the ACCA. 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 Notes, Course Exams, Revision Notes, 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 Taught, 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.

Resource	Page Number
 <b>Taught Course Notes:</b> Comprehensive teaching notes written and used by BPP tutors. Designed to support the delivery of your ACCA courses.	8
 <b>Course Exams:</b> Linked to BPP Taught Course Notes, tests designed to assess your students' knowledge as they proceed through their studies.	8
 <b>Revision Course Notes:</b> Comprehensive revision notes written and used by BPP tutors. Designed to support the delivery of your ACCA courses.	11
 <b>Final Mock and Solutions:</b> A true test of student knowledge in the build up to exam day.	11
 <b>Revision Tutor Guidance:</b> A step-by-step guide on how to use our ACCA Tutor Toolkit to maximise student success.	12
<b>Teaching Slides:</b> Bring your lectures to life. Linked to the BPP Study Text, these PowerPoint slides contain real world examples and case studies to enhance the student experience.	12
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# Taught course notes.

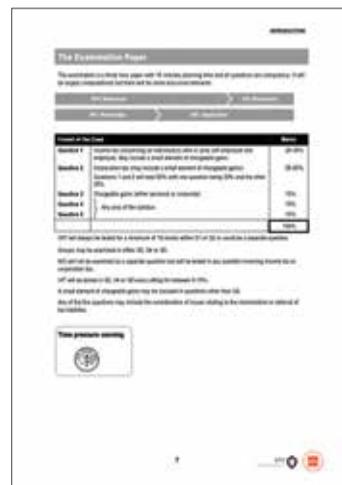
Comprehensive teaching notes written and used by BPP tutors. Designed to support the delivery of the Taught phase of your ACCA programme.

BPP Taught Course Notes are designed to help you to lead students through the key topics and approaches required for the paper.

Broken down into chapters they allow you to focus your time on the core topics and knowledge areas as you introduce students to the first phase of teaching. Every chapter includes Lecture Examples to build the confidence of students and to assist their understanding of topics as they are covered. The answers to the Lecture Examples will only be available to you as their tutor, giving you another valuable base of questions to support your students.

They are linked to the ACCA Approved Study Text with inbuilt references for easy navigation.

- ✓ Save time not having to prepare your own class materials
- ✓ Prepare anywhere with electronic versions in your own personal online library
- ✓ Give students consistent, comprehensive materials to ease their learning
- ✓ Have confidence that all content and lecture examples are updated for technical, legislative and style of assessment changes
- ✓ Efficient, effective coverage of core areas for each paper
- ✓ Integrated lecture examples
- ✓ Overview diagrams for each chapter



# Course exams.

Linked to BPP Taught Course Notes, these tests are designed to assess your students' knowledge as they progress through their studies.

The first exam is worth 50 marks – enabling you to check the progress of your students half way through the Taught phase of the programme. The second exam is worth 80 marks.

Set in exam style and exam standard, both exams help to build your students' confidence towards the real exam. They are also an opportunity for students to start practising exam skills, such as interpretation of requirements and time management during the Taught phase. There is also the added confidence that these exams are reviewed annually and updated for any changes in legislation, syllabus and style of assessment.





# Revision course notes.

Comprehensive Revision Notes written and used by BPP tutors. Designed to support the delivery of your ACCA revision courses.

The nature of the Revision Notes 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.

The chapters are broken down and presented in the same way as the Course Notes and presented in a similar way so both you and your students can be familiar with the approach and layout.

Fully updated for any syllabus or legislative changes each exam cycle.



# Final mock exams.

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

Help students with the final step in their studies, enabling them to bring together all their learning and practise before the real exam. It is exam standard and exam style covering the core topics crucial for success, designed to be sat as a real mock exam to time.

- ✓ Fully updated for changes in legislation, syllabus and style of assessment
- ✓ There are up to three exams available to support your courses depending on your support package - one in advance of the September sitting which is valid for the syllabus year, then one for the December sitting and one for June
- ✓ Answers are provided for tutor use



# Tutor guidance.

A step-by-step guide on how to use the ACCA Tutor Toolkit to maximise student success.

These are new and improved and are fully linked to the BPP Course Notes. 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.

There is tutor guidance available to support both the taught and revision phases, to save you time when preparing both phases.

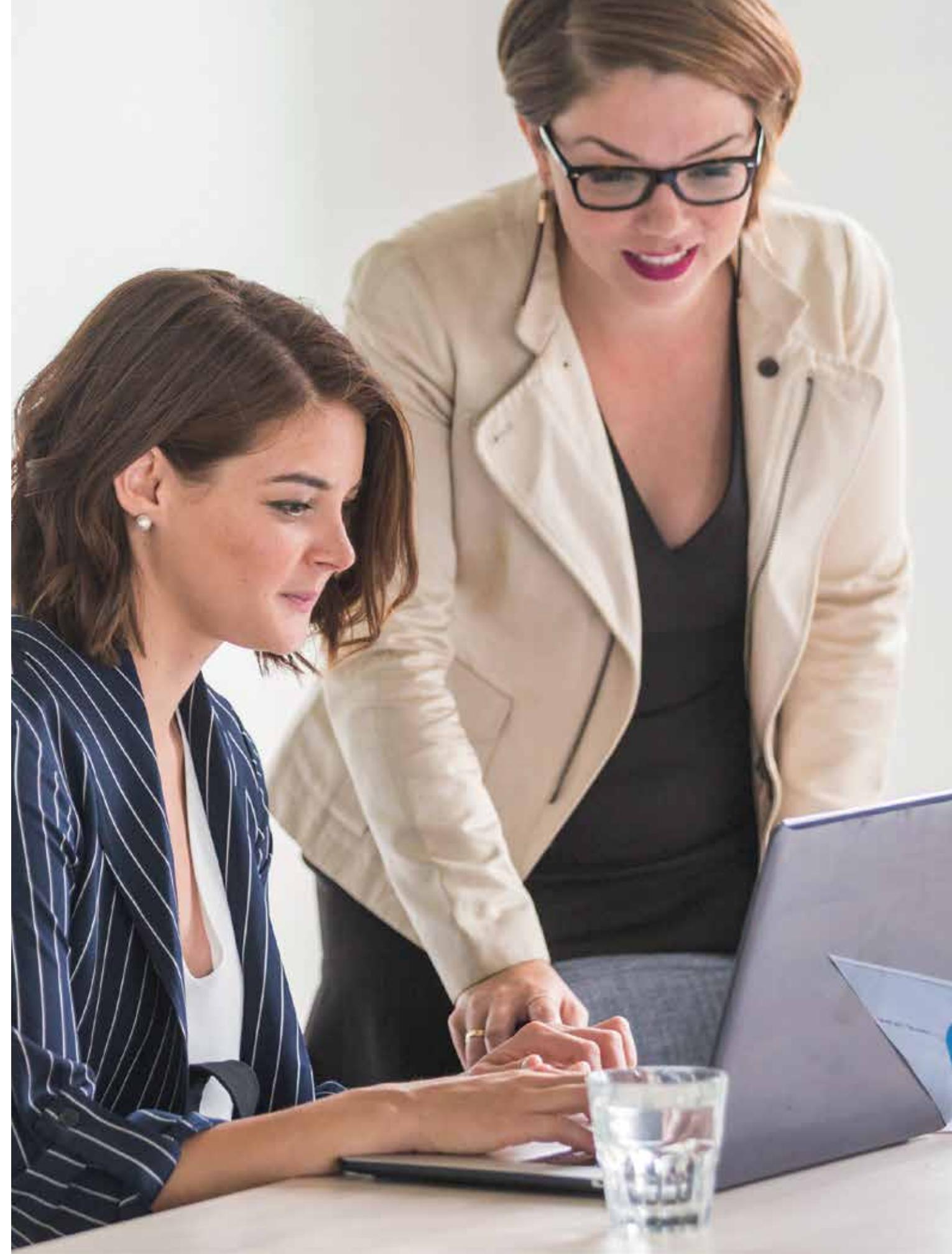
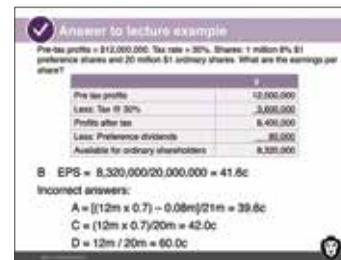


# Teaching slides.

Bring your lectures to life. Linked to the BPP Study Text, these PowerPoint slides contain real world examples and case studies to enhance the student experience.

The slides are designed to complement the other resources to allow you to teach the same core topics with some variety. Clearly laid out and following the same order as the ACCA Approved Study Text, they can be used in class or within extra study sessions.

Help students to understand the impact of what they are learning in the context of the business world with a range of case studies and examples. All examples are updated for changes in legislation, syllabus and style of assessment.





# Supporting your students' success.

## Progress tests

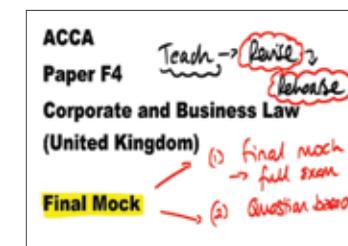
Short tests, ideal to set for homework or recap at the end of class. Save time coming up with examples and additional questions for homework or in-class assessment. The selection of Progress Tests cover the core topics within the Course Notes and are designed to fit into the study programme as you go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

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

## BPP Webinar – 'Teaching effectively from BPP materials'

Recorded specifically to support the Toolkit resources by one of BPP's own expert tutors, it takes you through each component of the Toolkit, explaining how best to use each element and offering advice on making the most of them in class.

You can access the recording as many times as you like, replaying it as needed.



## Passcard Revision Slides

Highlight key learning points and promote classroom discussion. Ideal for visual learners.

They link in to the BPP Passcards and are an excellent tool for revision sessions or additional study sessions to quickly highlight the topic areas within each paper.



# Additional features.

## Electronic Text and kit

As a tutor you will get access to online versions of the BPP Study Text and Practice and Revision Kit within your personal online area, with the Standard Plus and Comprehensive packages 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 if you have internet access.

## Paper Overview Video

This video, recorded by one of BPP's paper experts, will introduce the key syllabus areas and exam format for your paper. If you are moving on to teach a new paper 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 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.

## Exclusively available on the Comprehensive package only.

### Question Debrief

As a tutor, delivering a debrief of an exam question in class can be challenging. You will get access to some example debrief videos produced by BPP Tutors to share some best practice in debriefing some common question types.

### Exam review

This review is produced by one of BPP's Paper 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, to help you to focus your teaching delivery.

### Enhanced Classroom access

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 to aid preparation.

# Frequently asked questions.

## What is the Tutor Toolkit?

BPP's Tutor Toolkits are suites of resources designed specifically to support tutors with their programme design and classroom delivery, to help them provide an engaging and effective course whilst saving them time and energy.

## What does it contain?

The Comprehensive Toolkit gives tutors access to the same resources used by BPP's own lecturers to achieve their multiple Global Prize-Winners and exceed the rigorous ACCA Platinum Approved Learning Partner pass rates.

These resources include the full range of ACCA Approved Teaching Resources, as used on BPP's own courses, comprising:

- Taught Course Notes
- Revision Course Notes
- Tutor Guidance and Timetable
- Course Exams
- Mock Exams

As well as additional supplementary materials to assist your preparation as a tutor and further enhance delivery.

## What are Approved Teaching Resources?

BPP's ACCA Tutor Toolkits are a comprehensive set of lecture materials, designed to assist tutors through the key stages of course delivery – Taught, Revision and Exam Practice.

The Comprehensive Tutor Toolkit consists of ACCA Approved Teaching resources, including Course Notes, course assessments and Final Mock Exams, which are complemented by a suite of supplementary resources designed to increase the effectiveness of tutors' ACCA delivery.

## What is the difference between Course Notes and the Study Text?

BPP's Taught Course Notes have been designed by tutors for tutors, specifically to support classroom delivery. They contain the core content for a paper, with integrated examples for additional practice for your students as you progress through the learning phase. They are designed to give you, and your students a consistent core structure – which you as a tutor can add to so that you can tailor your delivery to your students, but still saving you time producing handouts and examples.

## How much is it?

The Tutor Toolkits are free for the tutor to access when using BPP's materials for your students. For access to the Comprehensive Tutor Toolkit, you and your students would each need to purchase Course Notes, Study Text and Practice and Revision Kit. Your institution does not need to adopt all papers at once, and there are no minimum quantities, other than all students sitting a paper must purchase each of the materials for the relevant sitting.

## Why must each student have Course Notes and a Study Text?

The Taught Course Notes contain the core content for a paper, but not 100% of the syllabus. The objective is to provide you, and therefore your students, with a base that helps to make a pass achievable. The Study Text however is still required for reference and additional reading to ensure students have access to 100% of the syllabus knowledge whilst studying with you.

## But if Course Notes do not cover all of the syllabus how are they useful to me and my students?

BPP's Taught Course Notes do not cover 100% of the syllabus, but they have still been used, alongside the expertise of a tutor and with the proven structure of Learn, Practice & Rehearse, to deliver Global Prize-Winners based across the world and enable BPP to maintain ACCA Platinum Approved Learning Partner Status. Their flexible structure, combining core knowledge with examples to practice as you go along, gives you the skeleton for engaging course delivery which can be tailored to your classes whilst showcasing your tutor expertise.

## But I already produce my own materials/notes/handouts

We understand how much work it is to produce materials to support classroom delivery, we have been doing it for 40 years. However, ACCA is continuing to develop its qualification in line with market needs and to maintain the rigour of the prestigious qualification. By transferring to BPP's materials, you will have to spend less time updating materials, and associated examples, when there are changes, giving you more time to focus on delivery, support, or whatever else you choose to give your students the best chances of success. The Course Notes are designed with tutors in mind, allowing you to continue to build on the core content with your own stories and examples, to tailor the delivery in your classroom using your local expertise safe in the knowledge that you're benefitting from BPP's 40 years of experience in delivering globally successful programmes.





## To find out more, get in touch.

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