



ACCA

A PRACTICAL TOOLKIT FOR EMPLOYERS TO  
SUPPORT AND PROGRESS THEIR ACCA TALENT



**IS YOUR FINANCE TEAM  
READY FOR 2022?**

Think Ahead

# Prepare your finance team for a new era of opportunity

With parts of the world returning to a sense of normality, businesses are gearing up for exciting new opportunities and preparing to navigate uncharted territories.

Fresh ideas and new technologies, the reopening of borders, modern ways of working and a firm commitment to build a sustainable, inclusive world means that 2022 marks a promising start to a new era of opportunity.

## Is your finance team excited for 2022 and ready to support your business ambitions?

With finance professionals taking a central role in decision making, now more than ever, it's critical they have the most up-to-date knowledge and insights to see the big picture, think ahead and drive business forward.

## How do you keep your finance talent excited and prepared for the future?

By ensuring they're progressing along their ACCA journey, building new capabilities and acquiring future skills, and are supported by a global community of top minds in the accountancy profession. Make sure their connection to ACCA is active!



To help you excite, engage and progress your ACCA talent, we've brought together resources and some ready-to-use templates in this toolkit so you can start building the conversation and help them to stay future-ready.

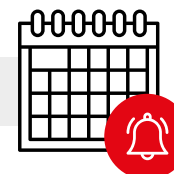




# ANNUAL RENEWAL

## WHAT IT IS AND HOW TO SUPPORT

Your ACCA talent is part of a vast but inclusive community, spanning across 178 countries worldwide. The annual subscription allows us to invest in research and important innovations to future-proof our qualifications, CPD offerings and support for each one of them.



### RENEW FOR 2022: KEY DATES AND RENEWAL PROCESS

#### What it contributes to:

- Innovations to our exams, exam delivery and CPD support
- Advancements to ensure our qualification remains future-proof, and our members and future members have access to the latest knowledge and competencies
- ACCA Careers – the world’s largest finance and accountancy job board connecting ACCA talent and employers worldwide – with career advice from top experts
- Up-to-the-minute career guidance and virtual employability and professional development and skills events
- Industry leading insights and research
- Exclusive, cost effective undergraduate and postgraduate university opportunities

#### How to renew

It’s quick and easy for ACCA members and future members to pay subscription/membership fees online via **myACCA**.

As part of renewal, members are also required to submit their **CPD** declaration confirming that they have met the CPD requirement for the year.

#### What happens if members / future members don’t renew?

By failing to renew for the new year, members and future members run the risk of being removed from the ACCA register which prevents them from sitting any more exams or using ACCA designation with their names.

KEY DATES:	Renewal window opens	Renewal due date
Members and affiliates	18-Nov	01-Jan
Students	22-Nov	12-Jan

# Valuable resources to keep your finance teams fully supported

## Career navigator:

### Give a glimpse of an exciting future with your organisation

Based on ACCA's leading-edge insights and extensive employer consultation, career navigator is an exciting new digital tool that has been designed to enable employers like you to plan and support the journeys of their business and finance talent. Discover the core capabilities your people need to keep you ahead and explore career paths and roles to grow and retain your best talent.

By encouraging your finance people to start using career navigator, you enable your teams to have a clear career plan that's aligned to your organisation's growth aspirations.

The tool will allow them to stay focused on performance, and continuously develop professionally, by acquiring the necessary skills needed to keep your business ahead of the curve.

They will also have inspiring examples of those who are leading the way to help keep them motivated and professional.

Introduce your people to our career navigator today and let their route to success with your organisation begin:

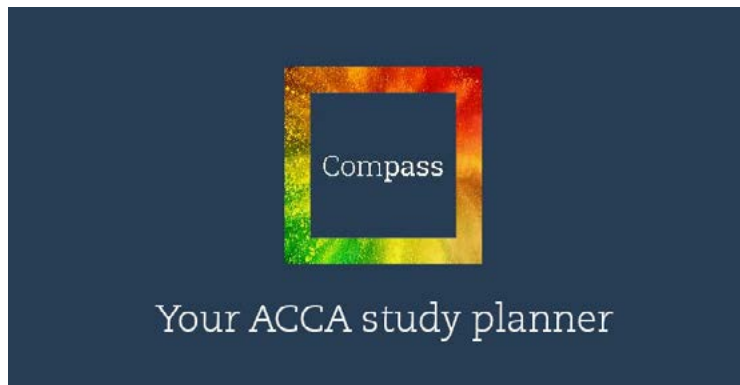
[careernavigator.accaglobal.com](https://careernavigator.accaglobal.com)



# Introduce your ACCA students to 'Compass' – their personal ACCA study planner

Students can set up exam progress, plan next steps in their ACCA journey and remain fully organised with Compass – students' personal ACCA study planner.

Available online at:  
[compass.accaglobal.com](https://compass.accaglobal.com)

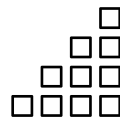


# Keeping our members and future members fully supported

## Building the skills of the future

ACCA Careers Skills Builder is an online hub that has everything your employees need to build their careers and get noticed in the workplace. It includes relevant courses, tips on career development and tools designed to help them boost their workplace performance. With unlimited access to curated content from industry leaders and experts, our members and future members get the very best knowledge and help available to grow in their careers and be more prepared to support your organisation's exciting future.

[Visit Skills Builder >](#)



## Innovations to our exams and exam delivery

By introducing remote session exams during the pandemic, we've made sitting an ACCA exam far more flexible and inclusive for our students around the world. We're fully invested in making sure our students can overcome all artificial barriers and continue their journey without disruption.

[Download employer toolkit >](#)



## ACCA Mentoring Programme

Our members have a wealth of knowledge to share with each other and with affiliates.

Our mentoring programme aims to make impactful connections that provide opportunities to our members and future members for personal and professional growth.

Whether you are considering becoming a mentor or have ACCA students who may be interested in joining, there are many benefits to being part of the programme:

- Connect with members and future members across our global network
- Achieve career and personal development goals
- Gain valuable insights and fresh perspectives
- Build confidence and enhance skills
- Support a culture of inclusion

Members can join the programme by [clicking here](#).

[Join the programme >](#)







# GET INVOLVED IN OUR COMMUNICATION CAMPAIGN TO KEEP YOUR TALENT FULLY SUPPORTED

We contact our members and future members via email, social media, SMS, and in some cases, by telephone and direct mail. While we manage to reach a large portion of our stakeholders through these channels, we ask you – our valued partners – to work with us to ensure we reach them all.

To make this as easy as possible for you, we've created handy, ready-to-use email templates for your internal communication channels.

[→ GET STARTED](#)

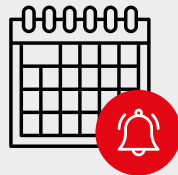


## Ready-to-share communications for each stage of the subscription period

We've created pre-written templates for you to send on to your talent via email or letter for pre-deadline, post-deadline and pre-registration strike-off to help you retain your ACCA students in 2022.

### Pre-deadline communication

We recommend you send this any time between **22 November - 22 December 2021**.



Dear [insert employee name]

ACCA's 2022 annual renewal window is now open. Get organised by submitting your CPD declaration (members only) and paying early to avoid any further reminders from ACCA. All you need to do is renew online via your **myACCA** account and you can tick it off your to-do list today!

#### **Access myACCA**

Let's look forward to a better future together.

#### **Benefits of staying connected with ACCA:**

- Global recognition for your competencies and ethics
- Access to industry leading professional insights, networking and industry updates
- World-class learning and development resources, flexibility in exams and CPD
- ACCA Careers – the world's largest finance and accountancy job board connecting you to employers and career experts worldwide
- Up-to-the-minute employability guidance and professional development opportunities and skills workshops
- Exclusive, cost-effective undergraduate and postgraduate university opportunities to boost your employability

Thanks

[insert line manager's name]





## Ready-to-share communications for each stage of the subscription period

### Reminder 1 after payment deadline

Dear [insert employee name]

The deadline to pay ACCA's 2022 annual subscription has now passed. If you haven't already, please pay the outstanding amount ASAP to prevent you from falling into arrears and compromising your career journey. By making a payment now you will also stop any further reminders from ACCA.

All you need to do is renew online via your **myACCA** account and you can tick it off your list of things to do today!

**Access myACCA**

Thanks

[Insert line manager's name]

### Reminder 2 after payment deadline

Dear [insert employee name]

We're writing to remind you that ACCA will soon be suspending members and future members who've not yet submitted CPD declarations (members only) or paid the outstanding fees on their ACCA account.

Removal from the ACCA register would stop you from progressing in your career and terminates all other benefits exclusive to ACCA members and future members. You made the fantastic decision to continue/start your ACCA journey with us, and we know how hard you've worked – we urge you not to throw it all away now.

If you have outstanding fees, please go to your **myACCA** account and make the outstanding payment as soon as possible.

Finance professionals like you, are – and will be – more in demand than ever.

Stay connected with ACCA and achieve your dreams.

Thanks

[insert line manager's name]



Any questions?  
Please contact your **local office**  
or visit **employer section** on  
the website

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