

**KOLEJ PROFESIONAL MARA
AYER MOLEK
MELAKA BANDARAYA BERSEJARAH**

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CERTIFIED ACCOUNTING TECHNICIAN HANDBOOK

APRIL 2021

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History of Establishment

The establishment of *Kolej Profesional MARA Ayer Molek* (KPMAM) began with the setting up of the *Institut Perdagangan MARA Melaka* (IPMM) on July 16, 1993. At the beginning, its operating office was located in the MARA building, Jalan Tunku Abdul Rahman, Kuala Lumpur. In June the following year, IPMM was relocated to Jalan Hang Tuah, Melaka (presently known as *Kolej Profesional MARA Bandar Melaka* (KPMBM)).

On 1 June 2009, another milestone was achieved when KPMAM (or the old KPMM) was officially separated into two colleges – the *Kolej Profesional MARA Ayer Molek* and the *Kolej Profesional MARA Bandar Melaka*. On that historic day, our college began its operations in its brand-new campus at KM 16, Jalan Tiang Dua, 75460, Ayer Molek, Melaka.

The first batch of CAT Programme at *Kolej Profesional MARA Ayer Molek* started during May 2016 intake which comprised 20 students and the number of students' intake is getting bigger onwards.

At present, the management of KPMAM is headed by a Director and assisted by her Deputy Director (Academic Affairs), Deputy Director (Student Affairs), Deputy Director (Administrative Affairs) and other members of the management committee. Currently, the college has 31 managing and support staff members and 70 academic staff.

VISION

To make *Kolej Profesional MARA Ayer Molek* (KPMAM) a superior educational institution in management and entrepreneurial skills

MISSION

Kolej Profesional MARA Ayer Molek (KPMAM) is determined to provide semi-professional programmes in accordance with the current requirements. We also aim to nurture the culture of innovative, competitive and entrepreneurship among students to produce vibrant human capitals

MOTTO

'Creative, Professional, Courteous

ADMISSIONS

Application Guidelines

All applicants must follow the following procedures:

APPLICATION INFORMATION

- Application must be made online at MARA Portal <http://www.mara.gov.my> as advertised.
- The applicant needs to meet the general and specific requirements of the application set.
- Online psychometric testing is carried out when applicants complete the YTP Programme application. Please be ensure that the applicant has taken the psychometric test before submitting the application.
- If the applicant is found to have given false information, MARA reserves the right at any time to terminate or withdraw the loan offer.

GENERAL TERMS

- Applicant AND one of the parents are Bumiputera and Malaysian.
- Parents, guardians, guarantors and students are not blacklisted or are currently in MARA legal action.
- Applicants do not receive financial and sponsored assistance from any sponsoring body or agency for the same education level (double sponsor).
- Passed the medical examination.

SPECIAL TERMS

- Sit for Malaysian Certificate of Education (SPM) examination for the first time in 2019.
- Program eligibility requirements as advertised.

Any enquiries and further information can be reached at the following:

Telephone : 03-261 32487 / 32099 / 32098 / 32108

Email : postspm@mara.gov.my

Successful applications will be issued a **Letter of Offer**, on which the applicant would need to agree, together with the payment of registration fee. All payment should de made online through the MARAeps electronic payment service at the website <https://bayar.maraeps.my> or through the MARAeps Mobile Apps, (ii) Payment at the MARA State/District Office payment counter by using Account No: (001-118-PPP-72204).

Confirmation of acceptance must be made at <http://apponline.mara.gov.my/semakanspupim/> before or on (). This offer will be automatically cancelled if you fail to confirm acceptance on the due date and payment will not be refunded if you fail to confirm acceptance and fail to report on the day of registration.

Original payment receipt/slip, original document and certified copy including; (i) Offer Letter, (ii) SPM Certificate, (iii) Identity Card, and (iv) Birth Certificate (Students, Parents) must be brought to be submitted on the day of registration.

With this, the process of application is completed

PROGRAMME BRIEF

The Certified Accounting Technician (CAT) Programme is an intensive full-time course of study conducted at *Kolej Profesional MARA (KPM) Ayer Molek* for the duration of one and a half year. Presently, *KPM Ayer Molek Melaka* only runs the CAT Programme and for the next route of ACCA level student will choose to further their studies in any local institution approved by MARA. For further information on ACCA please visit: <http://www.accaglobal.com>

Certified Accounting Technician (CAT) is one of the professional accountancy courses. The CAT course is an internationally recognized professional accountancy qualification awarded by the Association of Chartered Certified Accountants (ACCA) www.accaglobal.com. The CAT qualification is an ideal choice for those who are interested in the accountancy field, which provides basic knowledge and foundation for the preparation of the ACCA course.

PROGRAMME INFORMATION – CERTIFIED ACCOUNTING TECHNICIAN (CAT)

- | | | |
|--------------------------|---|--|
| 1. Programme Title | : | Certified Accounting Technician (CAT – ACCA) |
| 2. Duration | : | 1 ½ years |
| 3. Total Credit Hours | : | 60 |
| 4. Intake | : | July |
| 5. Medium of Instruction | : | English |
| 6. Entry Requirement | : | Pass Sijil Pelajaran Malaysia (SPM) or equivalent with FIVE (5) Credits in any subject, including Mathematics and Bahasa Melayu and English. |

7. Programme Objectives: To provide basic foundation in the discipline and skill required for a career in accounting and prepare students for the ACCA professional qualifications.
8. Programme Description : The ACCA – CAT is devised to furnish all the essential technical skills and understanding needed to carry out an accounting role to technician level. It also gives a firm base of knowledge and the chance to fast track in the direction of becoming a professional ACCA accountant. The ACCA – CAT qualification is globally recognized and greatly look upon. It is capable of directing students to a demanding and gratifying career.
9. Career Opportunities : Besides pursuing ACCA, graduates of the programme can become Assistant Accountants, Assistant Auditors, Tax Officers, Accounting Technicians and Entrepreneurs.
10. Programme Learning Outcome : After completing the professional exams, affiliates should be able to:
- demonstrate basic knowledge and skills related to the technical and theoretical aspect of business environment.
 - prepare basics accounting reports and management accounting information based on fundamental principles and techniques and apply the basic financial management and taxation computations.
 - demonstrate interpersonal and social skills.
 - demonstrate professional values and behave within an ethical framework.
 - demonstrate effective communication and teamwork skills.
 - demonstrate technical and problem-solving skills in the preparation and interpretation of financial statements.
 - demonstrate effective self-management through efficient use of time and personal commitments, and
 - demonstrate basic managerial and entrepreneurial skills.

11. Compulsory Subjects :

Component	Subject	Credit Unit
FA1	Recording Financial Transactions	4
MA1	Management Information	4
FA2	Maintaining Financial Records	4
MA2	Maintaining Costs and Finance	5
FAB	Accountant in Business	5
FFA	Financial Accounting	6
FMA	Management Accounting	6
Choose any two subjects		
FTX	Foundations in Taxation	6
FAU	Foundations in Audit	6
FFM	Foundation in Financial Management	6

PROGRAMME STRUCTURE

**PROGRAMME STRUCTURE
CERTIFIED ACCOUNTING TECHNICIAN
KOLEJ PROFESIONAL MARA AYER MOLEK**

SEMESTER	COURSE CODE	COURSE	CREDIT HOURS	CONTACT HOURS / WEEK	CLASS BEGIN	EXAM DATE
SEM 1 Long Semester	FA1	Recording Financial Transactions	4	4	July	October
	MA1	Management Information	4	4	July	October
	FA2	Maintaining Financial Records	4	4	July	October
	MA2	Maintaining Costs and Finance	5	6	July	October
	ISL 1022	Amal Islami/ Pendidikan Moral 1	2	4	July	October
	KQB/KQK/ KQS/KQU	Co-Curriculum 1	1	2	July	October
			20	24		
SEM 2 Short Semester	MPU 2223	English for Specific Purposes	3	8	October	December
	ISL 1012	Penghayatan Islam / Pendidikan Moral 2	2	4	October	December
			5	12		

SEM 3 Long Semester	FAB	Accountant in Business	5	6	Jan	May
	FFA	Financial Accounting	6	6	Jan	May
	FMA	Management Accounting	6	6	Jan	May
	MPU 2332	Dinamika Islam di Malaysia	2	3	Jan	May
	KQB/KQK/ KQS/KQU	Co-Curriculum 2	1	2	Jan	May
			20	23		
SEM 4 Long Semester	FTX*	Foundations in Taxation	6	4	May	Continue to Sem 5
	FAU*	Foundations in Audit	6	4	May	Continue to Sem 5
Choose any two courses*	FFM*	Foundation in Financial Management	6	4	May	Continue to Sem 5
	MPU 2163	Pengajian Malaysia	3	8	May	September
			15	20		
SEM 5 Short Semester	FTX*	Foundations in Taxation	6	6	October	December
	FAU*	Foundations in Audit	6	6	October	December
Choose any two courses*	FFM*	Foundation in Financial Management	6	6	October	December
			12	12		
		Total	60	91		

**CERTIFIED ACCOUNTING TECHNICIAN –
KPM AYER MOLEK****COURSE INFORMATION****INTRODUCTORY CERTIFICATE IN FINANCIAL AND MANAGEMENT ACCOUNTING.****Recording Financial Transactions (FA1)**

FA1 is designated to introduce you to basic accounting system and the types of documentation that you will encounter in the workplace. It will you develop knowledge and understanding of the operational aspects of maintaining accounting records, procedures to learn and show you how to record these transactions in the books of prime entry, including accounting for cash, such as petty cash transactions. The syllabus also includes an introduction to the principles of double entry and understanding how a computerized and a manual accounting system work.

Management Information (MA1)

MA1 is designated to give you the knowledge of basic cost information required for management accounting. It will help you develop the knowledge and ability to recognize, collect and record basic cost and revenue information for planning and control, including introduction to full absorption cost and marginal cost, such as using and applying of spreadsheets in costing.

INTERMEDIATE CERTIFICATE IN FINANCIAL AND MANAGEMENT ACCOUNTING**Maintaining Financial Records (FA2)**

FA2 is designated to introduce you to the fundamental principles of accounting. It will help you develop knowledge and understanding of techniques used to maintain accounting records. The exam shows you how to account for fixed assets to produce control accounts and reconciliations, and enable you to extract and correct an initial trial balance, make the adjustments necessary to produce an extended trial balance and account for sole traders and partnerships

Managing Costs and Finances (MA2)

MA2 is designed to help you to develop the knowledge and understanding of the principles and techniques used in recording, analyzing and reporting costs and revenues for internal management purposes. It will show you how to develop applicable cost concepts in making short –term decisions and explain how to measurement using spreadsheets.

DIPLOMA IN ACCOUNTING AND BUSINESS**Financial Accounting (FFA)**

FFA is designated to help you develop knowledge and understanding of the underlying principles and concepts relating to financial accounting. The exam will allow you to demonstrate technical proficiency in the use of double-entry techniques, including the preparation and interpretation of basic financial statements for sole traders, partnerships, companies and simple groups of companies.

**CERTIFIED ACCOUNTING TECHNICIAN –
KPM AYER MOLEK****Accountant in Business (FAB)**

FAB is designed to help you understand business in the context of its environment including economic, legal, and regulatory influences on such aspects as governance, employment, health and safety, data protection and security. The syllabus also covers certain aspects of the regulatory framework as they affect accounting, auditing and corporate governance, examining the role of Internal and external auditors and introducing the importance of sound accounting and information systems and of internal controls. The syllabus also introduces key management and people issues such as individual and team behavior, leadership, motivation and personal effectiveness. Finally, the syllabus covers ethics and professionalism in business and accountancy, including corporate codes of ethics and conflict resolution.

Management Accounting (FMA)

FMA is designed to help you develop the knowledge and ability to apply appropriate management accounting concepts and techniques for decision making, planning and control, including forecasting techniques and the preparation of budgets and standard cost.

**SPECIALIST FOUNDATION CERTIFICATES AND OPTIONS FOR CERTIFIED
ACCOUNTING TECHNICIANS (CAT)****Foundations in Taxations (FTX)**

FTX provides focus on preparing computations of tax liability for individuals and business, for income tax, corporation tax, capital gains tax and VAT (Value Added Tax), and this includes new transactions aspects of preparing returns.

Foundations in Audit (FAU)

FAU is designed to help you develop knowledge and understanding of the external audit functions, including audit planning and risk, internal control and audit evidence and procedures.

Foundations in Foundations Financial Management (FFM)

FFM is designed to help you examine all aspects of cash and working capital management and to develop an understanding of the sources of short-term and long-term finance. It will allow you to develop the knowledge and understanding of the way organizations finance their operations and make financing and investment decisions.

Foundations in Professionalism

Students are required to complete the Foundation in Professionalism module. Certificates and Diplomas print out for Foundation-level qualifications above and as proof of the exams completed, students must complete the whole module and pass assessment in order to qualify for the certificates print out. This is

**CERTIFIED ACCOUNTING TECHNICIAN –
KPM AYER MOLEK**

an online, interactive module, embedded in your my ACCA account, designed to help you develop your understanding of what it means to act professionally and ethically in the work you carry out.

Foundations in Practical Experience Requirements (FPER)

ACCA has retained the Certified Accounting Technician (CAT) Qualification as part of the foundation level qualifications. In order to obtain the CAT Qualifications, students will need to complete the following.

- FA1, MA1, FA2, MA2, FAB, FFA, and FMA exams
- Two of the three specialist exams: FAU, FFM and FTX
- A practical experience requirement

Upon completion of the CAT Qualification, students may then progress onto the ACCA Qualification if they wish to do so, from F4 onwards. They can also count the four essential competences and one year's work experience gained to achieve the CAT Qualifications towards the three year's work experience and 13 performance objectives required for the ACCA Qualification.

CAT students will be required to have 12 months relevant practical experience and demonstrate the achievement of a total of ten work-based competences. Four of the essential competence in FPER are the same as the performance objective which form part of the ACCA Qualification. If these four competences are successfully completed as part of the CAT Qualification FPER, they will count toward four of the 13 performance objectives required to achieve the ACCA Qualification.

CLASS SCHEDULE

Weekdays between 8:30 am to 5:00 pm

Lectures Hours: 4 - 6 hours per week

All class sessions are held in the classrooms and computer lab. Allocation of lecture room is subject to the number of students enrolled in each paper. Students should obtain the class schedule from the Time Table unit or published on the college website. The schedule might be subject to changes with prior notice from respective class lecturer.

CERTIFIED ACCOUNTING TECHNICIAN – KPM AYER MOLEK
COLLEGE ACADEMIC CALENDAR

ACADEMIC CALENDAR 2020
KPM AYER MOLEK, BERAMANG, BANDAR MELAKA, INDERA MAHKOTA & SERI ISKANDAR (GROUP A)

SEMESTER	MONTH	WEEK	M	T	W	T	F	S	S	DATES & EVENTS						
										BPT DATES					PUBLIC HOLIDAYS	
										Dec-19	19/12	24/12	26/12	28/12	29/12	30/12
JANUARY 2020	JANUARY	1	1	2	3	4	5	6	7	8	24-Dec-20	Registration Sem Jan 2020 (Senior Students Group A & B)	1-Jan	New Year (AM, BM, S, IM, SI)		
		2	6	7	8	9	10	11	12							
		3	13	14	15	16	17	18	19							
		4	20	21	22	23	24	25	26			25-26-Jan	Chinese New Year			
		5	27	28	29	30	31									
	FEBRUARY	5							1	2			1-Feb	Federal Territory Day		
		6	3	4	5	6	7	8	9			8-Feb	Malaysia (R, SI, SP)			
		7	10	11	12	13	14	15	16	14-16-Feb	KPM Global Village 2020 - KPM					
		AW	17	18	19	20	21	22	23	19-22-Feb	KASAF 2020 - KPMSP (subject to change)					
	MARCH	8	24	25	26	27	28	29			24-Feb	Registration New Students IEP at KPMAM				
		8								1						
		9	2	3	4	5	6	7	8							
		10	9	10	11	12	13	14	15	15-18-Mar	Majlis Konvokesyen Peribara 2020 (subject to change)	24-22-Mar	School Holidays			
		11	16	17	18	19	20	21	22							
		12	23	24	25	26	27	28	29			23-Mar	Birthday Sultan Johor			
		13														
		14			1	2	3	4	5							
		15	6	7	8	9	10	11	12							
		16	13	14	15	16	17	18	19			15-Apr	Declaration Day Malacca City			
	APRIL	RV	20	21	22	23	24	25	26			24-Apr	Awal Ramadhan (R, AM, BM)			
EX		27	28	29	30											
EX						1	2	3			1-May	Labour Day				
SH		4	5	6	7	8	9	10			7-May	Hari Wesak & Hari Hol Pahang				
SH		11	12	13	14	15	16	17			10-May	Nuzul Quran (AM, BM, S, IM, SI)				
MAY	1	18	19	20	21	22	23	24	13-May	Registration Sem June 2020 (New Students)	20-May	School Holidays				
	2	25	26	27	28	29	30	31	16-May	Registration Sem June 2020 (Senior Students Group B)	24-May-7-Jun	School Holidays				
	3	1	2	3	4	5	6	7	17-May	Registration Sem June 2020 (Senior Students Group A)	24-26-May	Hari Raya Aidilfitri				
	4	8	9	10	11	12	13	14			6-Jun	KDP Birthday				
	5	15	16	17	18	19	20	21								
	6	22	23	24	25	26	27	28								
	7	29	30													
	8			1	2	3	4	5								
	9	6	7	8	9	10	11	12								
	10	13	14	15	16	17	18	19	13-Jul	Registration New Students IEP (KPMSP, BM)	15-Jul-2 Ogo	School Holidays				
JUNE 2020	9	20	21	22	23	24	25	26	17-19-Jul	Konvokesyen Peribara Peribara Siswa IPMs BPT 2020 - KPM	30-Jul	Birthday Sultan Pahang				
	10	27	28	29	30	31					31-Jul	Hari Raya Aidiladha				
	11							1	2		1-Aug	Hari Raya Aidiladha (SP)				
	12	3	4	5	6	7	8	9								
	13	10	11	12	13	14	15	16	14-16-Aug	KASUKMA - KPMSP	20-Aug	Awal Muharam				
	14	17	18	19	20	21	22	23			31-Aug	Maulana Day				
	15	24	25	26	27	28	29	30								
	16	31														
	17		1	2	3	4	5	6								
	18	7	8	9	10	11	12	13			16-Sep	Malaysia Day				
SEPTEMBER	EX	14	15	16	17	18	19	20			14-Sep	Hari Day Almarhum Sultan Iskandar				
	SH	21	22	23	24	25	26	27								
	SH	28	29	30							30-Sep	Registration Sem Oct 2020 (New Students Diploma & BPT)				
	SH				1	2	3	4			1-Oct	Registration Sem Oct 2020 (Senior Students Group B)				
	1	5	6	7	8	9	10	11			4-Oct	Registration Sem Oct 2020 (Senior Students Group A)				
	2	12	13	14	15	16	17	18			6-Oct	Registration Saling IPI's Student to Diploma Program				
	3	19	20	21	22	23	24	25	16-18-Oct	Konvokesyen Peribara Peribara Siswa IPMs Tahun 2020 - KPMSP						
	4	26	27	28	29	30	31				29-Oct	Maulidar Rasul				
	5															
	6	2	3	4	5	6	7	8			6-Nov	Birthday Sultan Perak				
OCTOBER 2020	7	9	10	11	12	13	14	15			14-Nov	Deepavali				
	8	16	17	18	19	20	21	22			21-Nov-1 Dec	School Holidays				
	9	23	24	25	26	27	28	29								
	10	30														
	EX		1	2	3	4	5	6								
	SH	7	8	9	10	11	12	13			11-Dec	Birthday Sultan Selangor				
	SH	14	15	16	17	18	19	20								
	SH	21	22	23	24	25	26	27			28-Dec	Registration New Students (Sem Jan 2021)				
	SH	28	29	30	31	1	2	3			3-Jan-21	Registration Sem Jan 2021 (Senior Students Group A & B)				

NOTES: AM : ACTIVITY WEEK EX : EXAMINATION SH : SEMESTER HOLIDAYS
 RV : REVISION

ACADEMIC CALENDAR 2021												
PROGRAM CERTIFIED ACCOUNTING TECHNICIAN												
SEMESTER	MONTH	WEEK	M	T	W	T	F	S	S	DATES & EVENTS	No of days	
										BPT DATES		
SESSION III 2020	JANUARY	EX					1	2	3			
		EX	4	5	6	7	8	9	10	4-8 Jan Final Examination		
		SH 1	11	12	13	14	15	16	17			
		SH 2	18	19	20	21	22	23	24	22-25 Jan Senat BPT Sesi 3/2020		
		SH 3	25	26	27	28	29	30	31			
SESSION 1 2021	FEBRUARY	RGW	1	2	3	4	5	6	7	4-Feb Registration Sem I 2021 (New Students)		
		1	8	9	10	11	12	13	14	6-Feb Registration Sesi I 2021 (Senior Students Group A)		
		2	15	16	17	18	19	20	21	Lecture week	6 weeks	
		3	22	23	24	25	26	27				
	MARCH	4	1	2	3	4	5	6	7			
		5	8	9	10	11	12	13	14			
		6	15	16	17	18	19	20	21			
	APRIL	7	22	23	24	25	26	27	28			29/5-2/4 Activity week
		AW	29	30	31							
	MAY	APRIL	AW				1	2	3	4	5/4-26/5 Lecture week	7 weeks
			8	5	6	7	8	9	10	11		
		9	12	13	14	15	16	17	18			
		10	19	20	21	22	23	24	25			
		11	26	27	28	29	30					
	JUNE	MAY	11						1	2	27/5-4/6 Intensive Revision program	6 days
			12	3	4	5	6	7	8	9		
			13	10	11	12	13	14	15	16		
		14	17	18	19	20	21	22	23			
		RW	24	25	26	27	28	29	30			
		EX 1	31									
	JULY	JUNE	EX 1		1	2	3	4	5	6	7/6-11/6 Mock Exam	5 days
			EX 2	7	8	9	10	11	12	13	14/6-18/6 Final Examination CAT	5 days
			EX 3	14	15	16	17	18	19	20		
		SH 1	21	22	23	24	25	26	27	29-30 Jun * Senat BPT Sesi 1/2021		
		SH 2	28	29	30							
	JULY	SH 2				1	2	3	4			
		SH 3	5	6	7	8	9	10	11			
		SH 4	12	13	14	15	16	17	18			
SH 5		19	20	21	22	23	24	25	29-Jul Registration (New Students)			
	SH 6	26	27	28	29	30	31	31-Jul Registration (Senior Students)				
NOTES :	AW : ACTIVITY WEEK		EX : EXAM WEEK									
	RW : REVISION		SH : SEMESTER HOLIDAYS									
	RGW : REGISTRATION WEEK											
	* DATES ARE SUBJECT TO CHANGE											

DATE OF PROGRESS TEST, MOCK EXAM AND FINAL CBE/ SESSION CBE

SEMESTER	PAPER	PT1	PT2	MOCK TEST	CBE EXAM
	INTAKE MAY 2018				
1) JAN – MAY 2019	FAB - Accountant in Business	05/03/19	07/04/19	14/04/19	29/04/19
	FMA - Management Accounting	15/02/19	05/04/19	12/04/19	25/04/19
	FFA - Financial Accounting	12/02/19	29/03/19	10/04/19	23/04/19
2) JUNE – SEPT 19 Choose two courses*	FAU - Foundations in Audit*	15/07/19			
	FTX - Foundations in Taxation*	17/07/19			
	FFM - Foundations in Financial Management*	17/07/19			
3) OKT – DEC 19 Choose any two courses*	FAU - Foundations in Audit*		22/10/19	27/11/19	04/12/19
	FTX - Foundations in Taxation*		10/10/19	26/11/19	02/12/19
	FFM - Foundations in Financial Management*		17/10/19	25/11/19	03/12/19
	INTAKE MAY 2019				
1) JUNE – SEPT 2019	FA1 - Recording Financial Transactions	01/07/19	06/08/19	12/09/19	20/09/19
	MA1 - Management Information	26/06/19	16/08/19	10/09/19	17/09/19
	FA2 - Maintaining Financial Records	05/07/19	23/08/19	13/09/19	19/09/19
	MA2 - Managing Costs and Finances	02/07/19	13/08/19	11/09/19	18/09/19
3) OKT – DEC 2019	NO CAT PAPER BEING OFFERED				

**CERTIFIED ACCOUNTING TECHNICIAN –
KPM AYER MOLEK**

DATE OF PROGRESS TEST, MOCK EXAM AND FINAL CBE

SEMESTER	PAPER	PT1	PT2	MOCK TEST	CBE EXAM
	INTAKE MAY 2019				SESSION CBE
1) JAN- MAY 2020	FAB – Accountant in Business	31/1/2020	17/3/2020	10 Apr 2020	6 Jul 2020
	FMA – Management Accounting	24 Jan 2020	6 Mac 2020	15 May 2020	8 Jul 2020
	FFA – Financial Accounting	6 Feb 2020	24 Mac 2020	13 May 2020	10 Jul 2020
2) JUNE – SEPT 2020 Choose any two courses*	FAU - Foundations in Audit*	-			
	FTX - Foundations in Taxation*	28 Aug 2020			
	FFM - Foundations in Financial Management*	11 Sept 2020			
3) OKT – DEC 2020 Choose any two courses*	FAU - Foundations in Audit*	12 Oct 2020	6 Nov 2020	25 Nov 2020	9 Dec 2020
	FTX - Foundations in Taxation*		5 Oct 2020	23 Nov 2020	7 Dec 2020
	FFM - Foundations in Financial Management*		13 Oct 2020	24 Nov 2020	8 Dec 2020
	INTAKE MAY 2020				
1) JUNE – SEPT 2020	FA1 - Recording Financial Transactions	21 Aug 2020	23 Sep 2020	8 Oct 2020	16 Oct 2020
	MA1 - Management Information	19 Aug 2020	18 Sep 2020	5 Oct 2020	19 Oct 2020
	FA2 - Maintaining Financial Records	18 Aug 2020	30 Sep 2020	9 Oct 2020	21 Oct 2020
	MA2 - Managing Costs and Finances	14 Aug 2020	25 Sep 2020	6 Oct 2020	23 Oct 2020
3) OKT – DEC 2020	NO CAT PAPER BEING OFFERED				

GENERAL INFORMATION

APPLICATION FOR STUDENT MEMBERSHIP

A student is required to register online at www.accaglobal.com/my/en/qualifications/apply-now as a student with the ACCA. The following are required for the online registration.

- i. Passport photo – in jpg format <2MB (non-citizen)
- ii. Identity card IC – in jpg format <2MB
- iii. Academic transcripts / SPM qualifications – in jpg format <2MB
- iv. Payment online – initial Registration GBP 79
- v. Parent letter of consent (for those below 18 years old on the registration date)

ACCA UK will take approximately 15-20 working days to process the student membership. Upon confirmation of their membership status, ACCA UK will forward the Student Registration Package to the student via email. Students are reminded that they are only able to register for examination upon confirmation of their student membership status together with the ACCA Number.

Fees and Subscription (to ACCA, UK):

Initial Registration GBP 79

Annual Subscription GBP 99

(subject to current applicable working rate)

EXEMPTIONS

If students already have certain qualifications, they may not have to take all of the exams in the ACCA Qualification or Foundations in Accountancy awards. These are called exemptions and the studies will start at the appropriate level for your knowledge and skills.

Exemptions should be applied during the registration process as a student with ACCA – this can be completed by entering the qualifications details during the application process, and ACCA database will confirm any exemption that is available to the student. Official proofs of any qualification which already have or in the process of being obtained must be submitted along with the registration form so that it can be assessed whether the students are eligible for the exemptions, or send in copies (not originals) along with the registration form if applying by post.

When the exemptions have been awarded, the student will be issued with an exemption notification and an invoice. The exemptions fees (for each paper awarded) are charged at the early exam entry fee. Students are charged a one-off fee for each exemption awarded to cover administrations.

EXAM ENTRY

In order to attempt exams, students must first register with ACCA. Students can register for ACCA at any time in the year.

EXAMINATION FEE (PAPER BASED) / EXEMPTION FEE

These fees will apply for students entering for exams after the registration for the ACCA Qualification

FOUNDATION/CAT LEVEL FEES

Exam Level	Exam entry period	Jun 2020 exam fee (£ per exam)	Dec 2020 exam fee (£ per exam)
FA1 and MA1 (On Demand CBE EXAM)	On Demand	49	49
FA2 and MA2 (On Demand CBE EXAM)	On Demand	49	49
FAB, FMA and FFA (On Demand CBE EXAM)	On Demand	71	71
FTX, FAU and FFM (Session CBE on June/December)	Early	86	86
	Standard	91	91
	Late	278	278

Notes: all fees are correct at the time of printing

TUITION FEE

CAT – Estimated Programme Fees: RM6,990.00

For details on the total fee for each semester, please refer to Bahagian Penganjuran Pelajaran (Level 10, Bangunan Medan MARA, 50609 Jalan MARA, Kuala Lumpur)

EXAMINATION SYLLABUS, ACCA STUDY RESOURCES AND GUIDANCE FOR STUDENTS Please refer to these websites:

<https://www.accaglobal.com/uk/en/student/acca-qual-student-journey/study-revision/study-tips.html> <https://www.accaglobal.com/uk/en/student/acca-qual-student-journey/qual-resource/acca-qualification.html>

ACADEMIC GUIDELINES & REGULATIONS

All students of KPM Ayer Molek, Melaka are subjected to the Academic Rules and Regulations as outlined in Academic Rules and Regulations KPM. A copy of this booklet will be given to every student during registration.

Assessment

There will be two types of assessment carried out i.e. internal and external assessments.

- Internal Assessment

KPM will conduct a scheduled continuous internal assessment (comprises test and mock examination) before the students take the external CAT examinations.

The internal assessment is carried out and used as a means of assessing student's performance for internal recognition and readiness to sit for the CAT external examinations.

- External Assessment

The external assessment for FA1, FA2, MA1, MA2, FFA, FMA and FAB are on demand-based examination and normally carried out after 15 instruction week and for FTX, FAU and FFM are on the session CBE which is twice-yearly examinations carried out by the Association i.e. in June and December and normally will be conducted in first week of December each year for KPM Ayer Molek students.

All candidates for the examinations must be registered student of the Association by the specified closing date.

All applicants to sit for examinations must be made using online booking exam through the ACCA web site.

No alterations can be made to an examination entry after the closing

date. Modules to be taken accommodated within the examination

timetable.

Examinees are required to comply with the instructions to candidate issues before each examination sitting.

RESULT AND GRADING

Students will be received their printed result upon completing the examination for all CBE papers. Students will be provided with the provisional result for FAU and FFM paper after completing the Session Computer Based Exam and will usually be notified of the external examination result in the second week of January and July following the examination especially for FTX paper and confirmed result for FFM and FAU paper.

A student who fails the on-demand CBE paper will have to repeat the examination on the 1st week of a new semester or for Session CBE on the next sitting i.e. in June.

➤ **Academic Honours**

The following is the classification of academic honours awarded to a student based on his/her performance. COPA (Collage Outstanding Performance Achievement – for students who have obtained the CGPA of 3.5 and above and fulfill the minimum credit hour of 15 for each semester.

□ **Students Progressing from CAT to ACCA**

Students must pass all 9 compulsory papers as stated in the Programme Structure before accepted into the ACCA programme. Students need to email their result to the Program Coordinator after received their original/confirmed result from ACCA. Result will be senate and submitted to the respective institution where the students pursue their study i.e. KUPTM.

□ **Course Cancellation**

The course will be consistently offered regardless of the number of students.

□ **Class Cancellation**

Students will usually be notified of class cancellation by the respective lecturers. In the case of emergency, the respective lecturers should notify the Deputy Director of Academic Affairs and students will be informed. The lecturer will conduct a replacement class and submit the Class Replacement Form to be approved by Deputy Director of Academic Affairs.

PROGRAMME ADMINISTRATION

KPM Ayer Molek Registration Process

□ **College Registration**

Students are required to register at KPM Ayer Molek on the stipulated date and time as specified in the offer letter. Students are required to renew their registration at the commencement of each semester.

□ **Subject Registration**

Each student is required to register for the identified courses in each semester during the registration period. Late registration will incur a “late penalty” fee.

Note: KPM Ayer Molek shall not conduct replacement classes for student who have registered late.

□ **Add/Drop**

Any changes in courses registered for the semester will have to go through the add/drop process, which begins on the 1st day of lecture and ends at the end of 2nd week.

□ **Credit Transfer/Exemption**

Credit may be given for similar courses taken elsewhere on a case by case basis. Credit exemption/transfer may be granted subject evaluation by the College Academic Senate (for MQA subjects or ACCA (for ACCA subjects)).

□ **Suggestions for Improvement**

Students who wish to provide Feedback/Complaint on the quality of academic or administrative services may do so by completing the Feedback/Complaint Form available at KPM Ayer Molek website.

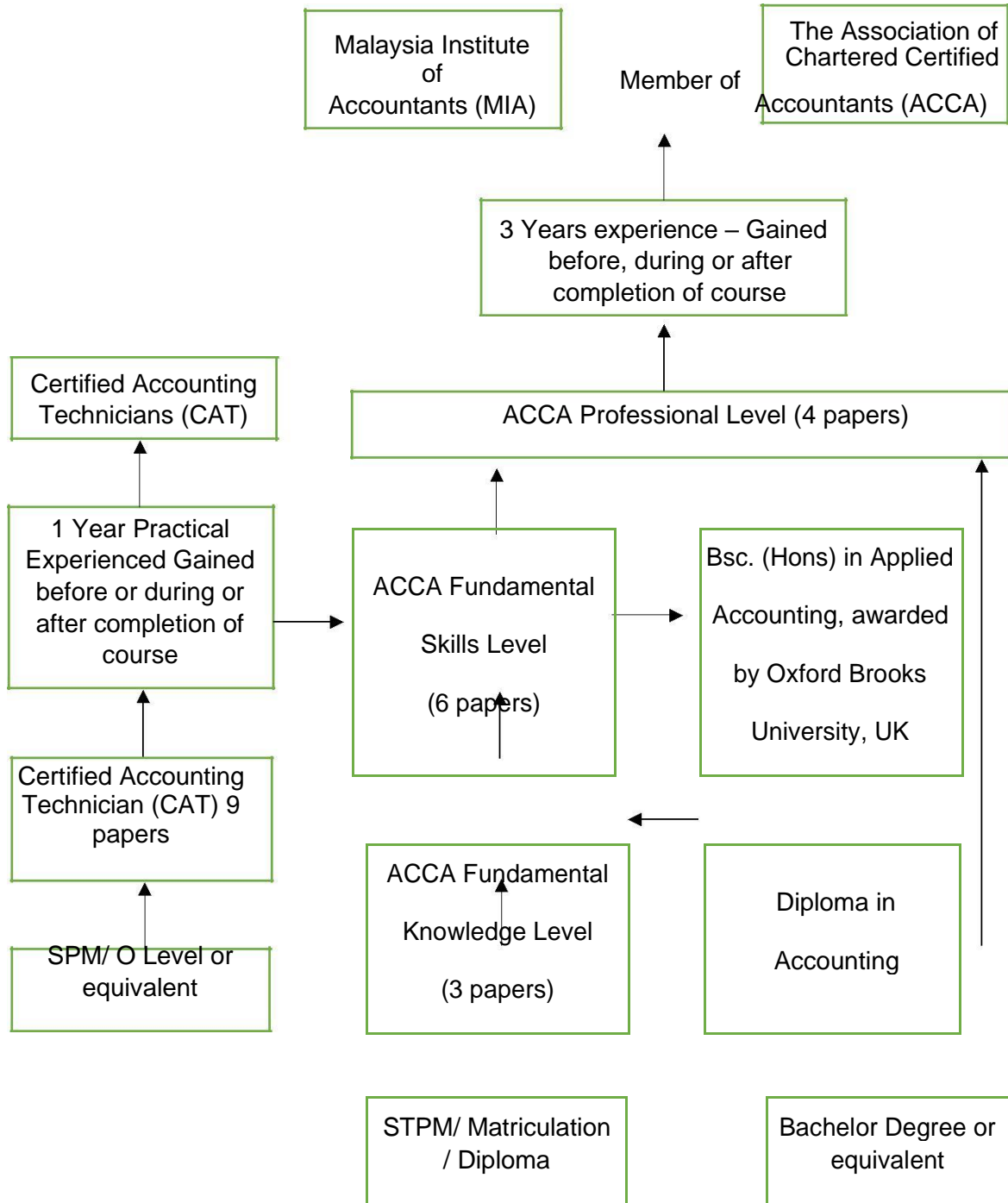
□ **Graduation**

Lecturer will key-in all the students' result in the Examination Unit System after each exam taken place. Completed result will be senate and students name will be submitted to ACCA Programme Coordinator at KUPTM. Students who fulfill the CGPA of 2.00 and above will be honored with CAT Certificate by KPM on the convocation day.

□ **Disclaimer**

All programme information is correct at the time of printing.

STUDY PATHWAY



KPM AYER MOLEK ACADEMIC KEY PERSONNEL

1	Pn Samsiah Binti Kandar	Director
2	Pn. Noormila Binti Mohd Pahmi @ Mohd Fahami	Deputy Director Academic Affairs
3	Ustaz Imran Ramzi bin Che Ibrahim	Deputy Director Student Affairs
4	En. Shahrulazli Bin Jaafar	Deputy Director Administrative Affairs
5	Pn. Rozaida binti Abu Shari	Head of Accounting Department/ CAT Coordinator
6	En. Ahmad Ikhwan bin Tarmizi	Head of Examination Unit

ACADEMIC TEAM

No	Name of Lecturers	Email
1	Rozaida Bte Abu Shari	rozaida.abu@mara.gov.my
2	Asnida Bte Ahmad Fuad	asnida.fuad@mara.gov.my
3	Suryanti Bte Yahaya	suryanti.yahaya@mara.gov.my
4	Murni Bte Jarkoni	murni.jarkoni@mara.gov.my
5	Siti Fadzlina Bte Bakri	fadzlina.bakri@mara.gov.my
6	Khairur Rijal Bin Hasan	rijal@mara.gov.my
7	Norma Niza Bte Othaman	normaniza@mara.gov.my
8	Norhashimah Bte Omar	norhashimah.omar@mara.gov.my
9	Azrul Haffiz Bin Mohamed	haffiz.mohamed@mara.gov.my
10	Norazimah Bte Othman	norazimah.othman@mara.gov.my
11	Nor Faiezah Bte Muhamad Ali	faiezah.ali@mara.gov.my
12	Nurhafiza Bte Mohammad	nurhafiza.mohammad@mara.gov.my
13	Mariyam Bte Abdul Aziz	mariyam@mara.gov.my
14	Siti Nazira Bte Abd Rani	nazira.rani@mara.gov.my
15	Noor Hashira Bte Eidan	hashira.eidan@mara.gov.my
16	Nur Lailatul Nadia Bte Zaffarudin	nurlailatul@mara.gov.my
17	Syahirah Bte Md Sarip	syahirah.sarip@mara.gov.my
18	Mohd Ikbal Bin hashim	mikbal@mara.gov.my
19	Nabihah Binti Adnan	Nabihah.adnan@mara.gov.my

COMPLAINT POLICY

OBJECTIVE OF THE POLICY

MARA Professional College of Ayer Molek seeks to maintain and enhance our reputation of providing you efficient and systematic services. We value complaints as they assist us to improve our services and customer services.

This policy has been designed to ensure that complaints are handled properly and all complaints are taken seriously. This organization expects all staff to be committed to fair and effective complaint handling.

SCOPE

This policy is applicable for all types of customers' complaints received via:

- i. written
- ii. electronic media including telephone, faximile and email ;
- iii. verbal

DEFINITION OF A COMPLAINT

A complaint is defined as any expression of dissatisfaction by a customer about the product/services offered by us.

HOW A COMPLAINT CAN BE MADE

If you are dissatisfied with a service provided by us, discuss with the person to whom complaint and/or with Deputy Director of Academic Affairs. If you are still not satisfied, you can lodge a complaint with us by completing and submitting the Student Complaint Form. On receipt of the Student Complaint Form, the Deputy Director of Academic Affairs appoints a Head of Department or Program Coordinator to report on the matter. Based on the findings by the investigator, the Deputy Director of Academic Affairs determines the outcome. Then, the complaint is resolved when both student and respondent are satisfied with the result.

UNRESOLVED COMPLAINTS

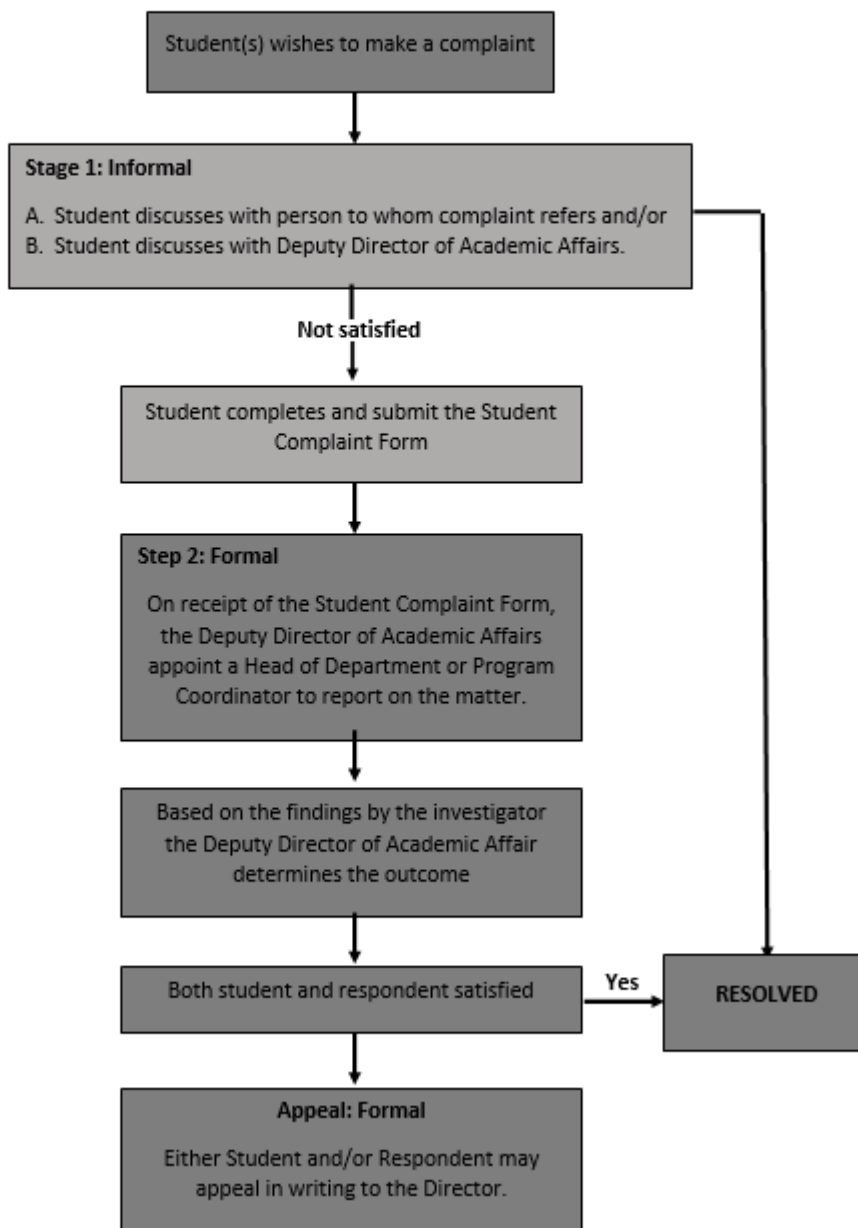
If the problem cannot be resolved amicably or if the complainant requests a formal investigation into the alleged misconduct, he or she must submit a formal complaint form.

Any student that wishes to make a complaint to ACCA regarding your institution will be advised to follow your institution's complaints procedure first. If the complaint is not handled to their satisfaction, the student then has the option to escalate their complaint to ACCA. If a student has exhausted both your complaints process and ACCA's, they can escalate to the appropriate regulator. Details of which can be found on the ACCA website at the following link:<https://www.accaglobal.com/gb/en/footer/toolbar/contact-us/connet/unhappy.html>

SUMMARY OF KOLEJ PROFESIONAL MARA AYER MOLEK STUDENT COMPLAINTS PROCESS

What does the Student Complaints Policy cover?

Service provision, treatment by a staff member, information provision, teaching.



For details please refer to COMPLAINTS HANDLING POLICY AND PROCEDURES

CONTACT INFORMATION

ACCA MALAYSIA AND UNITED KINGDOM

ACCA Malaysia Sdn Bhd

Suite 15.1, Level 15 Centrepont North Tower Mid Valley City,
Lingkar Syer Putra,
59200 Kuala Lumpur.

Tel: 1800-88-5051 (Toll Free) / +6(0)3 2713 5051

Fax: +6(0)3 2713 5052

Email: myinfo@accaglobal.com

Website: [http://malaysia .accaglobal.com](http://malaysia.accaglobal.com)

ACCA UK

ACCA Connect,
110 Queen Street,
Glassgow G1 3BX,
United Kingdom

Tel: +44(0)141 582 2000

Fax: +44(0)141 582 2222
students@accaglobal.c

Email: om

Website: www.accaglobal.com

At KPM Ayer Molek, you may forward your enquiries to:

1. CAT Coordinator

Pn. Rozaida bte. Abu Shari
Email: rozaida.abu@mara.gov.my
Contact No: 06-2695881/5882 ext
106

2. Deputy Director of Academic
Affairs Pn. Noormila Binti Mohd
Pahmi@Fahami

Email: noormila.pahmi@mara.gov.my
Contact No: 06-2695881/5882 ext 102