

Professional Diploma in Accountancy

HKICPA Accredited
Conversion Programme



資歷架構
Qualifications
Framework

QF Level: 5
QR Registration No.: 21/000410/L5
Validity Period: 1/2/2023 - 31/1/2026

Fastest Route

The fastest route to embark your journey to become a CPA.

Most Flexible Schedule

We have the most flexible schedules with new intakes every 2 - 3 months.

Big 4 Training Provider

We are the tuition provider that offering both accredited conversion programme and New QP exam training among Big 4 Accountancy Firms in town.

Maximized Exemptions

We helped over thousands of students to get exemptions for various modules.

Proven Passing Rate

Over 90% passing rate in average that giving you a representation of our proven ability to help you pass the exam.



持續進修基金

***PDA will be awarded to students who graduate with credit requirement achieved.**

*This course has been included in the list of reimbursable courses under the Continuing Education Fund. This course / The mother course (Professional Diploma in Accountancy) of this module is recognised under the Qualifications Framework (QF Level 5). CEF reimbursement applied to Core Modules only.



**SOCIAL MEDIA
OFFER**

Want a Free Welcome Gift?*

Register Kaplan Accountancy Courses with Customer Service and like our channels now!

Facebook : hkkfa
Instagram : kaplanhk_kfa

^ Students are eligible to enjoy this offer ONCE only.

(852) 2526 3686

(852) 2501 0589

www.kaplan.com.hk/kfa

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Kaplan Accountancy



store.kaplan.com.hk

It is a matter of discretion for individual employers to recognize any qualification to which this course may lead.

Whatsapp Chat
With Us Now!



Highlights

Leading Global Provider

of diverse education and training

Over 70 years

of educational and learning excellence

Over 48,000 students

a year for professional training

Accountancy Exam Prep

including New QP, Capstone, ACCA, CPA Australia, CTA, CIMA

Qualified Expert Trainers

in the accounting and financial industry with wide international experience

PDA

Professional Diploma in Accountancy
Hong Kong Institute of Certified Public Accountants

New QP Professional Level

New Qualification Programme
Hong Kong Institute of Certified Public Accountants



CPA Program
CPA Australia



CIMA

The Chartered Institute of Management Accountants

ACCA

Association of Chartered Certified Accountants

New QP Capstone Level

Capstone
Hong Kong Institute of Certified Public Accountants

Why become a Certified Public Accountant?

01

The most valuable credential for advancing a career in accounting industry.

02

Typically multi-talented professionals who perform a mix of highly-specialized job functions.

03

Facing more opportunities to travel the world and gain international business experience.

What is Professional Diploma in Accountancy?

*PDA will be awarded to students who graduate with credit requirement achieved.



Our PDA provides you the fastest route to bridge from your degree to becoming a CPA. Unlike accountancy degree graduates who can join the New QP exam directly, we understand that there are non-accountancy degree holders who also would like to join the accounting industry and pursue a professional qualification. Therefore, by completing our PDA, you will be eligible to register as a student of HKICPA and start your journey to become CPA whatever your degree background is.

Pioneer Institution

Since 2000, Kaplan Financial has been running Conversion Programme (“CP”) for non-accountancy graduates for the Big 4 Firms candidates to enter into the Hong Kong accountancy profession.

In 2006, Kaplan Financial successfully received the accreditation from HKICPA to offer CP for the public. Successful students are eligible to proceed on to the HKICPA QP. Kaplan CP was first assessed and approved by HKCAAVQ (Hong Kong Council of Academic Accrediation and Vocational Qualifications) in March 2006 and was accredited by HKICPA since June 2016.

In 2021, we have reached another milestone by receiving the recognition from HKCAAVQ and obtained QF Level 5 for the course, that giving the public a representation of proven ability to deliver high quality learning experience. At the same time, we decide to rename the programme to “Professional Diploma in Accountancy” which we believe it can maximize the opportunities for our graduates along their career pathway.

Programme Objectives

To enable students who are bachelor degree holders of business and non-accounting disciplines to demonstrate and apply knowledge and intellectual skills in the core areas of professional accountancy and to ensure their technical competencies are qualified to enter the New Qualification Programme (QP) of the Hong Kong Institute of Certified Public Accountants (HKICPA); and

To enable students to demonstrate necessary enabling competencies (including interpersonal and communication skills and professional values, ethics and attitudes) which are qualified to enter the New QP of the HKICPA.

PILOs

(Programme Intended Learning Outcomes)



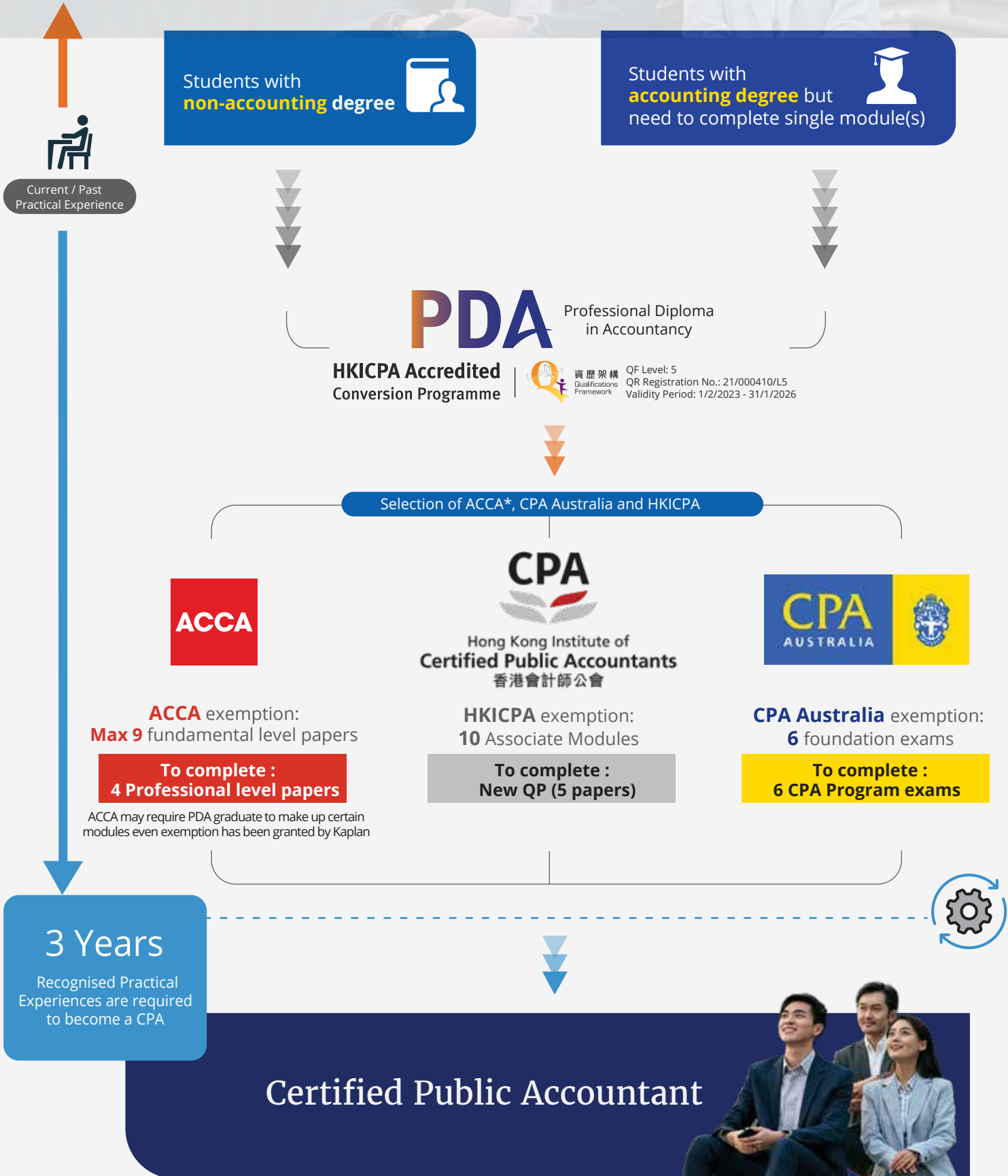
Students will be able to:

- Demonstrate solid knowledge and use intellectual skills in accounting and related business disciplines
- Analyse and deal with ethical and other practical issues in the accounting profession In Hong Kong and the Greater China region
- Apply accounting knowledge and skills in real-world situations in the context of ethical and other accounting and regulatory frameworks
- Formulate evidence-based responses to routine and abstract accounting and related business issues
- Apply effective communication skills for accounting purposes
- Determine and achieve personal and team goals by applying effective interpersonal skills

Entry requirements

- Applicants should hold a degree in one of the recognized universities in Hong Kong or overseas.
- If your Bachelor's degree or equivalent qualification is from an institution where the medium of instruction is not English, you are expected to fulfil the minimum English language requirement. For details, please refer to "Entry Requirements" in our website.
- Student registration & qualification vetting can be completed through Kaplan Financial. Applicants should consult with HKICPA / Kaplan Financial if their degrees are recognized in meeting the HKICPA Student Registration Requirements before applying for admission to this programme.

What's my next journey after PDA?



Admission and Exemption Procedure



Student



Consultation

- Preliminary exemption advice
- Differences between HKICPA, New QP, ACCA and CPA Australia pathway
- Schedule the quickest timetable to complete the course



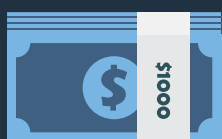
Application form

Submitted with HKD\$550 application fee



Supporting documents

- HKID card copy
- Transcripts
- Graduation certificate
- HKICPA/ CPA Australia assessment letter (if applicable)
- Course syllabus



The settlement of module fees



Admission email

with exemption result and course schedule sent to the applicant




Exemption

reviewed and approved by subject leaders and Programme Director of Admission

Programme Structure

Business Knowledge Modules



P1*	FA*	Foundation Accounting	🕒 21 hours (5 Credits)	HK\$4,500
P1 – Foundation Accounting is a prerequisite module for students who wish to take M2 AFR.				
P2	ECN	Principles of Economics	🕒 18 hours (3 Credits)	HK\$4,200
P3	MGT	Principles of Management	🕒 18 hours (3 Credits)	HK\$4,200
P4	MKT	Principles of Marketing	🕒 18 hours (3 Credits)	HK\$4,200
P5	STAT	Principles of Statistics	🕒 18 hours (3 Credits)	HK\$4,200

Core Modules

M1	SIS	Strategic Information Systems	🕒 35 hours (7 Credits)	HK\$5,500
M2	AFR	Accounting and Financial Reporting	🕒 70 hours (21 Credits)	HK\$9,800
M3	TAX	Taxation	🕒 46 hours (15 Credits)	HK\$7,200
M4	AUD	Auditing	🕒 36 hours (9 Credits)	HK\$5,900
M5	CMA	Cost and Management Accounting	🕒 42 hours (9 Credits)	HK\$6,800
M6	LAW	Law	🕒 49 hours (13 Credits)	HK\$7,200
M7	FM	Financial Management	🕒 36 hours (11 Credits)	HK\$5,900

These modules have been included in the list of reimbursable courses of Continuing Education Fund (CEF).

Student can enjoy 3 or 6 months interest free installment when enroll over \$5,000. Please refer to P.8 for more details.

- Student can only apply for exemption with prior studies of relevant modules. HK\$1,500 exemption administration fee will be charged for each successful core module exemption. Exemption administration fee will not be charged for business knowledge module exemption.
- Maximum exemptions will be given no more than 50% of the total credits for the whole programme.
- Exemption administration fee will not be charged if student obtained the HKICPA assessment result with over 50% of total PDA credits being exempted.
- The PDA certification will be awarded after completing the programme, according to the Kaplan's exemption result.
- Students are free to enroll into any core modules (except core module M2) before taking the business knowledge modules.
- All modules will be assessed by coursework assignments, individual contribution and examinations.
(Presentations will be required in certain modules.)

Student Service

Course Notes

Course notes are included in your module fee with no additional cost.

Library

You can borrow reference books and other Accounting and Business related books in our library at our centre.

Deferral / Transferal Application

Kaplan Financial retains your cases for up to 2 years. We offer several intakes every year. You can apply for deferral or transfer in our programme according to your personal or work schedule. Enjoy the flexibility allowed during your study!

Lecturer Consultation

Our lecturers will provide consultation out of the lecturing hours. You can reach the lecturers via e-mail.

Interest Free Installment

- HSBC/Standard Chartered credit cardholders are eligible for 3 months / 6 months interest free installment when enrol over \$5,000.
- AE credit cardholders are eligible for 12 months interest free installment when enrol over \$5,000.
- Installment plan enrolments must be made in person at our centre.

Continuing Education Fund (CEF)



Institute Code :	519
Institute :	Kaplan Financial (HK) Limited
Course Title :	Strategic Information Systems (33Z135853)
(Module from Professional Diploma in Accountancy)	Accounting and Financial Reporting (33Z135802)
	Taxation (33Z135861)
	Auditing (33Z135810)
	Cost and Management Accounting (33Z135829)
	Law (33Z135845)
	Financial Management (33Z135837)

For more details about CEF, please visit Working Family and Student Financial Assistance Agency website.

Student should have read the guideline of CEF application and understood all the requirements of CEF application. Kaplan bears no liability if student's CEF application is rejected.

Successful Proof of Completion for CEF application: \$120 administrative charge per request.