

ACCA One

FAQs

What is ACCA One and how do I apply?

What are the entry requirements for the ACCA Qualification?

Before you start your ACCA studies, you'll need to see which level you can start studying at. This will depend on the qualifications you already have.

Minimum entry requirements to register for ACCA One, starting at the ACCA Applied Knowledge level, are two A Levels plus three GCSEs in five separate subjects (including English and Mathematics), or the equivalent. Those students in possession of higher qualifications such as university degrees may be eligible for exemptions from some of the ACCA examinations.

A good level of English is also needed.

What documents do I need to apply to become an ACCA student?

You are required to submit copies of the following along with your online application:

- Official educational documents e.g. completion certificates and transcripts detailing the modules studied
- Proof of identity (copy of birth certificate / passport / National ID Card or driving licence)
- Passport-style photograph

Please note that where documents have been issued in a language other than English, we require a photocopy of the original language documents and a copy of an official English translation.

Discover what's included in ACCA One

What's included in the ACCA One pricing bundle? And how is this different to the traditional ACCA route?

We are piloting a new and exclusive study option in a few selected countries. Traditionally when choosing to study ACCA you pay your registration, student subscription, exam and tuition fees separately – but with ACCA One everything is bundled into one easy payment.

You will also receive Kaplan OnDemand resources via MyKaplan to all ACCA subjects at once. This includes tutor led video tutorials, tutor support, Kaplan Publishing online material and assessments.

How do I apply to be a student with ACCA One?

In order to register for ACCA One you will need a unique registration code which you'll enter during your online application. Once you [register your details](#), you'll be emailed the registration code. If you're having problems obtaining your registration code, please [contact us](#).

How long will this offer last? And what happens after?

ACCA One is a pilot being offered to a select number of new students. These students will benefit from 12 months of access to this exclusive pathway – the offer is not guaranteed to extend past the 12 months, but don't worry - we will be here to support and transition you across to the standard ACCA pathway if and when the time comes. In the meantime, you'll benefit from a more streamlined and discounted ACCA journey.

Exemptions

Can I claim for exemptions?

Depending on any existing qualifications you may hold, you may be able to claim some exemptions from the ACCA Applied Knowledge and Applied Skills exams meaning that you won't have to sit all 13 exams to complete the ACCA Qualification. We offer exemptions from our Applied Knowledge or Applied Skills exams, based on your prior learning. They help ensure you start with us at the level that's right for you.

To give you an idea of how many exemptions you may be able to receive based on the academic degree you have*, please refer to the table below:

Academic degree in the following topics (equivalent to a UK bachelor or Masters' degree):	Number of exemptions
Accounting	4
Finance	3
Business	1
Law	1
MBA	3
Other subjects	None

For example, a holder of a recognised* Accounting degree will get four exemptions, meaning they will only have 9 exams left to complete the full ACCA Qualification.

** The institution you studied with should be recognised by UK NARIC in order to receive these exemptions. UK NARIC is the National Agency, managed on behalf of the UK Government, responsible for providing information, advice and expert opinion on vocational, academic and professional skills and qualifications from over 181 countries worldwide.*

How to claim exemptions

You should apply for exemptions when you first register as a student with ACCA by simply uploading the official proof of any full or part-completed qualifications to your application so that we can assess if you are eligible. Please provide copies of your certificates and transcripts as evidence.

Any documentation which is not in English must be officially translated. Official translations must be stamped and signed by the translator and sent to us as well as a copy of the documents in the original language.

[Learn more about the registration process here.](#)

Should I claim my exemptions?

Exemptions mean you don't have to study the same topics that you've already been taught. This is great if you've recently achieved a qualification, as it's still fresh in your mind. Our process of awarding exemptions is rigorous as we need to ensure we are confident that the prior learning matches the skills and knowledge needed for the ACCA Qualification.

However, if you're thinking of claiming an exemption based on qualifications you gained many years ago, or you've been working in a field other than accountancy for some time, you may need to take the exam.

Studying for the exam will allow you to refresh your knowledge and ensure you're sufficiently prepared for the higher-level exams, which go into topics in greater depth.

If you're not sure whether to apply for an exemption, you could [use our study support resources finder](#) to access past exams to test your knowledge. If you're not confident you could pass the exam right now, you should study for and take that exam.

How much do I need to pay for exemptions?

You will need to pay a fee for each exemption ACCA awards you. If you decide to claim for exemptions, this will be an extra cost to you as exemptions are not part of the ACCA One package and will need to be paid directly into your [myACCA](#) account. For details on exemption fees, please [visit our fees page](#).



Learning tuition and study

Who are Kaplan?

There are many ways to study ACCA, but to make it easier for students we have an Approved Learning Partner (ALP) programme which gives formal recognition to leading learning providers for the quality of tuition and support they offer to our students. Kaplan are one of our approved learning partners.

For almost 80 years, Kaplan have helped shape the development and careers of finance professionals. They operate in over 30 countries and have become one of the leading education providers in the world, working with over three million individuals and businesses across the globe.

[Learn more about Kaplan](#)

Where and how do I study for ACCA with Kaplan?

Once you've registered with ACCA and have made a payment, you will be given access to Kaplan's learning management system, MyKaplan.

MyKaplan is a personalised online study space providing students with everything they need to help plan and manage their learning. This includes access to your course calendar and reminders, the ability to contact your tutor, and access to your online learning content.

Once I've registered with ACCA, how soon will I get access to the learning management system?

Once you've registered with ACCA you will be provided with a link by email to select your subscription plan with Kaplan. Once payment has been made you will be given access to MyKaplan within 48 hours.

Do I have to study with Kaplan?

For the entirety of the pilot, this bundle will only include access to tuition with Kaplan. If you wish to select another approved learning partner, you can register with ACCA without the registration code and select and pay for your tuition separately.

Exams

Where do I sit exams?

ACCA One is an entirely online learning experience therefore you will also sit all your exams online, from the comfort of your home or office. Exams are taken under remote invigilation which means they are supervised remotely by a live invigilator. There is a thorough system of checks involving biometrics, artificial intelligence and recording – rigour, security and integrity are paramount.

When do exams take place?

Some of our exams are offered as on-demand meaning you can take them as soon as you're ready – and you can schedule them from 7 days from the date of booking. However, there are exams that are only offered as session-based exams, meaning they are scheduled on certain dates four times a year. Visit [our exam timetable page](#) for more information on what exams are available and when these are scheduled to take place.

How do I enter for exams?

Three months after you have registered, a credit will be added to your My ACCA account, and at this point you will be able to book your first exam. Further exam credits will be applied every three months to allow you to sit one exam per quarter.

Do I have to pay for exams?

With ACCA One the cost of four exams per year are included in the bundled pricing. If you wish to sit any more exams within this 12-month period, this will need to be paid for in addition to your subscription.

Help – and who to contact

Who do I contact if I have problems registering with ACCA?

If you are experiencing any issues when registering, don't worry - we're here to help. Simply [email us](#) and we'll get back to you as soon as we can.

Who do I contact if I have a payment problem?

When you register as part of ACCA One, all payments are made to Kaplan via a secure payment portal. If you are experiencing any issues with payment you can [email Kaplan](#) directly for help and support.

What happens if I decide not to continue my ACCA journey?

If you decide not to continue your ACCA journey, or you need to make changes to your subscription you'll need to [email Kaplan](#) to cancel or amend your payments. Alternatively, you can log into your account via the Kaplan Learning website and manage your subscription from there.