

Full-time

CIMA



Our **Teaching Team** Includes:



James Griffiths



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Matching **quality**
with **value** for
brighter futures

HIGHLY EXPERIENCED TUTORS
DEDICATED CAREER SERVICES
COMPREHENSIVE ONLINE RESOURCES
FREE ACCESS TO THE FULL CIMA SYLLABUS ONLINE†
HD RECORDED VIDEO LECTURES
REVISION KITS AND NOTES
FREE FINANCIAL SKILLS CERTIFICATES*
PASS 1ST TIME GUARANTEE™**
UKBA HIGHLY TRUSTED SPONSOR
UP TO 60 HOURS PER SUBJECT

*When you book 6 or more papers. See website for full T&Cs. †Excluding CIMA T4. **FBT Pass 1st Time Guarantee™ ensures that if you do not successfully pass your paper on the first sitting, you will be able to attend a free re-sit course (full-time students), or free revision class (part-time students) at the next available sitting at no extra cost. The revision paper will cover the failed paper only.

Experience the Difference



We offer you the chance to study for your CIMA qualification in a totally different way. You will benefit from a flexible range of study modes, such as recorded video lectures that can be viewed online whenever you wish. To enhance your career prospects, we also offer financial skills courses, a comprehensive careers service and our work placement programme.

Highly Experienced Tutors

Our expert tutors have many years of experience in achieving exam success for students. They are uniquely able to illustrate and link concepts to real-world business scenarios.

Pass 1st Time Guarantee™*

We recognise your commitment to your studies, so we offer a free re-sit course in the unlikely event that you have to re-sit the exam.

“CIMA complemented my work and was what I needed to do to **take my career to the next level**. FBT kept appearing when I was searching for colleges and there were **very good recommendations on the site**. This paired with the **very competitive price, small classes** and **online availability** of lectures made me choose FBT.”

—Hanna Chappell, CIMA student

Your CIMA Resources

Having the best resources available is a crucial factor in your exam success. As part of your course you receive:

- ▶ Highly experienced tutors
- ▶ CIMA text books
- ▶ CIMA revision kits
- ▶ Online resources, such as recorded video lectures and progress tests*
- ▶ Revision classes
- ▶ Revision mock exams with feedback
- ▶ Exam technique sessions
- ▶ Class notes
- ▶ Pass cards

Free Financial Skills Certificates

To enhance your CIMA studies and career, we offer free certificate courses† in essential practical techniques such as:

- ▶ SAGE Line 50
- ▶ Financial Modelling Intermediate
- ▶ Project Management

*FBT Pass 1st Time Guarantee™ ensures that if you do not successfully pass your paper on the first sitting, you will be able to attend a free re-sit course (full-time students), or free revision class (part-time students) at the next available sitting at no extra cost. The revision paper will cover the failed paper only. †Depending on the number of modules you book.

The CIMA Qualification

The CIMA qualification is specially designed for those who wish to develop a successful and diverse career in financial and business management. CIMA is a broad qualification which develops key decision making, management, strategic and analytical skills. As an addition to your CV, CIMA is a globally recognised and prestigious qualification.

Registering as a CIMA student

Enrolment as a FBT student does not automatically register you with CIMA. All students who wish to sit CIMA examinations must register with CIMA separately. (Please refer to page 10, step 6)

Exemptions

You can expect to receive exemptions if you have a relevant degree or a relevant professional qualification. CIMA decides if your previous study is relevant and will award exemptions for some papers at Certificate, Operational and Management level. There are no exemptions given at Strategic level.

FBT advises you to check your starting point with CIMA before you enrol on the course. (www.cimaglobal.com/exemptions)

Exemption Application Deadlines

CIMA requires 20 days to process exemption applications. See exam registration deadlines below.*

	May Sitting	November Sitting
Student Registration	By 31 st Jan	By 31 st July
	By 14 th Mar	By 14 th Sep



Entry Requirements

The CIMA offers various entry points on to the CIMA qualification, depending on age and previous academic qualifications. We recommend that students have a good proficiency in English.

Minimum Requirements

- ▶ Students must be at least 18 years old
- ▶ Two A Levels and three GCSEs or equivalent in five separate subjects, including English and Mathematics
- ▶ Information on the minimum entrance criteria for each country is available from the CIMA website www.cimaglobal.com

Practical Experience

To become CIMA qualified, students need to satisfy the practical experience requirements (PER). This means providing evidence of a minimum of 3 years supervised and relevant work experience, which must be completed within 5 years of passing their last exam.

You will benefit from the expertise of a specialist on-campus Careers Advisor, trained to provide advice on the specific issues that you may encounter in your job search.

Our careers team will work with you to identify work placement opportunities, delivering the practical skills and experience essential to become a CIMA affiliate.

*These dates are subject to change. Please refer to www.cimaglobal.com/exemptions for up to date information.

Take control of your CIMA qualification with FBTs online study resources — provided by LSBF and powered by InterActive. You can learn, review and revise with everything you need at your fingertips.

FBT Online study has many benefits and resources. These include:

- ▶ The complete CIMA syllabus in HD video lectures*
- ▶ Tutor-marked mock exams
- ▶ Study texts, revision kits and revision cards
- ▶ Pass 1st Time Guarantee™**
- ▶ Access to an online student & mentor community

Our award-winning online platform is here with the support you need, no matter how you choose to study.

100% Online Study*

Select our most flexible study option to match your studies with your individual commitments. Interact with tutors and students in real-time — wherever you are!

Full-time On-Campus Study

Choosing to study on campus gives you the unique opportunity to supplement and reinforce your on-campus learning with access to online learning resources.



“I chose to do CIMA with FBT because it offered **great value** for money and the staff were **very personal** with my enquires. In addition they were **knowledgeable about the courses** too. They went out of their way to help me.”

—David Williams, CIMA Student

Blended Online/On-Campus Study

Combine on-campus learning with online access to the entire CIMA course syllabus in HD recorded video lectures*, alongside full study resources. You can match face-to-face tuition with the ability to study anytime, anywhere. Our blended options also include in-class revision sessions to ensure the ultimate exam preparation through our highly experienced tutors.

*Excluding CIMA T4. **FBT Pass 1st Time Guarantee™ allows qualifying students to receive free access to study materials equivalent to ACCA: Tuition package for ACCA papers they purchase through the InterActive platform. They can access these materials at any time before the next examination sitting.

CIMA Syllabus & Exam Regulations

The CIMA Syllabus Consists of 15 Papers Divided into 5 Parts:

- ▶ Certificate Level – 5 papers
- ▶ Operational Level – 3 papers
- ▶ Management Level – 3 papers
- ▶ Strategic Level – 3 papers
- ▶ Professional Competence Level – 1 paper

Certificate Level

C01 Fundamentals of Management

Accounting

C02 Fundamentals of Financial

Accounting

C03 Fundamentals of Business

Mathematics

C04 Fundamentals of Business

Economics

C05 Fundamentals of Ethics, Corporate

Governance & Business Law

Operational Level

E1 Enterprise Operations

P1 Performance Operations

F1 Financial Operations

Management Level

E2 Enterprise Management

P2 Performance Management

F2 Financial Management

Strategic Level

E3 Enterprise Strategy

P3 Performance Strategy

F3 Financial Strategy

Professional Competence Level

T4 Test of Professional Competence in Management Accounting (TOPCIMA)

- ▶ Initial Professional Development
–Work Based Practical Experience
- ▶ Case Study Examination based on
pre-seen and unseen material



Exam Regulations

- ▶ At Certificate Level there are no restrictions on the order in which papers are taken
- ▶ All papers at Certificate Level are Computer Based Assessment (CBA)
- ▶ The previous Managerial level is now split into two levels – Operational and Management
- ▶ You may choose any combination of papers to suit your own study requirements. However, students are advised to sit and pass the Operational Level before sitting the Management Level, and are recommended not to sit more than three exams at any single examination sitting for the best possibility of success
- ▶ All Operational and Management Level must be completed before attempting the Strategic Level papers
- ▶ The three papers in Strategic Level must be sat together in the first attempt
- ▶ All the Operational, Management and Strategic Levels must be completed and passed before attempting CIMA T4

Computer-Based Assessment

Our Centre City campus is an official CIMA Computer-Based Exam Center. CBAs are available for papers Co1, Co2, Co3, Co4 and Co5 only. Please contact us for details of CBA dates.

Our Unique CIMA Package

Compete 1st Class

CIMA Compete 1st Class

One of our innovative all-round programmes, combining the CIMA professional qualification with the practical skills essential for successful accounting and finance professionals.

Benefit from:

- ▶ Classroom lectures and revision sessions
- ▶ Study and revision notes
- ▶ Revision under exam conditions
- ▶ Mock exams and marking
- ▶ Free online resources, such as HD recorded video lectures, lecture notes and Q&As
- ▶ Pass 1st Time Guarantee™*
- ▶ Free Financial Skills Certificates (see table below)
- ▶ Career and Interpersonal Development Programme

Extensive Online Resources

This package boasts high quality online resources for students, including HD recorded video lectures available online 24 hours a day. These allow you to review any information covered in the lectures, so if you miss a class for any reason, you can revisit the lectures as many times as you need through our innovative online facilities.†

Our Free Financial Skills Certificates

Our free certificates provide you with vital practical skills for your career in accounting and finance.

- ▶ Apply for 6 papers and get 1 certificate for **free****
- ▶ Apply for 9 papers and get 2 certificates for **free****

Programme	Level	Fees (outside of the package)
SAGE Line 50	Advanced Level	£900
Financial Modelling Intermediate	Intermediate Level	£900
Project Management	Introductory Level	£900

*FBT Pass 1st Time Guarantee™ ensures that if you do not successfully pass your paper on the first sitting, you will be able to attend a free re-sit course (full-time students), or free revision class (part-time students) at the next available sitting at no extra cost. The revision paper will cover the failed paper only. **When you book 6 or more papers. See website for full T&Cs. †Excluding CIMA T4

Our Exclusive **CIMA + MBA** or **MSc in Finance*** Programmes

Capitalise on Your Professional Qualification and Financial Expertise

Exceed expectations in the ever-changing world of business by complimenting your CIMA qualification with a Master's degree.

Set Yourself Apart

Get the opportunity to develop and combine the practical skills of your CIMA qualification with the complex academic knowledge of a MBA or MSc Finance – a potent combination that will ensure that you are ready to achieve your career aspirations.

Practical Elements

We base our Master's programmes on real-world business case studies and scenarios to ensure that you are well prepared for the challenges faced in the industry.

Throughout the Master's programmes emphasis is placed on essential leadership and management skills. This focus is designed to develop a holistic understanding of business processes and managerial procedures whilst providing you with both hard and soft skills.

Unprecedented Flexibility

With our combined programme you are free to start your Master's studies once you have passed 11 CIMA papers**. You will then be exempt from certain postgraduate modules, helping you complete your studies sooner.

Your dedicated student advisor will be available to assist you in creating a tailor-made study plan which will help you plan your way to achieving your career goals.

We have flexible study options. We offer full and part-time courses delivered both on-campus and online through our innovative learning platform, powered by InterActive. Even study the combined programme 100%† online.



*The awarding body for the MBA/MSc course will be one of FBT's partner universities, however, awarding bodies are subject to change from time to time. The School's obligations shall be discharged by providing tuition leading to a recognised MBA/MSc award by a recognised awarding body. The student shall have no claim based on changes to the awarding bodies. **Subject to validation. †Excluding CIMA T4.

Bringing you success is central to everything we do. That's why we don't stop at exceptional courses. We also provide full career services to prepare you for life at blue-chip organisations around the world.

Training and development

We devote courses to sharpening the skills you need to really stand out. These include CV writing, interview technique and social media workshops.

Networking events

The Careers team regularly hosts global employers on campus and we can ensure you meet influential business leaders, HR representatives and professionals from international businesses.

Careers Surgery

Our careers professionals all have years of experience. They will provide invaluable advice and insight, answering your questions on anything from job applications to specific markets.



Applying for a Course

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Step 1

Choose from our Birmingham, Manchester and London campuses

Step 2

Download an application form from the CIMA section of our website:

Birmingham – www.FBT-global.com

Manchester – www.LSBFmanchester.com

London – www.LSBF.org.uk



Step 3

Contact one of our dedicated advisors or send a query via the call back section on our website:

Birmingham
+44 (0)121 616 3370
www.FBT-global.com

Manchester
+44 (0)161 713 1777
www.LSBFmanchester.com

London
+44 (0)207 823 2303
www.LSBF.org.uk

Step 5

Email, post or fax (please see back of brochure) your completed application form, together with payment / deposit to your selected campus. Please make sure you sign the application form as we are unable to process any forms without a signature.

Also note, if you are an international student, studying on a student visa, please attach a copy of your passport and the student visa to the application form. If you are about to apply for a student visa, please see our student support and visa advice (page 11).

Step 4

Complete the application form and choose the package of your choice. Please note that full-time international students must select a minimum of 3 papers in each semester. As per UKBA regulations, you will be required to study at least 15 hours per week of formal tuition between Monday and Friday.

Step 6

Register with CIMA. Visit:
www.cimaglobal.com/study-with-us/register-as-a-student

or call CIMA Contact on
+44 (0) 208 849 2251

For registration deadline details please see page 5.

Student Services

When you enrol on a full-time course, not only will we help you pass the exam, but we also create an educational experience that you can take away with you.

You will benefit from:

- ▶ Accommodation advice
- ▶ Career workshops, advice and study skills sessions
- ▶ Revision classes
- ▶ Free internet access on campus
- ▶ Study rooms
- ▶ Regular student social events
- ▶ Student lounges
- ▶ Comprehensive library
- ▶ Out of hours study facilities*

Visa Application Procedure**

FBT is a Highly Trusted Sponsor (HTS) with the UK Border Agency (UKBA) and we have significant experience in working with international students. Our specialist staff have extensive knowledge of all aspects of the visa application process for those wishing to study in the UK. Overseas students should follow the steps highlighted below:

- ▶ Register with CIMA for student membership and exam entry
- ▶ Complete our enrolment form for the CIMA course. Forms are available from our website
- ▶ Once accepted by us (and your deposit has cleared) and on receipt of all required documentation (including proof of English language proficiency), you will be provided with your final CAS letter. This will then be used by you to help you complete your visa application form

- ▶ On receipt of the CAS letter, you will be able to submit your application for student visa or visa extension to the British Embassy or the British High Commission
- ▶ As part of the visa application process, you will be required to prove that you are able to pay the full tuition fees and additional expenses for accommodation, transport, books and personal expenses

Delayed Visa

Should your visa application be delayed by more than two weeks after courses have started, we can transfer your enrolment to the next term, provided we receive written confirmation from you.

Visa Support

Our dedicated staff can provide you with specialist advice on the visa application process. Students are advised to take great care when completing and submitting a visa application. Be sure to follow all instructions as a visa refusal can be costly and time consuming to successfully overturn. In case of a visa refusal, we analyse all the reasons given for this decision and advise you on the next possible steps.

Fee refunds can be applied for on presentation of the original visa refusal letter. Any refund decisions will be subject to our T&C's, which can be found on our website.

Student Accommodation

We offer invaluable accommodation advice to all our students, supplying a list of recommended property agents and websites to those in need of accommodation.



*See website for details. **Subject to change in UKBA regulations.

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5-7 Hill Street, Birmingham
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F: +44 (0) 845 337 3406

info@FBT-global.com
www.FBT-global.com

Manchester Campus

2nd Floor , Linley House
Dickinson Street, Manchester
M1 4LF, UK
T: +44 (0) 161 713 1777
F: +44 (0) 161 261 4719

manchester@LSBF.org.uk
www.LSBFmanchester.com

London Campus

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Singapore Institute

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