

CPA PROGRAM STUDY SUCCESS GUIDE

Simple strategies to help you stay
focused, organised and exam-ready





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You're enrolled – what's next?



Congratulations on enrolling!

You've taken a big step toward advancing your career, and we're here to support you every step of the way.



Before making a start, be sure to schedule your exam. Locking in a date early helps you stay focused and plan your study time effectively.

Next, try our quick-start guide:

- 1** Log into My Learning and navigate to your subject.
- 2** Open your eBook and familiarise yourself with its tools.
- 3** Pick one small goal for the day. For example, read 15 pages.
- 4** Write down your top five learnings from this study session.
- 5** Add your next study session to your calendar.

Strategies to retain your learning

Everyone has their own approach to study – but these techniques have been proven to boost memory and support long term retention of concepts.

Spaced repetition



What

This involves reviewing what you've read quickly and often.

Why

Revisiting material just before you're likely to forget it helps you retain important information. Each review strengthens your memory – challenge yourself to wait longer between sessions to test your retention.

How

- Read a section of your study guide and write some short revision notes.
- Review your notes within one day of writing them.
- Review the same notes two days later.
- Review once more one week after writing.

Active recall



What

This involves challenging yourself to recall content without consulting your study guide.

Why

Active recall strengthens your memory by forcing your brain to retrieve information without looking at your notes. This increases information retention, making it easier to remember the material later - especially during exams.

How

- Put your study guide away.
- Challenge yourself to explain a concept out loud or by writing it down from memory.
- Then, check your notes or study guide to see what you got right - and where you may need to improve.

Practice questions



What

Take advantage of the practice questions in your study guide to frequently test your knowledge.

Why

Completing practice questions regularly helps reinforce your memory, highlight areas that need more attention, and build confidence for exam day. It's one of the most effective ways to actively engage with your material and track your progress.

How

- Choose a topic or module to focus on.
- Answer questions without looking at your notes, then check your answers to identify what you got right and where you need to improve.
- Review any mistakes, revisit the related content, and try similar questions again to reinforce your understanding.

Your guide to a productive study session

Before

- Set one clear goal for your session
- Put your phone on do-not-disturb
- Open only your learning materials – resist the temptation to open other browsers.

During

- Complete 25 minutes of focused study
- Take a 5-minute break – step away from your desk if you can
- Repeat this 30-minute block once more.

After

- Write down three main concepts you learnt
- Develop two flashcards based on today's learning
- Plan your next session – add it to your calendar if you can.



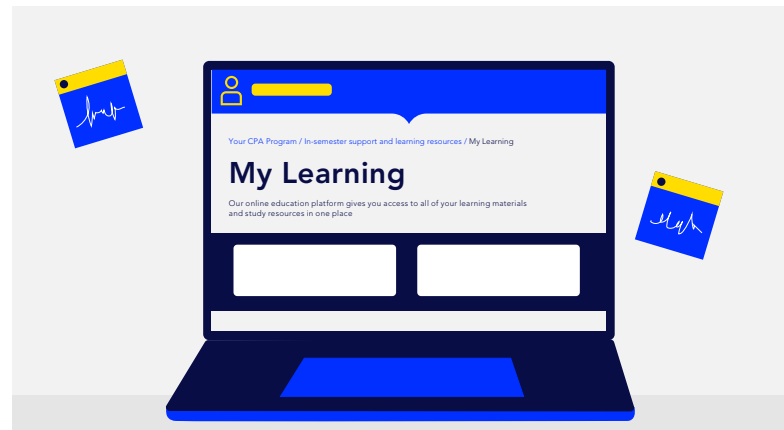
Mindset is everything

At the end of the day, your mindset matters most. Practice these techniques to stay in a positive and productive frame of mind.



Remember your 'why'

Whether it's a promotion, new role or more confidence at work. Write it down and read it often, to remind yourself it's worth it.



Make study as easy as possible

Study at the same time, in the same place each session. Have your notes ready and bookmark My Learning for easy access.



Reward small wins

Once you've finished a study session, take a short walk, have a stretch or make a tea.



Plan in advance

If you miss a study session, have a plan for how you'll make up the time – for example, 20 minutes at lunch the next day.

Creating your focus zone

A well-prepared study environment helps you stay organised, minimise distractions and maintain motivation.

Set up your space

- Spend time clearing your desk – the effort is worth it
- Have your headphones or ear plugs ready
- Make sure you have water and a snack.

Remove distractions

- Put your phone on silent or do-not-disturb
- Close any extra tabs or browsers
- Try playing some lo-fi focus music or white noise.



If you want or need to study on the go

Keep a study 'go-bag' with a notebook, pen and flashcards. All you'll need to add is your laptop!

Use your commute, if you can – even if it's just a quick review of your notes from your last study session.

Expert tips

“Short bursts of study during the week and booking my exam early – that’s what helped me. It gave structure and a clear deadline.”

Shoeb Kotwal FCPA
Product Owner



Study time

Book study time in your calendar.

Events

Attend events hosted by CPA Australia so you can meet fellow Associate members.

Study tips

Share one study tip with a friend or peer, and ask for one in return.

Study group

Create a local study group, or join CPA Member Connect.





Learning log

Don't hide from topics you find challenging – turning your weakest areas into your strongest is how you truly perform. Use this learning log to note down any errors you've made or topics you're struggling to retain, and plan time to review the content again.



1. Module and section

Note down the module of your study guide – and even the page number, if you can!

Example: *Module 1. Accounting and society.
Topic: Social impact of accounting.*

2. Knowledge gap

Name the particular topic you need help with. Try to be as specific as possible.

Example: *Impacts of lower levels of depreciation.*

3. What went wrong

Outline the error you made or information you missed.

Example: *Only remembered three of four impacts.*

4. Next steps

Note down one or two actions you can take to address this gap.

Example: *Create four flashcards, one for each impact of lower levels of depreciation.*

5. Next review

Set time to review this topic – ideally within 1-2 weeks.

Example: *20 January.*

Tips to create your learning log

Print the table below, or create your own using our guide.

1. Note the **module details**, so you can come back to this section of your study guide to review.

2. Outline the **knowledge gap** you've identified – try to be as specific as possible.

3. If you have a real example, **identify the error** you made or section you couldn't recall. If you're finding a section challenging in general, you can leave this section blank.

4. Write down your **next steps** – these should be clear actions that you can complete in 15–30 minutes to address the knowledge gap.

5. Set a time to **review** this section and test yourself on this knowledge gap, to see how you're progressing.



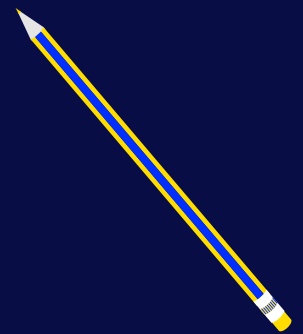
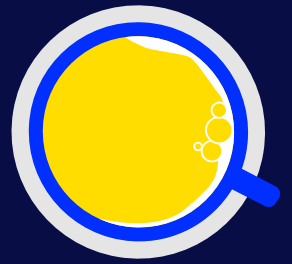
Support that works

You're never alone. CPA Australia offers a range of support tools and services to keep you on track with your study. Find your fit below.

Resource	What it offers	When to use it
Your study guide eBook	This is your single source of truth. All examinable content can be found in its pages. This should be your focus throughout the semester.	Any time, any day, anywhere.
My Learning	All of your resources in one place – including your study guide eBook, Guided Learning, exam preparation resources and study and exam webinars.	If you're looking for announcements about your subject, information about your exam or more structured Guided Learning support – this is where to go.
Member Services	Individual support from one of our knowledgeable and friendly team members.	If you need help accessing any of your resources or platforms, motivation to continue – or even just a supportive voice to chat to, our friendly team is here to help.
Your local office	A space to study, network and seek support from CPA Australia team members from your region.	If you're seeking a human connection, or need to change up your study space, your local office is always there.
CPA Member Connect	An online community, so you have a direct line to fellow Associate members or CPAs and FCPAs who have been where you are now.	For advice on time management, balancing work, life and study, or general motivation to keep you on track with your goals – tap into CPA Australia's network of likeminded professionals.
Ask-the-Expert Forum	An exclusive online forum for Associate members, with subject matter experts available to answer your most challenging questions.	If you have a question about your subject you can't quite answer, post it in Ask-the-Expert for the experts to answer. You can also browse the forum to see what fellow Associate members are asking.



Scan the QR code or visit the Study Support page.



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