





Tips and hints for submission of your RAP

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Welcome

Purpose of the session...(next hour)

- Explain eligibility criteria for submission
- Explain the marking process & how assessment criteria are used
- Review areas students typically find hard
- Review submission process

This is available on demand and a link will be sent after the webinar.

Lots of opportunities for questions





Who are we



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Eligibility rules (not changed)

- Have **passed** the three ACCA Applied Skills **examinations** Financial Reporting (was F7), Audit and Assurance (was F8) and Financial Management (was F9)
- Have **passed, or gained exemption from**, the other six papers at the Knowledge Level and Skills Level (**no conditional exemptions**)
- Have **completed** the ACCA Ethics and Professional Skills module (or the previous Professional Ethics module)
- Be up-to-date with the payment of your ACCA subscription fees.

Demonstrate currency of knowledge

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Eligibility rules – currency of knowledge

- **either** passing your RAP within 10 years of the earliest of: the date of your first ACCA examination pass, or the date of your first ACCA exemption being granted
- or
- **passing 3 ACCA** (Applied Skills or Strategic Professional) **examinations** in the 5 year period before submission of your RAP
- or
- are a member of ACCA in good standing (CPD requirements up to date)




Research and analysis project what is it?

Research and Analysis project

→

→

Research Report

Skills and Learning Statement

Some of the research report topics have changed.

Skills and learning statement questions have changed.



Assessment process



Marking is anonymous, please don't include your name, just your ACCA number

All submissions assessed as a fail are moderated Along with a sample of others

External examiner considers the process of marking and moderation by reviewing a sample of submissions

Selects the prize winning submission

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How do markers mark?

Using the assessment criteria - available in the Information Pack

TOP TIP Re-read the assessment criteria prior to submission

Each section must be considered a pass

For the Technical skills, there is an overall grade (A,B,C or fail)

Graduate skills and Skills and Learning statement are assessed on a pass/fail basis

If all sections are assessed as pass Overall Grade = Technical skills grade

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Areas students typically find hard

Word count
Referencing & academic writing
Analysis & evaluation
Using business models
Reflective writing (SLS)



Academic integrity



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Word count

	Research Report	Skills & Learning Statement
Maximum	7,500	2,000
Minimum	7,000	1,800



If you go over the word count, the excess words are not marked (and this may be the conclusions....)

If you have too few words, you are unlikely to have sufficient depth to your work

Info Pack – has suggested structures (primary or secondary data)

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Academic writing

Academic writing has a certain style.....

Be concise and specific

Use relevant examples to illustrate points

Use impersonal language

Instead of saying 'I think sales improved because of the release of the new model' you can say 'the release of the new model has resulted in increased sales'

Avoid casual language (use formal language)

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Using sources = referencing

Why reference?

- to acknowledge the words, ideas or work of others and not simply to use them as if they were your own.
- to enable other people to identify and trace your sources quickly and easily
- to support facts and claims you have made in your text
- to show that you have read widely and use a variety of sources

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Do we Reference everything?

What about commonly known facts?

- It is not necessary to reference information (dates, facts etc) which is commonly known in a particular subject area (e.g. listed shares are traded on a Stock Market). This is called common knowledge.
- SWOT & PESTLE are not common knowledge (you need to reference them)
- Annual report (used in topic 4, 5 and 8) must be referenced

Referencing, in-text and in reference list

Author's name Year Page number

Jones (2011, p. 23) predicts that '...income from Australian mining exports is likely to continue to increase in the next two years'.

Australian mining exports will probably continue to rise for at least two years (Jones 2011).

Author's name Year

Jones, K. (2011). Trouble for ABC & Co? *Financial Times*. Available at : URL (Accessed: date)

This is the in-text citation

This is in the reference list



Oxford Brookes Business School uses Harvard referencing (Author, date) you can use any systematic referencing system – must be consistently applied

Referencing Annual reports

Annual report (used in topic 4,5, 8) must be referenced

If you were using ABC plc, the in-text reference will be (ABC plc, DATE, pxxx)

In the reference list

ABC plc (DATE) *Title of the annual review*, available from: URL (accessed: date)

Remember, you will have 3 years of your company and 3 years of a comparator organisation.

Importance of paraphrasing

Paraphrasing demonstrates your understanding of concepts / theories / information as you have explained in your own words.

This is essential for assessment criteria 1 & 2



Translation and paraphrasing

Risks associated with the use of online translation and paraphrasing tools:

- Uploading your work onto any website offering translation, paraphrasing or plagiarism checking, it is no longer confidential or original to you.
- Translation and paraphrasing tools may provide poor versions of a text, including grammatical inaccuracy, lack of coherence, change of meaning and inappropriate style.
- You are not demonstrating your own thinking and learning (required in RAP assessment criteria 1)

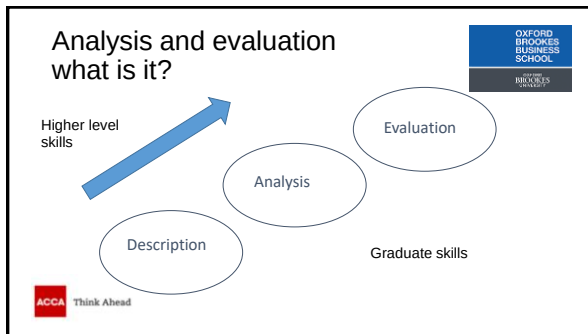
Reporting words

When you introduce your sources (and references) you will often use reporting words.

Here are some examples.....

suggests (that)	reports (that)
argues (that)	maintains (that)
states (that)	observes (that)
shows (that)	claims (that)

If you have included a definition then xxxx defines is acceptable



Difference between descriptive & analytical and evaluative writing

Descriptive	Analytical and evaluative
States what happened	Identifies the significance
Explains what a theory says	Shows why something is relevant or suitable
Lists details	Evaluates the relative significance of details
Lists in any order	Structures information in order of importance [etc.]
Says when something occurred	Identifies why the timing is important
States what something is like	Judge strengths and weaknesses
Gives information	Draws conclusions

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Plymouth University (2010) 'Critical Thinking', Learning Development. Available at http://www.plymouth.ac.uk/uploads/production/document/path/1/1710/Critical_Thinking.pdf

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What do we mean by Analysis?

How? How did this occur?
How does it work – in theory? - in practice / context?
How does one factor affect another? Or,
How do the parts fit into the whole?

Why? Why did this occur?
Why was that done?
Why this argument / theory / suggestion / solution?
Why not some thing else?

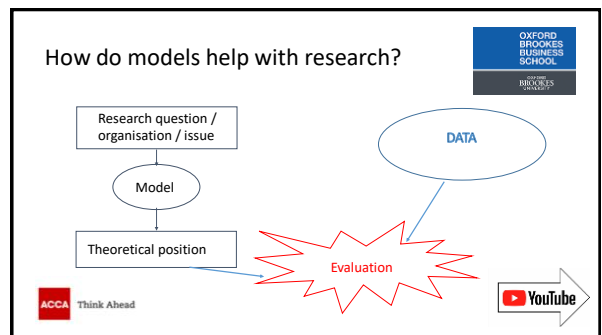
What if? What are the alternatives?
What if this or that factor were considered?

Exploration of how the things relate to each other

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Adapted from Plymouth University (2010) 'Critical Thinking', Learning Development. Available at http://www.plymouth.ac.uk/uploads/production/document/path/1/1710/Critical_Thinking.pdf

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Resources – models theories

Kaplan Financial Knowledge Bank

Free, open access, materials used in Kaplan study texts

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See the knowledge bank web pages <https://kfknowledgebank.kaplan.co.uk/home>

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- Audit and Assurance
- Business Management
- Business Strategy
- View all
- Stakeholder analysis
- Strategic analysis
- Strategic choice
- Strategy into action
- Risk, Ethics and Governance
- Financial Management
- Law
- Management Accounting
- Budgeting
- Costing
- Decision making
- Management information systems
- Performance management
- Financial Reporting

Quality of public sources

Using public information (from internet) how do we know it is good?

Is the source reputable?
government information (eg economic growth)
trusted commentator (eg Financial Times or similar)

who is it written for – investor community?

when was it written?

is there bias?

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Skills and learning statement

Write at most 2,000 words addressing the following two questions:

Q1 How have you developed, personally and professionally, as a result of undertaking the Research and Analysis Project?

Q2 How will the experience of the RAP help you in the future?



Q1 How have you learnt?

Q1 How have you developed, personally and professionally, as a result of undertaking the Research and Analysis Project?

Consider

- what new skills you acquired and how you developed them
- the challenges you faced and how you overcame them



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Q2 What does this mean for the future ?

Q2 How will the experience of the RAP help you in the future?

Consider how this experience has

- made you more employable and capable
- might influence your future plans in the short and longer term



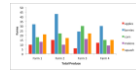
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Communication skills – slides

Graphs, pictures and charts may be included in addition to text.

Start with the title of the presentation and your ACCA number.

The slides should support the verbal presentation and should **summarise the findings of your research** (including its conclusions).



Include some text to prompt you



Ethical behaviour - Your own work

Cheating includes:

- Copying another student's work
- Using a prepared version (a template) of the research report, the skills and learning statement, the spreadsheet or the presentation
- Using a prepared list of references
- Asking, or allowing your mentor to write or edit any of your research report, spreadsheet or presentation
- Paying someone to write the RAP for you
- Buying a pre-written RAP



Academic integrity

Your work – must be your own work.

Do **NOT** use a template (even if provided by your mentor)

Do **NOT** amend or copy another student's work

Start by opening a 'New' file in word, excel, powerpoint



HOW does OBU find out?

- OBU has a dedicated team of specialists who review RAPs
- Experienced at spotting common methods of cheating
- Computer software to identify cheating and plagiarism
- Students under suspicion may be interviewed /questioned about their project
- Students found guilty can be reported to ACCA
- Degree awards can even be rescinded after graduation if we later discover issues



How do I check my work isn't plagiarised ?

Beware free plagiarism checking sites.....

- There is no requirement to use a plagiarism checker.....if you want to Turnitin offer iThenticate

Remember that the principle of good practice is doing your own work, not getting a tool to do it for you. Focus on your own learning!



Register on the submission portal



Registration

This information is very important. Please be accurate. We use your ACCA number and date of birth to collect information about the marks in your exams.

The address you enter is the one to which we will send your certificate and transcript.



Uploading work



File sizes

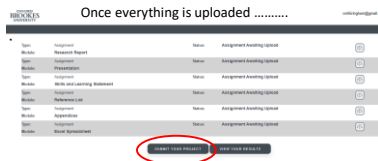
Type:	Assignment	5MB
Module:	Research Report	
Type:	Assignment	10MB
Module:	Presentation	
Type:	Assignment	250KB
Module:	Skills and Learning Statement	
Type:	Assignment	1MB
Module:	Reference List	
Type:	Assignment	2MB
Module:	Appendices	
Type:	Assignment	2MB
Module:	Excel Spreadsheet	

Appendices – permission letter, resubmission statement, questionnaire

DO NOT UPLOAD copies of the Annual Reports. Include the URLs in the reference list



Most importantly



Then go to the payment page.....



Payment of fee

The fee is £445 (paid via submission portal)

Credit & debit cards are accepted (Visa, Visa debit, MasterCard, Debit MasterCard)

If you are experiencing financial difficulties, please contact acca@brookes.ac.uk to agree a payment date.

Results will only be released once the RAP fee is paid and your ACCA account is active



P43 results timeline

Submission window opens 1 November 2021
Submission window closes 10 November 2021 (13:00 UK time)

Student voice - we will send out a student survey Jan, please do look out for this, and respond.

Provisional date for results release 23 March 2022



What happens if I fail?

All students who fail any section receive feedback (after results are released)

If you pass, you don't receive feedback, but receive your grade and degree award

Generally (and this depends on the exact circumstances) you can rework the sections you have failed, and resubmit (unless an Academic Conduct Officer requires a new topic and/or organisation)



OBU Web pages www.brookes.ac.uk/acca



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Research and Analysis Project (RAP) resources



The screenshot shows the Oxford Brookes Business School website. On the left, under 'Webinars and materials', there are several webinar listings. On the right, under 'Articles & materials from Student Accountant', there is a list of articles. A blue circle highlights the 'Articles & materials from Student Accountant' link, and a red circle highlights the 'Webinars and materials' link. Below the articles, there is a YouTube channel for 'BSc Applied Accounting' with 173 subscribers. The bottom of the page features the ACCA 'Think Ahead' logo and the text '© Oxford Brookes University'.

Articles & materials from Student Accountant

Webinars and materials

Previous webinars available on demand

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The slide is a 'Thank You' message for further information contact. It features the Oxford Brookes Business School logo in the top right corner. The text 'THANK YOU' is prominently displayed in the center. Below it, the text 'FOR FURTHER INFORMATION CONTACT' is followed by the email address 'acca@brookes.ac.uk'. The bottom of the slide features the ACCA 'Think Ahead' logo.

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THANK YOU

FOR FURTHER INFORMATION CONTACT
acca@brookes.ac.uk

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