



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

**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.

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 only tuition provider that offering both accredited conversion programme and New QP exam training among all 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.



Hong Kong Institute of
Certified Public Accountants
香港會計師公會



SOCIAL MEDIA OFFER

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KAPLAN FINANCIAL

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Institutions Accredited

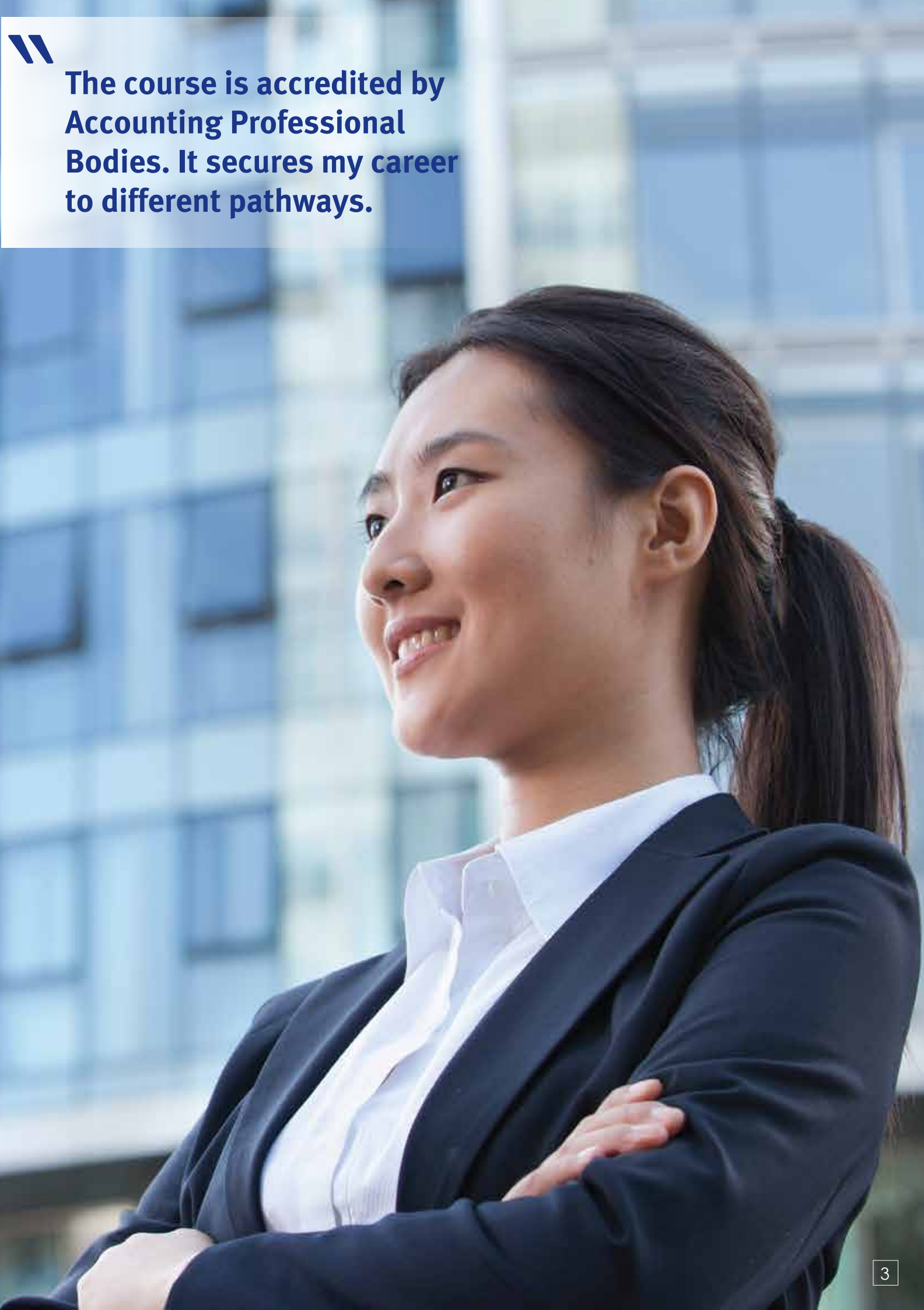


Hong Kong Institute of
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REGISTERED
TUITION PROVIDER
CPA PROGRAM





The course is accredited by Accounting Professional Bodies. It secures my career to different pathways.

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, CPAA, CTA, CIMA

Qualified Expert Trainers

in the accounting and financial industry with wide international experience

PDA	PDA Professional Diploma in Accountancy Hong Kong Institute of Certified Public Accountants	New QP Professional Level	New QP New Qualification Programme Hong Kong Institute of Certified Public Accountants
CPA Program CPA Australia	CPA AUSTRALIA	ACCA	ACCA Association of Chartered Certified Accountants
New QP Capstone Level	The Capstone Capstone Hong Kong Institute of Certified Public Accountants	CTA	CTA Chartered Tax Adviser
			CIMA The Chartered Institute of Management Accountants

Why become a Certified Public Accountant/ Certified Practising Accountant (CPA)?

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?

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.

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

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 Accreditation 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.



Programme Intended Learning Outcomes (PILOs)

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 you are not a native English speaker, and 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?



Current / Past Practical Experience



Students with **non-accounting degree**



Students with **accounting degree** but need to complete single module(s)

Professional Diploma in Accountancy

HKICPA Accredited Conversion Programme |  專業架構 Framework | QF Level: 5 | QR Registration No.: 21/000410/15 | Validity Period: 1/2/2023 - 31/1/2026

Selection of ACCA*, CPA Australia and HKICPA



Hong Kong Institute of Certified Public Accountants
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ACCA exemption:
Max 9 fundamental level papers

**To complete :
4 Professional level papers**

ACCA may require PDA graduate to make up certain modules even exemption has been granted by Kaplan

HKICPA exemption:
10 Associate Modules

**To complete :
New QP (5 papers)**

CPA Australia exemption:
6 foundation exams

**To complete :
6 CPA Program exams**

3 Years

Recognised Practical Experiences are required to become a CPA

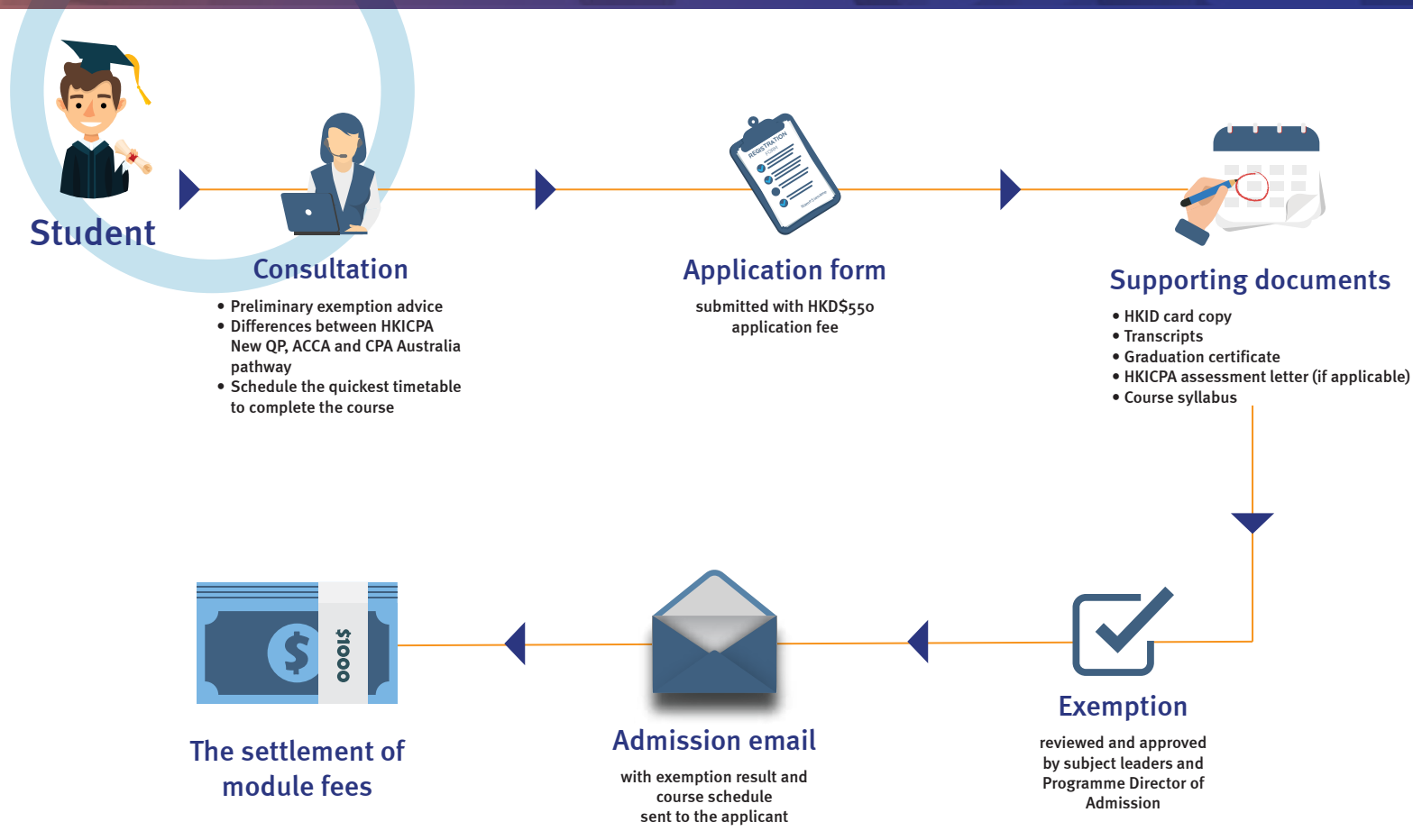
Certified Public Accountant

Certified Practising Accountant





Admission and Exemption Procedure



Programme Structure

Business Knowledge Modules

21 hours (5 credits)	18 hours (3 credits)	18 hours (3 credits)	18 hours (3 credits)	18 hours (3 credits)
P1*	P2	P3	P4	P5
FA* Foundation Accounting	ECN Principles of Economics	MGT Principles of Management	MKT Principles of Marketing	STAT Principles of Statistics
HK\$4,500	HK\$4,200	HK\$4,200	HK\$4,200	HK\$4,200

* P1 – Foundation Accounting is a prerequisite module for students who wish to take M2 AFR.

Core Modules



35 hours (7 credits)	70 hours (21 credits)	46 hours (15 credits)	36 hours (9 credits)	42 hours (9 credits)	49 hours (13 credits)	36 hours (11 credits)
M1	M2	M3	M4	M5	M6	M7
SIS Strategic Information Systems	AFR Accounting and Financial Reporting	TAX Taxation	AUD Auditing	CMA Cost and Management Accounting	LAW Law	FM Financial Management
HK\$5,500	HK\$9,800	HK\$7,200	HK\$5,900	HK\$6,800	HK\$7,200	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.11 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 and no exemption administration fee will 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 exemption process must be conducted by Kaplan if student would like to receive the PDA awards after completing the programme.
- 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 Testimonials

What students
are saying?

“

I choose this programme because it helped me meet the QP registration deadline within 2 months.

“

The programme is very flexible with new intake every 2 - 3 months.



“

I am able to pass all modules at the first attempt with great support of the lecturers.

“

The lecturers were friendly and supportive, and their knowledge and experience in QP also gave me insights into the next stage.

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 E-tech 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)
<i>(Module from Professional Diploma in Accountancy)</i>	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.



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