



Think Ahead

**ACCA**

# Ethics and Professional Skills Module

2014

Knowledge

Skills

2015

Flexibility

Experience

ACCA-X

Master's  
Degree

Careers  
job board

Members'  
website

AB magazine  
apps

2016

Insights

CPD

Skills

Approved  
Employer  
Scheme

Thinking  
ahead

Strategic  
forward-  
thinking  
professional  
accountants

Right blend  
of technical,  
ethical and  
professional  
skills

A real-world  
focus desired  
by employers

2017/  
2018

Strategic  
Professional

Professional  
skills

Three smartphones are arranged diagonally across the frame. The top phone shows a woman's face with a pixelated overlay. The middle phone shows a video player interface with the text 'Professional Ethics ETHICS GUIDE' and a man's profile. The bottom phone is partially obscured. A large maroon rectangle is overlaid on the left side of the image, containing the title text.

# The Ethics and Professional Skills module



# Understanding the value

- Forward thinking
- Integrating real world skills
- Global advantage



Embracing change. Shaping futures.

# Understanding the value

## Ethics and Professional Skills

**Ethics and Professionalism**

**UNIT 1**

**Personal Effectiveness**

**UNIT 2**

**Innovation and Scepticism**

**UNIT 3**

**Commercial Awareness, Analysis, Evaluation and Problem Solving**

**UNIT 4**

**Leadership and Team Working**

**UNIT 5**

**Communication Skills**

**UNIT 6**

**Final Assessment**

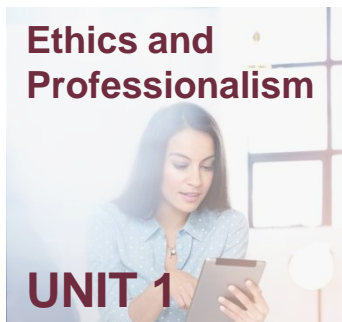
**UNIT 7**

**INTERACTIVE**

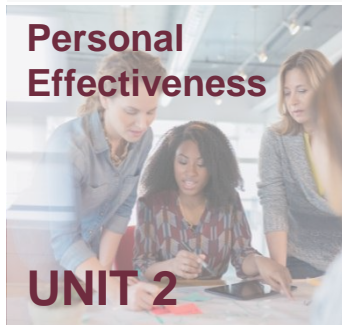
**ASSESSED**

**CERTIFICATE**

# What's in it



Applying the broad ethical and professional values, moral compass which underpins all the other professional skills and behaviours explored in the module and expected of professional accountants



Recognising own responsibility and maximising the quality and quantity of work outputs and communicate and interact with others, making the most of the resources that are available.



## Ethics and Professional Skills

# Quiz

## Question 3 of 8

You have been asked to review an experienced colleague's work for an important project with a very tight deadline which must be completed by the next morning. Your colleague was late in handing it over, leaving you with insufficient time to undertake this task within your working day and your manager is insisting that the work be completed so that it can be delivered to the client without invoking a penalty clause.

☰ Tell your manager you cannot complete the task because your colleague was late in completing their part of the work.

☰ Explain that the project has taken longer than expected and if you complete the review, to ensure that the work is of a sufficiently high standard, the project will have to be delivered late even if it risks attracting a penalty.

☰ You believe that this project is too important to the shareholders and employees of the company to be delayed in any way. You decide to work overnight to review the work before submitting it on time.

☰ Handover your colleague's work on time without checking it fully to avoid any personal criticism or disapproval from your manager.

# Thinking about ethical decisions

Thinking about ethical decisions

0:01 / 1:02



JUDGING GUIDE : THINKING ABOUT ETHICAL D...

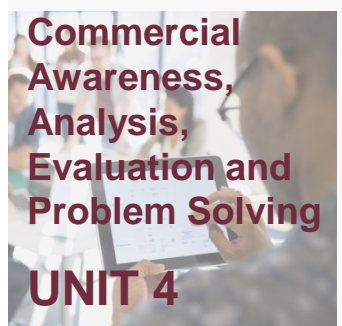




# What's in it



Encouraging open mindedness and innovative thinking to create or suggest solutions recognising limitations and implementation issues that are respond to the problem, feasible and acceptable.

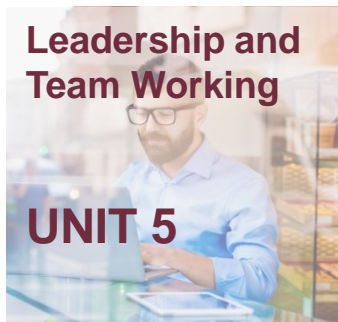


Making recommendations and inferences by viewing situations from different perspectives or sources; recognising the factors and opportunities that influence business success and understanding business processes, relationships, risks and costs.



## Ethics and Professional Skills

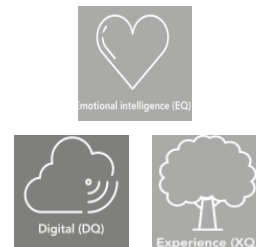
# What's in it



Recognising and applying the different types of leadership and traits adopted at or adapted to every level of an organisation to inspire, motivate, effectively and efficiently manage others.

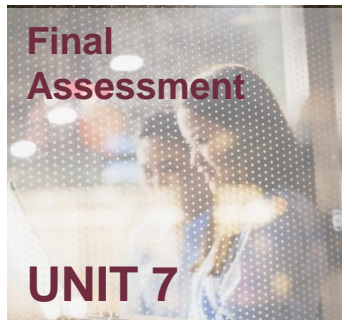


Communicating effectively in the business environment (clients, customers, colleagues and external authorities), including recognising appropriate channels, geographical and cultural issues



## Ethics and Professional Skills

# What's in it



Student is presented with a series of video clips about a situation based on several or all of the 6 units in an interactive exercised.

Student is faced with problems or issues which they have to identify, explore and respond to by coming up with solutions and ways to effectively deliver these solutions.

## Ethics and Professional Skills

# The 'Summative' assessment

## 1. Assessment Introduction

### VOICE OVER

This is your end of module assessment. This module will test elements of what you have learned in all of the units within this module, through an integrated case study.

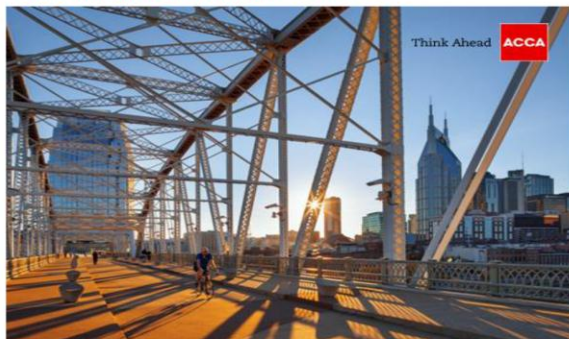
In this unit you will apply for a role as the Head of Accounting at Telford Engineering, reporting to the Chief Financial Officer (CFO). In that role you will need to lead and manage your department through a number of situations and you will face some quite difficult decisions.

Each decision or choice you make will be evaluated and certain decisions may be better or more appropriate for you, your department and your company than others. Taking certain decisions or choosing enough correct answers you will earn you gold medals which add value or boost your score.

Good Luck in your role!

## 2. Telford Engineering (Background)

**SUGGESTED SCREEN VISUAL: A PICTURE OF AN ENGINEERING COMPANY PRODUCING FABRICATED STEEL STRUCTURES FOR BRIDGES –**

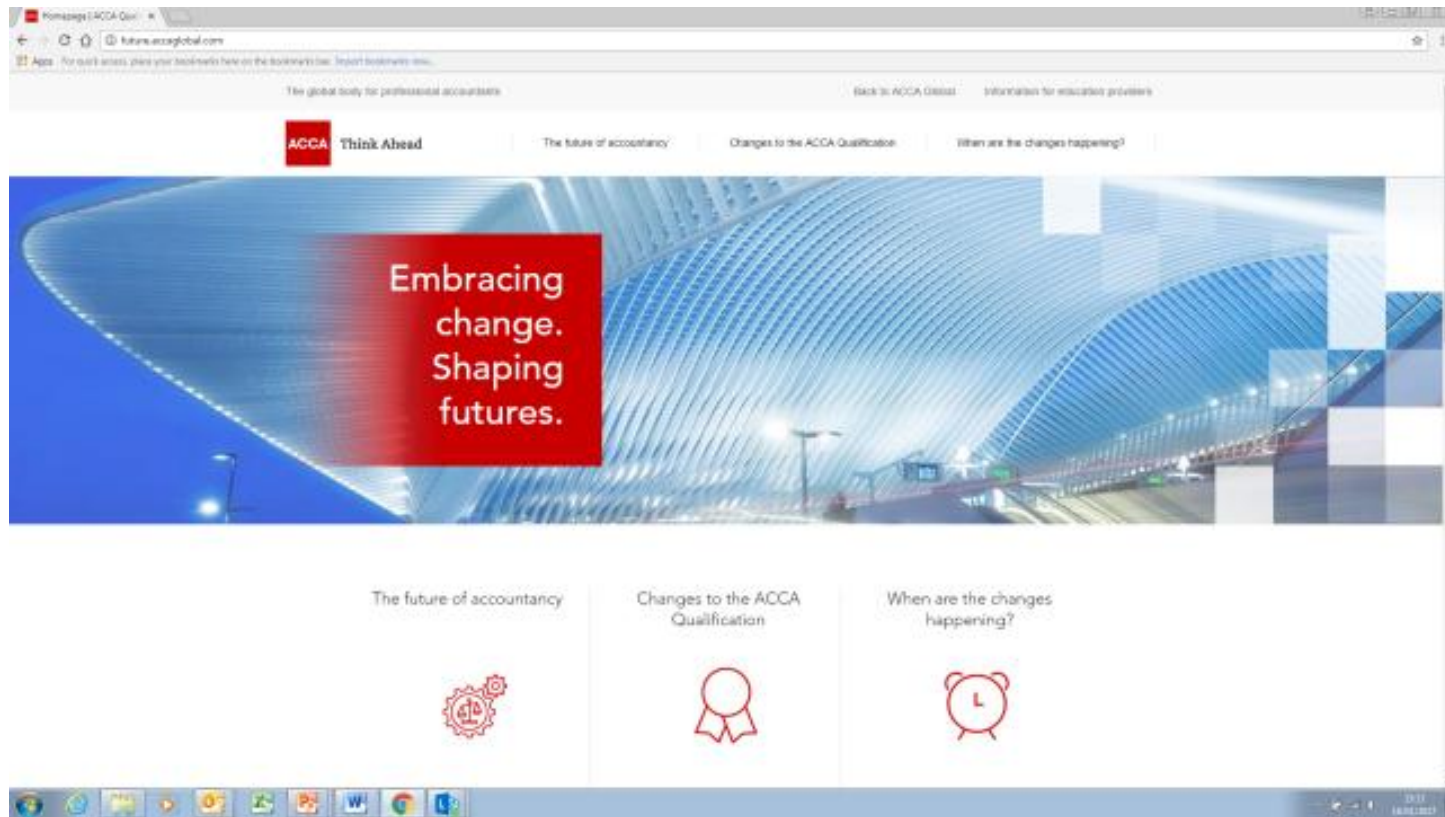


## Contents

1. Intro to assessment (Voice-over)
  2. Background to company (article or from Company Report with pictures)
  3. Main characters in the case
  4. Vacancy for Head of Accounting arises
- Assessment Point 1:
5. TV Broadcast about MEXIT
  6. Emergency board meeting where implications of MEXIT are discussed and Board agrees that CFO should present a report on financial implications.
  7. TV Interview with CFO of Telford Engineering
  8. 1:1 between CFO and new Head of Accounting – CFO needs a report in one week to present to the Board on the financial impact of MEXIT.
- Assessment point 2
9. Information given to candidate about revenues/costs of Telford Engineering and the current staffing and grades/roles in Accountancy Department.
  10. Data given on the two Options to restructure the department a) Retain accounting in-house with reduced workforce and using temps and more overtime. b) Outsourcing option, including information on staff resignations since the MEXIT announcement by staff grade and role.
- Assessment Point 3a:
11. Meeting of Head of Accounting with CFO about options to restructure accountancy department.
- Assessment point 3b:
12. (Branch A) Candidate has to manage a retained in-house Accountancy Department with fewer staff.
  13. Situation reaches a crisis point with major accounting errors and conflicts. CFO decides that the Outsource option should be taken after all.
- Assessment Point 4:
14. Announcing and justifying the GBS outsourcing decision
- Assessment Point 5:
15. Who to retain for the outsourcing option  
Information given on the GBS Company and how it will service Telford's accounting functions (Branch B) Candidate has to decide on which staff are to be made redundant (by role) and which of the remaining staff should fill the remaining three vacancies of retained staff.
- Assessment point 6:
16. Strategy committee formulated to assess Telford's strategic position and identify suitable turnaround strategies.
- Assessment Point 7a:  
Assessment Point 7b:  
Assessment Point 7c:  
Assessment point 7d:

## Ethics and Professional Skills

# Microsite - <http://future.accaglobal.com/>



Embracing change. Shaping futures.

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# Microsite - <http://future.accaglobal.com/changes-to-the-qualification/what-do-the-changes-mean-for-me/ethics-and-professional-skills-module>

The global body for professional accountants

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## Ethics and Professional Skills module

Our new Ethics and Professional Skills module - another first - focuses on developing the complete range of ethical and professional skills employers told us they need.

### New Ethics and Professional Skills module replaces Professional Ethics Module from 31 October 2017

The new Ethics and Professional Skills module is designed to increase your employability. It develops the full spectrum of advanced ethical and professional skills, exposing you to realistic business situations.

Comprising six interactive units, the module covers:

1. Ethics and professionalism
2. Personal effectiveness

### The qualification structure

Our journey tool shows the structure of ACCA Qualification - the future, and see our recommended order to approach it. You can navigate through the different parts of the qualification to get more detail.

[Find out more](#) →

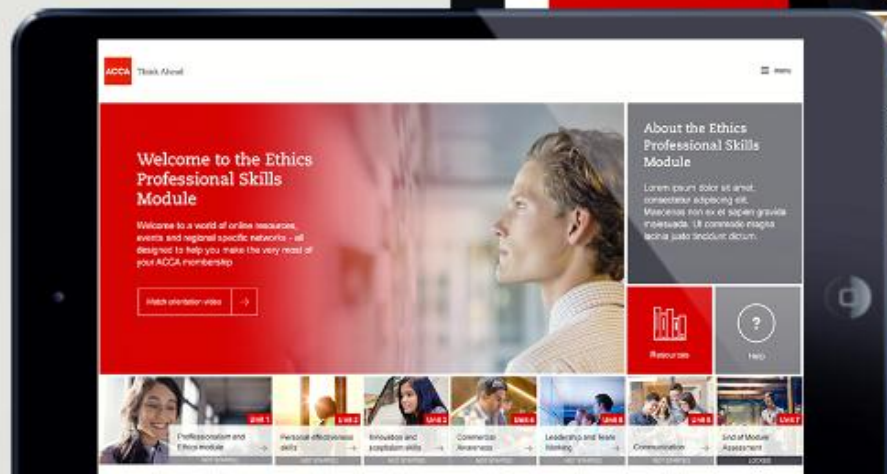
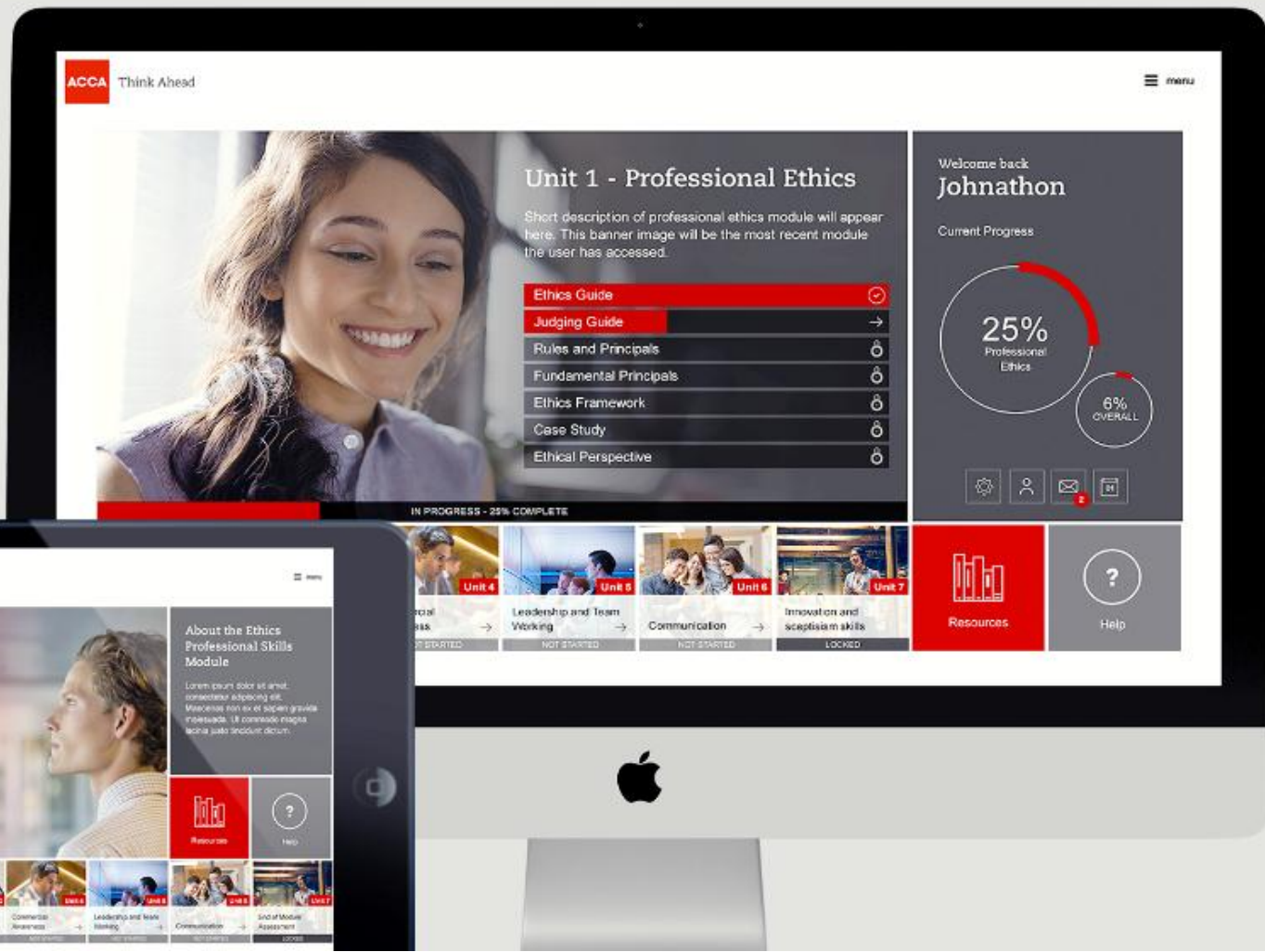
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## Summary – 6 key things

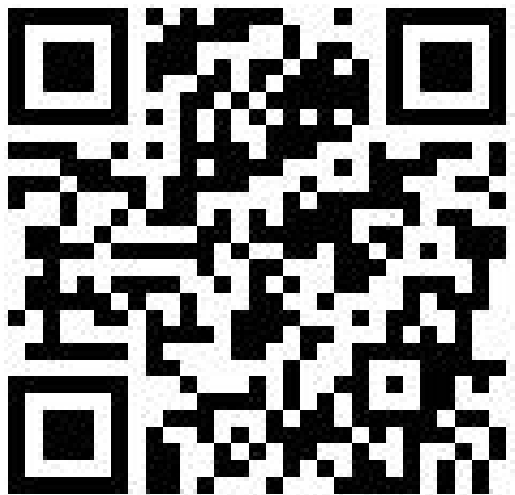
- launches on 31 October 2017
- 7 units, including an assessment, to be completed online
- incorporates real business scenarios that a professional accountant is likely to face
- one of the three components which make up the ACCA
- £60 to complete, but it doesn't significantly change the total price of the ACCA Qualification.
- Microsite

# Q&A



# Please fill in a survey

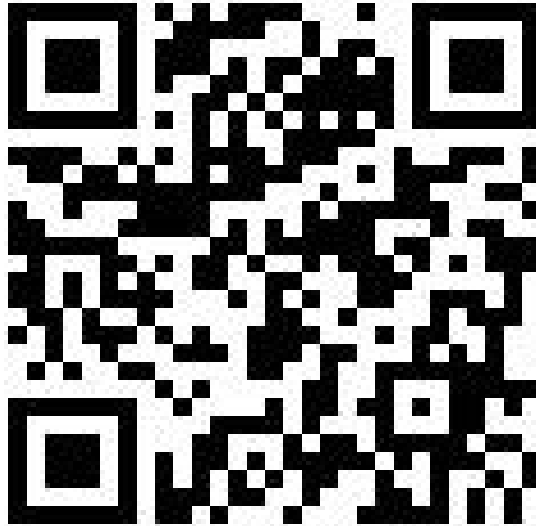
Thanks for your joining and feedback!




# Please fill in a survey

Thanks for your joining and feedback!

<https://sojump.com/jq/13713532.aspx>







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ACCA

Thank  
you