

# PRO SPECTUS 2016



**ICB**  
ACCREDITED BUSINESS  
QUALIFICATIONS

**Finance** and **administration**  
study programmes in:

-  **Financial Accounting**
-  **Public Sector Accounting**
-  **Business Management**
-  **Entrepreneurship**
-  **Office Administration**

# 500+

ICB-accredited  
tuition providers  
offer our courses.

# 85 years

of quality education and professionalism.

# 45,000+

learner assessments  
(exams) are assessed every year.



## About the ICB

The ICB was established in 1931 – and at 85 years old, we're still extremely passionate about what we do! Our role is to improve and maintain the quality of bookkeeping, accounting, office administration, business management and entrepreneurship training and qualifications in southern Africa. Which is a bit of a mouthful – but all it really means is we work hard to build the credibility and reputation of these fields.

With over 8 decades of experience, we really do know what's what. And this is why we've been a Quality Assurance Partner of the Finance and Accounting Services Sector Education and Training Authority (Fasset) for years. We're not a training provider – rather, we are an examining body for several Fasset business qualifications.



*Make the future count*

# How it works

# 1 2 3 4 5 6 7

## Choose what to study

Financial Accounting   
Public Sector Accounting   
Business Management   
Entrepreneurship   
Office Administration 

**PG 4**

## Decide how to study

Full time  
Part time  
Classroom  
Correspondence  
Independently

**PG 16**

## Pick where to study

Choose a training provider

**PG 18**

## Start studying

Register as a learner  
Enter assessments  
Tuition  
Course materials  
Your Portfolio of Evidence  
Fees

**PG 20**

## Final assessments

Formal exams  
Pass marks  
Results  
Certificates  
Re-assessments  
Postponements

**PG 24**

Assessment timetables

**PG 34-39**

## Go further

Study further  
Join a professional body

**PG 27**

## Other useful info

Learnerships  
Recognising prior learning  
Bursaries  
Glossary of terms

**PG 30**



## Clear career progression

ICB programmes, which are linked to nationally registered qualifications, will help make you employable. Your career could see you being in high demand in every industry – even during economic cycles when just staying employed is achievement enough for some.

## Study programmes that open doors

Financial and business qualifications are not 'just for university graduates'. Times – and tuition – have changed. Financial literacy is a scarce skill, and if you have it, it can open doors for you in almost every sector of the economy.

“ Studying through the ICB has opened up a **new world of opportunity** to me. The course is practical and it has restored my confidence – I've realised I can do anything I put my mind to.”

Tersia, Jeffreys Bay

# 1 Choose what to study

The ICB's 5 study programmes have a strong emphasis on financial or administrative skills. In the Financial Stream you can choose what area you'd like to focus on: Financial Accounting, Public Sector Accounting, Business Management or Entrepreneurship. Think of it as being similar to choosing a major if you were doing a commerce degree or diploma.

The ICB's mission is to give you the most relevant, practical and useful skills and knowledge that will make you employable and valuable.

You'll be awarded your first ICB programme certificate (linked to a nationally registered qualification) after you complete just a few subjects successfully. You can then build on this at your own pace – achieving higher ICB programme levels and associated NQF qualifications as you progress.

If you need to take a short break in your studies, to focus on other priorities, you can. Simply pick up where you left off when you're ready to start again. Just don't leave it too long in case the subject material has changed.

**New programme** launched: Business Management

Public Sector Accounting **now available** to Financial Accountant level

**Revamped and expanded** Entrepreneurship programme

Some subjects have been **restructured** to make them even more relevant

What's  
new in  
2016?

# The ICB's **five** study programmes

The five programmes are made up of carefully selected combinations of subjects.

## Financial Stream

### ICB Financial Accounting



- **Foundation Level**  
*Registered qualification: National Certificate: Bookkeeping*
- **Intermediate Level**  
*Registered qualification: Further Education and Training Certificate: Bookkeeping*
- **Upper Intermediate Level**  
*Registered qualification: National Diploma: Technical Financial Accounting*
- **Advanced Level**  
*Registered qualification: National Diploma: Financial Accounting*

### ICB Public Sector Accounting



- **Foundation Level**  
*Registered qualification: National Certificate: Public Sector Accounting*
- **Intermediate Level**  
*Registered qualification: Diploma: Public Sector Accounting*
- **Advanced Level**  
*Registered qualification: National Diploma: Financial Accounting*

### ICB Business Management



- **Foundation Level**  
*Registered qualification: National Certificate: Small Business Financial Management*
- **Intermediate Level**  
*Registered qualification: Higher Certificate: Office Administration*
- **Advanced Level**  
*Registered qualification: National Diploma: Financial Accounting*

### ICB Entrepreneurship



- **Foundation Level**  
*Registered qualification: National Certificate: Small Business Financial Management*
- **Intermediate Level**  
*Registered qualification: Higher Certificate: Office Administration*
- **Advanced Level**  
*Registered qualification: National Diploma: Financial Accounting*

## Administration Stream

### ICB Office Administration



- **Foundation Level**  
*Registered qualification: Certificate: Office Administration*
- **Intermediate Level**  
*Registered qualification: Higher Certificate: Office Administration*
- **Advanced Level**  
*Registered qualification: Diploma: Office Administration*



# ICB Financial Accounting Programme

Want to be able to offer indispensable bookkeeping and accounting skills, or become an accountant someday? This is the course for you. It 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 on each other. You'll complete the ICB Financial Accounting: Foundation Level of this programme (and achieve the National Certificate: Bookkeeping) after successfully passing just four subjects. Keep studying and you'll progress through the Intermediate levels to the final, Advanced Level.

This programme **is ideal** if you are:

- ✓ Keen to gain skills and knowledge that are useful in any business
  - ✓ Aiming to be employed in a finance department
  - ✓ Assisting with the finances of a growing company
- ✓ Thinking of opening your own bookkeeping practice one day
  - ✓ Known to have a good head for numbers

Go even **further!**

Go even further with your qualification by studying further or joining a professional body. See page 27 for details.



## Entry requirements

## Subjects (learning areas)

## What you'll be able to do

## Jobs you'll be able to apply for

## NQF registered qualification

## Foundation Level

Grade 10 (Std 8) or equivalent.  
No prior accounting knowledge needed. You must be at least 16 years old.

- Bookkeeping to Trial Balance\* (BKTB) **1**
- Payroll and Monthly SARS Returns (JBPR) **2**
- Computerised Bookkeeping (JBCB) **3**
- Business Literacy (BUSL) **4**

Monthly bookkeeping to trial balance (manual and computerised); disclose profit and financial position; reconcile suppliers, inventory and bank statements; calculate PAYE/UIF/SDL; payroll tax and other deductions; EMP201, EMP501, IRP5, IRP6 and IT3a documents and VAT returns.

Junior Bookkeeper, Accounts Clerk, Reconciliation Clerk, Payroll Clerk, Accounts Payable/Receivable Clerk.

National Certificate: Bookkeeping  
NQF L3 (SAQA ID: 58375)

## Intermediate Level

Successful completion of the previous learning areas (1-4) – i.e. hold the National Certificate: Bookkeeping.

- Financial Statements\* (FNST) **5**
- Cost and Management Accounting\* (CMGT) **6**

Monthly bookkeeping; asset disposal; year-end adjustments; International Financial Reporting Standards for SMEs; branch accounts; incomplete records; analysis of financial statements; understand cash flow; basic cost and management accounts; prepare manufacturing accounts; costing and budgeting.

Senior Bookkeeper, Junior Accountant, Assistant Accountant, Financial Services Officer, Credit Controller, Business Analyst.

Further Education and Training Certificate: Bookkeeping  
NQF L4 (SAQA ID: 58376)

## Upper Intermediate Level

Successful completion of the previous learning areas (1-6) – i.e. hold the Further Education and Training Certificate: Bookkeeping.

- Income Tax Returns (TFIT) **7**
- Business Law and Accounting Control (TFBL) **8**

Complete a full set of accounts for a financial year; support management in finance and accounting; become a SAIT tax practitioner (once you meet their requirements); know the ins and outs of accounting, taxation (individuals and companies), auditing and business law.

Technical Financial Accountant, Financial Manager, Accounting Technician, Tax Technician, Financial Services Manager.

National Diploma: Technical Financial Accounting  
NQF L5 (SAQA ID: 36213)

## Advanced Level

Successful completion of the previous learning areas (1-8) – i.e. hold the National Diploma: Technical Financial Accounting  
NQF L5 – or equivalent.

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

Compile annual financial statements; register with SAIBA as an Accounting Officer (once you meet their requirements); work with Chartered Accountants and Auditors; have a thorough knowledge of accounting theory and practice, corporate strategy; and International Financial Reporting Standards.

Financial Accountant, Accounting Officer (via SAIBA, see page 28). Tax Practitioner, Tax Consultant, Management Accountant, Assistant Manager.

National Diploma: Financial Accounting:  
NQF L6 (SAQA ID: 20366)



# ICB Public Sector Accounting Programme

If you want to work in finance in government or municipalities, this is the stream to study.

This programme has been designed to address the lack of skills in the public sector and give learners 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.

Complete the first four subjects - ICB Public Sector Accounting: Foundation Level - and you'll get your first qualification (National Certificate: Public Sector Accounting). Progress through the programme's Intermediate and Advanced levels to keep building your skill set and increase your employability.

This programme **is ideal** if you are:

- ✓ Considering a job in the public sector
- ✓ Already working in government and want to switch to finance or improve your financial skills
- ✓ Interested in helping your local government/municipality run smoothly
- ✓ Keen to serve your community
- ✓ Known to have a good head for numbers.







## Did you know?

Enhance your studies and broaden your employment options by completing just one or two extra subjects in the Financial Accounting Programme:

- If you hold the National Certificate: Public Sector Accounting, you can attain the National Certificate: Bookkeeping by completing the Payroll and Monthly SARS Returns subject.
- If you have qualified with the Diploma: Public Sector Accounting, you can get the National Diploma: Technical Financial Accounting by completing the Payroll and Monthly SARS Returns and the Income Tax Returns subjects.

## Entry requirements

## Subjects (learning areas)

## What you'll be able to do

## Jobs you'll be able to apply for

## NQF registered qualification

### Foundation Level

Grade 11 (Std 9), NQF 3 or equivalent.

You must be at least 16 years of age. No prior accounting knowledge needed.

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

Administer public accounts. Help improve public sector financial management by adding value, efficiency and productivity to government departments.

Public Accounts Administrator

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

### Intermediate Level

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

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

Work as a qualified accounting technician in the public sector. Make a positive contribution to the country by improving public finance management; contribute to the optimal use of state resources; demonstrate a shift from cash to accrual accounting.

Technical Public Accountant, Accounting Technician in the public sector

Diploma: Public Sector Accounting  
NQF L5 (SAQA ID: 20353)

### Advanced Level

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

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

Compile annual financial statements; register with SAIBA as an Accounting Officer (once you meet their requirements); work with Chartered Accountants and Auditors; have a thorough knowledge of accounting theory and practice, strategy, management accounting and regulatory frameworks.

Public Sector Financial Accountant, Financial Accountant. Accounting Officer (via SAIBA, see page 28).

National Diploma: Financial Accounting  
NQF L6 (SAQA ID: 20366)

\* **IMPORTANT:** Subject has been restructured for 2016.

New in  
2016

## ICB Business Management Programme

This is just the ticket if you have ambitions of managing a business and its finances. 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.

You can achieve the ICB Business Management: Foundation Level after completing just three subjects (and achieve the National Certificate: Small Business Financial Management). Continue your studies to progress to the Intermediate and Advanced Levels, and their associated nationally recognised qualifications.

This programme **is ideal** if you are:

- ✓ Interested in being part of a company's management team
- ✓ Determined to help a business grow and increase profits
  - ✓ Driven to run a company's operations economically
  - ✓ Keen to learn how to run a company efficiently
- ✓ Looking to start your own business some day but want to gain experience first.



Entry  
requirementsSubjects  
(learning  
areas)What  
you'll  
be able  
to doJobs you'll  
be able to  
apply forNQF registered  
qualificationFoundation  
Level

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

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

Demonstrate an understanding of the documentation, processing and recording of a business's financial transactions. Communicate effectively with the business stakeholders. Show you know what it means to be a general manager. Cost and price products, and manage working capital. Operate a personal computer.

Assistant or administrator in human resources, office management, legal, administration, public relations, finance, marketing, sales, customer relations. Junior Researcher, Junior Analyst, Sales Assistant.

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

Intermediate  
Level

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

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

Manage your diary and work schedule as a manager. Operate efficiently as a general office manager of a business. Apply marketing, law, PR and economics principles in business. Draw up and interpret financial statements and reports. Work efficiently with the HR and labour relations departments. Apply business growth principles for local and global expansion.

Senior Office Administrator, Secretary, General Office Manager, Human Resources Manager, Labour Relations Manager, Field/Floor/Store/Department Supervisor, Customer Service Manager.

Higher Certificate: Office Administration  
NQF L5 (SAQA ID: 23619)

Advanced  
Level

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

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

Work with a management information system at a corporate level. Prepare a business for internal/external audit. Apply principles of strategic intent and strategic thinking in a global business environment. Apply managerial finance and control principles in a commercial environment. Draw up and interpret financial statements and reports in accordance with IFRS.

Financial Accountant, Accounting Officer (via SAIBA, see page 28). Field/Floor/Store/Department Manager, Key Account Manager, Business Manager, Business Consultant, Business Advisor, Service or Sales Manager.

National Diploma: Financial  
Accounting  
NQF L6 (SAQA ID: 20366)



## ICB 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. The specially-selected subjects in this programme are designed to give you the financial, accounting and commercial skills you'll need to make your business a success. The course also covers strategy, technical knowledge, and personal skills.

The Foundation Level will give you a good grounding (and earn you the National Certificate: Small Business Financial Management). Keep studying to achieve the Intermediate and Advanced Levels, and their associated NQF qualifications.

This programme **is ideal** if you:

- ✔ Are dreaming of starting your own company someday
- ✔ Have already started a business but realise you have gaps in your knowledge
- ✔ Are thinking of partnering with a non-financial person in a new venture
- ✔ Want to make sure your existing or future company runs efficiently.



## Entry requirements

## Subjects (learning areas)

## What you'll be able to do

## Jobs you'll be able to apply for

## NQF registered qualification

### Foundation Level

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

- Entrepreneurship 1 (ENT1) 1
- Bookkeeping to Trial Balance\* (BKTB) 2
- Business Literacy (BUSL) 3

Understand what it means to be an entrepreneur in South Africa. Identify business opportunities, set up a new business. Understand the documents, processes and recording of financial transactions in the business. Communicate effectively with all stakeholders. Cost and price products and manage working capital. Manage business logistics. Work with SARS and other statutory bodies. Operate a personal computer.

You're probably not interested in applying for a job if you're studying this programme! If you're not starting your own business, you could join a start-up or new business as their finance person.

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

### Intermediate Level

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

- Office and Legal Practice (OLPR) 4
- Entrepreneurship 2 (ENT2) 5
- Marketing Management and Public Relations (OAMM) 6
- Financial Statements\* (FNST) 7
- Human Resources Management and Labour Relations (OAHR) 8

Lead a small/medium sized business. Manage your work schedule as an entrepreneur. Operate efficiently in an office environment. Apply law, marketing, PR and economic principles in business. Draw up and interpret financial statements and reports. Work efficiently with HR and labour relations. Apply local and global growth principles.

Higher Certificate: Office  
Administration  
NQF L5 (SAQA ID: 23619)

### Advanced Level

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

- Entrepreneurship 3 (ENT3) 9
- Financial Management and Control (FMCL) 10
- Financial Reporting and Regulatory Frameworks (FRRF) 11
- Research Theory and Practice (RTAP) (By short dissertation, topic: Entrepreneurship) 12

Work with a management information system at a corporate level. Prepare a business for internal/external audit. Apply principles of strategic intent and strategic thinking in a global entrepreneurial environment. Apply managerial finance and control principles in a commercial environment. Understand and stick to entrepreneurial ethics. Manage and lead change in your business. Draw up and interpret financial statements and reports in accordance with IFRS.

Financial Accountant, Chief Financial Officer in an entrepreneurial environment, Business Consultant, Business Advisor, Accounting Officer (via SAIBA, see page 28).

National Diploma: Financial  
Accounting  
NQF L6 (SAQA ID: 20366)



# ICB 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.

As you work your way through this programme's 12 subjects, you'll move up from the Foundation Level through the Intermediate Level and ultimately to the Advanced Level – and achieve their associated NQF qualifications.

This programme is a great choice if you want to help any company run in an organised way. The knowledge you gain in each successive qualification builds on the last, allowing you to take on key functions and increased responsibility in your workplace.

This programme **is ideal** if you are:

- ✔ Looking to land your first job
- ✔ Wanting skills that make you employable in any business
- ✔ Ambitious and want to be top of the list for promotions
- ✔ Eager to learn the basics of marketing, bookkeeping, human resources and economics
- ✔ Want to be able to set up, run and manage an efficient office environment.





## Entry requirements

## Subjects (learning areas)

## What you'll be able to do

## Jobs you'll be able to apply for

## NQF registered qualification

### Foundation Level

Grade 12 (Std 10) or equivalent – and you must be at least 16 years of age.

No prior accounting knowledge needed.

- Business and Office Administration 1\* (OAB1) ①
- Bookkeeping to Trial Balance\* (BKTB) ②
- Business Literacy (BUSL) ③
- Marketing Management and Public Relations (OAMM) ④
- Business Law and Administrative Practice (OABL) ⑤
- Cost and Management Accounting\* (CMGT) ⑥

Business communication; bookkeeping up to trial balance; apply your basic knowledge of cost and management accounting; use your basic skills in marketing and public relations, business law and administrative practice.

Junior Office Administrator, Receptionist, Office Assistant, Public Relations Officer, Marketing Administrator

Certificate: Office Administration  
NQF L5 (SAQA ID: 23618)

### Intermediate Level

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

- Business and Office Administration 2\* (OAB2) ⑦
- Human Resources Management and Labour Relations (OAHR) ⑧
- Economics (OAECE) ⑨

Apply a range of office administration techniques and economics; perform human resources and labour relations administrative tasks.

Senior Office Administrator, Secretary, General Office Manager, Human Resources Administrator, Labour Relations Administrator

Higher Certificate: Office Administration  
NQF L5 (SAQA ID: 23619)

### Advanced Level

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

- Business and Office Administration 3\* (OAB3) ⑩
- Financial Statements\* (FNST) ⑪
- Management (MGMT) ⑫

Use your advanced knowledge of office administration and management techniques, financial accounting and reporting skills, and office administration techniques.

Office Manager, Public Relations Manager, Administrative Manager

Diploma: Office Administration  
NQF L6 (SAQA ID: 35958)

\* **IMPORTANT:** Subject has been restructured for 2016.

# 2 Decide how to study

## Study options to suit your lifestyle

In a classroom, by correspondence, full time or part time? It's up to you!

Just finished school and can't wait for campus life? A working mom with lots of ambition, but very little time? On a mission to study intensively and qualify in just 6 months? Or maybe you have a longer term plan to study on the side while working full time?

**Whatever your situation, there will be an ICB study route that works for you.**

We have over 500 accredited training providers (colleges) across southern Africa. Whether you register for classroom or correspondence learning, you may have access to valuable online tutoring or telephone support from your college.

## In a **classroom**



Studying **full time** at a college.

Most school leavers opt for this route, because they aren't working yet or tied down with too many commitments (lucky them!).



Studying **part time** at a college.

If you're working full time but really want to gain a qualification, this is a great option as you'll attend classes after hours every week. Part time studies can really increase your options if you're already employed but looking to up-skill and increase your job security, or even change jobs.



**Video studies** at a college.

If you can't always make scheduled classes, some colleges have the option of letting you watch pre-recorded lectures. Instead of attending fixed classes, you can book viewing times with your college that suit your lifestyle.

## Monthly assessments

Colleges conduct formal assessments for classroom-based learners every month, but do double check when they're doing the assessments for the subjects you're interested in.



## By correspondence



Correspondence is the most flexible and affordable way to study while still getting support from a college.

Register with a correspondence college and they will send you the tuition material you need for the courses you signed up for.

As a correspondence learner, you will have access to the college's helpline and support structures, so you won't really be going it alone.

You work through the material yourself, at your own pace, wherever you are. At the end of your course, you'll sit your final exam at the ICB assessment centre nearest to you.

### Independent self-study (not recommended)

A final option, which we do not encourage, is for you to study an ICB course entirely on your own.

You will have **no access** to tutor support from any college, the textbook publishers or the ICB, if you choose to study independently.

This option does mean you can do the work at your own pace. But you'll have to get hold of the course material yourself, and if you have any queries about the work, you'll need to find someone in your own network to help you out.



### Q. How long do ICB courses last?

**A.** They range from 6 months to 3 years, depending on which course you are registered for. Each subject in the course should take about 48 hours of study before you write the final assessment.

“Being in the ICB's programme has changed my mindset and my life. It has released my inner power. I can proudly say that I know I'm heading towards a brighter future for me and my children.”

Siyabonga, Nelspruit

## Quarterly assessments

Assessments for correspondence and independent learners are conducted quarterly, at ICB-approved assessment centres around southern Africa. See timetables on pages 34 - 39.



# 3 Pick where to study

Choose from **over 500** ICB-registered training providers

ICB courses are available at hundreds of accredited training providers in southern Africa. This page shows just a small selection of them. Our providers offer classroom or correspondence learning – or both.

For the full list of training providers, and to search for one near you, please visit the ICB website [www.icb.org.za](http://www.icb.org.za) and follow this path:

Home page > Where to study > Training providers



Academy Training Group | 011 394 1383  
[www.academytraining.co.za](http://www.academytraining.co.za)



Afritech Training Solutions | 021 551 0042  
[www.afritechs.com](http://www.afritechs.com)



Amilak Training Center | 011 672 5223  
[www.amilaktraining.co.za](http://www.amilaktraining.co.za)



Berea Technical College  
031 304 5207 | [www.bereatech.co.za](http://www.bereatech.co.za)



Boston City Campus & Business College  
011 551 2000 | [www.boston.co.za](http://www.boston.co.za)



Centurion Academy | [www.ca.ac.za](http://www.ca.ac.za)  
Centurion 012 648 9700  
Klerksdorp 018 468 7147  
Witbank 013 656 2603  
Rustenburg 014 597 4052



CharterQuest Financial Training Institute  
011 234 9223 | [www.charterquest.co.za](http://www.charterquest.co.za)



Court Campus | 011 363 1634  
[www.courtcampus.co.za](http://www.courtcampus.co.za)



CTU Training Solutions | 0861 100 395  
[www.ctutaining.co.za](http://www.ctutaining.co.za)



Damelin (PTY) Ltd | 0860 326 354  
[www.damelin.co.za](http://www.damelin.co.za)



Damelin Correspondence College  
0860 616 161 | [www.dcc.edu.za](http://www.dcc.edu.za)



East London Management Institute  
043 742 0235 | [www.elmi.co.za](http://www.elmi.co.za)

F PHIRI  
Business School  
011 394 3371



[www.fphirifinancialconsultants.co.za](http://www.fphirifinancialconsultants.co.za)



Falcon Business Institute | 011 3377 543  
[www.falconbusinessinstitute.co.za](http://www.falconbusinessinstitute.co.za)



Global Prospectus Development Institute  
011 053 1200 | [www.gpdinstitute.com](http://www.gpdinstitute.com)



HC Varsity | 021 556 8464  
[www.hcvarsity.co.za](http://www.hcvarsity.co.za)



IBTC | [www.ibtc.co.za](http://www.ibtc.co.za)  
Cape Town 0861 111 411  
Sandton 0861 111 411

Institute of Management  
Development  
011 8690867  
[www.imdcollege.co.za](http://www.imdcollege.co.za)



Intec College  
086 031 3131  
[www.intec.edu.za](http://www.intec.edu.za)



**Instructability**  
Your Accounting Skills Provider

Instructability | 011 422 5385  
www.instruct.co.za

KIB College  
031 584 6400  
www.kib.co.za



Kingsway College of Computing & Business Studies  
Cape Town | 021 418 4287  
Bellville | 021 421 9170  
www.kingswaycollege.co.za



Life Skills Facilitators | 021 761 3899  
www.lifeskillsfacilitators.co.za



Mananga Centre Swaziland  
+268 2416 3155 | www.mananga.org



Milpark Education  
Cape Town 021 673 9100  
Durban 031 266 0444  
Johannesburg 011 718 4000  
www.milpark.ac.za

MSC Education Holdings  
0860 672 265  
www.msccollege.co.za



Ndugu Consulting  
011 681 0012  
www.nduguinstitute.co.za



Oxbridge Academy | 021 110 0200  
www.oxbridgeacademy.co.za



Qualitas Career Academy  
051 447 5412 | www.qualitasworld.co.za



SA Academy of Applied Competence  
012 320 8973 | www.saaac.co.za



Traditional education. Modern delivery.

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www.computerandcareers.co.za



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Successors Training Institute  
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Summat Training Institute  
011 402 6170  
www.summat.co.za



The IIE's Varsity College  
The Business School at Varsity College  
www.thebusinessschool.co.za

Durban North Campus 031 573 2038  
Durban Westville Campus 031 266 8400  
Pietermaritzburg Campus 033 386 2376  
Cape Town Campus 021 685 5021  
Port Elizabeth Campus 041 363 4223  
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Sandton Campus 011 784 6939  
Pretoria Campus 012 348 2551



UniCollege | 011 955 5326  
www.unicollege.co.za



Unigrad College | 013 755 3503  
www.unigradcollege.co.za

## The ICB vs your training provider

When you take your driving test, the traffic officer who tests you isn't the person who taught you to drive. And that's kind of how your training provider (college) and the ICB work. Your college will teach you during your course, or provide remote support if you're a correspondence learner. They'll sort you out with course materials and prepare you for your summative assessment (formal exam). The ICB is more like that traffic cop – we are an examining and assessment body and our job is to test your knowledge and decide whether you've made it or not.

3

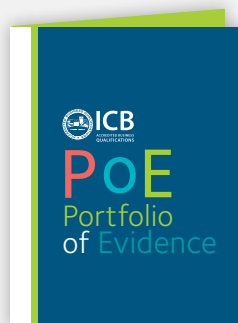
Pick where to study

# 4 Start studying

## Enter for assessment

Once you've chosen your training provider and the subjects you want to study, you'll need to enter for assessments for those subjects. Correspondence and independent learners must complete the Assessment Entry form available on [www.icb.org.za](http://www.icb.org.za) and submit it along with the correct assessment fee to the ICB, showing the date you want to sit the assessment. If you're doing classroom-based study, you'll hand these forms to your college, who will enter your class as a group.

**All learners will receive an email to confirm their assessment entry.**



## Course materials, tuition and support

Your college will give you your course material books, whether you are a classroom-based or correspondence learner. If you choose to study as an independent learner and not register with a college at all, you'll have to get your own course materials.

**If you have queries about the work, please speak to your training provider.**

They will be able to help you with questions about your subject content, theory, assignments, etc. If you've picked the independent learning route, where you've chosen NOT to study via any college, you will have to find the support you need yourself. The ICB is strictly only the external examining (assessment) and results-issuing body for these qualifications.

## Your Portfolio of Evidence

Only once you've entered for an assessment for an ICB subject, will you be sent your Portfolio of Evidence (PoE) for it. The tests or assignments you do throughout the subject must be added to this folder, which is handed in with your final assessment.

It is YOUR responsibility to make sure you have the **correct** PoE for each of your subjects. Ask your college if you have not received any communication about this within 3-4 weeks of registering for an ICB assessment – or if any personal details on it are incorrect. Correspondence learners will be sent their PoE directly from the ICB via registered mail. You'll be able to track it using the Post Office's reference number (we'll SMS this to you) on [www.trackandtrace.co.za](http://www.trackandtrace.co.za) – or you can contact your local post office to find out if your PoE is there. If it doesn't arrive, please contact the ICB.

**Your PoE folder also contains the Administration Book, which tells you how to complete your PoE.** It is an important document that you must fill in and submit with your PoE. Read through the Administration Book and the Assessment Policy in it very carefully, and follow the instructions. Start working through your PoE right away – use it to guide your learning.

	Classroom learning	Correspondence studies	Independent studies
<b>Register</b>	<b>Your college will assist you</b> with registration, courses, workload and study materials. They'll register you with the ICB.	<b>Your college will advise you</b> on courses, workload and study materials. <b>You will need to register</b> with the ICB yourself.	<b>Register as a learner with the ICB</b> and not with a college. You choose your courses, workload and study materials yourself.
<b>Enter assessments</b>	<b>Your college will help you</b> decide which assessments to sit when and enter you for them.	<b>Enter yourself by email, fax or online via our Learner Portal</b> and you choose which subjects you'd like to be assessed in.	
<b>Pay</b>	You pay your college fees, your ICB registration and assessment fees <b>all to your college.</b>	You pay your college fees <b>to the college.</b> You pay your ICB registration and assessment fees <b>directly to the ICB</b> when you enter for the assessment/s, before the closing dates on the assessment timetables.	There are <b>no college fees to pay</b> as you're not studying with a college. Pay your ICB registration and assessment fees <b>directly to the ICB</b> when you enter for the assessment/s, before the closing dates on the assessment timetables.
<b>Study materials</b>	<b>The college will provide</b> your study materials.	<b>The college will provide</b> your study materials.	You must <b>get your own</b> study materials.
<b>Portfolio of Evidence (PoE)</b>	<b>Your college gives you</b> a Portfolio of Evidence (PoE) for each of the subjects you've entered assessments for.	<b>The ICB sends</b> you a Portfolio of Evidence (PoE) for each of the subjects you've entered assessments for. It will be sent to your nearest post office. <b>You can also collect it yourself</b> from the ICB in Cape Town or send your own courier to pick it up from us. (This must be pre-arranged though.)	
<b>Studying</b>	<b>Classes begin</b> and you start compiling your PoE.	You start studying and compiling your PoE by yourself, <b>at your own pace.</b>	
<b>Support</b>	Support is available <b>from your college.</b>	Support is available <b>from your college.</b>	<b>You're on your own!</b> You'll need to find support in your own network of family, friends and colleagues.
<b>Summative assessment (formal exams)</b>	The first 8 Accounting Programme subjects are assessed at ICB-accredited colleges every month. All others are assessed there quarterly. <b>You'll hand in your completed PoE</b> and the formal exam's question and answer books. These are sent to the ICB for assessing (marking).	These are held <b>quarterly at ICB-approved assessment venues</b> around southern Africa.	
<b>Results</b>	<b>Your results</b> will be sent by the ICB to your college who will let you know if you are 'competent' or 'not yet competent' in your subject.	Your results will be available to <b>download from the ICB Learner Portal</b> and will be <b>emailed to you.</b>	
<b>Certificates</b>	After you're 'competent' in a qualification, you'll receive an <b>ICB Programme certificate</b> via your college within 2 months of the results release date and a <b>Fasset certificate</b> after 3+ months.	After you're 'competent' in a qualification, you'll receive an <b>ICB Programme certificate/s</b> in the post from us within 2 months of the results release date and a <b>Fasset certificate</b> after 3+ months.	
<b>Re-assessment</b>	<b>Speak to your college</b> about this. If you're ' <b>not yet competent</b> ' and it was not already a re-assessment you had written, you may apply for a re-assessment and sit <b>only a summative exam again</b> , within 12 months. Under some circumstances, you'll have to re-enter the subject from scratch and do a new PoE.	<b>Speak to the ICB</b> about this.	<b>Speak to the ICB</b> about this.

## Assessment dates and venues

Assessments take place at the ICB-approved assessment centres around southern Africa in February, May, August and November.

Most colleges hold assessments on-site every month, so check with yours what their schedule is. See the timetables on pages 34 - 39 for dates. The list of assessment centres is on page 39. If you forget to put an assessment date or venue on your Assessment Entry Form, you'll be assigned to the next available date and/or the centre closest to you.



### Learner Portal

Follow the link on [www.icb.org.za](http://www.icb.org.za)

You can register as an **ICB student** on our Learner Portal website, and once you have an ICB reference number, you can log in and do all sorts of useful things online:

- View and edit your contact details.
- Order certificate reprints for a full qualification.
- Pay your ICB fees using a credit card (and other usual methods).

**Correspondence learners** only can also:

- Enter for assessments.
- See your exam results.



**Q.** I can't decide between college and independent study. What should I choose?

**A.** College study (classroom-based or correspondence) is the option we always recommend, as you'll get help from a college if you are stuck with any of the coursework. If you're studying independently, you're entirely on your own. Independent study works for very few people – you must be very proactive, resourceful and have a great support network to do it successfully. The college route can be flexible, and offers you support.

**Q.** If I'm studying an ICB course independently, can I call the ICB for help with assignments or understanding the course material? **A.** No. If you've chosen this route, you've opted to study completely solo. You'll have to find the answers yourself through your family, friends, colleagues or the internet.

## ICB Fees 2016

Only correspondence and independent learners pay ICB fees directly to us. Classroom-based learners will be billed by their colleges.

**PLEASE NOTE:** In order to receive your PoE or be entered for exams, you must have sent your assessment entry form with proof of fee payment to the ICB – or your college.

**At the time you enter** for the first assessment of a (calendar) year, the annual student registration fee is payable.

If you cancel a scheduled assessment, **fees can't be refunded**. Assessment of subjects can be postponed only once, if we have received your postponement fee and forms on time. Incorrectly completed forms or insufficient fees will result in assessment applications not being accepted.

All fees are not refundable. Fees are quoted in South African Rands and may change without prior notice. Fees listed **include 14% VAT** for SA and bank charges for payments from other countries.

**REGISTRATION FEE**

Annual student registration fee	R330
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**ASSESSMENT FEES**

Assessment fee per subject/learning area (all qualifications)	R 620
Re-assessment fee per subject/learning area (all qualifications)	R 430
Assessment postponement fee per subject/learning area	R 220
Assessment late entry fee per subject/learning area	R 450
Assessment re-mark & examiners' report (fee per subject/learning area)	R 850
Private invigilator admin fee (prior approval required)	R 970
Duplicate transcript of results	R 110
Qualification certificate re-print (including postage)	R 200
Re-issue of PoE (including postage)	R 350
Re-post/Re-delivery fee	R 95

**RECOGNITION OF PRIOR LEARNING (RPL)/EXEMPTION FEES**

RPL/Exemption application fee	R 440
RPL/Exemption fee per subject accredited prior learning/qualification (no PoE required)	R 370
RPL PoE fee per subject (PoE to be completed)	R 900

**PROVIDERS**

Annual accreditation renewal fee	R 1,100
Workplace provider accreditation fee	R 6,800
Training provider accreditation fee	R 6,800
Admin fee for accreditation changes (i.e. scopes, entity names, status, etc.)	R 750
Special site visits (i.e. change of training venue)	Price on application

**LEARNERSHIPS - Workplace PoE Assessments**

National Certificate - Bookkeeping (L3)	R 1,000
Further Education & Training Certificate: Bookkeeping (L4)	R 1,000
National Diploma - Technical Financial Accounting (L5)	R 1,000
National Certificate - Public Sector Accounting (L4)	R 1,000
Diploma - Public Sector Accounting (L5)	R 1,000
National Certificate - Small Business Financial Management (L4)	R 1,000
Certificate Office Administration (L5)	R 1,000
Higher Certificate Office Administration (L5)	R 1,000

## Payment methods

**IMPORTANT:** Don't forget to use your **ICB reference number or South African ID** number as your payment reference. If your company is paying for your studies, please tell them to use these as the payment reference too so we know **who they are paying for**. Foreign learners: Please contact the ICB for your reference number if it's the first time you're paying us.

**Credit card**

You can pay your ICB fees by credit card on our secure Learner Portal. <https://www.secureicb.co.za/learner>

**EFT**

The ICB's bank details for payments are: The Institute of Certified Bookkeepers, First National Bank, Branch: Rondebosch, Branch code: 201509, Account number: 50262418757.

SWIFT code for international payments: FIRZAJJ

**NO CASH**

The ICB does not accept cash payments. If this is your only option, please make a deposit at an **FNB bank** and then send us the proof of payment.

**SnapScan**

You can now pay your ICB fees in South Africa using the SnapScan app for iPhone, Android and BlackBerry **smartphones**.

There's no extra cost to download or use SnapScan. SnapScan allows you to make safe and secure payments directly from your account at any bank.



Snap here to pay





# 5

## Final assessments

### Your formal assessment

At the end of your subject, ICB assessors will figure out if you know your stuff or not. We do this via a summative assessment (formal exam) as well as via exercises, assignments and practicals (formative assessment) that you've done over the period of your course.

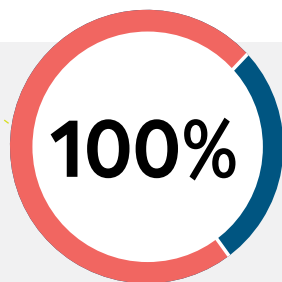
All your formative assessment work must be added to your PoE folder as you go along, and your final exam papers will be too. This is proof that you have done the work and understand the material.

**IMPORTANT:** You can only be assessed if you have entered for the assessment before its closing date, and paid your annual ICB student registration and assessment fees. See our 2016 fee schedule on page 23.

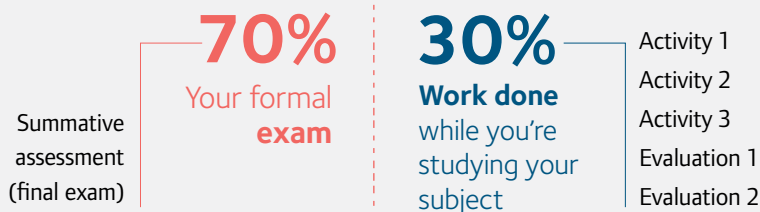


Assessment timetables: See pages 34-39





## What counts for what



**70% of your final mark** comes from your **final assessment** – a sit-down exam. You will need to get at least **50% for this to pass**, regardless of your overall mark.

**30% of your final mark** comes from the activities and evaluations you do during your subject. These exercises are essential as they fully prepare you for the summative assessment.

**Your pass mark: 60%**  
**60% is the mark** you need to get overall to be declared competent.

Depending on how you do in your assessments, you'll either be assessed as **COMPETENT** or **NOT YET COMPETENT**.



## Getting your **results** and **certificates**

**Results:** Your results will be available on the results release date (see pages 34 – 39 for these). Results are never given out over the phone. Results for classroom-based college learners are sent to the college. If you're studying via correspondence with a college, or independently, your results will be available on the Learner Portal and will be emailed to you on the day they're released.

**Certificates:** When you complete any of the ICB Programme Levels, you'll get two certificates. The ICB Programme Certificate is issued by the ICB and shows you have achieved a specific level in a particular stream, e.g. ICB Financial Accounting: Advanced Level.

You'll also receive another certificate – your qualification certificate – which is issued by Fasset. You can expect your qualification certificate from Fasset to arrive about 3 months after your results are released. You'll get this from your college if you're a classroom-based learner; correspondence learners will receive their certificates in the post, via the ICB.

## Re-assessment: A second chance

If you are assessed as 'not yet competent' in a subject (you did not pass it), you will have a chance to write one re-assessment, which is only a summative final exam with a pass mark of 60% (no PoE required – the exam counts fully towards your grade). You must complete the re-assessment within 12 months of your original summative assessment date. We do recommend you write your re-assessments as soon as you can, as subject content does change. It's your responsibility to make sure you know what material has been updated.

If you miss your re-assessment, or you are 'not yet competent' in it, you can't redo it. You will need to re-enter for the subject and start it over by completing a new PoE.

**IMPORTANT:** You may only request **ONE** postponement per assessment from the ICB. Your assessment will automatically be moved to the next scheduled assessment date.

## Postponing an assessment

If you need to postpone your assessment before your assessment date, check the Assessment Timetables on pages 34 - 39 to see when you need to submit postponements by, as there are cut-offs for these for each assessment cycle. If you are on time, you can postpone by paying the postponement fee. If you need to postpone your assessment because you're ill **on the day**, you can apply for a free postponement (include a doctor's certificate with your request), which may be issued at the ICB's discretion. Assessment for subjects can be postponed **once** only. See Section 5 of the Assessment Policy.

### You will have to start your subject over from scratch, by re-entering and starting a new PoE if:

- You don't postpone your assessment and miss it (are absent).
- You apply for postponement after the cut-off date.
- You have already postponed your assessment once for this subject.



**Q. Can I just show up at an assessment and write the exam?** **A.** No. To be allowed to write a summative assessment (formal exam) for a subject, you must have entered the assessment for that subject, paid for it, had the ICB confirm your registration – and you must have done all the coursework for the subject too.

**Q. I submitted my PoE but didn't include all my assessments. Can I submit these later?** **A.** No, you need to make 100% sure that everything is included in your PoE before you submit it. The ICB cannot accept any additional materials for marking after you've handed it in. Only what you hand in at your assessment will be marked.

**Q. What if there's no assessment centre near where I live?** **A.** The ICB arranges assessment venues throughout southern Africa and a detailed list is available on [www.icb.org.za](http://www.icb.org.za). If you live and work more than 200km from an official assessment centre, you can submit a Private Invigilator Application to the ICB with the prescribed fee, which will be considered on an individual basis. If a new centre opens after you've submitted your application, we reserve the right to allocate you to it.

**Q. Can you send me past papers so I can practice for my exam please?** **A.** Nope, sorry. Past papers are not available because if outcomes change, past papers will be out-dated – plus we need to protect the credibility of the papers. Your course materials (which do contain sample questions) and the assignments and evaluations that go into your PoE will prepare you for the questions in your final exam. Please speak to your training provider if you feel you need extra help.

# 6 Go further

## What you can do with your ICB qualifications

As well as making you attractive to employers and clients, your ICB qualifications can also lead you to these opportunities:



## Study further with the ICB

### Accredited, reputable and recognised qualifications

All ICB qualifications are accredited on the National Qualifications Framework (NQF) by the South African Qualifications Authority (SAQA) and the Zambian Vocational Qualifications Framework.

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. Gain your first qualification and keep going straight away, or take a short break, and pick up the next level a little later.

## Find a job

In association with CareerJunction, South Africa's hugely popular job site, you can search and apply for financial and admin positions at [www.icb.org.za/careers](http://www.icb.org.za/careers)

## Study further elsewhere with credit for your ICB qualification

By studying further with a number of organisations that recognise ICB qualifications, even more career opportunities are available to you:



### Tax practitioner:

If you hold the ICB's Financial Accounting Programme: Upper Intermediate Level (NQF Level 5), you can apply to the South African Institute of Tax Professionals (SAIT) for registration as a Tax Practitioner. See [www.thesait.org.za](http://www.thesait.org.za)



Chartered Institute of Management Accountants

### Management accountants:

The Chartered Institute of Management Accountants also grants exemptions for certain ICB subjects for students who want to pursue a career in management accounting. See [www.cimaglobal.com](http://www.cimaglobal.com)



### Chartered secretary:

Chartered Secretaries Southern Africa offers several professional qualifications in this specific field of corporate governance, and grants exemptions for certain ICB subjects. See [www.chartsec.co.za](http://www.chartsec.co.za)



### Chartered certified

**accountant:** Our NQF Level 6 ICB Financial Accounting Programme: Advanced Level graduates can study further through the Association of Chartered Certified Accountants (ACCA) to become Chartered Certified Accountants. See [www.accaglobal.com](http://www.accaglobal.com)

## Join a professional body

With your ICB qualification in hand, you might want to further increase your professional profile and network by joining one of the following bodies as a member, all of whom welcome ICB graduates:



The Institute of Certified Bookkeepers and Accountants (ICBA) [www.icba.org.za](http://www.icba.org.za)



The International Association of Accounting Professionals (IAAP) [www.accountingprofessional.org](http://www.accountingprofessional.org)



The Southern African Institute for Business Accountants (SAIBA) [www.saiba.org.za](http://www.saiba.org.za)



The International Association of Bookkeepers (IAB) [www.iab.org.uk](http://www.iab.org.uk)



South African Institute of Tax Professionals (SAIT) [www.thesait.org.za](http://www.thesait.org.za)

Being a member of a professional body shows you are committed to taking your career seriously. Most of these organisations offer their members several benefits, which can include designations (letters after your name), offers and discounts, networking opportunities and more.

They usually require members to keep their knowledge up to date by completing a specific number of Continuing Professional Development hours every year. Employers or clients will feel more reassured hiring someone who is a member of a professional body as it shows you're serious about your career.

## The ICB's sister organisations:



**ICBA**  
Institute of Certified  
Bookkeepers and Accountants

**The Institute of Certified Bookkeepers and Accountants (ICBA) is a professional body for qualified finance and office administration professionals in southern Africa. It used to be part of the ICB but separated from it in 2013.**

As a professional body, the ICBA certifies qualifications, awards designations and offers a range of benefits to our members.

As a Qualified Member of the ICBA, you can put the following letters after your name:

### Membership

### Designation

Student	None
Certified Junior Bookkeeper	CJBICA(SA)
Certified Public Accounts Administrator	CPAAICBA(SA)
Certified Senior Bookkeeper	CSBICA(SA)
Certified Technical Financial Accountant	CTFAICBA(SA)
Certified Technical Public Accountant	CTPAICBA(SA)
Certified Junior Office Administrator	CJOAICBA(SA)
Certified Senior Office Administrator	CSOAICBA(SA)
Certified Financial Accountant	CFAICBA(SA)
Certified Office Manager	COMICBA(SA)

The ICBA welcomes members who have relevant, recognised work experience and qualifications from tuition providers including (but not limited to) the ICB.

Find out more at [www.icba.org.za](http://www.icba.org.za)



**ITHSA**  
[www.ith.org.za](http://www.ith.org.za)

The Chartered Institute of Tourism and Hospitality (ITH) is a similar organisation to the ICB, operating in the tourism and hospitality sector. If you are interested in a career in this exciting field, the ITH could help you make your dreams come true.

The ITH accredits southern African training providers and supports them in rolling out the UK's Confederation of Tourism and Hospitality (CTH) British-registered qualifications.



**The CTH's internationally recognised courses range from short courses to post-graduate level qualifications in:**

- Tourism and travel
- Hospitality and hotel management
- Culinary skills and chef training
- Leadership in tourism and hospitality
- English for the tourism and hospitality industry
- Entrepreneurship in tourism and hospitality

All courses are registered on the United Kingdom's National Qualifications or Qualifications and Credit Frameworks, and not on the South African National Qualifications Framework. Over 35 universities recognise these qualifications as being equivalent to degree-level studies.

The CTH is endorsed by all kinds of important industry figures and brands, including:



Contact the ITH on [www.ith.org.za](http://www.ith.org.za),  
[info@ith.org.za](mailto:info@ith.org.za) or call +27 513 3455

# 7 Other information

File this under  
**'useful'!**

If you're working already,  
or have completed some  
courses in the past, read on.



## Learnerships

### Theory + on-the-job experience

If you're working already, and your employer is an ICB-accredited Workplace Training Provider, you could get an ICB qualification via a learnership\*. You'd do the qualification via the ICB's usual assessments but the practical part would be done while you're working on the job. You would **also** need to complete an ICB Workplace Portfolio of Evidence (PoE), which will be reviewed by an ICB assessor.

Learnerships are great for employees, as you can earn while you learn. Some learners even get their studies subsidised by their employers, as learnerships also offer incentives to companies.

\* Not all ICB courses are offered as learnerships.

For more information, please see the Learnerships section on the ICB website:  
**[www.icb.org.za/qualifications/learnerships](http://www.icb.org.za/qualifications/learnerships)**



**Q. Do I have to be employed to be able to study via a learnership?**

**A.** Yes, you must be employed. Your employer must be accredited by the ICB as a Workplace Training Provider to offer our learnerships.

**Q. Do you have a list of companies that offer learnerships?**

**A.** No, you will need to approach companies yourself.

**Q. Can the ICB give me a learnership?**

**A.** Unfortunately not.

We are not a training provider. The ICB's role in learnerships is to assess your theoretical work, and your practical experience (your Workplace PoE).

## Recognising prior learning

Perhaps you've picked up some qualifications or courses in the past that include subjects/learning areas that are similar to the ICB's. Or you've got some solid experience working in a relevant field.

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 Recognition of Prior Learning (RPL) you'll need to submit:

- The ICB Learner Details form and Guidelines for Recognition of Prior Learning form.
- Proof of payment of the ICB's RPL application fee.
- Your detailed CV.
- Certified true copies of your official transcripts of results, as issued by your previous training institution.
- International students must get their non-South African qualifications/subjects certified by the South African Qualifications Authority (SAQA) first. Please attach the relevant *SAQA Certificate of Evaluation of Foreign Qualifications*.
- The accreditation number of the training provider who awarded your previous qualifications/part-qualifications (e.g. DHET, Seta's QAP, Umalusi, CHE).
- The NQF level and SAQA qualification registration number for your previous courses. e.g. For the National Certificate: Bookkeeping the NQF level is Level 3 and the SAQA number is 58375.

### RPL Documents



**DOWNLOAD** the ICB Learner Details form and the Guidelines for Recognition of Prior Learning from [www.icb.org.za/downloads](http://www.icb.org.za/downloads) or give our office a call.

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.

See page 23 for RPL fees.



## ICB Bursaries

We know that some of the keenest and most deserving learners find it hard to pay for their studies.

In 2015 the ICB awarded 25 bursaries, each worth R5,000. The best part is that our bursaries do not have to be repaid. We just ask that recipients put them to really good use and study hard!

### How to apply for an ICB bursary

To be eligible for an ICB bursary you must:

---

Already be studying an ICB programme or qualification.

---

Have a good academic and attendance record.

---

Between January and April, the bursary application form can be downloaded from [www.icb.org.za](http://www.icb.org.za)

---

For bursaries in 2016, make sure your application reaches the ICB by 30 April 2016.

---

Successful applicants will be contacted by 30 June 2016.

---



**Q. What are the criteria for awarding bursaries?**

**A.** ICB bursaries are awarded according to academic performance, financial need and any special circumstances.

**Q. Do you award the bursaries in cash?**

**A.** No. Bursaries are paid directly to an ICB-accredited institution or other relevant ICB accredited service providers.

## Our policies and procedures

### The fine print

You've heard it on the adverts: "Terms and conditions apply." If you've decided you'd like to study an ICB programme, please take some time to read through our Assessment Policy. It explains the terms and conditions attached to our programmes and assessments.

We update this policy regularly and you can always download it from [www.icb.org.za](http://www.icb.org.za), find it in the Admin Booklet in your Portfolio of Evidence, or contact our office (see back cover for contact details) and we'll send it to you.





## Glossary of terms

**Assessment:** A test of your knowledge, e.g. an exam. Marking of assignments.

**Bursary:** Money awarded to help deserving students pay for their courses. Bursaries do not need to be repaid.

**College:** See (ICB) Training provider.

**Competent:** You know your stuff – you’ve passed your assessment.

**Correspondence learning:** Studies done without physical contact or classrooms – e.g. via mail, email or internet.

**Dissertation:** A written thesis, based on original research.

**Face-to-face learning:** Studies done in a classroom environment.

**Fasset:** The Finance and Accounting Services Sector Education and Training Authority.

**Formative assessment:** Tests and assignments during your course.

**Learner:** Student.

**Learnership:** Studying while working for a company that is an accredited ICB workplace training provider, so that you get practical experience too.

**Learning areas:** Subjects.

**Not yet competent:** You haven’t passed.

**NQF (National Qualifications Framework):** The NQF is a system for assuring the quality of qualifications in South Africa. Courses which are registered on the NQF are recognised nationally as being credible and valuable.

**PoE / Portfolio of Evidence:** A workbook that a learner fills with proof of learning and submits for assessment.

**Programme:** A learning stream or pathway consisting of selected subjects with a particular focus – e.g. Financial Accounting, Public Accounting, Entrepreneurship, Office Administration or Business Management.

**Qualifications:** This is what you get when you have completed a prescribed set of subjects competently – e.g. a national certificate, national diploma, etc. All ICB qualifications are registered on the South African National Qualifications Framework (NQF).

**Re-assessment:** To rewrite your summative exam.

**RPL (Recognition of prior learning):** Credit for your work experience or studies you completed elsewhere, within the last 5 years.

**SAQA:** The South African Qualifications Authority is the body which oversees the development and management of the National Qualifications Framework (NQF).

**Study stream:** See ‘programme’.

**Summative assessment:** A written exam; the final exam for a subject.

**(ICB) Training provider:** A college or other educational company that has been accredited to provide ICB courses.

**(ICB) Workplace training provider:** An employer who has been accredited to train staff on the practical side of ICB courses, in their workplace.

2016

# Assessment timetable A

## For classroom-based learners

Assessments are written at your college.

Please confirm the times for each timeslot with your training provider.

### Big dates:

These dates will be important to you – they're when you'll write your final (summative) assessments and submit your Portfolios of Evidence for the ICB subjects you choose to study.

**Make sure you enter for each assessment well before its closing date.** If you're

studying through a college, these are the dates they need to send your applications to us by, so make sure you let them know your choices **well in advance**.

QUARTER 1	JANUARY		FEBRUARY					MARCH	
Assessment/exam dates:	Sat 16 Jan	Mon 18 Jan	Sat 13 Feb	Mon 15 Feb	Tue 16 Feb	Wed 17 Feb	Thu 18 Feb	Sat 12 Mar	Mon 14 Mar
Subjects in Session 1:	JBTB, JBPR, JBCB, BUSL, SBFS, SBCM, TFIT, TFBL	JBTB, JBPR, JBCB, BUSL, SBFS, SBCM, TFIT, TFBL	JBTB, JBPR, JBCB, BUSL, SBFS, SBCM, TFIT, TFBL	JBTB, JBPR, JBCB, BUSL, SBCM, TFBL, OCOM, OAHR, OAB1, TPAC	OAB3, FRRF	FACS, OABK, MGMT	FAMC, OACM, FNAC, FATP	JBTB, JBPR, JBCB, BUSL, SBFS, SBCM, TFIT, TFBL	JBTB, JBPR, JBCB, BUSL, SBFS, SBCM, TFIT, TFBL
Subjects in Session 2:	None	None	None	SBFS, TFIT, OAMM, ESBF	OAB2, PAAD	OAEC	OABL	None	None
Enter by:	Fri 4 Dec 2015		Thu 31 Dec 2015					Fri 29 Jan	
Enter for re-assessment by:	Mon 4 Jan		Fri 29 Jan					Fri 26 Feb	
Postpone by:	Mon 4 Jan		Fri 29 Jan					Fri 26 Feb	
PoEs and exam papers sent to ICB on:	Tue 19 Jan		Tue 16 Feb		Fri 19 Feb			Tue 15 Mar	
Results released by ICB:	Fri 11 Mar		Fri 8 Apr					Fri 6 May	

## List of all subjects and their codes

RTAP	Accounting Theory and Practice (FATP) ♦ <i>Name changed to Research Theory and Practice (RTAP)</i>	BSL3/ BUSL	Business Literacy ♦ <i>BSL3 until 1 April 2016, then BUSL</i>
OABK	Bookkeeping ✓ <i>Subject merged with Bookkeeping to Trial Balance (BKTb) Full recognition of OABK.</i>	BMT1	Business Management 1 ★
		BMT2	Business Management 2 ★
		BMT3	Business Management 3 ★
JBTB/ BKTb	Bookkeeping to Trial Balance * ♦ <i>JBTB until 1 April 2016, then BKTb</i>	JBCB	Computerised Bookkeeping
		FACS	Corporate Strategy
OAB1	Business and Office Administration 1 *	OACM	Cost and Management Accounting 1 ✓ <i>Subject merged with Cost and Management Accounting (CMGT) Full recognition of OACM</i>
OAB2	Business and Office Administration 2 *		
OAB3	Business and Office Administration 3 *		
TFBL	Business Law and Accounting Control	SBCM/ CMGT	Cost and Management Accounting * ♦ <i>SBCM until 1 April 2016, then CMGT</i>
OABL	Business Law and Administrative Practice		

★ New subject in 2016. \* Subject has been restructured for 2016. ♦ Subject has a new code for assessments from 1 April 2016. ● Subject name and code have changed from 1 April 2016.

**IMPORTANT!** Please double check with your college that they will be offering an assessment for the subject you want to write on these dates. You'll also need to find out what their cut-off dates are for assessment entries, so that you can be sure to let them know in time that you want to do one.

QUARTER 2	APRIL		MAY					JUNE	
Assessment/exam dates:	Sat 16 Apr	Mon 18 Apr	Sat 14 May	Mon 16 May	Tue 17 May	Wed 18 May	Thu 19 May	Sat 11 Jun	Mon 13 Jun
Subjects in Session 1:	BKTB, JBPR, JBCB, BUSL, FNST, CMGT, TFIT, TFBL	BKTB, JBPR, JBCB, BUSL, FNST, CMGT, TFIT, TFBL	BKTB, JBPR, JBCB, BUSL, FNST, CMGT, TFIT, TFBL	BKTB, JBPR, JBCB, BUSL, CMGT, TFBL, OADR, OAB1, TPAC	OAB3, FRRF, BMT1, ENT2	FACS, MGMT, BMT2	FAMC, OLPR, RTAP	BKTB, JBPR, JBCB, BUSL, FNST, CMGT, TFIT, TFBL	BKTB, JBPR, JBCB, BUSL, FNST, CMGT, TFIT, TFBL
Subjects in Session 2:	None	None	None	FNST, TFIT, OAMM, ESBF	OAB2, PAAD, BMT3	OAEC, ENT3	OABL, FMCL, ENT1	None	None
Enter by:	Fri 4 Mar		Tue 5 Apr					Fri 29 Apr	
Enter for re-assessment by:	Tue 5 Apr		Fri 29 Apr					Fri 27 May	
Postpone by:	Tue 5 Apr		Fri 29 Apr					Fri 27 May	
PoEs and exam papers sent to ICB on:	Tue 19 Apr		Tue 17 May		Fri 20 May			Tue 14 Jun	
Results released by ICB:	Fri 10 Jun		Fri 8 Jul					Fri 5 Aug	

		OAHR	Human Resources Management and Labour Relations
OAEC	Economics	TFIT	Income Tax Returns
ENT1	Entrepreneurship 1 ★	MGMT	Management
ENT2	Entrepreneurship 2 ★	FAMC	Management Accounting Control Systems
ENT3	Entrepreneurship 3 ★	OAMM	Marketing Management and Public Relations
ESBF	Essential Business Finance ✕	OLPR	Office and Legal Practice ★
FNAC	Financial Accounting (FNAC) ✓ Subject merged with Financial Statements (FNST). Full recognition of FNAC.	OCOM	Office Communication (OCOM) ✓ Subject merged with Business Literacy (BUSL). Full recognition for OCOM.
FMCL	Financial Management and Control ★	JBPR	Payroll and Monthly SARS Returns
FRRF	Financial Reporting and Regulatory Framework ◆	PAAD	Public Accounting Administration
SBFS/ FNST	Financial Statements ✱ ◆ SBFS until 1 April 2016, then FNST	RTAP	Research Theory and Practice (previously FATP)
		TPAC	Technical Public Accounting ✱

Results will be released on the due date on condition that Portfolios of Evidence are received at the ICB's offices within 4 days of the required despatch date.

This assessment timetable is subject to change and the ICB reserves the right to cancel any exam at its own discretion.

These timetables were correct at the time of going to print in September 2015. Things do change, so please refer to our website for the most up to date timetables.

Late entries will only be accepted by absolute exception, at the discretion of ICB Management, and late entry fees will be levied.

✓ Subject merged with Accounting Stream subject. Name and code changed from 1 April 2016. Office Stream subject is fully recognised. ✕ Subject is being discontinued from 2016. Last chance for re-assessment is May 2016.

# 2016

# Assessment timetable A

## For classroom-based learners

Assessments are written at your college.

Please confirm the times for each session with your training provider.

### Big dates:

These dates will be important to you – they're when you'll write your final (summative) assessments and submit your Portfolios of Evidence for the ICB subjects you choose to study.

**Make sure you enter for each assessment well before its closing date.**

If you're studying through a college, these are the dates they need to send your applications to us by, so make sure you let them know your choices **well in advance**.

QUARTER 3	JULY		AUGUST					SEPTEMBER	
Assessment/exam dates:	Sat 16 Jul	Mon 18 Jul	Sat 13 Aug	Mon 15 Aug	Tue 16 Aug	Wed 17 Aug	Thu 18 Aug	Sat 10 Sep	Mon 12 Sep
Subjects in Session 1:	BKTB, JBPR, JBCB, BUSL, FNST, CMGT, TFIT, TFBL	BKTB, JBPR, JBCB, BUSL, FNST, CMGT, TFIT, TFBL	BKTB, JBPR, JBCB, BUSL, FNST, CMGT, TFIT, TFBL	BKTB, JBPR, JBCB, BUSL, CMGT, TFBL, OAHR, OAB1, TPAC	OAB3, FRRF, BMT1, ENT2	FACS, MGMT, BMT2	FAMC, OLPR, RTAP	BKTB, JBPR, JBCB, BUSL, FNST, CMGT, TFIT, TFBL	BKTB, JBPR, JBCB, BUSL, FNST, CMGT, TFIT, TFBL
Subjects in Session 2:	None	None	None	FNST, TFIT, OAMM	OAB2, PAAD, BMT3	OAEC, ENT3	OABL, FMCL, ENT1	None	None
Enter by:	Fri 3 Jun		Fri 1 Jul					Fri 29 Jul	
Enter for re-assessment by:	Fri 1 Jul		Fri 29 Jul					Fri 26 Aug	
Postpone by:	Fri 1 Jul		Fri 29 Jul					Fri 26 Aug	
PoEs and exam papers sent to ICB on:	Tue 19 Jul		Tue 16 Aug		Fri 19 Aug			Tue 13 Sep	
Results released by ICB:	Fri 9 Sep		Fri 7 Oct					Fri 4 Nov	

## List of all subjects and their codes

RTAP	Accounting Theory and Practice (FATP) ♦ <i>Name changed to Research Theory and Practice (RTAP)</i>	BSL3/ BUSL	Business Literacy ♦ <i>BSL3 until 1 April 2016, then BUSL</i>
OABK	Bookkeeping ✓ <i>Subject merged with Bookkeeping to Trial Balance (BKTB) Full recognition of OABK.</i>	BMT1	Business Management 1 ★
		BMT2	Business Management 2 ★
		BMT3	Business Management 3 ★
JBTB/ BKTB	Bookkeeping to Trial Balance * ♦ <i>JBTB until 1 April 2016, then BKTB</i>	JBCB	Computerised Bookkeeping
		FACS	Corporate Strategy
OAB1	Business and Office Administration 1 *	OACM	Cost and Management Accounting 1 ✓ <i>Subject merged with Cost and Management Accounting (CMGT) Full recognition of OACM</i>
OAB2	Business and Office Administration 2 *		
OAB3	Business and Office Administration 3 *		
TFBL	Business Law and Accounting Control	SBCM/ CMGT	Cost and Management Accounting * ♦ <i>SBCM until 1 April 2016, then CMGT</i>
OABL	Business Law and Administrative Practice		

★ New subject in 2016. \* Subject has been restructured for 2016. ♦ Subject has a new code for assessments from 1 April 2016. ● Subject name and code have changed from 1 April 2016.

**IMPORTANT!** Please double check with your college that they will be offering an assessment for the subject you want to write on these dates. You'll also need to find out what their cut-off dates are for assessment entries, so that you can be sure to let them know in time that you want to do one.

QUARTER 4	OCTOBER		NOVEMBER					DECEMBER	
Assessment/exam dates:	Sat 15 Oct	Mon 17 Oct	Sat 12 Nov	Mon 14 Nov	Tue 15 Nov	Wed 16 Nov	Thu 17 Nov	Sat 3 Dec	Mon 5 Dec
Subjects in Session 1:	BKTB, JBPR, JBCB, BUSL, FNST, CMGT, TFIT, TFBL	BKTB, JBPR, JBCB, BUSL, FNST, CMGT, TFIT, TFBL	BKTB, JBPR, JBCB, BUSL, FNST, CMGT, TFIT, TFBL	BKTB, JBPR, JBCB, BUSL, CMGT, TFBL, OADR, OAB1, TPAC	OAB3, FRRF, BMT1, ENT2	FACS, MGMT, BMT2	FAMC, OLPR, RTAP	BKTB, JBPR, JBCB, BUSL, FNST, CMGT, TFIT, TFBL	BKTB, JBPR, JBCB, BUSL, FNST, CMGT, TFIT, TFBL
Subjects in Session 2:	None	None	None	FNST, TFIT, OAMM	OAB2, PAAD, BMT3	OAEC, ENT3	OABL, FMCL, ENT1	None	None
Enter by:	Fri 2 Sep		Fri 30 Sep					Fri 21 Oct	
Enter for re-assessment by:	Fri 30 Sep		Fri 28 Oct					Fri 18 Nov	
Postpone by:	Fri 30 Sep		Fri 28 Oct					Fri 18 Nov	
PoEs and exam papers sent to ICB on:	Tue 18 Oct		Tue 15 Nov		Fri 18 Nov			Tue 6 Dec	
Results released by ICB:	Fri 9 Dec		Fri 13 Jan 2017					Fri 27 Jan 2017	

		OAHR	Human Resources Management and Labour Relations
OAEC	Economics	TFIT	Income Tax Returns
ENT1	Entrepreneurship 1 ★	MGMT	Management
ENT2	Entrepreneurship 2 ★	FAMC	Management Accounting Control Systems
ENT3	Entrepreneurship 3 ★	OAMM	Marketing Management and Public Relations
ESBF	Essential Business Finance ✕	OLPR	Office and Legal Practice ★
FNAC	Financial Accounting (FNAC) ✓ Subject merged with Financial Statements (FNST). Full recognition of FNAC.	OCOM	Office Communication (OCOM) ✓ Subject merged with Business Literacy (BUSL). Full recognition for OCOM.
FMCL	Financial Management and Control ★	JBPR	Payroll and Monthly SARS Returns
FRRF	Financial Reporting and Regulatory Framework ◆	PAAD	Public Accounting Administration
SBFS/ FNST	Financial Statements * ◆ SBFS until 1 April 2016, then FNST	RTAP	Research Theory and Practice (previously FATP)
		TPAC	Technical Public Accounting *

✓ Subject merged with Accounting Stream subject. Name and code changed from 1 April 2016. Office Stream subject is fully recognised. ✕ Subject is being discontinued from 2016. Last chance for re-assessment is May 2016.



**Q.** What is the difference between the two assessment timetables in this prospectus?

**A.** Timetable A is for learners who are doing classroom studies at a college. Colleges usually offer assessments every month at their own premises for the first eight subjects of the Accounting Programme. The rest are offered four times a year. Check with yours **whether they are offering the particular subjects** you're interested in on these dates. Timetable B is for correspondence and independent self-study learners. Assessments for these study routes are conducted four times a year at ICB-approved assessment venues around South Africa and Namibia.

# 2016

# Assessment timetable B

For **correspondence** and **independent** learners

Assessments are written at the ICB venues.

This assessment timetable is subject to change and the ICB reserves the right to cancel any exam at its own discretion.

These timetables were correct at the time of going to print in September 2015. Things do change, so please refer to our website for the most up to date timetables.

Late entries will only be accepted by absolute exception, at the discretion of ICB Management, and late entry fees will be levied.

	FEBRUARY				MAY			
Assessment/exam dates:	Mon 15 Feb	Tue 16 Feb	Wed 17 Feb	Thu 18 Feb	Mon 16 May	Tue 17 May	Wed 18 May	Thu 19 May
Subjects written at 9am:	JBTB, OCOM, OADR, OAB1, TPAC	JBPR, OAB3, FRRF	BUSL, FACS, OABK, MGMT	JBCB, FAMC, OACM, FNAC, RTAP	BKTB, OADR, OAB1, TPAC	JBPR, OAB3, FRRF, BMT1, ENT2	BUSL, FACS, MGMT, BMT2	JBCB, FAMC, OLPR, RTAP
Subjects written at 1pm:	SBFS, OAMM, ESBF	SBCM, OAB2, PAAD	TFIT, OAEK	TFBL, OABL	FNST, OAMM, ESBF	CMGT, OAB2, PAAD, BMT3	TFIT, OAEK, ENT3	TFBL, OABL, FMCL, ENT1
Enter by:	Fri 11 Dec 2015				Fri 18 Mar			
Enter for re-assessment by:	Mon 18 Jan				Mon 18 Apr			
Postpone by:	Fri 29 Jan				Fri 29 Apr			
PoEs and exam papers sent to ICB on:	Fri 19 Feb				Fri 20 May			
Results released by ICB:	Fri 8 Apr				Fri 8 Jul			

## List of all subjects and their codes

RTAP	Accounting Theory and Practice (FATP) ● <i>Name changed to Research Theory and Practice (RTAP)</i>	BSL3/ BUSL	Business Literacy ♦ <i>BSL3 until 1 April 2016, then BUSL</i>
OABK	Bookkeeping ✓ <i>Subject merged with Bookkeeping to Trial Balance (BKTB) Full recognition of OABK.</i>	BMT1	Business Management 1 ★
		BMT2	Business Management 2 ★
		BMT3	Business Management 3 ★
JBTB/ BKTB	Bookkeeping to Trial Balance * ♦ <i>JBTB until 1 April 2016, then BKTB</i>	JBCB	Computerised Bookkeeping
		FACS	Corporate Strategy
OAB1	Business and Office Administration 1 *	OACM	Cost and Management Accounting 1 ✓ <i>Subject merged with Cost and Management Accounting (CMGT) Full recognition of OACM</i>
OAB2	Business and Office Administration 2 *		
OAB3	Business and Office Administration 3 *		
TFBL	Business Law and Accounting Control	SBCM/ CMGT	Cost and Management Accounting * ♦ <i>SBCM until 1 April 2016, then CMGT</i>
OABL	Business Law and Administrative Practice		

★ New subject in 2016. \* Subject has been restructured for 2016. ♦ Subject has a new code for assessments from 1 April 2016. ● Subject name and code have changed from 1 April 2016.



AUGUST				NOVEMBER			
Mon 15 Aug	Tue 16 Aug	Wed 17 Aug	Thu 18 Aug	Mon 14 Nov	Tue 15 Nov	Wed 16 Nov	Thu 17 Nov
BKTB, OADR, OAB1, TPAC	JBPR, OAB3, FRRF, BMT1, ENT2	BUSL, FACS, MGMT, BMT2	JBCB, FAMC, OLPR, RTAP	BKTB, OADR, OAB1, TPAC	JBPR, OAB3, FRRF, BMT1, ENT2	BUSL, FACS, MGMT, BMT2	JBCB, FAMC, OLPR, RTAP
FNST, OAMM	CMGT, OAB2, PAAD, BMT3	TFIT, OAE, ENT3	TFBL, OABL, FMCL, ENT1	FNST, OAMM	CMGT, OAB2, PAAD, BMT3	TFIT, OAE, ENT3	TFBL, OABL, FMCL, ENT1
Fri 17 Jun				Fri 16 Sep			
Mon 18 Jul				Mon 17 Oct			
Fri 29 Jul				Fri 28 Oct			
Fri 19 Aug				Fri 18 Nov			
Fri 7 Oct				Fri 13 Jan 2017			

		OADR	Human Resources Management and Labour Relations
OAE	Economics	TFIT	Income Tax Returns
ENT1	Entrepreneurship 1 ★	MGMT	Management
ENT2	Entrepreneurship 2 ★	FAMC	Management Accounting Control Systems
ENT3	Entrepreneurship 3 ★	OAMM	Marketing Management and Public Relations
ESBF	Essential Business Finance ✕	OLPR	Office and Legal Practice ★
FNAC	Financial Accounting (FNAC) ✓ Subject merged with Financial Statements (FNST). Full recognition of FNAC.	OCOM	Office Communication (OCOM) ✓ Subject merged with Business Literacy (BUSL). Full recognition for OCOM.
FMCL	Financial Management and Control ★	JBPR	Payroll and Monthly SARS Returns
FRRF	Financial Reporting and Regulatory Framework ◆	PAAD	Public Accounting Administration
SBFS/ FNST	Financial Statements * ◆ SBFS until 1 April 2016, then FNST	RTAP	Research Theory and Practice (previously FATP)
		TPAC	Technical Public Accounting *

**Classroom-based learners:** You'll write your assessments at your college.

**Correspondence and independent learners:** Choose the ICB Assessment Centre that's closest to where you live:

#### Eastern Cape

East London  
Port Elizabeth

#### Mpumalanga

Middelburg  
Nelspruit

#### Free State

Bloemfontein

#### North West

Klerksdorp  
Rustenburg

#### Gauteng

Johannesburg  
Benoni  
Braamfontein  
Sandton Ridge  
Pretoria  
Pretoria North  
Sunnyside  
Vereeniging

#### Western Cape

Cape Town  
Bellville  
Mowbray  
Table View  
Mossel Bay

#### Namibia

Walvis Bay  
Windhoek

#### KwaZulu-Natal

Durban  
Newcastle

#### Limpopo

Polokwane

See our website  
for the most  
up to date list of  
assessment centres.

✓ Subject merged with Accounting Stream subject. Name and code changed from 1 April 2016. Office Stream subject is fully recognised. ✕ Subject is being discontinued from 2016. Last chance for re-assessment is May 2016.



0861 000 ICB  
0861 000 422

[www.icb.org.za](http://www.icb.org.za)  
[helpdesk@icb.org.za](mailto:helpdesk@icb.org.za)  
Fax: 021 659 1301

**Physical address:**

(not for postal enquiries or submissions)

Ground Floor, Birkdale 2, River Park,  
River Lane, Mowbray 7700,  
Cape Town, South Africa

**Postal address:**

PO Box 2237, Cape Town  
8000, South Africa

**Main number**

0861 000 ICB / 0861 000 422  
021 659 1300

**Student enquiries**

[helpdesk@icb.org.za](mailto:helpdesk@icb.org.za)  
021 659 1300

**Student accounts**

[admin@icb.org.za](mailto:admin@icb.org.za)  
021 659 1330

**Student results**

[info@icb.org.za](mailto:info@icb.org.za)  
021 659 1325

**New provider enquiries**

[newproviders@icb.org.za](mailto:newproviders@icb.org.za)  
021 659 1362

**Provider help desk**

[providers@icb.org.za](mailto:providers@icb.org.za)  
021 659 1320

**Provider accounts**

[accounts@icb.org.za](mailto:accounts@icb.org.za)  
021 659 1340

Our sister organisations ▼



**ICBA**

Institute of Certified  
Bookkeepers and Accountants



**ITHSA**

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All information in the prospectus is correct at the time of going to print in September 2015. We reserve the right to change any benefits, offerings, courses or fees at any time. We will communicate any updates to you via our website ([www.icb.org.za](http://www.icb.org.za)), where you can find the latest information. All information is provided in good faith. E&OE.



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