



**ISCA ACCREDITED
ACCOUNTING TECHNICIAN
(ISCA-AAT)**

STUDENT HANDBOOK

INTRODUCTION

Welcome to the ISCA Accredited Accounting Technician (ISCA-AAT). ISCA is partnering with the Association of Accounting Technicians (AAT) to offer the ISCA-AAT qualification. Characterised by high flexibility, ISCA-AAT provides aspiring accounting technicians from various backgrounds opportunities to equip themselves with future-ready skill sets. Depending on your needs and circumstances, you can opt to do modules of interest, individual certificates or complete the qualification at your own pace.

The Institute is committed to offering excellence in professional accounting education while opening new opportunities for ISCA-AAT students to gain international recognition. Under the Mutual Recognition Agreement with AAT, graduates of ISCA-AAT's Professional level are eligible for the Affiliate (ISCA) membership and AAT full membership, upon accumulation of relevant practical experience. The ISCA and AAT memberships offer you recognition for your skill sets and demonstrate to employers a commitment to keeping your skills relevant in the profession and business environment.

The purpose of this Student Handbook is to provide you with information about the Institute of Singapore Chartered Accountants (ISCA), ISCA's partnership with the Association of Accounting Technicians (AAT), details of the ISCA-AAT, progression pathways after ISCA-AAT, important qualification information and assessments related matters. As a student of ISCA-AAT, you are required to read the Student Handbook for all important information relating to the qualification. The Institute will communicate any major changes relating to the qualification and information within the Student Handbook via emails and announcements on the ISCA-AAT website at <http://www.isca.org.sg/become-a-member/qp/aat/>.

If you have any clarification or comments, please feel free to give your feedback by contacting ISCA Pathways Development and Qualifications team at 6597 5610 or email us at iscaaat@isca.org.sg.

The Institute wish you every success in completing ISCA-AAT!

With best wishes,

ISCA Pathways Development and Qualifications

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1 Institute of Singapore Chartered Accountants (ISCA)

1.1 About ISCA

Established in 1963, ISCA is an advocate of the interests of the profession. Possessing a Global Mindset, with Asian Insights, ISCA leverages its regional expertise, knowledge, and networks with diverse stakeholders to contribute towards Singapore's transformation into a global accountancy hub.

With over 30,000 members, ISCA is the Administrator of the Singapore CA Qualification and the Designated Entity to confer the Chartered Accountant of Singapore - CA (Singapore) - designation.

ISCA is an Associate of Chartered Accountants Worldwide – supporting, developing and promoting over 640,000 Chartered Accountants in more than 200 countries around the world.

1.2 Vision, Mission and Core Values of ISCA

Vision

To be a globally recognised professional accountancy body, bringing value to our members, the profession and the wider community

Mission

- Advance and promote the accountancy profession and contribute to Singapore's aspiration to develop into a leading global accountancy hub
- Advocate and be the voice for our members and the profession
- Empower members to achieve their aspirations

Core Values

- **Teamwork**
To support and work together to achieve success.
- **Integrity**
To be responsible, truthful and ethical in all we do.
- **Progressive**
To be proactive and anticipate change with an open mind and leverage it as an opportunity to improve.
- **Excellence**
To strive for the highest level of standard and execute tasks to the level of competence that is expected.
- **Empathy**
To understand and be sensitive and caring to the needs and concerns of members of the Institute, fellow staff and the public.

2 ISCA and AAT Partnership

2.1 ISCA and AAT Partnership

ISCA and AAT (Association of Accounting Technicians) aim to advance the accountancy profession and ensure that accounting technicians are represented, supported and regulated, adhering to international standards of codes and ethics.

In pursuit of this aim, ISCA partnered AAT to provide the ISCA-AAT which provides a pathway for non-graduates towards international recognition. This partnership supports the government's SkillsFuture initiative, offering Singaporeans the opportunities to fulfil their potential, whatever their starting point in life. ISCA-AAT equips individuals with the skills they need to access the industry and excel in a wide range of finance roles.

As members of IFAC, ISCA and AAT are both committed to developing and growing the accountancy profession. This includes establishing professional membership within Singapore to support and regulate accounting technicians, ensuring professional standards and codes of ethics are followed.

2.2 About AAT

AAT is the world's leading professional membership body dedicated to the education and development of accounting technicians. AAT is a not for profit organisation with a global membership of over 140,000, including 80,000 students who train with AAT each year.

AAT's internationally recognised accounting qualifications deliver the practical skills people need to work in a wide range of accounting roles, from entry level through to qualified accounting technicians. Employers from around the world take on AAT-qualified staff for their skills, knowledge, experience and professional ethics.

[More information about AAT can be found on their website.](#)

3 Progression Pathways

3.1 Membership Categories

The types of ISCA membership include:

- Affiliate
- Associate
- CA (Singapore)
- CA (Singapore) (with Certificate for Practice)
- Fellow Member
- Member in Retirement

3.2 Affiliate (ISCA) Pathway

Graduates of ISCA-AAT qualification's Professional level are eligible to apply for Affiliate (ISCA) membership and be conferred the AAT (Singapore) designation upon accumulation of at least 1 year practical experience verified by your employer. You must meet required Continuing and Professional Education (CPE) requirements as an Affiliate (ISCA).

Please click [here](#) for more information on the Affiliate (ISCA) membership.

For the range of benefits and privileges that Affiliate (ISCA) members can enjoy, please click [here](#).

3.3 Progression Pathways to Chartered Accountant

There are exemptions and fast track pathways to facilitate seamless progression for students who wish to progress on to qualify as a Chartered Accountant. Please refer to the [FAQs](#) on the ISCA-AAT website for more information.

4 ISCA-AAT

4.1 Background

ISCA has developed an accountancy qualification to provide aspiring accounting technicians of various backgrounds the opportunities to equip themselves with relevant skill sets to meet the demand for competent accounting and finance staff to support senior levels of the profession. The ISCA-AAT aims to equip graduates with the relevant accounting skills and practical knowledge required in the accounting profession.

Upon successful completion of the ISCA-AAT qualification's Professional level, the graduates will be eligible to apply for Affiliate (ISCA) and AAT full membership.

4.2 Benefits

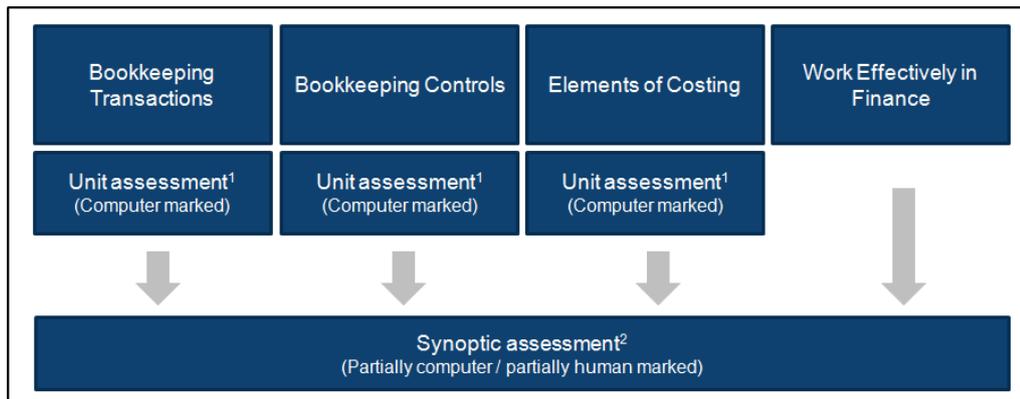
The benefits of ISCA-AAT to students:

- **Achieve a Professional Qualification**
You will be able to boost your career with a reputable and respected global qualification.
- **Real World Accounting Knowledge**
You will be able to learn highly sought accounting and finance skills.
- **Not Just a Qualification, It's a Career**
ISCA-AAT develops practical on-the-job skills that every business needs.
- **Flexible Training that Works Around Your Life**
ISCA-AAT offers you flexible study options and strong learning support.
- **Exclusive Pathway to Professional Memberships**
Graduates of ISCA-AAT qualification's Professional level are eligible to be members of ISCA and AAT. You will be equipped with ongoing professional accounting skills and industry knowledge which will support your career development.

4.3 Qualification Structure

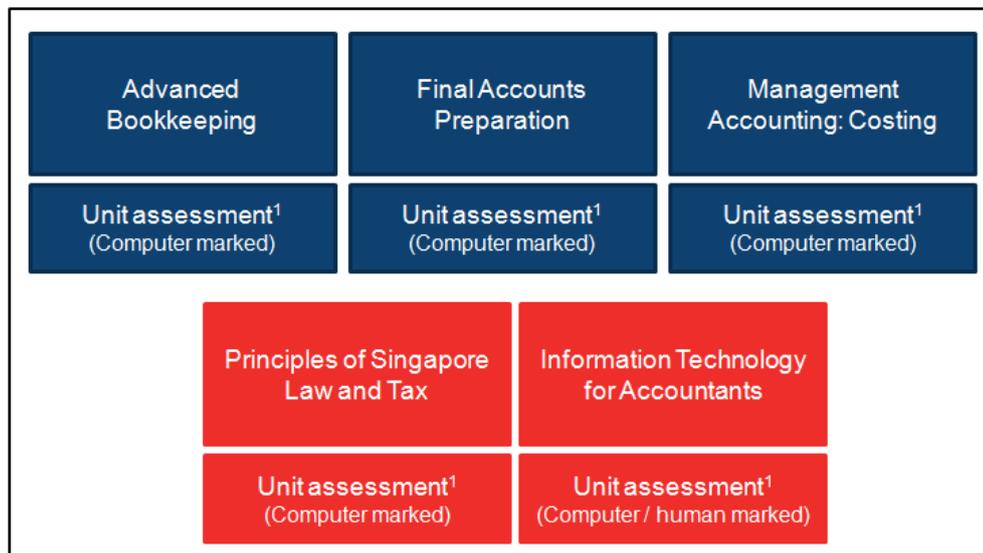
The qualification comprises three levels, with you learning practical skills at every stage. Featuring the flexibility to take up individual modules, levels or qualification, ISCA-AAT can be customised to your needs.

Foundation Level



The Foundation level equips you with the skills in finance administration. This level covers a range of basic accounting practices and techniques, from double-entry bookkeeping to costing. You will also gain invaluable self-management and time management skills, and develop an appreciation of ethical issues and sustainability, which is essential in any workplace.

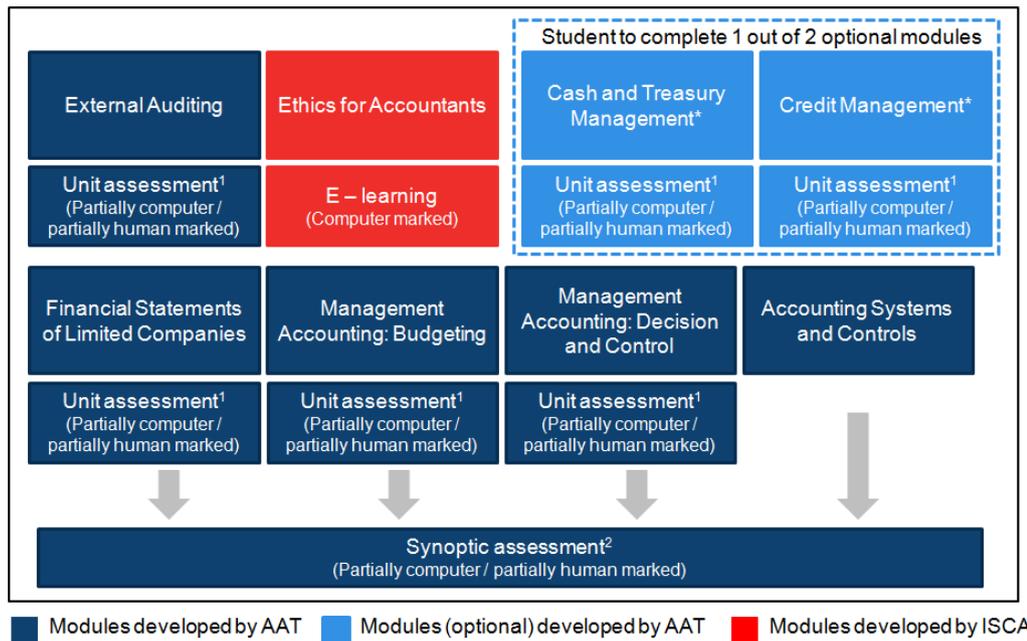
Advanced Level



■ Modules developed by AAT ■ Modules developed by ISCA

This level covers more complex accounting tasks, such as maintaining cost accounting records and the preparation of reports and returns. You will also acquire skills in the use of accounting software and develop an understanding of the principles of Singapore law and tax.

Professional Level



This level covers higher-level accounting tasks, including drafting financial statements, managing budgets and evaluating financial performance. In addition, you will have the flexibility to select one out of two optional modules - credit management, cash and treasury management.

¹ Unit assessment will equip students with the key knowledge, skills and understanding of the individual modules.

² Synoptic assessment will draw on and assess knowledge and understanding of modules from across each level of the qualification.

4.4 Syllabuses

Please find the syllabuses of the ISCA-AAT (AAT modules) at the links below. For more details of the ISCA module syllabuses, please refer to Appendix 1 – ISCA-AAT (ISCA Module).

[Foundation Level \(Level 2\)](#)

[Advanced Level \(Level 3\)](#)

[Professional Level \(Level 4\)](#)

4.5 Exemptions

Depending on your prior course of study and/or relevant working experience, you can be exempted a maximum of 50% of modules at each level. Recent qualifications within 3 years are considered for exemptions. The 3-year period commences from the award date on the certificate issued by the Awarding Institution. Students are recommended to undertake a Skillcheck Test to determine if they should start at the Foundation or Advanced level.

4.6 Mode of Study

The modes of study available to students are:

- Attend tuition by our appointed training provider (part-time)
- Self-study

Students are strongly encouraged to attend tuition conducted by the training providers. Classroom learning provides students a shared learning experience to acquire the relevant knowledge and skills required of ISCA-AAT.

4.7 Learning Support

Learning support provided to students enrolled in the qualification include:

- Access to online learning materials
- Sample practice questions
- Tuition by our appointed training provider

4.8 Appointed Training Provider

ISCA-AAT offers the flexibility for you to attend classes or study from home. You can choose the training provider and the study mode to suit your needs and circumstances. Students are strongly encouraged to enroll for tuition support with appointed training providers for more effective revision and preparation for the examinations.

Contact the training providers directly to find out more.

Name of appointed training provider(s)*	Contact Information	Address
SAA Global Education (SAA-GE) http://saage.edu.sg/	Contact no.: (+65) 6733 5731 E-mail: enquiry@saage.edu.sg	111 Somerset Road, TripleOne Somerset #06-01/02 Singapore 238164

* Your training provider will:

1. Assist you in general enquiries about ISCA-AAT
2. Advise on the recommended level to start at based on your current skills
3. Provide support through your learning journey with ISCA-AAT, including tuition and administration of assessments

5 Becoming a Student of ISCA-AAT

5.1 Student Membership Status

Successful applicants will be admitted as an ISCA-AAT student.

All students are required to maintain their active status by paying annual student membership fee. Payment for the student membership fee may be completed via cheque or cashier's order to the following address:

ISCA-AAT
ISCA Pathways Development and Qualifications
Institute of Singapore Chartered Accountants
60 Cecil Street, ISCA House, Singapore 049709

An individual can only enrol for ISCA-AAT assessments if his/her status is active.

5.2 ISCA Code of Ethics

All ISCA-AAT students, who are working towards the AAT (Singapore) designation, must comply with the ISCA Code of Professional Conduct and Ethics (ISCA Code of Ethics) while pursuing ISCA-AAT. As a profession that serves the public interest, accountants are in unique position of trust where stakeholders like employers, clients and the public rely on our professional judgement to make decisions.

Failure to comply with the ISCA Code of Ethics will be treated as misconduct. Please refer to section 10.1 on the Disciplinary Procedures.

Please click [here](#) for more information on the ISCA Code of Ethics.

5.3 Assessment Registration

The training provider will monitor your progress and inform you when you are ready to sit for the assessments. You can check with your training provider for the availability and schedule of the assessments. The time and frequency of the assessments are set by the training providers.

Students who are self-studying may approach any of the approved tuition providers to register for the assessment.

6 Fees and Payment

The fees shown below are inclusive of GST. The fees are reviewed periodically and may be revised. The Institute reserves the right to adjust the fees without prior notice. There is strictly no refund of fees. Fees paid are not to be offset against other fees.

Type [#]	Amount (inclusive of GST)
Admission Fee	\$120
Annual Student Membership Fee	\$180 per calendar year
<u>Foundation Level</u>	
Unit Assessment Fee*	\$95 per assessment
Synoptic Assessment Fee*	\$112 per assessment
<u>Advanced Level</u>	
Unit Assessment Fee*	\$115 per assessment
<u>Professional Level</u>	
Unit Assessment Fee*	\$112 per assessment
Synoptic Assessment Fee*	\$118 per assessment

Please contact the approved training providers for the details on tuition and other related fees that may be included for the administration of assessments.

** Assessment fee for re-sits remain unchanged.*

7 Assessment Format, Entry and Completion

7.1 Assessment Format

The assessments are mainly closed-book computer-based and the format may comprise a combination of multiple choice and structured questions. Please refer to the Appendix 1 – ISCA-AAT Full Syllabuses for details on the assessment format.

7.2 Assessment Entry and Completion Requirements

7.2.1 Students can only register for ISCA-AAT assessment if his/her status is active and has paid his/her current student membership fees and the required fees for ISCA-AAT.

7.2.2 Students are required to register for all unit assessments before registering for the synoptic assessment within the same level. The unit assessments may be taken in any order under each level.

7.2.3 Under the Advanced level, students are recommended to complete Advanced Bookkeeping module before attempting Final Accounts Preparation module as Advanced Bookkeeping module covers the skills and knowledge essential for Final Accounts Preparation module.

7.2.4 Under the Professional level, students are recommended to have an understanding of the Financial Statements of Limited Companies module before attempting External Auditing module.

7.3 Assessment Day and Time

Students will be required to check with the training providers the schedule and venue of the assessment.

7.4 Absence from the Assessment

Students cannot withdraw from or apply for deferment of an assessment once they have enrolled. Fees paid for the assessments will not be refunded and are not transferable to subsequent assessments. The students will be marked void if he/she does not attend the assessment.

7.5 Re-sits

There are no re-sit restrictions within the ISCA-AAT qualification.

There is no limit to the number of modules that a student can enroll and no limit to the number of attempts for all assessments. However, students are required to wait for at least 48 hours prior to the registration of the next same assessment.

8 Assessment Guidelines

8.1 ISCA-AAT Assessment Guidelines

Identification

Students are required to show their original identification card or passport for entry to the assessment venue. Students' enrolment details must match with the original identification card or passport details. The training providers accept the following as photographic identification:

- a valid passport
- a national identity document containing photograph

A marriage certificate or deed poll can be presented along with one of the acceptable identification documents if the student's enrolment name is different to that on the identification document but their official documentation has not yet been changed.

Student's Equipment

Students may bring their own writing materials such as pens, pencils, erasers and a calculator for the assessments. If contained in a pencil case, this must be transparent.

Calculators must **not** be programmable. Calculators should **not** be able to store data, text or alphanumeric formulas. Calculators should **not** emit audible tones, be able to print, be programmable from other sources or be a function of a personal organiser, watch or mobile phone. Solar powered calculators are used at the student's own risk.

The follow items are not permitted in the assessment venue:

- Personal belongings such as mobile phones, computer peripheral devices
- Dictionaries (including electronic dictionaries)
- Study textbooks, revision materials, course notes
- Books and papers
- Any form of smart, electronic or programmable wristwatch

Personal belongings must be left in an area designated by the invigilators. Mobile phones and all other electronic transmission or communication devices must be switched off. Rough paper is available in the assessment venue.

Students who are found to have any materials with them which is not permitted, even if they did not intend to use it, will be reported to the Institute as non-compliance.

Students Rules

- Assessments will begin promptly at the time set for its commencement.
- Students must follow the instructions of the invigilator at all times. Failure to do so will be considered as misconduct. Students must stop typing when instructed by invigilators.
- The invigilator will direct students to a suitable computer. Students should have been provided with a keycode. Students are required to enter the keycode and follow the onscreen instructions. Should students be given a rough paper or assessment-specific materials, students may only use them once the assessment has started. Students may not remove these items from the assessment room.
- Students must not make any noise or conduct themselves in a way that creates a disturbance for other students. At the workstation, students will not be allowed to eat or drink anything.
- The invigilator will monitor the students continuously while he/she take the assessment. It is not permissible to communicate in any way with another student or a third party.
- If students experience problems that affect their ability to take the assessment, students should notify the invigilator immediately by raising up his/her hand. The invigilator cannot answer questions relating to assessment content.
- Students should ensure as far as possible that he/she will not need a break during the assessment. If students do need a break, students are to raise up his/her hand and the invigilator will assist. However, please note that the assessment timer will not stop and the invigilator has the right to refuse access back into the assessment room.
- While students are taking a break, students are permitted to access personal items that were stored only if necessary and with the prior permission of the invigilator (for example, if

students need to take medication at a specific time). Students are not allowed to have access to other items, including electronic transmission or communication devices, study guides and revision notes.

- Students must not remove copies of assessment questions and answers from the assessment room, and students should not discuss or share with other students the questions seen in their assessment. Any attempt to do so will be treated as misconduct and could lead to disqualification from the assessment or from the qualification.
- If an invigilator observes cheating or any behaviour that is inappropriate under assessment conditions, for example, using revision notes, this will be reported to the Institute as misconduct. If the incident is serious, the student will be instructed to leave and assessment will be voided.
- After the assessment ends, the administrator will proceed towards the student's workstation and ensure their assessment has ended properly. Students will return the rough paper and other materials to the administrator. Students will not be provided with any result or any printed confirmation at the assessment room.
- For further information following the issue of results, please contact ISCA Pathways Development and Qualifications.

If students do not follow the rules or students are suspected of cheating or tampering with the computer, students' assessment may be invalidated and further action may be taken.

Special Needs

The Institute can provide additional help or concessions, such as extra time, as appropriate to individual needs. For such requests, students should notify ISCA Pathways Development and Qualifications in writing of his/her requirements, accompanied by supporting medical or professional documentation. All requests for special needs provision will be reviewed by ISCA on a case-by-case basis.

The closing date to submit requests for special needs provision is at least 8 weeks prior to assessment date.

Non-Compliance / Misconduct

Any contravention of assessment rules or the engagement of any activity likely to give an unfair advantage to any student will be considered misconduct. Examples of this may include (but are not limited to the following):

- Cheating – failing to comply with the rules governing the assessments; OR
- Colluding – assisting another student to gain an advantage by any means, facilitating or receiving such assistance; OR
- Fabricating – misleading or attempting to mislead the examiners by presenting work for assessment in a way which intentionally or recklessly suggests that factual information has been collected which has not in fact been collected, or which falsifies factual information; OR
- Personating – acting, appearing, or producing work on behalf of another student in order to deceive the examiners, or soliciting another individual to act, appear or produce work on your behalf; OR
- Plagiarising – incorporating within students' work, work (published or unpublished in whatever format or medium) created by another person without appropriate acknowledgement.

Disruptive behaviour in the assessment venue will be treated as misconduct. The invigilators and administrators at the assessment venue are empowered to stop the assessment of students who conduct themselves inappropriately.

Please refer to section 10 Disciplinary Procedures for dealing with non-compliance / misconduct cases.

9 Assessment Results

9.1 Results

Results for fully computer marked assessments will be available within 3 working days from the date of assessment. Results for assessments that involve human marking will be available within 7 weeks from the date of assessment. The Institute reserves the right to change the release date and would make announcement of any changes on the website.

The care taken throughout the process of assessment and the exercise of academic judgment ensures the integrity of every assessment result. Therefore, ***the Institute does not accept appeals on results and individual students' assessment will not be re-examined or re-marked after the final assessment results have been released.***

ISCA will send an encrypted transcript to students via email once the result is released.

Students whom like to request for a reissue of the transcript and/or certificate after their completion of each level (i.e. more than 2 months after their completion date) or status other than active should contact ISCA Pathways Development and Qualifications and pay a transcript and/or certificate fee of S\$50 each via cheque or cashier's order payable to ISCA.

9.2 Grade Upon Completion of Each Level

Grading will only be awarded upon the completion of each level, not individual assessments. All unit assessments and synoptic assessment will count towards the grade on an equal basis.

The mark range for each grade is as follows:

Grades	Mark Range
Distinction	90%-100%
Merit	80%-89%
Pass	70%-79%
Unclassified	0%-69% Or failure to pass one or more assessment(s)

9.3 Certificate of Completion

ISCA will issue a certificate for each of the levels of the ISCA-AAT as follows:

- ISCA Foundation Certificate in Accounting;
- ISCA Advanced Certificate in Accounting; and
- ISCA Professional Certificate in Accounting.

9.4 Liability

The Institute will not be liable for any loss, theft or personal damage to any items brought into or left outside of the assessment venue. All personal items are brought at the students' own risk.

10 Disciplinary Procedures

10.1 Disciplinary Procedures

Students must adhere to the ISCA Code of Ethics and Assessment Guidelines under section 8 of the Student Handbook.

All cases of non-compliance with assessment guidelines, misconduct or irregularity will be reported to the Institute. The Institute will investigate any students suspected of involvement in any non-compliant activities, irregularity or misconduct. Where a case for non-compliance with assessment guidelines or misconduct is to be considered, the student will be notified and given opportunity to explain in writing the circumstances of the case. The student shall provide a written response within the period stated in the email. A plea of forgetfulness or accident shall not be accepted under any circumstances in the case of any breach of the assessment rules.

Upon receipt of the student's response or where no response is received within the period permitted, this will be referred to the Accounting Technicians Learning and Development Board (ATLDB) for investigation and potential disciplinary action.

The Institute reserves the right to withhold the release of assessment results, void the assessment of the student it may concern, and bar the student from sitting for future assessment if there is any suspicion that he/she is involved in irregularity or misconduct while investigations are still ongoing.

11 Suspension and Withdrawal Policy

11.1 Suspension Policy

Students who have defaulted on their annual student membership fees for more than 3 months will be suspended.

The Institute reserves the right to change the suspension policy without prior notice.

11.2 Withdrawal Policy

Students who would like to withdraw from ISCA-AAT on their own accord must submit their withdrawal request in writing to the Institute with supporting explanation. The Institute will assess and approve the request on a case-by-case basis. Upon approval, the student would receive a confirmation letter within 2 weeks from the date of the request. Please note that there will be no refund for fees stated in section 6 of the Student Handbook which have been paid to the Institute and training providers.

For students who are suspended due to non-payment of student membership fee, they will be classified as withdrawn 1 year after the due date of the student membership fee.

Students who had withdrawn on own accord or withdrawn due to non-payment of student membership fee, will not be able to re-apply to the ISCA-AAT.

The Institute reserves the right to change the withdrawal policy without prior notice.

Appendix 1 – ISCA-AAT (ISCA module)**Information Technology for Accountants**

Level	GLH value	Assessment
Advanced	100	Unit assessment

Module aim

The aim of this module is to equip the students with work ready skills where digital skills including information technology solutions and applications will be leveraged upon to improve workplace productivity. The acquired information technology knowledge and familiarity will allow the accounting technicians to keep pace with advancements in technology to improve in their work processes and effectiveness while providing opportunities for critical thinking and exception management in their daily function and taking on a broader spectrum of responsibilities so as to enhance workplace efficiency that will bring economic and human resource management benefits to the businesses.

Information Technology for Accountants is a **mandatory** unit in this qualification.

Scope of content

Topics	Learning Outcomes
A. Introduction to Information Technology	
<p>Topic 1: Overview of IT systems</p> <ul style="list-style-type: none"> • Fundamentals • Hardware • Software • Networks • Data management 	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Identify the various components of an IT system • Explain how accounting applications are part of an organisation's IT system
<p>Topic 2: Development of accounting from manual ledger books to information technology (IT) accounting applications and systems</p> <ul style="list-style-type: none"> • Manual ledgers • Computerised worksheets (Excel, Google Docs) • Standalone Computer Off-the-Shelf (COTS) Accounting Software • Enterprise Resource Planning (ERP) systems 	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Explain how accounting processes of identifying, classifying, recording of business transactions have evolved from manual to computerised processes • List the benefits of digitalising the accounting process
<p>Topic 3: Accounting information system improvements</p> <ul style="list-style-type: none"> • Scaling accounting information system to business needs • Cost and benefits of implementing manual and automated controls • Outsourcing versus. ownership of the accounting information system • Integrating business needs with accounting information system 	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Explain how the accounting information system can support the organisation in meeting its business objectives • List the business cost and benefits of implementing the levels of internal controls

Topics	Learning Outcomes
B. Information Technology Internal Controls	
<p>Topic 4: Internal controls in IT Applications</p> <ul style="list-style-type: none"> • General controls <ul style="list-style-type: none"> – IT governance controls – Physical access and environmental controls – Disaster recovery and backup • Application controls <ul style="list-style-type: none"> – Input, processing and output controls – Transaction authorisation and approval – Segregation of duties – Accounting records – Logical access controls – Independent verification 	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Explain the purpose of each type of IT controls within an organisation
C. Other Emerging Topics	
<p>Topic 5: Emerging trends in IT that will impact the accountants</p> <ul style="list-style-type: none"> • Mobile • Big data • Cyber-security • Cloud • Payment systems 	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Identify the types of technologies that have impact on the accounting profession • List the benefits and risks of the emerging and technological trends for the accounting sector
D. Use of Accounting Software	
<p>Topic 6: Using accounting software</p> <ul style="list-style-type: none"> • Set up accounting software <ul style="list-style-type: none"> – Enter information relating to the organisation at the beginning of an accounting 	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Set up accounting software for an organisation • Process sales and purchases transactions including

Topics	Learning Outcomes
<p>period</p> <ul style="list-style-type: none"> – Set up customer accounts – Set up supplier accounts • Process sales and purchases transactions <ul style="list-style-type: none"> – Process sales invoices and credit notes, record the correct amount of the Goods and Services Tax (GST) – Allocate receipts from customers – Process purchase invoices and credit notes, record the correct amount of GST – Allocate payments to suppliers • Process bank and cash transactions <ul style="list-style-type: none"> – Process receipts and payments for non-credit transactions – Process recurring receipts and payments – Process petty cash receipts and payments • Perform period end routine tasks <ul style="list-style-type: none"> – Process journals – Reconcile the bank statement • Produce reports <ul style="list-style-type: none"> – Produce routine reports for customers and suppliers – Produce routine reports from general ledger 	<p>recording the correct amount of GST, bank and cash transactions</p> <ul style="list-style-type: none"> • Perform period end routine tasks including processing general journal entries • Generate reports from the accounting software • Export financial data from the accounting software

Topics	Learning Outcomes
E. Decision making tools	
<p>Topic 7: Microsoft Office Specialist (MOS) Certification – EXCEL</p> <ul style="list-style-type: none"> • Create and manage worksheets and workbooks • Manage data cells and ranges • Create tables • Perform operations with formulas and functions • Create charts and objects 	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Create worksheets and workbooks • Navigate in worksheets and workbooks • Format worksheets and workbooks • Customise options and views for worksheets and workbooks • Configure worksheets and workbooks for distribution • Insert data in cells and ranges • Format cells and ranges • Summarise and organise data • Create and manage tables • Manage table styles and options • Filter and sort a table • Summarise data by using functions • Perform conditional operations by using functions • Format and modify text by using functions • Create charts • Format charts • Insert and format objects

Test specification for Information Technology for Accountants unit assessment

Assessment method	Marking Type	Duration of exam
Computer based assessment	Computer and human marked	2 hours 30 minutes
Computer based assessment (Microsoft Office Specialist Certification)	Computer marked	1 hour 30 minutes

Topics	Weighting
1. Introduction to information technology (IT)	20%
2. IT internal controls	
3. Other emerging topics	
4. Use of accounting software	40%
5. Decision making tools - Microsoft Office Specialist Certification (MOS) – EXCEL	40%
Total	100%

Principles of Singapore Law and Tax

Unit Level	GLH value	Assessment
Advanced	90	Unit assessment

Module aim

The aim of this module is to equip students with the knowledge of Singapore's legal framework that governs and regulates the different forms of entities that can be used to conduct business activities; the different effects of each business entity and consequently, the obligations that come with each form of business entity; the relationship between stakeholders in each business entity; the relationship between the business entity and third parties and principles of contract and tort law that would govern or affect the various commercial relationships. The module also teaches students basic concepts of direct (Income Tax) and indirect (Goods and Services Tax) taxes in the Singapore Tax system including fundamentals which would assist when preparing and filing tax returns for direct and indirect taxes.

Principles of Singapore Law and Tax is a **mandatory** unit in this qualification.

Scope of content

Detailed Topics	Learning Outcomes
<p>Topic 1: Singapore constitutional structure</p> <ul style="list-style-type: none"> • Understand the roles and the relationship between the Legislature, the Executive and the Judiciary 	<p>Students will be able to comprehend, explain and/or apply:</p> <ul style="list-style-type: none"> • How laws, rules and regulations are made, implemented and interpreted • Sources of Singapore law
<p>Topic 2: The tort of negligence</p> <ul style="list-style-type: none"> • The general concept of the law of tort • The categories of tort • The tort of negligence <ul style="list-style-type: none"> – The three essential elements (duty of care; breach of that duty of care and damage resulting from that breach) – Defences to avoid liability for damages suffered as a result of a breach of a duty of care – Pure economic loss – Nervous shock – Negligent misstatement – Negligent misstatement and negligent misrepresentation 	<p>Students will be able to comprehend, explain and/or apply:</p> <ul style="list-style-type: none"> • The kind of “wrongs” which would give rise to civil liability • The 3 broad categories of tort (tort of intentional conduct; tort of negligent conduct and tort of strict liability) • How a duty of care may arise for actions and omissions • The determination of a breach of a duty of care • The damages suffered as a result of the breach of a duty of care • The defences applicable to avoid liabilities – <ul style="list-style-type: none"> (a) <i>Volenti non fit injuria</i> (b) Contributory negligence • Claims for “pure economic loss” not associated with any damage to person or property • Claims for suffering from mental strain of shock (from anxiety, distress or psychiatric illness) without any physical injury • How a duty of care is owed to a

Detailed Topics	Learning Outcomes
	<p>“third party” by an adviser</p> <ul style="list-style-type: none"> • How to determine a breach of duty of care by an adviser • Difference between a negligent misstatement and a negligent misrepresentation
<p>Topic 3: Principles of Contract Law</p> <ul style="list-style-type: none"> • The two main types of contract (simple contracts and special contracts) used in business including the challenges of an oral contract versus a written contract • The four key elements (offer, acceptance, consideration and intention to create legal relations) of a contract recognised at law • Terms and representations of a contract • Vitiating factors preventing the enforcement of a contract • Discharge of a contract • Remedies available when a contract is breached 	<p>Students will be able to comprehend, explain and/or apply:</p> <ul style="list-style-type: none"> • The difference when using a simple contract and a special contract in business • The meaning of “an offer” and how “an offer” may be communicated • The meaning of “an invitation to treat” • How a unilateral contract (as opposed to the usual bilateral contract) is constituted • The meaning of “acceptance” and how “an acceptance” may be communicated including the impact of silence • The meaning of “consideration” and types of consideration • The test to apply in determining whether there is intention to create legal relations • How to distinguish terms from representations • How terms are implied into a contract • How terms are classified and the impact of the classification • How incapacity, illegality, misrepresentation, mistake,

Detailed Topics	Learning Outcomes
	<p>duress, undue influence and unconscionable bargain may vitiate a contract making the contract unenforceable</p> <ul style="list-style-type: none"> • How a contract is discharged by performance, breach, agreement or frustration • What remedies are available to an injured party in a contract to rectify or compensate a breach
<p>Topic 4: Forms of entities used to conduct business</p> <ul style="list-style-type: none"> • Sole-proprietorship • The three types of partnerships <ul style="list-style-type: none"> (a) General (b) Limited (c) Limited liability • Companies • Clubs, societies and associations 	<p>Students will be able to comprehend, explain and/or apply:</p> <ul style="list-style-type: none"> • How each form of an entity used to conduct business is constituted and the requirement to be registered under the relevant Act of Parliament • The right and obligations of a sole-proprietorship vis-à-vis the sole proprietor • How a general or limited or limited liability partnership is formed • The relationship between the partners in a partnership • The relationship between the partnership and third parties • Dissolution of a partnership • The different types of companies under the Companies Act • How a company is formed, the process and requirements of incorporation of a Singapore company and the impact of incorporation • The types of shares of a

Detailed Topics	Learning Outcomes
	<p>Singapore company limited by shares</p> <ul style="list-style-type: none"> • The relationship between shareholders (as members) (including minority protection) and the relationship between the shareholders (as owners of the Singapore company) and the company officers (as managers of the business of the Singapore company) • The rights and obligations of company officers (i.e., managers and directors) including the effect of breach of duties • How to finance a Singapore company (i.e., through equity and/or debt) and the impact
<p>Topic 5: Singapore income taxation</p> <ul style="list-style-type: none"> • Income tax administration • Basic tax concepts • Chargeable provision and deemed source rules • Business taxation • Personal taxation 	<p>Students will be able to comprehend, explain and/or apply:</p> <ul style="list-style-type: none"> • The legislative framework of income taxation including international agreements and administrative practices • Official secrecy • The powers conferred on the Comptroller of Income Tax by the Income Tax Act including the power to raise income tax assessments (original, advance, additional and amended) • The returns, notices and forms prescribed by the Comptroller of Income Tax • A taxpayer's and an employer's filing obligations

Detailed Topics	Learning Outcomes
	<ul style="list-style-type: none"> • Record keeping requirements • The objection procedure to an income tax assessment • The collection, recovery and repayment of income tax • The offences and penalties for failure to comply with obligations imposed by the Income Tax Act and filing incorrect return • A taxpayer’s right to claim relief for error or mistake in an income tax computation • Tax entities deriving income subject to tax in Singapore including partnerships • The meaning of the word, “income” including the meaning of statutory income, assessable income and chargeable income • The meaning of “the preceding year basis of taxation” • The concept of “residence” for an individual and a company and a body of persons including preferential taxation schemes for tax residents of Singapore • The applicable tax rates • The determination whether gain is revenue in nature or capital in nature • The meaning of the expressions “accruing in or derived from” Singapore and “received in Singapore from outside Singapore” • The types of income deemed to

Detailed Topics	Learning Outcomes
	<p>be derived in Singapore and the obligation of the payer in Singapore to withhold tax</p> <ul style="list-style-type: none"> • What are the badges of trade in determining whether disposals constituted trading • The meaning of “trade, business, professional or vocation” and income derived from a trade, business, profession or vocation • Revenue expenses which qualify for deduction • Capital expenses which qualify for capital allowances • Impact of unabsorbed capital allowances, losses and donations • Relief (e.g., group relief) and schemes (e.g., carry-back) • The characteristics of an employment, employment distinguished from profession • What would constitute as income from an employment including schemes available for employees (e.g., time apportionment for “Not Ordinarily Resident” scheme for employees) • Tax treatment of other sources of income (e.g., rental, dividends, etc.) derived by an individual including tax exempt receipts • Revenue expenses which qualify for deductions • Reliefs provided under the

Detailed Topics	Learning Outcomes
	Income Tax Act for residents of Singapore
<p>Topic 6: Singapore indirect taxation (Goods and Services Tax)</p> <ul style="list-style-type: none"> • Goods and Services Tax administration • The concept of Goods and Services tax • “Supply” • “Taxable person” • Registration for Goods and Services tax • Zero-rated supplies • Exempt supplies • Reliefs 	<p>Students will be able to comprehend, explain and/or apply:</p> <ul style="list-style-type: none"> • The legislative framework of Goods and Services Tax including administrative practices • The accounting and filing obligations including keeping of records, issuance of tax invoice • The assessment, enforcement collection and refund of Goods and Services Tax • The objection and appeal procedure against a decision by the Comptroller of Goods and Services Tax • The offences and penalties for failure to comply with obligations imposed by the Goods and Services Tax Act • The basic principle of a person registered for Goods and Services Tax purposes who charges output tax and pays inputs and the impact of the difference between output tax and input tax • The meaning of “supply” including reimbursement and disbursement • Types of supply • Value of supply • Time of supply • Place of supply • The definition of a “taxable

Detailed Topics	Learning Outcomes
	<p>person”</p> <ul style="list-style-type: none"> • When registration for Goods and Services Tax is compulsory • Conditions and liability for voluntary registration including group, divisional and partnership registration • The impact of making zero-rated supplies • Conditions for supplies to qualify as zero-rated supplies • The impact of making exempt supplies by exempt and partially exempt businesses including the application of the de minimis rule • Schemes (other than zero-rating) that grant relief from Goods and Services Tax (e.g., bad debt relief, second-hand goods scheme and import relief)

Test specification for Principles of Singapore Law and Tax unit assessment

Assessment method	Marking Type	Duration of exam
Computer based assessment	Computer marked	1 hour 30 minutes

Topics	Weighting
1. Singapore constitutional structure	5%
2. The tort of negligence	15%
3. Principles of Contract Law	15%
4. Forms of entities used to conduct business	20%
5. Singapore income taxation	30%
6. Singapore indirect taxation (Goods and Services Tax)	15%
Total	100%

Ethics for Accountants

Level	GLH value	Assessment
Professional	12	E-learning

Module Aim

Amidst the fast paced and digitalised working environment where professional accountants and accounting technicians are required to multitask and yet be able to perform their work efficiently and effectively, they are susceptible to temptation and pressure, which may affect their professional judgment to act in the public interest and discharge their duties diligently. As a result, they are likely to be exposed to legal liability.

The aim of this module is to equip the students with the knowledge on the importance of observing the code of professional ethics in an accounting environment. Through the use of case scenarios and reflective activities, students will be exposed to ethics-related issues that they may face in the course of their work without compromising their ethical work behavior.

Students are required to study and familiarise themselves with ISCA's Ethics Pronouncements (EP) 100 Code of Professional Conduct and Ethics and EP 200 Anti-Money Laundering and Countering the Financing of Terrorism.

EP 100 covers the fundamental principles of professional ethics and provides a conceptual framework for the professional accountants to identify, evaluate the significance of the threats, and address the threats by applying the safeguards, when necessary, through using professional judgment.

EP 200 provides requirements and guidelines on combating anti-money laundering and countering the financing of terrorism regime to ensure that Singapore is not a safe haven for money launderers and terrorist financiers.

Ethics for Accountants is a **mandatory** unit.

Scope of content

Topics	Learning Outcomes
Topic 1: What is ethics?	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Define the meaning of ethics • State the importance of professional ethics for a professional accountant
Topic 2: Introduction to ISCA's Ethics Pronouncements (EPs)	<p>Students will be able to:</p> <ul style="list-style-type: none"> • List the ISCA's Ethics Pronouncements (EPs) • State the respective objectives of EP 100 and EP 200 • State the responsibilities of a professional accountant with regard to compliance with the requirements in the respective EPs and the consequences of unethical behaviour
Topic 3: EP 100 Code of Professional Conduct and Ethics	<p>Students will be able to:</p> <ul style="list-style-type: none"> • State the fundamental principles of professional ethics in the ISCA Code of Professional Conduct and Ethics (ISCA Code) • Define the meaning of each of the fundamental principles in the ISCA Code • Identify and explain the different types of threats that arise from the range of relationships and circumstances • Explain what are safeguards • Identify and apply the types of safeguards to eliminate threats or reduce them to an

Topics	Learning Outcomes
	<p>acceptable level</p> <ul style="list-style-type: none"> • Identify situations that may give rise to conflicts of interest • Explain how to evaluate the threats created by conflicts of interest • Explain how safeguards may be applied to eliminate the threats to compliance with the fundamental principles of professional ethics or reduce them to an acceptable level
<p>Topic 4: EP 200 Anti-Money Laundering and Countering the Financing of Terrorism - Requirements and Guidelines for Professional Accountants in Singapore</p>	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Explain what is money laundering and terrorist financing • Identify the legal obligations of all professional accountants under existing Singapore legislations • Identify the anti-money laundering and countering the financing of terrorism requirements for the different categories of professional accountants • Identify the 5 designated high risk services for which specific measures on customer due diligence and records keeping under the Financial Action Task Force Recommendations have to be followed • Identify the indicators of suspicious transactions that could be related to money laundering and/or terrorist financing

Topics	Learning Outcomes
<p>Topic 5: Application at your work place</p> <ul style="list-style-type: none"> • Threats to professional accountants • Safeguards for Professional Accountants 	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Identify the common ethical issues faced by professional accountants at work • Identify different examples of safeguards that can be applied by professional accountants

Test specification for Ethics for Accountants E-learning

Assessment method	Marking Type	Duration of exam
Computer based assessment	Computer marked	45 minutes

Topics	Weighting
1. What is ethics?	5%
2. Introduction to ISCA's Ethics Pronouncements (EP)	5%
3. EP 100 Code of Professional Conduct and Ethics	30%
4. EP 200 Anti-Money Laundering and Countering the Financing of Terrorism	30%
5. Application at your work place	30%
Total	100%