



Digital learning materials: A guide for all ICAEW students

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1 Introduction to digital learning materials

We take pride in the fact that we publish our own learning materials, which are highly recommended by universities and tuition providers, who use them to deliver academic and professional education programmes.

Our syllabus, exams and learning materials are reviewed and approved by our examiners each year. We therefore recommend that you use the up-to-date editions to study for the respective exams (eg, use the 2024 edition to study for exams in 2024).

Our digital-only learning materials allow you to access them wherever you are, on the device that is most convenient for you, either on a mobile, tablet or desktop.

The digital workbooks allow you to annotate and highlight them, with additional benefits such as searching for key terms, changing the settings to make them easier to read and the read aloud function.

Digital delivery is better for the environment: books no longer need to be shipped globally, saving time and fuel. What's more it saves 262 tonnes of paper each year.

"To be able to access your learning resources anytime, anyplace and at the touch of a button means that I am better placed to fit revision around my life, rather than my life around revision."

James Skilton, ACA student

2 How to access your books

2.1 I've just logged into my bookshelf for the first time and it is empty - how do I get my digital learning materials to appear?

ICAEW learning materials need to be bought and redeemed before they appear on your ICAEW bookshelf.

If you are studying with a tuition provider, they will buy the books for you and send you an email to redeem them; the subject to this email will be "eBook access invitation" if you need to search for it. Any questions you have over receiving this email should be sent to your tuition provider.

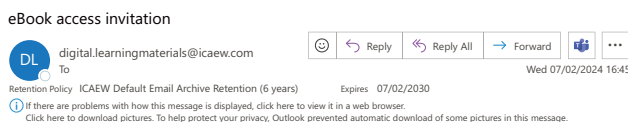
If you are an independent student, you need to visit our bookshop to purchase the eBooks: ebookshop.icaew.com/

Please be aware that sometimes it can take up to half an hour for eBooks to appear on the shelf after they have been redeemed. We suggest logging out and logging back in half an hour later.

The easiest way to locate your books is by using the search bar to search for the title.

2.2 I'm with a tuition provider and they've sent me an email to redeem my licence - how do I do this?

Your tuition provider will send you an 'eBook access invitation' via email. You need to follow the 'Redeem your licence' link the first time you wish to access your eBook. This link will take you to your digital bookshelf in BibliU.



How to access your ebook:

Step 1

First, follow the link below to redeem your licence to your account and attach the ebook to your digital bookshelf. Please use your existing ICAEW login details (those you use to access your training file) to ensure you can access your learning materials in any relevant exams.

You will then be taken through to your BibliU digital bookshelf – please bear in mind that it may take up to 30 minutes for your books to appear on your bookshelf after you have redeemed your licence. We also recommend logging out and back in again if they do not immediately appear.

[Redeem your licence](#)

Step 2

When you next need to read your ebook, please login to BibliU directly using the link below. Remember to log in using the same account details you used when you redeemed the licence.

[Login](#)

2.3 My digital learning materials previously appeared on my bookshelf but now are gone - what should I do?

If your digital learning materials previously appeared when you logged in, but you now can't find them, you may be logging in to your bookshelf with the wrong account details. Please logout by clicking on the cogwheel in the right-hand corner of your bookshelf and choosing 'sign out'. Then try logging back in with the same account details you used when you initially bought or redeemed the license.

2.4 How do I know I am using the correct login details?

You should be using the same login details you use to access your training file and dashboard when you log in to the ICAEW Bookshelf and redeem your books. Doing this will ensure you have all your books in the relevant open book exams.

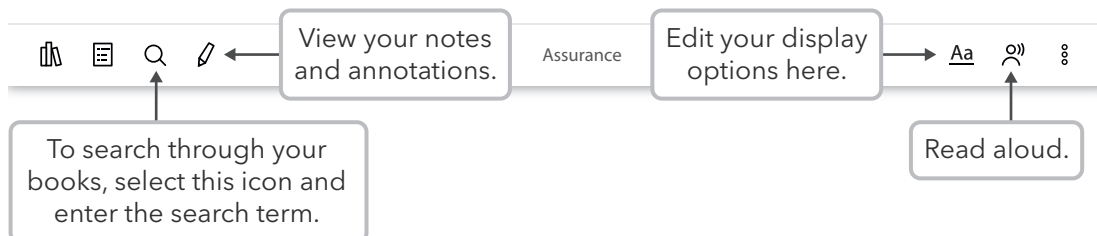
2.5 Who should I contact if I am having trouble accessing my learning materials?

If, after reading the information above, you are still having trouble accessing your learning materials, please contact our [student support team](#).

3 Functionality and features

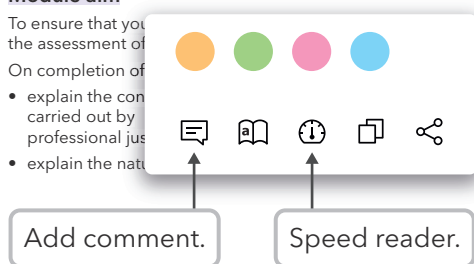
3.1 Functionality to support accessibility issues

- Zoom
- Colour contrast and the ability to change the background colour
- Read aloud
- Speed reader
- Notes and highlights
- Search and filter



Module aim

To ensure that you...
the assessment of...
On completion of...
• explain the con...
carried out by...
professional jus...
• explain the nat...



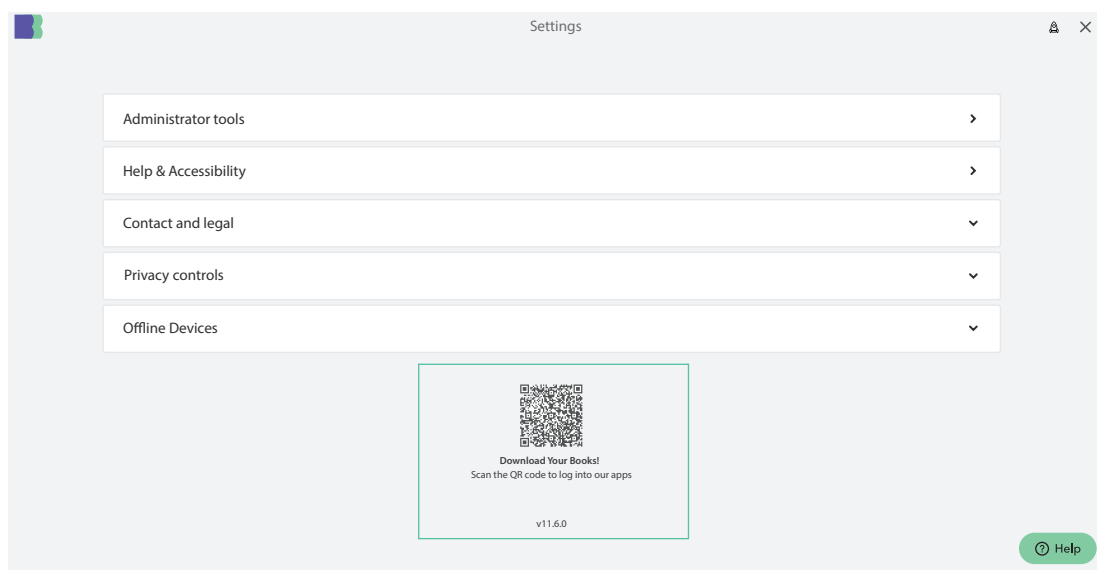
More information on highlighting and annotating can be found [here](#).

More information on how our eBooks can support your accessibility needs can be found [here](#).

More information on text-to-speech playback can be found [here](#) for desktop users and [here](#) for mobile users.

3.2 How can I access the book on my mobile/tablet?

The digital learning materials can be accessed on both iOS and Android devices, including mobile phones and tablets. You will need to download the BibliU app to your device to access the books. Visit your app store or alternatively, open the bookshelf and scan the QR code.

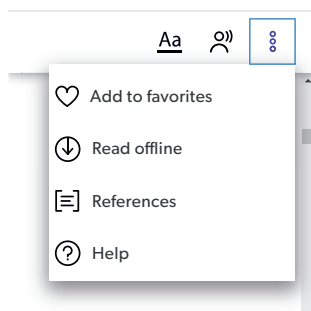


Full instructions and links [here](#).

3.3 How can I access the books offline?

The digital learning materials can be downloaded for offline use but require the BibliU app to first be downloaded onto your device.

Go to 'more options' and 'read offline'. You can find all the downloaded books in the 'Offline Devices' section of the settings of your library. Any annotations or highlights made in offline mode will be synced to your device for when you return online.



More information on accessing books offline can be found [here](#).

4 Receiving free updated learning materials

ICAEW currently has a renewal process for learning materials where eligible students receive the next edition of learning materials for free. For example, if you have the 2024 edition of any learning materials but have not passed the respective exam by the end of 2024, you may receive the 2025 editions for free.

Please see [here](#) for more information.

5 FAQs

5.1 I have suggestions for improving the functionality of the bookshelf, how can I tell you this?

Please email studentsupport@icaew.com or click the rocket icon on your bookshelf to send this to BibliU:



5.2 Why are my digital learning materials not showing on my bookshelf?

Please allow half an hour for eBooks to appear on the shelf after they have been redeemed. We also advise logging out and logging back in half an hour later.

The easiest way to locate your books is by using the search function.

5.3 How do I download advance information for my exam?

We will make these available via the bookstore. Simply add the advance information to your basket and checkout (there is no charge for advance information). To see when these will be available, please visit [here](#) for ACA students and [here](#) for Level 4 Apprenticeship.

5.4 Can I order print?

The materials are digital; we do not offer hard copies.

5.5 Can I print or copy a section?

Due to copyright considerations printing and copy and paste features are not available. ICAEW Bookshelf has notetaking and highlighting features should you wish to make notes and annotate the materials, allowing you to do this directly onto the digital version.

5.6 Why can't I download this to a PDF?

The digital learning materials have been specially designed to enhance student's learning, with features that are not available on PDFs. Therefore, we have chosen ePub format for best student experience.

6 Related links and useful information

You can purchase your digital learning materials [here](#).

See [here](#) for information on permitted texts.

Find out more about digital learning materials [here](#), including videos and webinars to support you in your studies.