



# ICB

ACCREDITED BUSINESS  
QUALIFICATIONS

Phone: +27 21 659 1300 Fax: +27 21 659 1301 Email: helpdesk@icb.org.za  
ICB, Grd Floor, Birkdale 2, River Park, River Lane, Mowbray 7700. PO Box 2237,  
Cape Town, 8000, South Africa | 0861 000 422 | www.icb.org.za

Internationally recognised | Locally essential

Dear training provider

**Your learners don't just want an education.  
They want to be in demand when they enter the job market.**

And they can be, with qualifications from the Institute of Certified Bookkeepers (ICB). Whether they have just left school or are already working, they can study towards a highly respected ICB qualification and become a bookkeeper; financial accountant in the private or public sectors; an office manager; or learn how to manage the finances of a small business.

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

We are inviting training providers who are interested in offering our courses to find out more and become ICB-accredited.

### What the ICB offers

Since 1931, the ICB has been working to improve and maintain the quality, credibility and reputation of our qualifications in Southern Africa.

All ICB qualifications are registered on the South African National Qualifications Framework (NQF). We are a Quality Assurance Partner of the Quality Council for Trades and Occupations (QCTO).

Our qualifications are offered in five categories:

Financial Accounting Programme	Public Sector Accounting Programme	Business Management Programme	Entrepreneurship Programme	Office Administration Programme
National Certificate: Bookkeeping (NQF Level 3)	National Certificate: Public Sector Accounting (NQF Level 4)	National Certificate: Small Business Financial Management (NQF Level 4)	National Certificate: Small Business Financial Management (NQF Level 4)	Certificate: Office Administration (NQF Level 5)
Further Education & Training Certificate: Bookkeeping (NQF Level 4)	Diploma: Public Sector Accounting (NQF Level 5)	Higher Certificate: Office Administration (NQF Level 5)	Higher Certificate: Office Administration (NQF Level 5)	Higher Certificate: Office Administration (NQF Level 5)
National Diploma: Technical Financial Accounting (NQF Level 5)	National Diploma: Financial Accounting (NQF Level 6)	National Diploma: Financial Accounting (NQF Level 6)	National Diploma: Financial Accounting (NQF Level 6)	Diploma: Office Administration (NQF Level 6)
National Diploma: Financial Accounting (NQF Level 6)				



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ICB programmes are modular, and each subject includes portfolio-based practice activities, assignments or class tests for evaluation purposes - as well as a final exam. Our assessments are conducted nationally by ICB-registered assessors to ensure quality and standardization.

### Recognition by other bodies

ICB graduates are recognized by the following professional bodies:

- The Institute of Certified Bookkeepers and Accountants
- The International Association of Bookkeepers
- The International Association of Accounting Professionals
- The Southern African Institute of Business Accountants

ICB graduates can study further (with some credits) at these organisations:

- The South African Institute of Tax Professionals
- The Association of Chartered Certified Accountants
- The Chartered Institute of Management Accountants
- Chartered Secretaries Southern Africa.

These organizations recognize ICB qualifications for either membership, or exemptions.

The ICB works closely with the Institute of Certified Bookkeepers and Accountants (ICBA), a professional body in the fields of bookkeeping, accounting, office administration and financial management. Thousands of learners have completed their full- or part-time studies through the ICB. Many become members of ICBA, which gives them **numerous benefits and professional recognition**.

### Check out our prospectus

Our latest prospectus is available upon request or on our website and gives you detailed information about all our programmes and qualifications. It also explains how learners are assessed, the study options that are available, our fee structure, and more.

### Interested in offering ICB courses to your learners?

If your organization would like to be an accredited ICB training provider, you'll need to apply for accreditation. Request our "Requirements for Provider Accreditation" document or download it from our website. Should you thereafter submit your application to the ICB, we will review it and arrange a site monitoring visit should your company pass the desktop review.

### Want to know more?

If you'd like to find out more about our programmes and qualifications, or if you have any questions, please get in touch with us via phone or email:  
+27 21 659 1300 (office) or [support@icb.org.za](mailto:support@icb.org.za).

Yours truly

Provider support