

#ICANBE
LOOKING TOWARDS
A BETTER FUTURE



ICB

ACCREDITED BUSINESS
QUALIFICATIONS

**PROSPECTUS
2018**

5 REASONS TO **CHOOSE** THE ICB



HIGH QUALITY LEARNING EXPERIENCE

Our unique study methodology has been designed to give you the best chance of succeeding.

You'll get a Portfolio of Evidence which includes 3 assignments and 2 tests.

There's also college tuition, textbooks and workbooks, and study support.



FLEXIBLE STUDY OPTIONS

Full time, part time, after hours, classroom learning and distance learning.



ACHIEVE YOUR QUALIFICATIONS **QUICKLY**

You'll get your first qualification after completing just a few subjects.



STUDY

AT YOUR OWN PACE

Choose how many subjects you want to do at a time and when you want to do the final exams.



NQF

REGISTERED ON
THE NATIONAL
QUALIFICATIONS
FRAMEWORK

All our programmes are high quality, recognised, and valued by our graduates and their employers.





500
ACCREDITED
PROVIDERS

SINCE 1931
87
YEARS

OF EXPERIENCE



50,000

STUDENT
EXAMS
ANNUALLY



25,000

SUCCESSFUL
QUALIFICATIONS OVER
THE LAST 15 YEARS



15,000

STUDENTS
EVERY YEAR

YOUR CAREER PATH

ADVANCED
LEVEL

INTERMEDIATE
LEVEL

FOUNDATION
LEVEL

FINANCIAL ACCOUNTING PROGRAMME

= TOTAL: 3 YEARS

+ 12 months
National Diploma:
Financial Accounting
NQF L6 SAQA ID 20366
Certified Financial
Accountant CFAIcba(SA)

+ 6 months
National Diploma: **Technical
Financial Accounting**
NQF L5 SAQA ID 36213
Certified Technical Financial
Accountant CTFAIcba(SA)

+ 6 months
FET Certificate:
Bookkeeping
NQF L4 SAQA ID 58376
Certified Senior Bookkeeper
CSBIcba(SA)

12 months
National Certificate:
Bookkeeping
NQF L3 SAQA ID 58375
Certified Junior Bookkeeper
CJBIcba(SA)

▲ START HERE
▲ and work your way up!

PUBLIC SECTOR ACCOUNTING PROGRAMME

= TOTAL: 3 YEARS

+ 12 months
National Diploma:
Financial Accounting
NQF L6 SAQA ID 20366
Certified Financial
Accountant CFAIcba(SA)

+ 12 months
Diploma: **Public Sector
Accounting**
NQF L5 SAQA ID 20353
Certified Technical Public
Accountant
CTPAIcba(SA)

12 months
National Certificate:
Public Sector Accounting
NQF L4 SAQA ID 20352
Certified Public
Accounts Administrator
CPAAIcba(SA)

▲ START HERE
▲ and work your way up!

WITH THE ICB AND ICBA

BUSINESS MANAGEMENT PROGRAMME

= TOTAL: 3 YEARS

+ 12 months
National Diploma:
Financial Accounting
NQF L6 SAQA ID 20366
Certified Financial
Accountant CFAIcba(SA)

+ 15 months
Higher Certificate: **Office
Administration**
NQF L5 SAQA ID 23619
Certified Senior
Office Administrator
CSOAIcba(SA)

9 months
National Certificate:
**Small Business Financial
Management**
NQF L4 SAQA ID 48736
Certified Small Business
Financial Manager
CSBFMIcba(SA)

▲ START HERE
▲ and work your way up!

ENTRE- PRENEURSHIP PROGRAMME

= TOTAL: 3 YEARS

+ 12 months
National Diploma:
Financial Accounting
NQF L6 SAQA ID 20366
Certified Financial
Accountant CFAIcba(SA)

+ 15 months
Higher Certificate: **Office
Administration**
NQF L5 SAQA ID 23619
Certified Senior
Office Administrator
CSOAIcba(SA)

9 months
National Certificate:
**Small Business Financial
Management**
NQF L4 SAQA ID 48736
Certified Small Business
Financial Manager
CSBFMIcba(SA)

▲ START HERE
▲ and work your way up!

OFFICE ADMINISTRATION PROGRAMME

= TOTAL: 3 YEARS

+ 9 months
Diploma: **Office
Administration**
NQF L6 SAQA ID 35958
Certified Office
Manager COMIcba(SA)

+ 9 months
Higher Certificate: **Office
Administration**
NQF L5 SAQA ID 23619
Certified Senior
Office Administrator
CSOAIcba(SA)

18 months
Certificate: **Office
Administration**
NQF L5 SAQA ID 23618
Certified Junior
Office Administrator
CJOAIcba(SA)

▲ START HERE
▲ and work your way up!

I CAN CHOOSE HOW TO STUDY...

Refer to our
website for a list
of ICB accredited
colleges.

www.icb.org.za



AT A COLLEGE



FULL TIME

in a
classroom

Most school
leavers opt for full
time studies as
they have no work
commitments.



PART TIME

If you're working
full time and
want to gain a
qualification,
you can attend
classes after
hours every week.



DISTANCE LEARNING

on your own

This is the most
flexible and affordable
way to study with
support from a college.
Register with a college
and they will send your
study materials.



SELF STUDY

You will need to
source your own
textbooks and
materials. This
is not advised as
there is no tuition
support.

MONTHLY EXAMS

Training providers conduct formal exams for
classroom-based students every month.

5 EXAMS A YEAR

These exams are conducted at ICB
examination centres around southern Africa.

Refer to our website for the exam timetables
www.icb.org.za

REGISTERED AND REPUTABLE

All ICB qualifications are registered on the National Qualifications Framework (NQF) by the South African Qualifications Authority (SAQA).

Our programmes are valued by employers, and our graduates are recognised locally and internationally by several professional bodies.

ICB qualifications are modular, which means you can build on them as your studies or career progress. You can also qualify in another programme just by completing a few more subjects.



We are a Quality Assurance Partner for the Quality Council for Trades and Occupations (QCTO). The Finance and Accounting Services Sector Education and Training Authority (Fasset) issues NQF aligned certificates and diplomas to our graduates. The ICB is not a training provider – rather, we are an examining body for several registered business qualifications.



STUDY FURTHER ELSEWHERE

with credit for your
ICB qualification

The Chartered Institute of Management Accountants (CIMA), the Association of Chartered Certified Accountants (ACCA) are respected, international, accounting professional bodies - headquartered in the UK.

CIMA, ACCA and ChartSec grant exemptions to certain qualifications the ICB offers.



CIMA

Chartered Institute of
Management Accountants
www.cimaglobal.com



ACCA

www.accaglobal.com



www.chartsec.co.za

PROFESSIONAL MEMBERSHIP OPPORTUNITIES

Once you've completed your studies through the ICB, there are several local and international professional bodies that you can apply to for professional membership.



ICBA

Institute of Certified
Bookkeepers and Accountants

The ICBA grants membership at a number of levels based on your qualification(s) and work experience. www.icba.org.za



saït

South African
Institute of
Tax Professionals

If you want to register as a tax practitioner, you'll need to become a member of SAIT. www.thesait.org.za



saiba

SOUTHERN AFRICAN INSTITUTE
FOR BUSINESS ACCOUNTANTS

If you want to perform
Accounting Officer
duties, you need to

be a SAIBA member. www.saiba.org.za

INTERNATIONAL ASSOCIATION
OF BOOK-KEEPERS



IAB

Qualifications for business

The UK-based IAB is recognised by the British government in terms of Anti Money Laundering regulations. www.iab.org.uk

INTERNATIONAL ASSOCIATION
OF ACCOUNTING PROFESSIONALS



IAAP

Recognising higher achievement

Also based in the UK, the IAAP is an international professional body, offering international recognition for the finest business and accountancy qualifications in the world. www.accountingprofessional.org

RECOGNISING PRIOR LEARNING (RPL) and Work Experience

To be considered for exemptions/Recognition of Prior Learning (RPL) and credit towards an ICB qualification (note: this is not guaranteed), your previous qualifications or part-qualifications must be registered on the NQF and should have been attained within the last five years. If your NQF-registered qualifications are more than five years old, you will also need to provide proof of more recent, relevant work experience.

To apply for RPL, refer to our website.
www.icb.org.za/RPL



RPL DOCUMENTS

Download the ICB Student Details form and the Guidelines for Recognition of Prior Learning from www.icb.org.za/downloads or email our support team on support@icb.org.za.

We'll review your application and may offer you credits based on subjects you've already passed, or we may ask you to complete a RPL Portfolio of Evidence (PoE) which we will supply.

If you qualify for exemptions and want to go ahead and accept these credits, you will need to pay another fee to be granted full or conditional exemptions, and remember: you must be registered with the ICB too.

Refer to our website for the RPL fees.





ICB'S 5 STUDY PROGRAMMES

The ICB's 5 programmes are designed to give you the most relevant, practical and useful knowledge and skills to make you employable and valuable.

When you look at the programmes in detail, you'll see that some subjects appear in all of them. These are the courses that give you the most essential skills, no matter what programme you choose.

FINANCIAL ACCOUNTING

PUBLIC SECTOR ACCOUNTING

BUSINESS MANAGEMENT

ENTREPRENEURSHIP

OFFICE ADMINISTRATION

FINANCIAL ACCOUNTING PROGRAMME

This course will equip you with knowledge and practical skills in bookkeeping, financial accounting, income tax, financial management, reporting standards, corporate strategy, management accounting and research. There are 12 subjects which build onto each other as you navigate your way through the levels.

BOOKKEEPER	SENIOR BOOKKEEPER	ACCOUNTING TECHNICIAN	FINANCIAL ACCOUNTANT
12 MONTHS	+ 6 MONTHS	+ 6 MONTHS	+ 12 MONTHS
Entry requirements Grade 10 (Std 8) or equivalent. You must be at least 16 years old.	Entry requirements Successful completion of the previous subjects (1-4).	Entry requirements Successful completion of the previous subjects (1-6).	Entry requirements Successful completion of the previous subjects (1-8).
SUBJECTS	SUBJECTS	SUBJECTS	SUBJECTS
1 Bookkeeping to Trial Balance (BKTB)	5 Financial Statements (FNST)	7 Income Tax Returns (ITRT)	9 Corporate Strategy (CRPS)
2 Payroll and Monthly SARS Returns (PMSR)	6 Cost and Management Accounting (CMGT)	8 Business Law and Accounting Control (BLAC)	10 Management Accounting Control Systems (MACS)
3 Computerised Bookkeeping (CPBK)			11 Financial Reporting and Regulatory Frameworks (FRRF)
4 Business Literacy (BUSL)			12 Research Theory and Practice (RTAP)
NQF LEVEL	NQF LEVEL	NQF LEVEL	NQF LEVEL
National Certificate: Bookkeeping NQF L3 (SAQA ID: 58375) Total credits: 120	Further Education and Training Certificate: Bookkeeping NQF L4 (SAQA ID: 58376) Total cumulative credits: 130	National Diploma: Technical Financial Accounting NQF L5 (SAQA ID: 36213) Total cumulative credits: 251	National Diploma: Financial Accounting NQF L6 (SAQA ID: 20366) Total cumulative credits: 280

PUBLIC SECTOR ACCOUNTING PROGRAMME

This programme has been designed to address the lack of skills in the public sector with knowledge that will help government run more productively. You'll learn how to produce high quality financial statements, implement basic internal controls, conduct effective internal auditing, and apply sound accounting and financial principles.

PUBLIC ACCOUNTS ADMINISTRATOR

12 MONTHS

Entry requirements

Grade 11 (Std 9), NQF 3 or equivalent. You must be at least 16 years of age.

SUBJECTS

- 1 Bookkeeping to Trial Balance (BKTB)
- 2 Public Accounting Administration (PAAD)
- 3 Computerised Bookkeeping (CPBK)
- 4 Business Literacy (BUSL)

NQF LEVEL

National Certificate:
Public Sector Accounting
NQF L4 (SAQA ID: 20352)
Total credits: 120

PUBLIC ACCOUNTING TECHNICIAN

+ 12 MONTHS

Entry requirements

National Certificate: Public Sector Accounting, which consists of the previous 4 subjects.

SUBJECTS

- 5 Financial Statements (FNST)
- 6 Cost and Management Accounting (CMGT)
- 7 Technical Public Accounting (TPAC)
- 8 Business Law and Accounting Control (BLAC)

NQF LEVEL

Diploma: Public Sector Accounting
NQF L5 (SAQA ID: 20353)
Total cumulative credits: 137

PUBLIC SECTOR FINANCIAL ACCOUNTANT

+ 12 MONTHS

Entry requirements

Diploma: Public Sector Accounting, which consists of the previous 8 subjects.

SUBJECTS

- 9 Corporate Strategy (CRPS)
- 10 Management Accounting Control Systems (MACS)
- 11 Financial Reporting and Regulatory Frameworks (FRRF)
- 12 Research Theory and Practice (RTAP)
(By short dissertation, topic: Public Accounting)

NQF LEVEL

National Diploma: Financial Accounting
NQF L6 (SAQA ID: 20366)
Total cumulative credits: 280

BUSINESS MANAGEMENT PROGRAMME

Good business management is vitally important for a company's commercial success. In this programme, you'll learn about business and financial management best practices, office and legal practice, human resource management, computer literacy, global business strategy and research methods in commerce.

BUSINESS ADMINISTRATOR

9 MONTHS

Entry requirements

Grade 11 (Std 9), NQF L3 or an equivalent.

SUBJECTS

- 1 Business Management 1 (BMT1)
- 2 Bookkeeping to Trial Balance (BKTB)
- 3 Business Literacy (BUSL)

NQF LEVEL

National Certificate:
Small Business Financial Management
NQF L4 (SAQA ID 48736)
Total credits: 120

SENIOR BUSINESS ADMINISTRATOR

+ 15 MONTHS

Entry requirements

National Certificate: Small Business Financial Management (must include the Business Management 1 subject).

SUBJECTS

- 4 Office and Legal Practice (OLPR)
- 5 Business Management 2 (BMT2)
- 6 Marketing Management and Public Relations (MMPR)
- 7 Financial Statements (FNST)
- 8 Human Resources Management and Labour Relations (HRLR)

NQF LEVEL

Higher Certificate: Office Administration
NQF L5 (SAQA ID: 23619)
Total cumulative credits: 240

BUSINESS ACCOUNTANT

+ 12 MONTHS

Entry requirements

Higher Certificate: Office Administration (must include the Business Management 2 subject).

SUBJECTS

- 9 Business Management 3 (BMT3)
- 10 Financial Management and Control (FMCL)
- 11 Financial Reporting and Regulatory Frameworks (FRRF)
- 12 Research Theory and Practice (RTAP)
(By short dissertation, topic: Business Management)

NQF LEVEL

National Diploma: Financial Accounting
NQF L6 (SAQA ID: 20366)
Total cumulative credits: 280

ENTREPRENEURSHIP PROGRAMME

If you are financially-minded and have dreams to start, manage or develop a small/ medium sized business, or want to help grow an established local company to a global enterprise, this is the study stream for you. Every entrepreneurial venture needs someone who is financially savvy, and that'll be you if you study this programme.

ENTREPRENEUR	SENIOR ENTREPRENEUR	MANAGEMENT ACCOUNTANT
9 MONTHS	+ 15 MONTHS	+ 12 MONTHS
Entry requirements Grade 11 (Std 9), NQF L3 or an equivalent.	Entry requirements National Certificate: Small Business Financial Management (must include the Entrepreneurship 1 subject).	Entry requirements Higher Certificate: Office Administration (must include the Entrepreneurship 2 subject).
SUBJECTS	SUBJECTS	SUBJECTS
1 Entrepreneurship 1 (ENT1)	4 Office and Legal Practice (OLPR)	9 Entrepreneurship 3 (ENT3)
2 Bookkeeping to Trial Balance (BKTB)	5 Entrepreneurship 2 (ENT2)	10 Financial Management and Control (FMCL)
3 Business Literacy (BUSL)	6 Marketing Management and Public Relations (MMPR)	11 Financial Reporting and Regulatory Frameworks (FRRF)
	7 Financial Statements (FNST)	12 Research Theory and Practice (RTAP) <i>(By short dissertation, topic: Entrepreneurship)</i>
NQF LEVEL	NQF LEVEL	NQF LEVEL
National Certificate: Small Business Financial Management NQF L4 (SAQA ID 48736) Total credits: 120	Higher Certificate: Office Administration NQF L5 (SAQA ID: 23619) Total cumulative credits: 240	National Diploma: Financial Accounting NQF L6 (SAQA ID: 20366) Total cumulative credits: 280

OFFICE ADMINISTRATION PROGRAMME

This programme is perfect for those of you who want to learn a little bookkeeping, and a lot of all-round office knowledge. By learning about all the elements that contribute to a smooth-running office, you'll be able to help out in just about any department.

OFFICE ADMINISTRATOR

18 MONTHS

Entry requirements

Grade 12 (Std 10) or equivalent.

SUBJECTS

- 1 Business and Office Administration 1 (BOA1)
- 2 Bookkeeping to Trial Balance (BKTB)
- 3 Business Literacy (BUSL)
- 4 Marketing Management and Public Relations (MMPR)
- 5 Business Law and Administrative Practice (BLAP)
- 6 Cost and Management Accounting (CMGT)

NQF LEVEL

Certificate: Office Administration
NQF L5 (SAQA ID: 23618)
Total credits: 120

SENIOR OFFICE ADMINISTRATOR

+ 9 MONTHS

Entry requirements

Certificate: Office Administration, which consists of the previous 6 subjects.

SUBJECTS

- 7 Business and Office Administration 2 (BOA2)
- 8 Human Resources Management and Labour Relations (HRLR)
- 9 Economics (ECON)

NQF LEVEL

Higher Certificate: Office Administration
NQF L5 (SAQA ID: 23619)
Total cumulative credits: 240

ADMINISTRATION MANAGER

+ 9 MONTHS

Entry requirements

Higher Certificate: Office Administration, which consists of the previous 9 subjects.

SUBJECTS

- 10 Business and Office Administration 3 (BOA3)
- 11 Financial Statements (FNST)
- 12 Management (MGMT)

NQF LEVEL

Diploma: Office Administration
NQF L6 (SAQA ID: 35958)
Total cumulative credits: 360

**CALL
US TODAY!**



(+27) 21 659 1300

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River Lane, Mowbray 7700,
Cape Town, South Africa

www.icb.org.za



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