

Ethics assessment application form 2017/2018

(Fees valid from 1 July 2017 until 30 June 2018)

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 ethics assessment to progress to Associate membership or provide evidence of equivalent qualification or training .

Before completing the assessment the IFA requires you to undertake some ethics learning. You can pursue ethics learning by 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, this will also be acceptable.

How the eAssessment works

1. Complete this form
2. Confirm whether you have undertaken any previous ethics learning and provide evidence..
3. The IFA will send you the assessment via email.
4. You will have **eight weeks from the date the eAssessment is sent to you** to complete it.
5. You must complete your assessment as a Microsoft Word file.
6. 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.**
7. You should expect to hear within 4 weeks of submission that the outcome of our assessment is.
8. You will either pass the assessment or receive feedback which means you would need to resubmit (ie you failed the assessment).
9. For successful students the IFA issues a transcript result: certificates are not provided.

Please complete this form – write clearly

1. Personal information

Your name:

Student or member number:

If a student, which qualification are you studying?

Please tick one box only:

I own my own practice and am seeking a practising certificate from the IFA (UK only)

I am employed

2. Ethics learning

You can buy the IFA's online self-study learning material to support your studies.

The learning material is 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 students and members.

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

3. Fees and payment

Fee due (please tick appropriate box):

£50.00 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 Institute of Financial Accountants

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):*

Signature _____

Send to:

Education team

Institute of Financial Accountants

Member of the IPA Group

CS111 Clerkenwell Workshops, 27-31 Clerkenwell Close, Farringdon
London EC1R 0AT

Or by e-mail to:

education@ifa.org.uk

All personal data is collected and managed in accordance with current Data Protection legislation. Please see the IFA Data Protection policy for full details.