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The New  
**Synergy**  
Specialists



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Think Ahead

[+working in partnership]

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TNSS is a world class professional training organization currently offering exam-focused tuition for the ACCA qualification in Nigeria, TNSS aims to be a world class finance refinery in the field of Professional Accountancy Education, in the most conducive learning environment to deliver top-notch training solutions

# STUDENT STARTER KIT

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# 1. FROM THE CEO

## Welcome to The New Synergy Specialists (TNSS)

As a finance professional (or aspiring), we understand that your career goals are important to you which is why you have chosen to obtain the ACCA qualification.

TNSS is set to partner with you to achieve your goals and in good time too.

With a deep understanding of the ACCA syllabus, best-in-class faculty with pedigree and proven track record, excellent second-to-none facilities which have won us accolades from far and near; and an array of products/services, we ensure that you enjoy a unique learning experience on your way to the ACCA qualification.

With proper structures in place from the outset, we are a world class finance professional refinery willing to provide you with all the support you require to achieve your dreams of becoming a Certified Chartered Accountant plus the other qualifications that go along with it.

*With us, you enter to learn and leave to achieve.*

Take a moment to read through the starter kit in your hands as you continue on your journey to the ACCA qualification

You are welcome.

## 2. ABOUT ACCA

The Association of Certified Chartered Accountants is the world's leading professional accountancy body and was founded in 1904. ACCA champions opportunity within accountancy, demonstrates excellence through our qualifications, and acts as a driving force within the accounting profession to constantly improve working practices.

ACCA supports over 178,000 members and 455,000 students in over 190 countries, helping them to develop successful careers in accounting and business, with the skills needed by employers.

ACCA works through a network of 95 offices and centers and 7,110 Approved Employers worldwide, who provide high standards of employee learning and development.

## A summary of papers en-route the ACCA qualification.

### AB – Accountant in Business

The aim of the exam is to develop knowledge and understanding of the business environment and the influence this has on how organisations and accountants operate, of the role of the accountant and other key business functions in contributing to an efficient, effective and ethical organisation, and to build knowledge and understanding of the basic principles of effective management.

The FA examination is delivered in CBE (Computer Based Examination). Students can walk into our facility any time to attempt this examination.

### MA – Management Accounting

The aim of the exam is to develop knowledge and understanding of how to prepare and process basic cost and quantitative information to support management in planning and decision-making in a variety of business contexts.

The MA examination is delivered in CBE (Computer Based Examination). Students can walk into our facility any time to attempt this examination.

### FA – Financial Accounting

The aim of the FA exam is to develop knowledge and understanding of the underlying principles, concepts and regulations relating to financial accounting and technical proficiency in the use of double-entry accounting techniques.

This includes the preparation of basic financial statements and preparation of basic consolidated financial statements and interpretation of financial statements.

The FA exam comprises Section A containing 35 objective questions for two marks each and Section B containing two multi-task questions (MTQs) for 15 marks each. The multi-task questions will test consolidations and accounts preparation. Whilst any change can seem unnerving you should be reassured that if you are well prepared and understand the key areas of the syllabus you will be able to tackle these questions with confidence.

The FA examination is delivered in CBE (Computer Based Examination). Students can walk into our facility any time to attempt this examination.

### Additional Qualification

On completing papers (AB, MA, FA) and the professionalism and ethics module called 'Foundations in Professionalism' you get awarded a **Diploma in Accounting and Business**. The module can be accessed via the ACCA website ([www.accaglobal.com](http://www.accaglobal.com))

## **LW– Corporate and Business Law**

The aim of the exam is to develop knowledge and skills in the understanding of the general legal framework, and of specific legal areas relating to business, recognising the need to seek further specialist legal advice where necessary. It has to be emphasized that the paper Corporate Law does not aim to make candidates into lawyers. For the most part, in a ‘real life’ context, legal questions will be dealt with by legal professionals. Accountants must be aware, however, of the legal framework within which their legal professionals operate, and indeed which controls their operation, and must be sufficiently sensitive to the fact that certain issues require expert legal advice.

The examination is delivered in CBE (Computer Based Examination). Students can walk into our facility any time to attempt this examination.

## **PM – Performance Management**

The aim of the exam is to develop knowledge and skills in the application of management accounting techniques to quantitative and qualitative information for planning, decision-making, performance evaluation and control

The PM syllabus is assessed by a three-hour computer-based exam. All questions are compulsory and will contain both computational and discursive elements. Some questions will adopt a scenario/case study approach.

The examination is delivered in CBE (Computer Based Examination).

## **TX– Taxation**

The aim of the exam is to develop knowledge and skills relating to the tax system as applicable to individuals, single companies, and groups of companies. It also provides a solid basis for those candidates who wish to progress to paper P6 Advanced Taxation

The exam consists of two sections: Section A will be comprised of 15 multiple-choice questions worth two marks each. The questions could be on any area of the syllabus, and will be a mix of computational and narrative.

Section B will be comprised of four 10-mark questions and two 15-mark questions. The four 10-mark questions could be on any area of the syllabus. Given that Section A is the same, this means that it is very important for students to study the whole of the syllabus.

The two 15-mark questions will focus on income tax (syllabus area B) and corporation tax (syllabus area E).

The examination is delivered in CBE (Computer Based Examination)

This Paper (Taxation) is updated annually in June – in line with changes to the Finance Act

## FR – Financial Reporting

The aim of the exam is to develop knowledge and skills in understanding and applying accounting standards and the theoretical framework in the preparation of financial statements of entities, including groups, and how to analyse and interpret those financial statement

The FR exam is based on IFRS and the syllabus is assessed by a three-hour computer-based exam. The exam structure consists of: Section A with twenty 2-mark multiple choice test questions and Section B with 2 questions worth 15 marks each and 1 question worth 30 marks. All questions are compulsory. It will contain both computational and discursive elements.

The examination is delivered in CBE (Computer Based Examination).

## AA – Audit and Assurance

The aim of the exam is to develop knowledge and skills in the process of carrying out the assurance engagement and its application in the context of the professional regulatory framework

The Audit and Assurance exam is based wholly on ISAs and IFRS.

The examination is delivered in CBE (Computer Based Examination), with all questions being compulsory.

## FM – Financial Management

The aim of the exam is to develop knowledge and skills expected of a financial manager - relating to issues affecting investment, financing, and dividend policy decisions.

The FM syllabus is assessed by a three-hour computer-based exam with all questions being compulsory.

The exam structure consists of Section A with a 20marks MCQ questions and Section B with three 10-marks questions and two 15-mark questions

The two 15 marks questions will come from working capital management, investment appraisal and business finance areas of the syllabus. Section A questions and the other questions in section B can cover any areas of the syllabus.

## Additional Qualification

On completing the Applied Skills level exams and the Professional Ethics module, you get awarded an **Advanced Diploma in Accounting and Business**. The module can be assessed on the ACCA website ([www.accaglobal.com](http://www.accaglobal.com))

If you opted-in to the BSc Degree scheme and have successfully completed all Applied Skills level papers, (for candidates who obtained exemptions, passing papers **FR, AA and FM** are a prerequisite for the BSc Degree); you could be awarded a **BSc Degree in Applied Accounting** from Oxford Brookes University. You will also be required to complete and pass the University Research and Analysis Project and the ACCA Professional Ethics Module.



## Strategic Professionals Exam

One of the features of the Professional level exam papers is the awarding of 'professional marks'. These are marks allocated not for the content of an answer, but for the degree of professionalism with which certain parts of the answer are presented. They will usually be awarded in Section A (the compulsory part of the exam paper) and will total 4 to 6 marks.

It may be, for example, that one requirement asks you to present your answer in the form of, say, a letter, a presentation, a memo, a report, briefing notes, or similar. Some marks may be awarded for the form of the answer in addition to the content of the answer. This might be for the structure, content, style and layout, or the logical flow of arguments in your answer. You should assume that if the question asks for a specific format of answer that some marks may be awarded for an effective presentation of that format.

## Strategic Business Reporting (SBR)

The aim of the exam is to apply relevant knowledge, skills, and exercise professional judgement in carrying out the role of the accountant relating to governance, internal control, compliance, and the management of risk within an organisation - in the context of an overall ethical framework.

You'll learn to apply knowledge, skills, and exercise professional judgement in the application and evaluation of financial reporting principles and practices in a range of business contexts and situations.

## Strategic Business Leader

The aim of the exam is to apply relevant knowledge, skills, and exercise professional judgement in assessing strategic position, determining strategic choice, and implementing strategic action through business process and structural change, coordinating knowledge systems and information technology, and by managing quality processes, projects, and people

You'll demonstrate the right blend of technical, ethical and professional skills in the evaluation, synthesis and presentations of responses through the context of an innovative case study.

## Advanced Financial Management

The aim of the exam is to apply relevant knowledge, skills, and exercise professional judgement as expected of a senior financial executive or advisor, in taking or recommending decisions relating to the financial management of an organisation

The AFM paper builds upon skills and knowledge examined in the Financial Management (FM). At this stage, the candidates will be expected to demonstrate an integrated knowledge of the subject and an ability to relate their technical understanding of the subject to issues of strategic importance to the organization

The examination will be a three-hour paper in two sections. Section A will contain a compulsory 50-marks question normally covering significant issues relevant to the senior financial manager or advisor and will be set in the form of a case study or scenario. The question will contain a mix of computational and discursive elements

In Section B, candidates will be asked to answer two from three questions comprising of 25 marks each

## Advanced Performance Management

The aim of the exam is to apply relevant knowledge, skills, and exercise professional judgement in selecting and applying strategic management accounting techniques in different business contexts and to contribute to the evaluation of the performance of an organisation and its strategic development.

Paper APM builds on paper PM Performance Management, and candidates are expected to have a thorough understanding of the paper PM syllabus. In addition, candidates will also be required to apply the principles and techniques covered in paper FM, Management Accounting

## Advanced Taxation

The aim of the exam is to apply relevant knowledge, skills, and exercise professional judgement in providing relevant information and advice to individuals and businesses on the impact of the major taxes on financial decisions and situations.

The exam is 3-hour paper based comprising two sections. Section A contains 60 compulsory marks from two questions; question 1 attracting 35 marks, and question 2 attracting 25

marks. Section B will offer a choice of two from three questions, with each question attracting 20 marks.

Questions will be scenario based and will normally involve considerations of more than one tax law, together with some elements of tax planning and the interaction of taxes. Computations will normally only be required in support of explanations or advice and not in isolation

## Advanced Audit and Assurance

To apply relevant knowledge, skills, and exercise professional judgement in analysing, evaluating, concluding and reporting on the assurance engagement and other audit and assurance issues in the context of best practice and current developments.

The examination is a three-hour paper constructed in two sections. Questions in both sections will be largely discursive. However, candidates will be expected, for example, to be able to assess materiality and calculate relevant ratios where appropriate.

Section A questions will be based on 'case study' type questions. That is not to say that they will be particularly long, rather that they will provide a setting within a range of topics, issues and requirements can be addressed. Different types of question will be encountered in Section B and will tend to be more focused on specific topics, for example 'auditor's reports', 'quality control' and topics of ISAs which are not examinable in Paper F8, Audit and Assurance. (This does not preclude these topics from appearing in Section A). Current issues will be examined across a number of questions.

### Additional qualifications

You also get the opportunity to receive a Masters degree in Professional Accountancy from the University of London. For current students, they must attempt and pass the two essential ACCA professional papers to be eligible to register for the degree with the University. ACCA affiliates and member can also enroll for the Masters programme

In order to successfully pass the Master's degree, students will be required to complete two professional modules, which offer synergy between the University of London and the ACCA examination papers, as well as completing a strategic financial project. You can get more information on the ACCA website. ([www.accaglobal.com](http://www.accaglobal.com))

You can obtain study resources and guidance from the ACCA website via

<http://www.accaglobal.com/uk/en/student/acca-qual-student-journey/study-revision/study-tips.html>

<http://www.accaglobal.com/uk/en/student/acca-qual-student-journey/qual-resource/acca-qualification.html>

## 3. THE NEW SYNERGY SPECIALISTS

TNSS provides a fusion of vibrant, interactive and tailored learning solutions geared towards ensuring students' examination success across all levels of the ACCA qualification.

TNSS is made up of experienced and dedicated personnel and we aim to be the tuition provider of choice and are geared to provide top-notch tuition to all students who are preparing for the ACCA qualification.

### Core Values

**Teamwork:** At TNSS, we work together in teams to deliver value to our students.

**Niche:** We have set our focus on preparing students for the ACCA qualification.

**Support:** We provide our students with all the support they need to achieve their goals

**Service:** Service is at the heart of what we do, we deliver top-notch services to our clients

**Integrity:** We do what we say we will do.

### Facilities

The New Synergy Specialists (TNSS) currently located at Nigerian Law Publications House, Alausa CBD, Ikeja has put in place excellent facilities to ensure a very conducive learning environment for students.

Our facilities have been described by some as "second-to-none" and include:

- Fully functional elevator
- Disabled Access ramps
- IQ Board and projector–equipped lecture rooms
- Fully air-conditioned environment
- Spacious library and reading rooms
- Well-equipped book store
- Cafeteria serving a variety of healthy food and refreshments
- Adequate restrooms
- Internet access
- Full bouquet Cable TV for relaxation

## Our Structure – Directorates

Our ACCA programme is organized into 3 directorates for effective management, monitoring and result delivery. Each directorate comprises of dedicated and experienced team leads and team members with a director responsible for oversight. See the directorates below:

**Directorate I:** Financial Reporting and Audit Directorate – This comprises papers AB, LW FA, FR, AA, SBR and AAA. The directorate is headed by Jide Ibironke.

**Directorate II:** Performance and Financial Management. This comprises papers FM, PM, FM, SBL, AFM, APM, TX, and ATX. The directorate is headed by Sola Olowoyeye.

## Our Offerings - ACCA

<p><b>ACCA weekend study</b> Detailed syllabus coverage for all ACCA papers with our team of highly experienced and dedicated lecturers.</p>	<p><b>ACCA intensive classes</b> A 6-weekend intensive exam-focused program available to all students of the ACCA qualification.</p>
<p><b>ACCA 4-week Question based class</b></p>	<p><b>ACCA week day study</b> Detailed weekday syllabus program available for candidates studying the Knowledge papers</p>
<p><b>ACCA Mock exam &amp; Revision classes</b> Available at no cost to our registered students, ensuring everyone is ready for the exams.</p>	<p><b>Initial Registration Services</b> We take care of your initial registration with the ACCA while you focus on the exam.</p>
<p><b>PER guidance</b> We offer PER guidance to our registered students en-route the ACCA qualification.</p>	<p><b>Diploma in IFRS programme</b> A detailed program specially made for candidates sitting for the Diploma in IFRS program</p>

## Brief Directors' Profile

**Jide Ibranke** is a seasoned finance expert with almost 2 decades of experience spanning across manufacturing, banking and non-bank financial institutions and the academics. He is a Fellow of the Association of Certified Chartered Accountants (FCCA), Fellow of the Institute of Chartered Accountants (FCA), and Fellow of the Chartered Institute of Taxation in Nigeria and was elected Chairman of the ACCA Nigeria Advisory Committee in July 2014. Jide oversees the Financial Reporting and Audit directorate.

**Sola Olowoyeye** is a proficient chartered accountant with almost 2 decades of financial management and consulting experience. Sola's work experience has exposed him to the financial services and oil and gas industries. Sola has a M.Sc. in Finance and serves on the board of several organizations including Arkounting Professional Services Limited and LIB Insurance Brokers Limited. Sola oversees the Performance and Financial management directorate.

**Ikenna Nwosu** is an award-winning chartered accountant with several years of experience spanning across the financial services, consulting and oil and gas industries. He holds a B.Sc. (first class honours) in Applied Microbiology, is a member of the Association of Certified Chartered Accountants (ACCA) and was honoured by the ACCA as the best ACCA affiliate in the year he concluded his examinations. Ikenna is the Managing Director of TNSS.

### 13 reasons to stay with TNSS

You would need to write a maximum of 13 papers (assuming no exemptions) in order to achieve the ACCA qualification, so here are 14 reasons why you should stay with TNSS

1. Exam focused tuition to help you achieve your goals.
2. Highly experienced lecturers with a proven track record of success.
3. World-class facility fit for world-class professionals.
4. Prime location in the Central Business District of the State Capital.
5. Student support all-the-way.
6. Modern lecture rooms equipped with IQ Boards and projectors.
7. Flexible payments discounted for number of papers.
8. Different programs to ensure students' needs are met.
9. Accessible reading rooms for weekends and weekdays.
10. Mock exams to assess student's readiness ahead of the exams.
11. Lecture materials available for students.
12. PER and Student update seminars.
13. General Revision classes after the conclusion of lectures.

*There you go. With us, you enter to learn and leave to achieve.*

## 4. OUR POLICIES

### Complaints Policy

Informal Complaint Procedure – TNSS recognizes that many concerns will be raised informally but will still need to be dealt with quickly. However, if concerns cannot be satisfactorily resolved informally then the formal complaints procedure should be followed

Formal Complaint Procedure Stage 1 – Students should formally state their complaints via complaints forms (available on TNSS website), via email (to [tnssnigeria@gmail.com](mailto:tnssnigeria@gmail.com)) or letter (addressed to The Registrar)

The complaint should contain name of complainant, date, and contact details, summary of complaints, supporting documents and desired outcome.

A response will be sent within 15 working days bearing either a conclusion or a further update depending on the severity of the complaint.

Formal Complaint Procedure Stage 2 – If response received is unsatisfactory, the matter should be escalated to the MD/CEO TNSS who will respond within 10 working days.

### Deferral/Cancellation Policy

Students are permitted to defer courses ONLY if the request is presented in writing within two weeks of registration/attendance.

No student will be permitted to defer/cancel classes after two weeks of registration/attendance.

Deferral of courses is limited to one diet only and a deferral/cancellation fee will be deducted from the deposit paid.

### Payment Terms

Payments to TNSS can be made via direct transfers (internet access also available on site), deposits to bank, POS payments, bank drafts and cheques. TNSS does NOT permit cash payment for any services.

In accordance with the laws of Nigeria, it is a criminal offence to issue dud cheques and also unethical for ACCA students. Such cases will be reported to the appropriate authorities including the ACCA.

Students who have not made payments for their classes will not be permitted to continue.



## Student Conduct

All students are required to appropriately fill the registration forms and pay the applicable fees.

All students are required to conduct themselves in an appropriate and ethical manner at all times.

TNSS reserves the right to dismiss any student found to have breached acceptable standards of conduct without refund of monies previously paid.

## Health and Safety

TNSS seeks excellence in every part of its business and considers the health, safety and welfare of staff and students to be of paramount importance.

TNSS expects all students to co-operate with its efforts to protect their health, safety, and welfare.

Students must take reasonable care of their own safety and not place others at risk by their actions.

Students must not engage in reckless or careless behaviour that might compromise the organization's preventive and protective measures


Students must not intentionally damage or misuse any equipment and must report defects or unsafe situations to the Safety Coordinator

## Limitation of Liability

The liability of TNSS in connection to a breach of contract or any other course of action arising from these terms and conditions shall be limited to cash receipts from the customer for tuition or study materials.

## World Class Finance Professional Refinery

 4th Floor Nigeria Law Publication Building, Otunba Jobi Fela Way,  
Central business District , Alausa, Lagos state, Nigeria.

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