

# For a brighter future in business?

Choose CA training from ICAS

THE  
INSTITUTE OF  
CHARTERED  
ACCOUNTANTS  
OF SCOTLAND



LOOK BEYOND THE NUMBERS.  
BECOME A CA.



# If you're looking for a business career that offers prestige, respect, great prospects, extraordinary choice and amazing financial rewards, qualifying as a CA is the perfect place to start.

Today's competitive business world is driven by dynamic, well-rounded creative and strategic thinkers. And working for an employer offering ICAS training is the best and quickest way to get yourself in shape. Working in partnership with your employer, we'll teach you how to bring valuable insight to any business. How to work well with others, to communicate effectively and how to solve problems, so you're adding value to the workplace from day one.

We're not saying it's easy. ICAS is internationally recognised

and respected as one of the most intensive and challenging qualifications around – it is after all, the only way you earn the right to call yourself a CA.

But we do promise it won't be boring. We value variety and experience alongside pure academic achievement, and you'll soon discover no two days are the same. With the CA qualification from ICAS behind you – you'll have a clear head-start over the competition and the best possible beginning to your new career.

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# Life as a CA has many advantages



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There's never been a better time to train as a CA. The services of a Chartered Accountant are always in demand and you can look forward to an interesting and varied career, with great job prospects and opportunities. You'll also find a wide variety of attractive, well paid positions – just take a quick look at the range of quality firms we work with online at [www.ca-training.co.uk](http://www.ca-training.co.uk) and you'll soon see what we mean.

As a CA, you hold the most prestigious professional accountancy qualification available. This carries weight and influence the world over, and can unlock the door to foreign travel and working abroad. No matter where you go, employers will already appreciate who you are:

a dynamic, capable, forward-thinking and versatile business professional.

Equipped with the right skills to succeed in business, you can expect to be involved in high-level, strategic decision-making, helping to improve profitability and increase market share for your clients or employer.

Training with ICAS could put you on the fast track to some of the most powerful positions in business, with the ability and opportunity to explore many different areas of the accountancy profession, business and industry. Or even start-up your own business.



"I feel privileged to reflect on a career which has proved more exciting and challenging than I could ever have imagined – and it's still early days... The CA qualification extends far beyond accountancy. It has enabled me to tackle everything, from headline-grabbing corporate finance transactions in public practice, to strategic decision-making in one of the world's largest entertainment companies."

**Alison Cornwell CA, Chief Financial Officer, NBC Universal**

"Moving to Australia has proved a big challenge, but is very rewarding. Being ICAS trained has opened many doors to work not just in accountancy, but many other industries and businesses. There is a huge global demand for CAs and there are many exciting opportunities out there."

**David Stevenson CA, Audit Senior, Tenon**

"CAPELLA provides a great way to socialise and network with fellow CA students. The event types vary with some focusing on socialising whilst others aim to provide professional support. I've made a lot of good friends through CAPELLA and forged some important links. I couldn't recommend getting involved with CAPELLA highly enough."

**Daniel Chown, CAPELLA Chair, PKF**

## A bit about us

The Institute of Chartered Accountants of Scotland – ICAS – is the world's first professional accountancy body. We were also the first to adopt the designation "Chartered Accountant". And those desirable

letters "CA" can only be used in the UK by ICAS members.

We've been training CAs for 150 years now, and are highly regarded throughout the world for the high

calibre of our members. And while we are "The Institute of Chartered Accountants of Scotland", our influence extends far beyond, reaching European and international stages.

## But it's more about you

Our members form the very heart of the Institute. And we take great pride in the knowledge that we have trained some of the most prominent and successful leaders in industry and the accountancy profession.

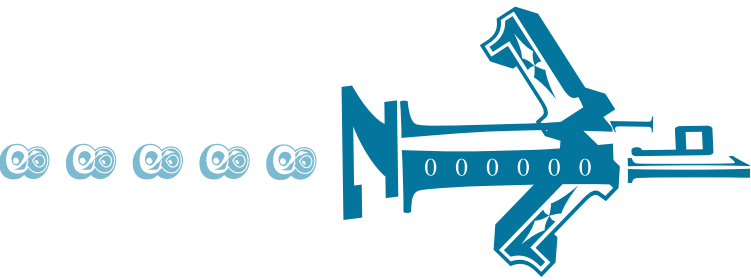
During your training and throughout your career, we remain committed to you. We provide the best service, support and information possible. We also work hard in the public interest,

to promote and enhance the reputation of the CA qualification to ensure the continued quality, integrity and respect the title deserves.

All our members are made to feel welcome and part of the wider community. We have New CA magazine for students and newly qualified CAs as well as online blogs to keep you informed and help you get involved. CAPELLA is our student society, the

CAPELLA committee (voted for by students) organises social gatherings and special events. Whether it's wine-tasting, ghost tours or just a fun night out, it's a great opportunity to meet fellow students from other firms. It's also a good way to socialise, network and gain contacts to help develop your career. The CAPELLA committee also arrange career evenings, development seminars and discussion forums, so there's always plenty to do.

# The CA qualification explained



To study for the CA qualification you enter into a three year 'training contract'. This contract is in addition to your terms and conditions of employment and is a contract between you, ICAS and your authorised employer. It acknowledges the commitment of your employer to provide effective training and requires your commitment to contribute to the work of the employer.

CA students work for an ICAS authorised employer while they study. In order to be eligible for membership of ICAS, a CA student must:

- Confirm they hold a recognised preliminary qualification
- Enter into a training contract with an ICAS authorised employer for the prescribed period, normally three years
- Achieve a minimum of 450 days of technical work experience and meet certain competencies
- Study for and pass three stages of examinations (exemptions are available)
- Complete a programme in Business Ethics

"Having studied for my CA qualification, I can see it's a fantastic door-opener to have on your CV. There are so many career paths available – the world is your oyster."

**Annie Graham CA, Audit Partner,  
Accountant of the Year 2008\***

\* Scottish Accountancy Awards

As a CA student, we provide you with all the study materials you need at the start of each level. The majority of our teaching is carried out in classroom setting combining lectures and workshop exercises. We believe this is the best and quickest way to help you develop. Applying what you've learnt in the classroom directly to your work situation really helps you understand the subject. And personal, real-world experience proves invaluable come exam time. We also find our methods give ICAS students the advantage of being able to make a valuable contribution to their employers and client businesses from day one.

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### Who's responsible?

At ICAS, professional values are key, and our innovative Business Ethics course forms a vital part of the qualification. Corporate Social Responsibility and the reporting of environmental issues are rapidly becoming an important aspect of every business, which is why we have recently reviewed our syllabus to ensure that we remain at the forefront of teaching these issues.

### Training that gets results

We provide a consistently high level of training – we write the materials and exam papers ourselves. And constantly review everything we do, to make sure we keep you up-to-date with the dynamic and quickly-changing business world.

Our specialised team of lecturers are dedicated to providing high quality tuition. While they bring a diverse range of industry, academic, financial and legal expertise, they have one common aim – to help and support you to achieve your CA qualification.

The CA is a professional qualification. Yes, passing exams is important. But to qualify as a CA, some knowledge can only be acquired and applied at work. So in order to gain relevant and practical experience, all students train in an office or organisation which has been authorised by ICAS – for a list of your options, please visit [www.ca-training.co.uk](http://www.ca-training.co.uk).

It is the combination of work experience with world-class employers and the outstanding quality of our training that makes the CA qualification so uniquely desirable.

### How it works

Depending on where your authorised employer is based, you will attend a training centre in one of the following locations: Aberdeen, Birmingham, Bristol, Cambridge, Edinburgh, Glasgow, Leeds, London, Luton, Manchester, Newcastle, Nottingham, Reading or Southampton. For those further afield, we also offer training opportunities in Luxembourg and Jersey. No matter where you are based, we teach the same material in a consistent format across all the UK centres, which is why we are so well recognised for our consistency and high standards.

The CA qualification runs over three years and is broken down into the following levels:

### Test of Competence (TC)

In this first level, we'll teach you the basics and technical skills in the following core areas:

- **Business Law**
- **Business Management**
- **Finance**
- **Financial Accounting**
- **Principles of Auditing and Reporting**

Exemptions are available from some or all of the five papers of the Test of Competence. Details of exemptions can be obtained at [www.icas.co.uk](http://www.icas.co.uk)

### Test of Professional Skills (TPS)

The second level is all about communication and working with your clients. We'll teach you how to respond to specific client needs, how to prioritise issues and communicate effective solutions in a concise and professional manner.

- **Advanced Finance**
- **Assurance and Business Systems**
- **Financial Reporting**
- **Taxation**

### Test of Professional Expertise (TPE)

Combining your knowledge and skills from the previous levels, you will work on a multi-disciplinary case study, providing professional business advice to people in real life situations. By this point you will have gained the confidence and expertise to exercise your own professional judgement.

## Business Ethics

In addition to including ethics within the appropriate subject areas at Test of Competence, Test of Professional Skills and Test of Professional Expertise, Business Ethics forms a stand alone subject and assessment.

## Work Experience

To qualify as a CA, each trainee must obtain a minimum of 450 days' relevant work experience. This excludes time spent at classes, in-house training, study leave and general administration and therefore represents purely practical work experience. Each trainee will complete an Achievement Log to record competencies achieved – both technical and specialist. It must be maintained by them over the period of the training contract as a record of the experience gained.

For complete syllabus details, please visit [www.ca-training.co.uk](http://www.ca-training.co.uk)

Life as a CA is challenging and rewarding. But don't just take our word for it:

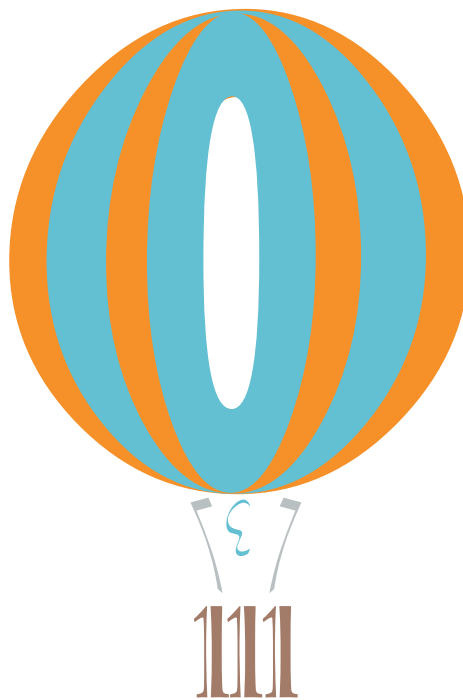
"If you want the best technical knowledge then you should consider doing the CA qualification. It's very highly regarded in the business world. The syllabus is really forward-looking and up-to-date, and very relevant to the work you're doing."

**James Hei Man Lo CA,  
Accountant, Norwich Union**

"When leaving university it can be a daunting prospect to jump straight into a career, but studying to become a CA provides a transitional period where you become accustomed to working while still furthering your knowledge. It has opened my eyes to numerous career paths I could follow in a variety of industries and locations."

**Rosemary Turnbull,  
Audit Senior, Mazars LLP**

# Getting started



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## Starting Out

It doesn't matter if you haven't studied accountancy or business before, you can still train to become a CA. In fact many students that don't come from a business or accountancy background do really well, simply because they are starting fresh and with an open mind.

All you need is a university degree or an international degree formally recognised as a UK equivalent. Or you can be a full member of the Association of Accounting Technicians. Of course it will be an advantage if you're already experienced with figures, time management, analysis and communication, but these are all skills which will be developed during training.

## Spoilt for choice

To become a CA, you start by applying for a three year training contract with an organisation that ICAS has authorised to train CA students. You'll find an exciting and diverse range of firms to work with – from public practice to business and industry. From huge multinationals to smaller, dynamic companies and firms. So take your time and choose carefully – after all it's a big commitment on both sides.

To help you with your job search, you can view most of our current opportunities on our website – [www.ca-training.co.uk](http://www.ca-training.co.uk). You can search and sort vacancies by company, location and closing date and apply to as many different companies as you want directly online.

## Training with an accountancy firm

Many CA students will train in public practice, and the first three years you spend working will be devoted to achieving your qualification. You'll be given plenty of responsibility from the outset – supervising junior staff, working with clients and be involved in many interesting and challenging projects. This all helps your development as a successful business professional.

“Many of our clients are expecting significant growth through the continued expansion of the Luxembourg financial services industry. We have found that the CA is admirably equipped to satisfy these and other demands from our clients and KPMG are therefore delighted to be at the forefront of supporting this initiative.”

**Jon Li CA, Managing Partner,  
KPMG Luxembourg**

“Do the CA. It’s not only the best qualification, but it delays making an important career decision straight after university. And if your plans change, then you’ve always got this qualification to fall back on, and it’s a highly transferable skill.”

**Neil Smith CA, Chief Operating  
Officer, Deutsche Bank**

“The CA qualification is one of the most up-to-date business/finance qualifications in the world, and equips our students with the ability to tackle financial problems head-on and create effective business solutions to steer clients towards their end goal – greater profitability. Like many firms, both inside and outside public practice, we’re finding the flexibility and relevance of the CA syllabus greatly beneficial to our success.”

**Cahal Dowds CA, Senior Partner,  
Deloitte**

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## Training in industry

Designed specifically to meet the needs of industry and commerce, our TOPP (Training Outside Public Practice) scheme has been running for over 15 years. We train students to the same high standards and follow the same syllabus as those training within accountancy firms. The scheme was motivated by the increasing movement of qualified CAs into the wider area of industry and commerce. Rather than waiting to employ newly-qualified CAs from audit firms, many industry employers now choose ICAS to train Chartered Accountants directly to meet their specific needs from the outset.

## Training outside the UK

Thinking ahead, we have recently introduced ICAS training into mainland Europe. Based in the thriving, multi-cultural and multi-lingual business and finance centre of Luxembourg, this offers extra opportunities to our foreign students and adds an exciting new dimension to trainees from the UK.

Here we have secured training opportunities with the prestigious “Big 4” accountancy firms, major banks and asset management companies. Of course our European training is carried out to the same exacting standards as in the UK. And in English. This gives ICAS students a great opportunity to gain a real advantage, developing extra language skills while

working in a situation with easy access to all the major European destinations.

As part of our further expansion plans, we will also be offering exciting new training opportunities on the island of Jersey.

# All the support you need



During training, you'll be pleased to find that no two days are the same. You'll be constantly challenged, helped and encouraged, with every opportunity to discuss any aspect of your job along the way.

Your training contract is an agreement between you, your employer and ICAS. We ensure that any firm you work for is able to offer you the breadth of experience that is required for you to qualify at the end of your contract.

The CA qualification is not just another academic qualification. It will provide you with a solid grounding in all aspects of business and financial management. Both ICAS and your employer will give

you all the help and support you need to study and work during training.

It is your employer's responsibility to decide how many attempts you can have at passing your exams – up to a maximum of four attempts are allowed. ICAS are proud of achieving consistently high pass rates at all levels. Your employer will encourage you to reach your full potential, and will help you manage your workload, so that you can get your qualification and progress your career as quickly as possible.

"I knew I wanted a career that was both dynamic and challenging – and one that would reward my endeavours. I chose to train with ICAS and I am very glad that I did. Today I'm working as Group Finance Director of HSBC Holdings plc, one of the world's largest banking and financial services organisations, employing some 335,000 people in 85 countries and territories worldwide."

**Douglas Flint CA, Group  
Financial Director, HSBC  
Holdings plc**

# What employers expect from you

## What employers expect from you

All fees and first attempt exam fees are covered by your employer. So studying as a CA involves a big commitment from both parties. If you show real drive and motivation, your ambition will be well rewarded and you'll have a positive impact on your employer's business from the outset.

As much as academic ability, employers will be looking for good leadership and communication skills. You'll be expected to work hard and get stuck in. But with their help and support from ICAS, you'll soon be producing results and realising your own potential.

## It's time to apply yourself

It's easy to apply. Simply visit our graduate recruitment website – [www.ca-training.co.uk](http://www.ca-training.co.uk) and search over a thousand different recruitment opportunities within the UK, Luxembourg and Jersey. You can even apply online, and you can apply for as many positions as you wish. You'll see each employer will have their own specific entrance requirements and deadlines.

ICAS also extends a warm welcome to international students. As long

as you possess the minimum entry requirements (a recognised degree with a UK equivalent) and can meet the necessary three year work/study commitment, then you can apply.

UK NARIC provide useful information for international students and degree compatibility. You can find everything you need to know on their website: [www.naric.org.uk](http://www.naric.org.uk)

Once you're satisfied you meet the entrance requirements, we suggest you visit [www.ca-training.co.uk](http://www.ca-training.co.uk) and explore the appropriate employment opportunities on offer.

## Think ahead

Bear in mind that while many employers take on new trainees all year round, others may have firm recruitment deadlines, so it pays to research your options in advance and make sure you don't miss out.

## And finally...

The prestigious CA qualification is respected throughout the globe and unlocks a world of opportunities. ICAS training immediately sets you apart from the competition and gives you a valuable headstart to an exciting, varied and well paid career.

- It doesn't matter if you haven't studied accountancy or business before, more than 75% of ICAS students have a non-relevant degree
- ICAS was recently voted Accountancy Body of the Year 2008 (PQ Magazine)
- You'll find over a thousand UK training vacancies online right now – [www.ca-training.co.uk](http://www.ca-training.co.uk)

Find out more and apply online at [www.ca-training.co.uk](http://www.ca-training.co.uk)

## Becky Woodhouse CA PURE

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Becky worked and trained in PricewaterhouseCoopers, specialising in large group audits. By contrast, she is now the founder and Managing Director of PURE – a successful chain of beauty salons and spas. She started PURE nearly six years ago in response to a gap in the beauty and spa market for somewhere convenient and flexible to visit that offered a completely personalised service, tailored to the individual. The company has grown from the first salon, which was opened with six staff, to employing over 60 staff in three locations.



### What has being ICAS trained meant for you?

“I think the education received at ICAS is second to none, and I would certainly recommend it. It’s extremely hard work at the time, but you learn so much in the process – not just on a technical or academic level, but when it comes to having the self-discipline to juggle study and work. For me this has encouraged a work ethic that I’ll always have. I found that it leads me now to approach life always asking myself if I am doing the activity that is going to bring me the most benefits – an extremely useful philosophy!”

### What do you enjoy the most about your job?

“The fact that I get to work however and whenever I want to. In theory, if I didn’t want to work, I could still get paid my salary, but that isn’t me! In reality, I work quite long hours because I always have a million and one ideas to grow the business, but never enough time to do them in!”



## Felicity Jeffries CA Royal Bank of Scotland

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Felicity qualified through the TOPP scheme with RBS in 2007 and remains with the firm today. As an Internal Auditor, she visits a variety of teams, brands and locations within the RBS group, to identify any risks inherent in their products and processes and to confirm that controls are in place to mitigate those risks. Her job involves a lot of travel, particularly around the UK, but she has been sent to more exotic locations such as Ireland, Channel Islands and the Far East.



### What has being ICAS trained meant for you?

“After university, I wanted to continue to feel stretched and I knew studying for an accountancy qualification would provide this challenge. By qualifying as an accountant I knew that I would be able to get a job almost anywhere in the world – which was something that really appealed to me.

“Having studied for and obtained the CA qualification, I’m really pleased that ICAS was the institute that our department enrolled with. ICAS understand that different people respond better to different training environments – as such, a variety of teaching options were offered to suit the preferences of individual students.

“As part of my training contract I was required to undertake some work experience within a finance function and I

successfully applied to undertake a year long secondment with our Global Banking & Markets team out in Hong Kong. This was an amazing experience, which I thoroughly enjoyed from both a work and personal perspective – I do not think I would have been given this opportunity if I had not already been partly qualified with a reputable institute.”

### What do you enjoy the most about your job?

“I really enjoy the travelling aspect of the job and it’s a lovely surprise when the only hotel in the area has a spa and infinity pool!”

## Jamie Mumford BP

Jamie is currently in the second year of his three year training contract with BP. He started his training in London, directly after leaving university and has already enjoyed working in a variety of locations as placements within the company. Now working in Algeria, he is enjoying the job and looking forward to qualifying as a CA.

### What does being ICAS trained mean for you?

“There is no doubt that being ICAS trained will enhance your career prospects – all accountancy firms understand how useful and challenging the qualification is. Although I don’t qualify for a few more months, having the ICAS exam passes on my CV already separates me from my peers. There is always a demand for accountants, but if you have a CA, going into an interview, you are instantly seen to have a lot more to offer.

“I would definitely recommend the CA qualification to anyone with a serious interest in accountancy, or to those individuals interested in taxation who want a wider knowledge of other business-related topics, such as finance or audit. Because you work while you train, you get the most comprehensive start possible to your career.”

### What do you enjoy the most about your job?

“In my first year at BP, I worked at Canary Wharf. This is where a lot of BP’s trading activity is done and I was working in internal control. I got to travel to Europe to visit the various offices where BP manage their supplies of oil and gas across the continent. This gave me some real insight into how such a big company works.

“My current posting in Algeria has given me the chance to work with another culture, and get to grips with how business operates. The job is varied and involves a lot of financial reporting and management. I also get involved with preparing next year’s budget. The best part is learning the business and applying this knowledge as I go.”



## Michael Ojo Ernst & Young

Michael originally qualified as an engineer and planned to work in the petrochemical industry. But quickly realised he had an increasing preference for finance and banking. He was attracted to take a position in audit and finances with Ernst & Young as they offered CA training.

### What does being ICAS trained mean for you?

“I’m definitely aware of the vastly increased ‘marketability’ of qualified CAs, particularly in the finance field. It really is a great way to increase your competitive advantage in increasingly tough conditions. I’ve heard tales from qualified CAs of the non-stop ringing from recruitment consultants, all eager to place them in any number of institutions, looking to get their hands on the newest CAs!

“The syllabus development over the three stages of the qualification is very well crafted. You get a wide breadth of in-depth knowledge at the earlier stages, and becomes more about commercial awareness later on.

“You get to study whilst getting hands-on practical business experience in your chosen field (depending on where you work) and the breadth of study really does equip you for the business world – wherever you might choose to settle.

It’s not just about accounting – it’s about general business and commercial awareness – which is exactly what our clients want.”

### What do you enjoy the most about your job?

“I’d like to take the opportunity to dispel some of the myths about how ‘boring’ accountants are supposed to be! I work with some really interesting, vibrant and intelligent people. If you’re after a competitive advantage that can open a wealth of doorways, then you should seriously consider the CA qualification.”



## Kate Baker Wingrave Yeats LLP

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Kate studied economics at the University of Southampton. She works at Wingrave Yeats in the Business Advisory Department where she gets exposure to a variety of different clients including entrepreneurs, media agencies and large group structures.

### What does being ICAS trained mean for you?

“The CA qualification was an obvious choice for me, giving me the opportunity to gain a detailed understanding of how companies operate, the economic environment they are in, and the factors that influence the decisions that they make.

“Before starting the 3 year training programme, I knew that mixing academic studies with practical experience in the workplace would stand me in good stead for my future career, whatever decisions I choose to make later in life, and would open up the path to a variety of opportunities, both in the UK and all over the world.

“The CA qualification is undoubtedly one of the most demanding things that I have ever done. In order to succeed both academically and in terms of work-based experience, individuals must have the commitment and determination to put in 100%. The CA is definitely a case of ‘you get out what

you put in’ and whilst there are times when I’ve had to make sacrifices, the end result will be undoubtedly worth it.”

### What do you enjoy the most about your job?

“Working at Wingrave Yeats, I am not just a number. My voice is always heard and there is the flexibility in choosing my client portfolio – any requests are always listened to and I am very much given the responsibility to lead my own development.

“In terms of job perks, it cannot go unmentioned that our offices are just off Oxford Street, the access to the shopping, bars and restaurants is fantastic, even if a little dangerous!”



## Mark Crutchley CA Schuh

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Mark qualified with KPMG in 1992, working with them until 1994. He then went to work for the UK’s leading fashion footwear retailer Schuh. They have over 50 stores in the UK and Ireland together with a very successful e-commerce arm. Mark has two roles within Schuh, firstly, Finance Director and secondly, he has board responsibility for their internet operations. As Finance Director, his main role is setting strategy and planning expansion, whether new stores or looking at new market sectors. Schuh manage a number of different internet operations and are the largest eBay operation in the UK.

### What has being ICAS trained meant for you?

“The accountancy firms at the recruitment roadshows during university did a good job of highlighting the variety of training you would receive. Compared to other accountancy qualifications, I knew it would give me the chance to experience different types of companies and business sectors. Training in a large firm meant I was alongside a lot of other people going through the same process, unlike the isolation you might experience if you took one of the other accountancy qualifications. I didn’t set out on my business career with the aim of being the owner or part-owner of a

business. But the background training and experience I gained as a CA combined with finding a business that I could ‘get my arms around’, fully understand and feel passionate about were the biggest contributory factors to my change of outlook.”

### What do you enjoy the most about your job?

“The staff discount on shoes! Unusually for a man, I have more pairs of shoes than my wife! Also, being able to wear a T-shirt and pair of jeans to work (never was much of a suit man).”







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