



LOCATED  
IN THE  
FINANCIAL  
HUB OF  
GABORONE

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# PROSPECTUS

2018/19



# Welcome to ArthurPortland

Arthur Portland recognizes the importance of business management in the decision making process and the value of qualified personnel. It is in this light that Arthur Portland offers you competitive business management training with a focus in professional Accounting and Finance programs.

We strive to take special heed of the needs of individuals. Our extravagant class sizes of not more than 15 students down to some classes as small as 3 students, enable individual attention to be a possibility and part of AP culture.

The greatest strength at Arthur Portland is that students are prepared for their final examination from the first day in class through an intensive testing system. Our students have continued to excel in their final exams.





## INTERNATIONAL STUDENTS

AP aims to be the prime provider of high quality education services of international standards.

AP has a student base from various countries among them:

- India
- Philippines
- Zimbabwe
- Nigeria
- Kenya
- Zambia
- China
- Lesotho
- Sri Lanka
- Uganda

We are so privileged to have a students from different parts of this world who bring a diverse culture and traditions to further enrich the AP learning environment. The admissions department has a dedicated international desk officer who works with international students from the day they decide to enroll with AP. The international desk officers ensures that students are provided with all the necessary documentation required by law for them to apply for their student permit from department of immigration.

International students can apply via our user friendly website: [www.arthurportland.com](http://www.arthurportland.com)

**Fees:-** These can be obtained from the website

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**Accommodation:-** Arranged on request

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**Transport:-** AP is located in the financial hub of the capital which is accessible by all public transport.

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**Arrival in Botswana:-** Students are attended to by the international desk officer who ensures that they settle in as smoothly as possible.



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## NEW COURSES

AP is in the process of introducing a range of new programs that public and students can study, these include the following;

1. Actuarial Science
2. Insurance
3. Finance and Banking
4. Financial Planning and Wealth Management

These programs will be offered at a degree and professional Level.

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## SOCIAL RESPONSIBILITY



At ArthurPortland we are committed to ensuring that everyone in the community that we serve does not go without, we aim to share the little that we have. There is a social welfare committee which not only focuses on the welfare of students but also works with local social welfare office to identify needs that AP can alleviate.

Currently there is an ongoing project of collecting clothes from members of staff and students which will then be handed over to the local social welfare office to distribute to the needy.

## ADMISSIONS CRITERIA

### When applying to ArthurPortland

Before applying to Arthur Portland, prospective students are encouraged to take time to carefully consider all courses offered at AP. Apart from making sure that you qualify for the course you have chosen, it is also very important and crucial that you chose a course that interests you and you see yourself making a life time career out of it.

Our career advice team is available for advice and further information.





## AAT : ASSOCIATION OF ACCOUNTING TECHNICIANS

### Entry requirements

BGSCE-best 6 subjects with a pass in English and Mathematics

IGCSE-Best 6 subjects with a pass in English and Mathematics

The AAT Accounting links specialist training for financial newcomer to practical career paths in professional accountancy. AAT offers you a vocational progression to chartered and certified accountancy qualifications, giving you today's most comprehensive exemptions and options to continue training.

You can also take advantage of computer based assessments, flexible, practical ways in which you can demonstrate the skills you're developing during your training

### LEARNING, TEACHING & ASSESMENT

#### Guided tutorials:

Students will be provided with face to face tutorials from lecturers. The learning will either be orally or by use of other teaching aids

#### Online learning:

The tutorial notes, online tests, supplementary study materials and links to related subjects, topics etc. will be made available to students

#### Assesments:

These are conducted via various mediums.

#### These being:

- written tests
- online tests
- practical projects

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## CIMA : CHARTERED INSTITUTE OF MANAGEMENT ACCOUNTING

(If you love business, this is where you belong, you will be able to use the designation Chartered Management Accountant once qualified)

### Entry requirements:

BGSCE-best 6 subjects with a pass in English and Mathematics

IGCSE-Best 6 subjects with a pass in English and Mathematics

Ever wonder who decides on the prices of concert or football tickets? Or why some music concert tickets work out more expensive for one day than for a whole weekend? Chartered Management Accountants are at the heart of all strategic decisions that are key to business success. They try to work out how much and how many by looking at trends and behavior and the beauty is they can work in all types of organisations: government departments, private companies or NGOs!

## LEARNING,TEACHING & ASSESMENT

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### Online learning:

The tutorial notes, online tests, supplementary study materials and links to related subjects, topics etc. will be made available to students

### Assessments:

These are conducted via various mediums. These being:

- written tests
- online tests





## ACCA : ASSOCIATION OF CERTIFIED CHARTERED ACCOUNTANTS

### Entry requirements:

BGSCE-best 6 subjects with a pass in English and Mathematics

IGCSE-Best 6 subjects with a pass in English and Mathematics

Choosing to study ACCA will provide you with skills you will need to make it in the accounting field. You can work in any sector, in any type and size of industry.

Once qualified you will be specialised in auditing and pure accounting taxation and will enable you gain a competitive edge. Apart from successfully completing all your papers, you will need to gain three years of practical, relevant experience. A complete ACCA qualification is equal to a master's degree.

### LEARNING,TEACHING & ASSESMENT

#### Guided tutorials:

Students will be provided with face to face tutorials from lecturers. The learning will either be orally or by use of other teaching aids

#### Online learning:

The tutorial notes, online tests, supplementary study materials and links to related subjects, topics etc. will be made available to students

#### Assesments:

These are conducted via various mediums.

#### These being:

- written tests
- online tests

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## OXFORD BROOKS : HONOUR'S DEGREE IN APPLIED ACCOUNTING

Arthur Portland is one of the few institutions that offers support to ACCA students who decide to undertake the Oxford Brookes degree option in ACCA.

### **Entry requirements:**

The Degree option is available to ACCA students who have completed the fundamental Stage. Specifically, F7-F9 papers.

### **LEARNING, TEACHING & ASSESMENT**

AP provides students with tutorial guidance in research methods and techniques which is necessary to undertake the project in the degree.

AP further helps students identify Mentors (who must be registered with Oxford Brookes University). The student will be required to have three meetings with the Mentor.

### **Assessment:**

It is a combination of the marks achieved in the F7 to F9 papers plus the score achieved in the Project submitted to Oxford Brookes University.





## BICA : BOTSWANA INSTITUTE OF CERTIFIED ACCOUNTANT

The BICA qualification has been founded through a twinning arrangement with the Institute of Chartered Accountants in England and Wales (ICAEW), giving it a global appeal whilst retaining a local presence.

The BICA qualification is an advanced learning and professional development programme designed to provide an in-depth understanding across accountancy, finance and business. The BICA qualification components help in building technical knowledge, professional skills and practical experience required for one to become a Chartered Accountant.

BICA Students are exposed to a number of accounting disciplines which will equip them to work in any sector of industry. What is so unique about this qualification is that it is tailor made for Botswana, which enables it to address the issues which are specific to Botswana.

### LEARNING, TEACHING & ASSESMENT

#### **Guided tutorials:**

Students will be provided with face to face tutorials from lecturers. The learning will either be orally or by use of other teaching aid.

#### **Online learning:**

The tutorial notes, online tests, supplementary study materials and links to related subjects, topics etc. will be made available to students

#### **Assessments:**

These are conducted via various mediums. These being:

- Written tests
- Online tests
- Mocks

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## CFA : CHARTERED FINANCIAL ANALYST

The CFA program bridges current practice, investment theory, ethical and professional standards to provide a strong basis in investment analysis and portfolio management skills.

### Entry requirements:

- Any degree recognized by the institute or equivalent to a degree from University of Botswana
- AAT Graduate
- CAT
- ACCA and CIMA students who have passed the following:
  - (i) ACCA part one
  - (ii) CIMA certificate in Business Accounting
- Member of ACCA or CIMA or any other IFAC recognized accountancy body

### LEARNING, TEACHING & ASSESMENT

#### Guided tutorials:

Students will be provided with face to face tutorials from lecturers. The learning will either be orally or by use of other teaching aids.

#### Online learning:

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#### Assessments:

These are conducted via various mediums.

#### These being:

- written tests
- online tests
- Mocks



www.arthurportland.com

MAXIMUM OF 15 STUDENTS PER CLASS FOR INDIVIDUAL ATTENTION.



**FREE WI-FI IS AVAILABLE ON CAMPUS.**

**+ ACCESS CONTROL SYSTEM FOR OPTIMUM SECURITY.**



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