

# **Lynchpin Financial Training Centre**

## **ACCA Student Handbook**

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## **INTRODUCTION TO LYNCHPIN**

Lynchpin Financial Training Centre trains people for the qualifications they need to become business professionals. Our strength derives from high quality coaching which meet the requirements of our course participants who choose to train with us. We are the trainer of choice for many of the successful professionals. Our course structures incorporate the use of innovative learning materials and teaching and are carefully designed around the needs of the course aspirants.

### **We Educate**

With LYNCHPIN, you can prepare for various qualifications – including fast-track certifications – considerably speeding up your career growth and making you really stand out, no matter what your specific career pathway.

We offer coaching classes for:

- **CFA** - Chartered Financial Analyst (USA)
- **FRM** - Financial Risk Manager FRM (USA)
- **CMA** - Certified Management Accountant (USA)
- **CIA** - Certified Internal Auditor (USA)
- **ACCA** - Associate Chartered Certified Accountant (UK)
- **IFRS** Qualifications by ACCA

### **We Train**

No wonder why corporates all over the world are investing in trainings of their employees, as in today's stiff competition employers want each employee to add value to their bottom line. LYNCHPIN offers a wide range of industry specific training programs. These training programs can be offered both in-house or as per our training schedules at our dedicated training suite.

Our unique customized training programs maximize the potential of your employees. Our wide range of training programs covers the following key areas.

- Accounting & Finance
- Risk Management
- Audit & Compliance
- Soft Skills Training Programs

**(Over 87 training programs)**

### **We Foster**

At LYNCHPIN, you will find flexibility in course design like nowhere else. You can choose from a range of study options including day time classes, evening classes, weekend classes and on some programs via distance learning.

Our student focused ethos means that your overall experience at LYNCHPIN will be of an equally high standard, regardless of the location, program or mode of study you choose. We offer the latest e-learning technology and dynamic teaching to achieve maximum choice as to when, where and how you study – for example:

- Pre-recorded video lectures
- Online recordings of live lectures
- Live lectures

Options available depend on your chosen program.

## We Help

Apart from above training programs, Lynchpin also offer training consultancy services that broadly covers the following.

- Training need analysis
- Developing customized training materials
- Designing of personal development plan of your employees

## **COURSES OFFERED BY LYNCHPIN**

Lynchpin is the leading financial training company based in Dubai. We are the preferred choice of hundreds of individuals and numerous large corporates when it comes to quality training. With Lynchpin, you can prepare for various qualifications – including fast-track certifications – considerably speeding up your career growth and making you really stand out.

We offer coaching classes for:

- **CFA** - Chartered Financial Analyst (USA)
- **FRM** - Financial Risk Manager FRM (USA)
- **CMA** - Certified Management Accountant (USA)
- **CIA** - Certified Internal Auditor (USA)
- **CPA** - Certified Public Accountant (USA)
- **ACCA** - Associate Chartered Certified Accountant (UK)
- **IFRS** Qualifications by ACCA

Apart from the above exam based qualifications, we do offer off-the-shelf and tailor-made financial training programs. This ranges from Accounting, Finance, Audit, Risk Management & Compliance. Whether it is a basic/introductory training or advanced training needs involving complex and high end expertise, Lynchpin Team can cater to your specific needs. No wonder why many large corporates are our satisfied clients not only in UAE but in the whole GCC region. We listen - We Design - We Deliver.

### **Lynchpin has been awarded the contract of CFA Training for top executives of Al Hilal Bank**

We are pleased to share that the prestigious financial intuition in UAE - Al Hilal Bank has chosen Lynchpin as its preferred corporate training provider for CFA level 1. Lynchpin is honoured to train the top management including CEO, CRO, CFO and many other senior executives of the bank. Indeed this is another milestone achievement of Lynchpin Team and shows extra mile trust in its quality training.

## OUR TEAM

### Saad Riaz - ACCA (Affiliate)

Saad can do wonders with his innovative approach towards work. He is always keen to experiment the things in innovative and dynamic manner and get the desired results. A quick learner and a "can do approach" person, he is surely a team player without which Lynchpin is not complete. Saad is an ACCA (UK) affiliate.

### Ibrar Ashraf – CFA - qualified, ACCA - affiliate, FRM - qualified, PRM

Ibrar has got wealth of teaching, training and industry experience. He has served in risk management area of a reputed bank. Apart from this he has proven track record of delivering exceptional quality training specializing in finance, accounting, derivatives and quantitative techniques. Ibrar has successfully passed all levels of CFA in shortest possible time i.e. 18 months and also holds prestigious qualifications like ACCA, FRM & PRM.

### Shahzaib Umair – ACCA Affiliate

Very young and very brilliant, Shahzaib has qualified ACCA and is CFA Level III candidate. Prior to joining Lynchpin, he served as Vice Principal of "School of Business & Management" followed by Senior Audit Officer of Bank Al Falah. Shahzaib is involved in the management of Lynchpin and is engaged in training ACCA, CFA and CPA courses.

### Muhammad Irfan - ACCA, B.Sc in Mathematics

Muhammad Irfan is ACCA. He is an experienced trainer who also enjoys interacting with students. His diverse background is shown with his Bachelors in Science in Mathematics. His steady and mature demeanour makes his personality years beyond his age. Irfan has a self-proclaimed soft spot for Lynchpin that brings him on board at all levels and in different areas of the organisation. He is having an excellent command on the International Financial Reporting Standards (IFRSs) & always keeps his self up to date with the changes arising due to on-going convergence project of IASB & FASB. Irfan possesses good professional skills with years of experience in the field of Finance, Business Process Outsourcing (BPO), and Consultancy & remained associated with worlds top consulting firms including GMN international.

### Hasib Zaka - ACCA, B.Sc (Hons.)

He possesses exceptional interpersonal skills and has exemplary work attitude. He is a staunch team player coupled with the ability to work independently. His outstanding teaching style is the key of his success.

He has practical work experience in Accounts & Finance. While, in the field of education, he has vast experience of teaching in Professional qualifications of Accountancy. Also, he has experience in research work and analysis.

### Imran Mobeen - Business Development Officer

Lynchpin can be treated as Imran's 2nd home. He is the backbone of Lynch-team and truly a star who always strive hard to make things happen. Imran has always contributed positively in every aspect ranging from product development, customer handling, expansion plans or solution of day to day issues. His ever smiling attitude maintains a cheerful atmosphere at Lynchpin.

## **THE ACCA COURSE**

Association of Chartered Certified Accountants has 147,000 members as well as 424,000 students around the globe. With that figures, it stand as the largest professional accountancy body in the world. With average salary of £47,500 per year in UK, it is amongst the top paid professions in the United Kingdom. The qualification is very well recognised in The United Kingdom as well as most of the common wealth countries.

To complete the professional qualification, a student needs to complete 14 courses as follows:

### **FOUNDATION LEVEL**

#### Knowledge Module

- F1 Accountant in Business
- F2 Management Accounting
- F3 Financial Accounting

#### Skills Module

- F4 Corporate and Business Law
- F5 Performance Management
- F6 Taxation
- F7 Financial Reporting
- F8 Audit & Assurance
- F9 Financial Management

### **PROFESSIONAL LEVEL**

#### Essentials

- P1 Governance, Risk and Assurance
- P2 Corporate Reporting
- P3 Business Analysis

#### Options (two to be completed)

- P4 Advanced Financial Management
- P5 Advanced Performance Management
- P6 Advanced Taxation
- P7 Advanced Audit and Assurance

## ENTRY ROUTES

**BASIC:** The basic entry requirement in order to commence ACCA examinations is 2 A Levels and 3 GCSEs or equivalent.

**DEGREE ROUTE:** If your degree is issued from a university accredited by the ACCA, you can gain entry in ACCA besides gaining possibly 9 exemptions (maximum) on the basis of your current qualifications.

**ELSE:** Even if your qualification is not recognised, you can still commence the ACCA course but will not get any exemption. If you do not have the necessary qualifications for enrolling in the ACCA Professional Qualification, you can enrol in FIA (Foundations in Accountancy) and complete the Diploma in Accounting and Business (No formal entry requirements). This will give you entry in the ACCA Professional Qualification with exemptions in papers F1, F2 and F3.

### ACCA CONTACT INFORMATION

2 Central Quay, 89 Hydepark Street  
Glasgow, United Kingdom  
G3 8BW

General Enquiries: [info@accaglobal.com](mailto:info@accaglobal.com)

Student Enquiries: [students@accaglobal.com](mailto:students@accaglobal.com)

Member Enquiries: [members@accaglobal.com](mailto:members@accaglobal.com)

Tel: +44 (0)141 582 2000

Fax: +44 (0)141 582 2222

Web: [www.accaglobal.com/contacts/](http://www.accaglobal.com/contacts/)

## TUTORS OF ACCA

**Muhammad Faisal Iftikhar**

**Mfchaudry@hotmail.com**

Mr Faisal has vast experience in industry and teaching and has completed all modules of ACCA except for P4. He worked in Deloitte from 2001 to 2004 and remained Financial Controller of Synergy Group of Companies. Currently, Faisal works as Manager Finance in Dubai. He has taught at different levels to ACCA/CAT, O & A level as well as I.Com. and B. Com. students.

**Amina Javaid, ACCA**

**AminaJKhan@gmail.com**

Amina is currently Audit Manager at KPMG since December 2008. Prior to that, she worked in PWC. She is a fellow member of the ACCA as well as co-author of a book on Risk Management. She works as a visiting faculty member for ACCA.

**Saad Riaz**

**Saad@Lynchpintraining.com**

Saad can do wonders with his innovative approach towards work. He is always keen to experiment the things in innovative and dynamic manner and get the desired results. A quick learner and a "can do approach" person, he is surely a team player without which lynchpin is not complete. Saad is an ACCA (UK) affiliate.

**Saif Ur Rehman ACCA, CIMA, ACMA, CPA**

**Ssaaiifrahman@gmail.com**

Saif has a vast experience in financial management, accounting and financial analysis. He has served large multinationals besides being part of prestigious organizations like Dubai Investments. He holds an outstanding academic record and has wealth of experience in teaching the subjects of management accounting, taxation, financial management and audit. Saif is a qualified ACCA, CIMA, CPA and ACMA. He also holds Masters' Degree in Economics.

**Kashif Hussain, ACA**

**Kashifh55@hotmail.com**

Kashif has a solid professional experience in finance and accounting field. He has served for last twelve years in various management consultancy firms, audit firm, and industrial groups. Currently he is working in credit analysis department of a well-known bank in Dubai. He also has vast experience of teaching students of ACCA, CAT and CA. He is a qualified Chartered Accountant from Institute of Chartered Accountants of Pakistan.



**Shahzaib Umair – ACCA Affiliate****shahzaib@lynchpintraining.com**

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## ***OTHER FACILITIES FOR ACCA STUDENTS***

- Free WIFI for Personal Laptops
- Broadband enabled Desktop Computers
- Common facilities of Knowledge Village
  - ❖ Food court – Operational for 12 months
  - ❖ Rest Rooms

## ***POLICIES & PROCEDURE***

- 1. Enrolment Terms & Conditions**
- 2. Refund Policy**
- 3. Deferment Policy**
- 4. Fee Transfer Policy**
- 5. Class Cancellation and Student Liaison**
- 6. Make Up Class**
- 7. Class Attendance Policy**
- 8. Student Feedback Policy**
- 9. Complaints Policy**
- 10. Performance Report to Sponsor**
- 11. Distribution of Material**
- 12. Prohibited Activities**
- 13. Provision of Study Material**
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## ***Enrolment Terms & Conditions***

### **Objective:**

To maintain the standard and uniformity of rules and regulations for all those students who are enrolling with Lynchpin for their courses

### **Scope:**

Applied on all the students of all courses at Lynchpin Financial Training Centre

### **Policy or Procedure:**

At the time of enrolment, student shall fill the Lynchpin's enrolment form and submit it to the management with his/her signature at the back of the form where all the Terms and conditions of the institute are mentioned. Student has to strictly comply with those regulations.

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## ***Refund Policy***

### **Purpose:**

To provide procedure of the refund of tuition fee to the students

### **Scope:**

All students of various courses

### **Policy or Procedure:**

- 1) Fee refund request will only be considered via email or in writing to the name of Manager Training and Development
  - 2) Fee refund claim shall be made before the 2<sup>nd</sup> lecture of the course and batch, you are enrolled for. The 2<sup>nd</sup> lecture of the course will be considered as per the schedule of Lynchpin
  - 3) Following amount will be deducted from the amount while refunding the fee;
    - a. Enrolment fee
    - b. Study material charges
    - c. Services availed (No. Of lectures attended – proportional amount will be deducted)
    - d. Administrative charges i.e. AED 500
-

## ***Deferment Policy***

### **Purpose:**

Deferral of tuition fee for the next study session

### **Scope:**

Students taking any type of course from Lynchpin Financial Training Centre

### **Policy or Procedure:**

- 1) Fee deferment request will only be considered via email or in writing to the name of Manager Training and Development
- 2) Student may be awarded deferral of tuition fee up to the next study session only. No deferral can be claimed for more than one study session
- 3) Following conditions will be applied simultaneously while entertaining any Deferment case;
  - a. Course covered in the class shall not exceed more than 30%
  - b. Deferment fee charges shall be deducted at the time of approving the deferment request

Extra charges for study material shall be applicable to the student in case of change in the syllabus or study material in next session. Charges for study material are completely at the discretion of Lynchpin Financial Training Centre

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## ***Fee Transfer Policy***

### **Purpose:**

To clarify about the transfer of tuition fee from one student to another

### **Scope:**

All courses of Lynchpin Financial Training Centre

### **Policy or Procedure:**

- 1) A fee paid by a student for specific course during a study session cannot be transferred to another student enrolled with Lynchpin for current session or subsequent study session
-

## ***Class Cancellation and Student Liaison***

### **Objective:**

To avoid hassle for students in case of trainer's absence or lecture cancellation

### **Scope:**

Applied on all the students of all courses at Lynchpin Financial Training Centre

### **Policy or Procedure:**

Proper Database is maintained of all the students (soft form) in case of class cancellation, students are informed via email and Lynchpin's SMS service.

If the class cancellation is in consideration of management (public holiday etc), students are informed in the class and notice is also displayed on the Notice Board.

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## ***Make Up Class***

### **Purpose:**

Remedy of the loss of lecture due to reason beyond the control of Lynchpin and Student

### **Scope:**

All courses of Lynchpin Financial Training Centre

### **Policy or Procedure:**

- 1) Make up classes shall be arranged in case of disruption of classes due to the occurrence of events beyond the control of Lynchpin Financial Training Centre.
  - 2) Any delay or transfer of class will be communicated to students in advance through all proper channels like bulletin board of centre, email and SMS to students.
  - 3) Examples of disruption may be any hazard, weather problem, unplanned or unexpected holiday, and unforeseen problem with tutor or any other event.
  - 4) Make up class for individual student can be arranged only at the discretion of the Lynchpin Financial Training Centre. A written application is required from student to demand make up class for any disruption at the end of student.
  - 5) If makeup class is provided due to student's demand it will be provided at the end of study session.
-

### ***Class Attendance Policy***

#### **Objective:**

To preserve the class discipline and compel students to take the class lectures, to avoid the possible failure in examination

#### **Scope:**

Applied on all the students of all courses at Lynchpin Financial Training Centre

#### **Policy or Procedure:**

Students are expected to be in class on time (ensure punctuality) and are expected to attend all lectures, class tests, and mock exams. A student **MAY BE** automatically withdrawn from his course when absent more than 40% of the total classes. Student who skips his classes due to his personal reasons cannot demand a makeup class for that lecture. However, we offer make up classes for all those students who join the institute late.

Students who will not adhere to the attendance policy shall officially be withdrawn from class (es) to avoid a possible failure in exam.

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### ***Complaints Policy***

#### **Objective:**

To ensure that any problem of the students is resolved in a convenient manner

#### **Scope:**

Applied on all the students of all courses at Lynchpin Financial Training Centre

#### **Policy or Procedure:**

Students should convey their displeasure with an aspect of their concern (Tuition, Staff, Administration or Resources etc.) to either their tutor or a co-ordinator which is available in the office. If the matter is not resolved to their satisfaction or if it is of significant importance so they want the matter to be investigated in detail, they should complete the complaints form that is to be made available at the reception area at all times.

Complaints in writing should be recorded and the records to be kept for each written (and significant verbal) complaint and the actions that are taken regarding the complaint. Every written complaint should be replied in writing to the complainant regarding the decision against the complaint. If the students are not happy at the resolution of the matter as a result of written complaint, they can then make a further appeal against the decision on the very same **Complaints Form** mentioning the previous complaint and its decision. The decision regarding the appeal will be final.

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### ***Student Feedback Policy***

**Objective:**

To get the feedback of the students to evaluate the performance of the trainer, and can add up their valuable suggestions to enhance their training methodology.

**Scope:**

Applied on all the students of all courses at Lynchpin Financial Training Centre

**Policy or Procedure:**

At the end of the session, feedback is taken from the students in hard form, regarding their overall experience with the trainer of their opted paper (students opting multiple papers are supposed to give the feedback of each trainer separately).

The overall feedback about the institute is also taken from the students, and the valuable inputs are considered keenly and also adopted where possible.

Video feedback is also taken from the students of their overall experience with Lynchpin.

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***Performance Report to Sponsor*****Purpose:**

To keep updated the sponsor/(s) with the monthly class performance of the student in tests, quizzes and MOCK

**Scope:**

All courses of Lynchpin Financial Training Centre

**Policy or Procedure:**

Sponsors are communicated about the student's class performance through email at the end of every month. The performance report comprises of test results, attendance and trainer's feedback on overall performance of the student

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## ***Distribution of Material***

### **Purpose:**

To make sure people are not distributing unwanted materials on premises without management's prior approval

### **Scope:**

All persons wanting to distribute materials on the Lynchpin Financial Training Centre premises

### **Policy or Procedure:**

1. Handbills, leaflets, newspapers and similar materials may be distributed free of charge upon college facilities designated by the Manager Training & Development.
  2. All students and non-students shall register with the Business Development Officer prior to distributing any handbill, leaflet, newspaper or related matter, including, but no limited to, materials to be posted on centre's bulletin boards.
  3. All handbills, leaflets, newspapers and similar materials should identify the publisher and the distributing organization or individual.
  4. Distribution by means of accosting individuals or unreasonably disruptive behavior is prohibited.
  5. Any student who violates any provision of this rule relating to the distribution and sale of handbills, leaflets, newspapers or similar materials shall be subject to discipline.
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## ***Prohibited Activities***

### **Purpose:**

To protect the students, faculty, staff and others using the facilities of Lynchpin Financial Training Centre.

### **Scope:**

All persons coming to the Lynchpin Financial Training Centre premises

### **Policy or Procedure:**

It shall be prohibited on or in property owned, controlled or operated by Lynchpin Financial Training Centre for anyone to use Lynchpin's assets and equipments without prior approval from the director of the Lynchpin. Sanctions for violations of this rule may include, but are not limited to, suspension, dismissal and/or expulsion or removal from centre

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## ***Provision of Study Material***

### **Purpose:**

To provide procedure regarding provision of study material by Lynchpin to the students

### **Scope:**

Applied on all the students of all courses at Lynchpin Financial Training Centre

### **Policy or Procedure:**

1. Any course material provided is only for the sole property of the student. Sharing the same with anyone will be considered as violation of copyrights and subject to legal action
  2. Any third party material is provided by respective publisher and Lynchpin has only included it in the training package offered by Lynchpin. Lynchpin bears not be responsible for any mistakes and/or omission in the study content
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## ***Performance Evaluation***

### **Purpose:**

To keep students updated with their performance in tests, quizzes and MOCK

### **Scope:**

All courses of Lynchpin Financial Training Centre

### **Policy or Procedure:**

- 1) Students are communicated about the class test at least 1 week before the test day. However, trainer can take the surprise test without any prior intimation
- 2) Result of the test conducted is communicated to the student via email, and answer script is handed over to the student so that he can evaluate his mistakes to coup up in future successfully
- 3) Trainer discuss the test and its standard solution in the next class
- 4) Standard solution is emailed to the students



## STUDENTS' COMPLAINT FORM

Date: \_\_\_\_\_

To

Lynchpin Management

Dear Sir/ Madam!

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Yours Sincerely,

Student' Name: \_\_\_\_\_

Course/ Paper: \_\_\_\_\_

Contact Number: \_\_\_\_\_

