



## Learning

### Ethics assessment application form

#### Guidance - please read this first

Ethics is an important part of a financial accountant's professional development.

The IFA requires its students and members to complete an assessment to progress through to Financial Accountant Executive status or Associate membership.

Before completing the assessment the IFA requires you to undertake some ethics learning. You can pursue ethics learning via

- studying the IFA's online study material text and doing further research and reading
- if you have already done some ethics learning and can provide evidence of that, this will also be acceptable.

#### How the eAssessment works:

1. You need to confirm below whether you have undertaken ethics learning and complete this form.
2. The IFA will send you the assessment via email.
3. You will have **eight weeks from the date it is sent to you** to complete it. You must complete your assessment as a Microsoft Word file.
4. Please remember you have agreed to abide by the IFA's regulations when you registered as a student of the IFA, as such in completing the assessment:
  - **do not copy, plagiarise or otherwise use others work.**
  - **your answers must be authentic and original, produced by you.**
  - **if you want to use a quote or refer to some published material you should fully reference it to its source. Plagiarising material could lead to your being referred to the IFA disciplinary process or your exclusion from the IFA.**
  - **if you contravene any of these rules you will be considered to be in breach of the IFA's Code of Ethics.**
  - **you must not share or pass the assessment material or your answers to anyone else.**
5. You should expect to hear within 4 weeks of this date what your assessment outcome is.
6. You will either pass the assessment or receive feedback, with feedback this frequently means you would need to resubmit (ie you failed the assessment).
7. For successful students the IFA issues a transcript result: certificates are not provided.

#### Institute of Financial Accountants

The Podium, 1 Eversholt Street, Euston, London, NW1 2DN

T: +44 (0)20 7554 0730 F: +44(0)207 554 0731 E: mail@ifa.org.uk

[www.ifa.org.uk](http://www.ifa.org.uk)

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Please complete this form – write clearly

### 1. Personal information

Your name: .....

Student or member number: .....

If a student, which qualification are you pursuing? .....

Can you please confirm if:

If you own your own practice and are seeking a practising certificate from the IFA (UK only)

Employed

### 2. Ethics learning

The IFA has designed self-study online learning material to purchase to support IFA students and IFA and FTA members.

Based on the IFA Code of Ethics, which is derived from the IFAC code, the guidance works through a range of issues and scenarios aimed at promoting ethical behaviour expected of all IFA and FTA students and members.

A copy of the IFA Code of Ethics will be provided free of charge upon enrolment on this course.

### 3. Other ethics learning

	Tick appropriate learning option
I have done ethics learning elsewhere, please provide evidence of this	

### 4: Fees and payment

Fee due (please tick appropriate box):

£46.00 Assessment fee

£15.00 + VAT\* Self-study online learning material

*\*Rate of VAT is dependent on location of purchaser*

**Total £**

**Method of payment**

**Option 1)** Cheque/International Bankers draft, made payable to the IFA

**Option 2)** Credit/debit card

**Payment by Debit/Credit Card**

Visa    Visa Electron    Solo    Mastercard    Maestro  
               

*(Please note the IFA does not accept American Express)*

Name of card holder *(Please PRINT the name):* \_\_\_\_\_

Card Number:

Start Date *(MM/YY):*                      Expiry Date *(MM/YY):*                      Issue Number *(If applicable):*  
                                           

3 Digit Security Code *(shown on signature strip)*

Signature \_\_\_\_\_

**Send to:** Education team, IFA, The Podium, 1 Eversholt Street, Euston, London NW1 2DN, UK or by e-mail to : education@ifa.org.uk