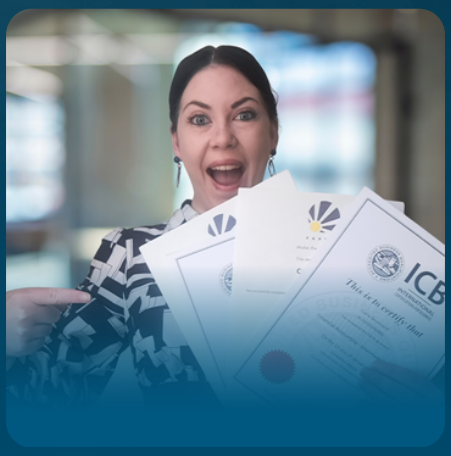
2026 Prospectus

ICB INTERNATIONAL CERTIFICATIONS FOR BUSINESS

Internationally Recognised
Locally Essential







Contents

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- Who is ICB?
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- Getting Started
- Join the ICB Community

Welcome to ICB!

With ICB, you don't just study – you stand out.

We've been shaping careers **since 1931**, helping thousands of students achieve better jobs, start businesses, and grow their earning potential.

- **Recognised Internationally**
- **Get Certified fast** - in as little as **4 months**
- **Boost your career** or **start you own business**
- **Flexibile Modes** - online, part time or self-study
- **Start anytime** - Enrolments on demand
- **Progression to Degrees** and professional membership.
- RPL: **Get Credit** for what you already know
- Proven track record **since 1931**
- **Affordable exam fees starting from R1050,** with payment plans

Enrol Anytime – Start Your Journey Today

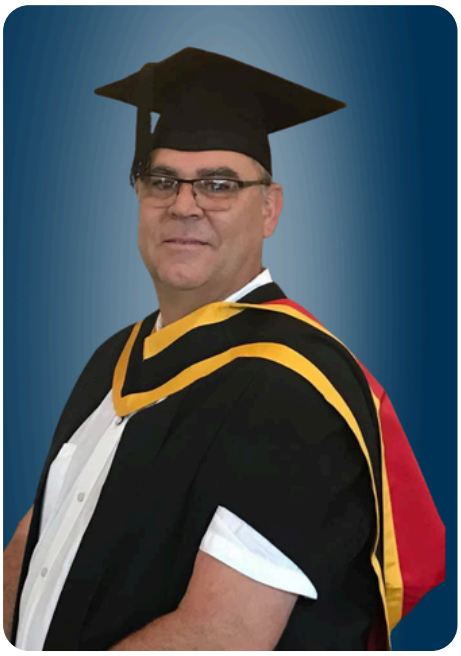
Visit www.icb.org.za or contact your nearest ICB Training Centre.

Who are we?

- Over **90 years of experience** in business, finance, and administration education.
- **Recognised locally and internationally** by respected regulatory and professional bodies.
- Modular qualifications — build as you go and **achieve certificates at every stage**.
- Two study pathways:
  1. **South African NQF Route** (enrol before 30 June 2027).
  2. **Professional International Certifications** – endorsed by IQB UK.



Message from our CEO



Education isn't just preparation anymore – it's your passport.

As the world changes faster than ever, global shifts are reshaping how we work, live, and connect.

Internationally aligned qualifications aren't a luxury – they're essential.

At ICB, we've always delivered education that's globally recognised and locally relevant. Invest in learning that moves with the times – and takes you with it.

See what our successful students have to say:



"My Financial Accounting qualification ***equipped me with the skills to analyse and interpret financial information*** *accurately, enabling informed decision-making and professional growth."*
Bianca Oosthuizen

"This diploma ***helped me to pursue CIMA with the exemptions*** *offered. Helped me to join CIBA and* ***run my tax consulting firm****"*
Danai Pambai





"This qualification has helped me develop strong problem-solving skills and ***given me the confidence to pursue my career goals."***
Kopano Mokabane

*"****Earning my ICB qualification*** *showed me that despite life's challenges, determination* ***makes anything possible."***
Sugra Shaikhnag

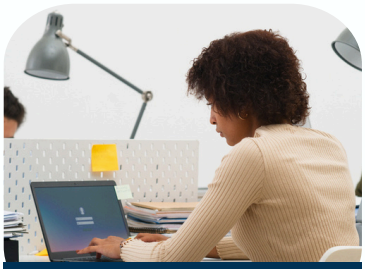




Qualifications

- Progress from professional certificates and / or full qualifications
- Certification with real impact
- Recognised locally and internationally

Whether you're looking to upskill or qualify professionally, the ICB offers **externally examined professional certificates** and **full qualifications** that lead to **internationally recognised** certifications.



FINANCIAL ACCOUNTING

Learn financial principles and accounting practices for accurate business decision-making.

MOST POPULAR



BUSINESS MANAGEMENT

Gain foundational knowledge in managing people, operations, and strategic business functions.

MOST VERSATILE



OFFICE ADMINISTRATION

Develop essential administrative skills for efficient office support and professional communication.

ESSENTIAL SKILLS



PROFESSIONAL CERTIFICATES

A wide range of industry-focused professional certificates designed to build practical skills and foundational knowledge in a short time.

UPSKILL QUICKLY

ICB
INTERNATIONAL CERTIFICATIONS FOR BUSINESS



DURATION:	12 - 36 months
ENTRY REQUIREMENTS:	Grade 10 (Std 8) or equivalent and minimum age 16
ICB FEES:	From: R1050 per subject + annual registration
ACCREDITATION:	NQF 3 – 6 OR IQB Professional International Certificate.

Financial Accounting
Qualifications

FOUNDATION LEVEL → **INTERMEDIATE LEVEL** → **UPPER INTERMEDIATE LEVEL** → **ADVANCED LEVEL**

Bookkeeper

12 MONTHS

SUBJECTS

- Bookkeeping to Trial Balance (BKTB)
- Payroll and Monthly SARS Returns (PMSR)
- Computerised Bookkeeping (CPBK)
- Business Literacy (BUSL)

Accreditation

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

or

- IQB Professional International Certificate

Senior Bookkeeper

+ 6 MONTHS

SUBJECTS

- Financial Statements (FNST)
- Cost and Management Accounting (CMGT)

Accreditation

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

or

- IQB Professional International Certificate

Accounting Technician

+ 6 MONTHS

SUBJECTS

- Income Tax Returns (ITRT)
- Business Law and Accounting Control (BLAC)

Accreditation

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

or

- IQB Professional International Certificate

Financial Accountant

+ 12 MONTHS

SUBJECTS

- Corporate Strategy (CRPS)
- Management Accounting Control Systems (MACS)
- Financial Reporting and Regulatory Frameworks (FRRF)
- Research Theory and Practice (RTAP)

Accreditation

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

or

- IQB Professional International Certificate

*NQF only applicable to students who enrol prior to 30 June 2027



DURATION:	9 - 36 months
ENTRY REQUIREMENTS:	Grade 11 (Std 9), NQF 3 or equivalent
ICB FEES:	From: R1050 per subject + annual registration
ACCREDITATION:	NQF 4 – 6 OR IQB Professional International Certificate.

Business Management
Qualifications

FOUNDATION LEVEL → INTERMEDIATE LEVEL → ADVANCED LEVEL

Business Administrator | **Senior Business Administrator** | **Business Accountant**

9 MONTHS

SUBJECTS

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

Accreditation

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

or

IQB Professional International Certificate

+ 15 MONTHS

SUBJECTS

- Office and Legal Practice (OLRP)
- Business Management 2 (BMT2)
- Marketing Management and Public Relations (MMPR)
- Financial Statements (FNST)
- Human Resource Management and Labour Relations (HRLR)

Accreditation

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

or

IQB Professional International Certificate

+ 12 MONTHS

SUBJECTS

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

Accreditation

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

or

IQB Professional International Certificate

*NQF only applicable to students who enrol prior to 30 June 2027



DURATION:	18 - 36 months
ENTRY REQUIREMENTS:	Grade 12 (Std 10) or NQF 3 or Equivalent
ICB FEES:	From: R1050 per subject + annual registration
ACCREDITATION:	NQF 5 – 6 OR IQB Professional International Certificate.

Office Administration
Qualifications

FOUNDATION LEVEL → INTERMEDIATE LEVEL → ADVANCED LEVEL

Office Administrator

18 MONTHS

SUBJECTS

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

Accreditation

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

or

IQB Professional International Certificate

Senior Office Administrator

+ 9 MONTHS

SUBJECTS

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

Accreditation

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

or

IQB Professional International Certificate

Office Manager

+ 9 MONTHS

SUBJECTS

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

Accreditation

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

or

IQB Professional International Certificate

*NQF only applicable to students who enrol prior to 30 June 2027



ICB's Professional Certificates are designed to build job-ready skills quickly—either as standalone achievements or as part of a full qualification

Professional Certificates

Flexible. Practical. Globally Endorsed.

ICB's Professional Certificates are designed for learners who want to build job-ready skills quickly—either as standalone achievements or as part of a full qualification in Financial Accounting, Business Management, or Office Administration.

Every certificate is **internationally endorsed by the IQB** (International Qualifications for Business), giving you global recognition and credibility.

Complete one on its own or stack multiple certificates to unlock a full qualification.

Whether you're upskilling, reskilling, or just starting out, these certificates let you focus on the areas most relevant to your goals. International Recognition & Pathways

- Bookkeeping to Trial Balance (BKTB)
- Business and Office Administration 1 (BOA1)
- Business and Office Administration 2 (BOA2)
- Business and Office Administration 3 (BOA3)
- Business Law and Administrative Practice (BLAP)
- Business Law and Accounting Control (BLAC)
- Business Literacy (BUSL)
- Business Management (BMT1)
- Business Management 2 (BMT2)
- Business Management 3 (BMT3)
- Computerised Bookkeeping (CPBK)
- Corporate Strategy (CRPS)
- Cost and Management Accounting (CMGT)
- Economics (ECON)
- Financial Management and Control (FMCL)
- Financial Reporting & Regulatory Framework (FRRF)
- Financial Statements (FNST)
- Human Resource Management and Labour Relations (HRLR)
- Income Tax Returns (ITRT)
- Management (MGMT)
- Management Accounting Control Systems (MACS)
- Marketing Management and Public Relations (MMPR)
- Office and Legal Practice (OLRP)
- Payroll and Monthly SARS Returns (PMSR)
- Research Theory and Practice (RTAP)



What Certificates will I get?

ICB ACCREDITED
• Established in 1931 •



Professional Certificate (for each subject)



ICB /IQB Programme Certificate



FASSET NQF Qualification Certificate (For students on NQF Learning Pathway



What could your Job Title be?

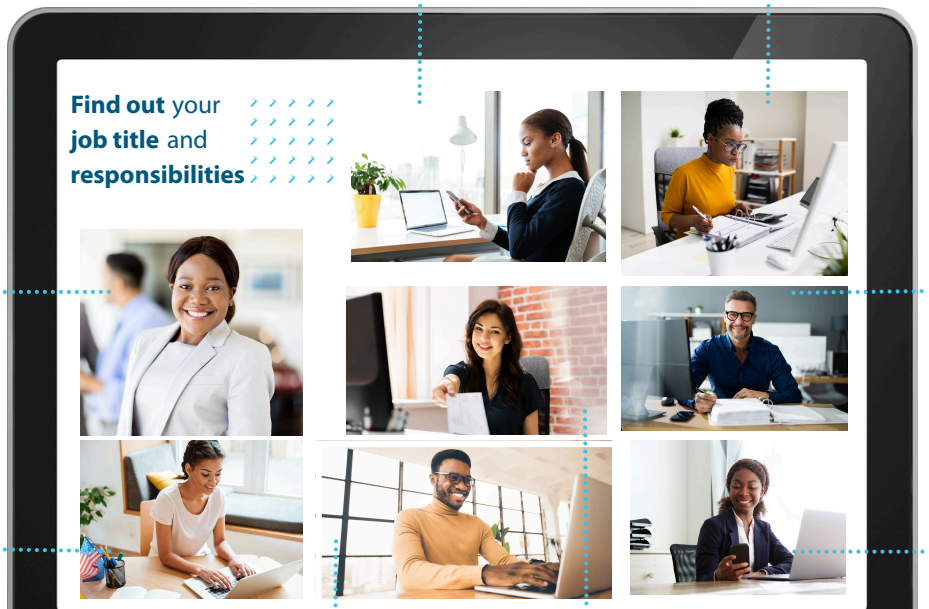
Marketing or HR Adssistant

Provide admin and support services for organisations in HR, Marketing or general business duties.

Bookkeeper

Maintains and evaluates records of financial transactions in account books and computerised accounting systems.

Find out your **job title** and **responsibilities**



Financial Accountant

Contributes to the development and implementation of the organisation's accounting systems, policies and procedures.

Accounting Technician

Prepares budgets, financial statements, monitors the financial performance of an organisation and maintains internal financial control and accounting systems.

Small Business Owner

Understand your business operations like finance, Marketing and HR to make your business more profitable

Debtors or Creditors Administrator

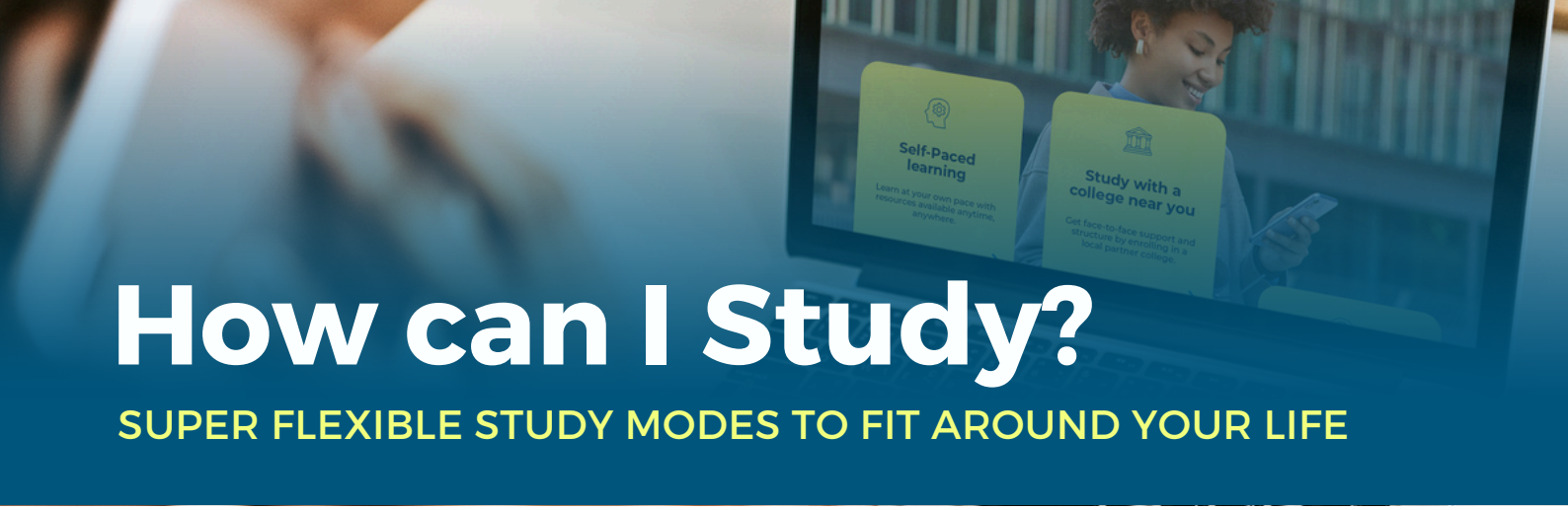
Monitors creditor and debtor accounts and undertakes related routine documentation. May work in an accounts department or call centre.

Business Manager

Manage a business or a large department with understandings of HR, PR, Marketing and Finance

Payroll Administrator

Prepares payroll, wages and related records for employee salaries and statutory record keeping purposes.



How can I Study?

SUPER FLEXIBLE STUDY MODES TO FIT AROUND YOUR LIFE

No matter your lifestyle or schedule, there's a study route that fits you. With flexible study modes, you're in control of where, when, and how you study.

We have hundreds of accredited Training Centres across southern Africa, who will provide you with invaluable tuition and support, or you can go the self study route if you so choose.



Distance or Online

- Learn from anywhere with online classes and resources
- Perfect for busy people or those far from a training centre

.



Self Study

- Study independently without a training centre
- Register directly with ICB and manage your own learning
- You choose and source your own study materials



Full Time Classes

- Daytime classes at an ICB Training Centre
- Great for school leavers and those wanting to finish quickly
- Structured timetable with teacher guidance



Part Time Classes

- Evening or Saturday classes at a Training Centre
- Ideal if you work during the day
- Learn at your own pace with support



The Accounting Landscape

STUDY WITH THE ICB

ICB qualifications are built like building blocks.

When you finish one, you already have credits that count towards the next level.



Every subject you pass is a step closer to your next qualification.
Learn once, earn twice!

PROGRESS TO A DEGREE

ACCA

CIMA

JOIN A PROFESSIONAL BODY

iab UK

icap International association of accounting professionals

saiba

sait South African Institute of Taxation

Please note:

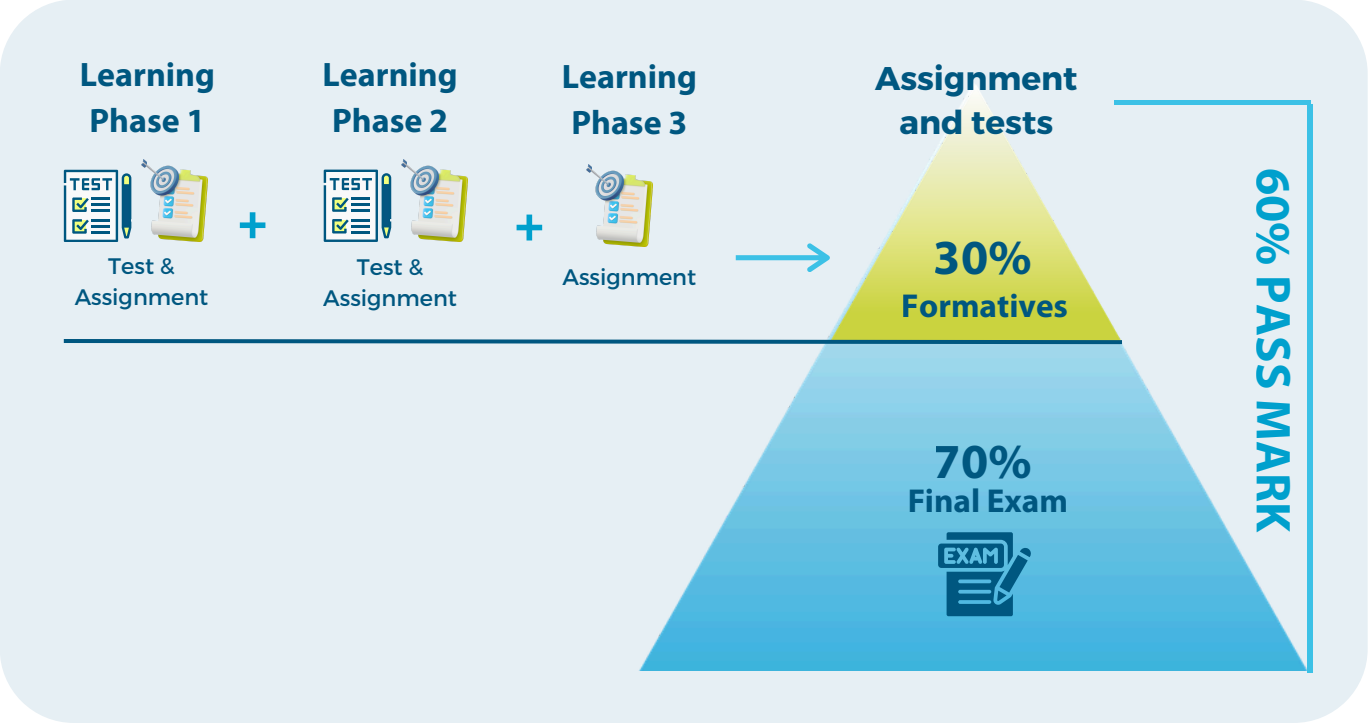
- The ICB is not a training provider - rather we are an examining body for several business qualifications.
- Exemption routes and pathways are subject to the rules and regulations of the awarding institutions and may change at any time.

THE ICB'S
Assessment Structure

Each subject includes **three learning phases**.
Phases 1 and 2 each consisting of a test and an assignment, while Phase 3 includes only an assignment.

Once all three phases are completed, you'll **write a final exam**.

Your final mark is made up of 30% from the assignments and tests, and 70% from the final exam. To pass, you need an **overall score of at least 60%**.



Online Digital PoE's

This is a digital work pack that contains all your instructions and assessments.

These are completed online on ICB's PoE platform, called Macci.

You are given access to this immediately on exam registration.

Online Registration

All student and exam registrations are online only.

Final exams

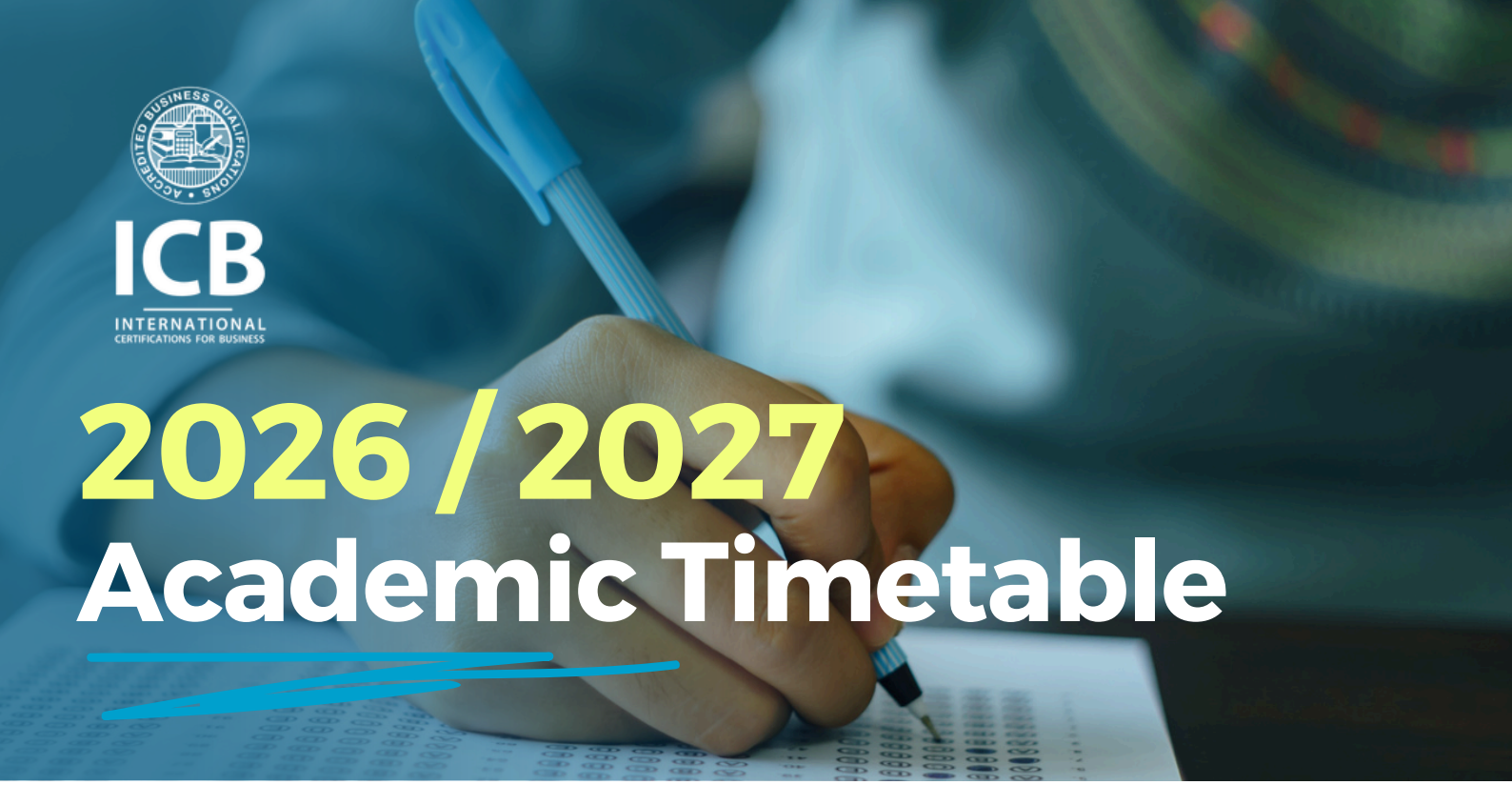
Final exams are either **paper based** or **online**. Please make sure to book for the correct type of exam.

Online Exams

Online exams can be written from your training centre or from work or from home

Paper Exams

Paper exams can be written at your training centre or any ICB venues in South Africa



2026 / 2027 Academic Timetable

Exam Series	Exam Type	Training Centre	Distance	Self Study	Closing Date	Last Date to Postpone	Last Date of PoE Completion	Results Release Date	BKTB	CMGT	FMCL	BOA2	BMT1	BOA3	BOA1	PMSR	FNST	BMT3	MACS	BMT2	CPBK	ITRT	HRLR	MGMT	CRPS	BLAP	BUSL	BLAC	FRRF	MMPR	OLPR	ECON
									Monday						Tuesday						Wednesday						Thursday					
Apr-26	Online	x	x	x	13-Mar-26	27-Mar-26	08-Apr-26	29-May-26	13th	13th	13th					14th	14th	14th			15th	15th	15th				16th	16th	16th			16th
May-26	Paper	x	x	x	03-Apr-26	17-Apr-26	29-Apr-26	19-Jun-26	4th	4th		4th	4th	4th	5th	5th	5th		5th		6th	6th		6th	6th	6th	7th	7th	7th	7th		
Jun-26	Online	x	x	x	01-May-26	15-May-26	27-May-26	17-Jul-26	1st	1st	1st					2nd		2nd	2nd	2nd	3rd		3rd		3rd		4th				4th	4th
Jul-26	Online	x	x	x	05-Jun-26	19-Jun-26	01-Jul-26	21-Aug-26	6th				6th			7th	7th				8th	8th					9th	9th	9th			
Aug-26	Paper	x			03-Jul-26	17-Jul-26	29-Jul-26	18-Sep-26	3rd	3rd						4th	4th				5th						6th					
Sep-26	Online	x	x	x	07-Aug-26	21-Aug-26	02-Sep-26	23-Oct-26	7th	7th		7th		7th	8th	8th	8th		8th		9th	9th		9th	9th	9th	10th			10th		
Oct-26	Paper	x	x	x	04-Sep-26	18-Sep-26	30-Sep-26	20-Nov-26	5th	5th	5th					6th	6th	6th	6th	6th	7th	7th	7th		7th		8th	8th	8th		8th	8th
Nov-26	Online	x	x	x	09-Oct-26	23-Oct-26	04-Nov-26	15-Jan-27	9th				9th			10th	10th				11th	11th					12th	12th	12th			
Feb-27	Paper	x			22-Jan-27	29-Jan-27	10-Feb-27	02-Apr-27	15th	15th						16th	16th				17th						18th					
Mar-27	Online	x	x	x	05-Feb-27	19-Feb-27	03-Mar-27	23-Apr-27	8th	8th		8th		8th	9th	9th			9th	9th	10th			10th	10th	10th	11th			11th	11th	

RPL & RTAP

Last Date for Submission	Closing Date	Last Date To Postpone	Results Release
Mon 30-Mar '26	Mon 02-Mar '26	Sun 15-Mar '26	Fri 15-May '26
Tue 30-Jun '26	Tue 02-Jun '26	Mon 15-Jun '26	Fri 14-Aug '26
Mon 31-Aug '26	Mon 03-Aug '26	Sun 16-Aug '26	Fri 16-Oct '26
Fri 30-Oct '26	Fri 02-Oct '26	Thu 15-Oct '26	Fri 18-Dec '26
Tue 15-Dec '26	Tue 17-Nov '26	Mon 30-Nov '26	Fri 12-Feb '27
Tue 30-Mar '27	Thu 04-Mar '27	Mon 15-Mar '27	Fri 21-May '27

ICB PAPER EXAM VENUES

- DBN: Glenwood Presbyterian Church
- JHB: Benoni Central Methodist Church
- CPT: Graduated House, Century City
- JHB: Sandton IBTC

These venues are relevant for the Paper Exams (Distance and Self Study Students only)

IMPORTANT:

- All **exam sessions** are **3 hours +30min** setup/reading (online & paper).
- **Paper exam** sessions are from **9:00 to 12:30.**
- **Online exam** sessions can be started **any time from 9am to 1pm**.
- **RPL and RTAP** submissions close at **13:00.**
- **Distance & self-study students** book & pay on the **student portal**, **classroom students book via their training centre.**
- Timetable, exams, times and venues are subject to change at the sole discretion of ICB.
- ICB venues have **limited capacities.** Book early to secure your seat.
- Exams are run according to ICB Terms & Conditions and Policies, found on the ICB website.
- Students must ensure they have resources available for online exams, before online exam bookings are made.
- New students who enrol **from 1 July 2027**, will be on the **IQB pathway, which is International** and not on SA NQF framework
- Current students registered **prior to 30 June 2027** will continue on the NQF pathway and last date of achievement **30 June 2030**.
- All **subjects completed successfully will receive a professional certificate.**



What will it cost?

2026 Fees

ICB INTERNATIONAL CERTIFICATIONS FOR BUSINESS

Registration Fees

Annual Student Registration Fee (No member benefits)	R 550

Assessment Fees

Assessment fee for Digital PoE (paper & online exam)	R 1050
Assessment postponement fee per subject (paper & online exam)	R 450
Assessment late entry fee per subject (paper & online exam)	R 620
Assessment Re-mark & Examiners Report per subject (paper & online exam)	R 1400
Private Invigilator Admin Fee (Prior Approval Required)	R 2 300
Workplace PoE Assessments (Learnerships)	R 2 000

Recognition of Prior Learning (RPL) / Exemption Fees

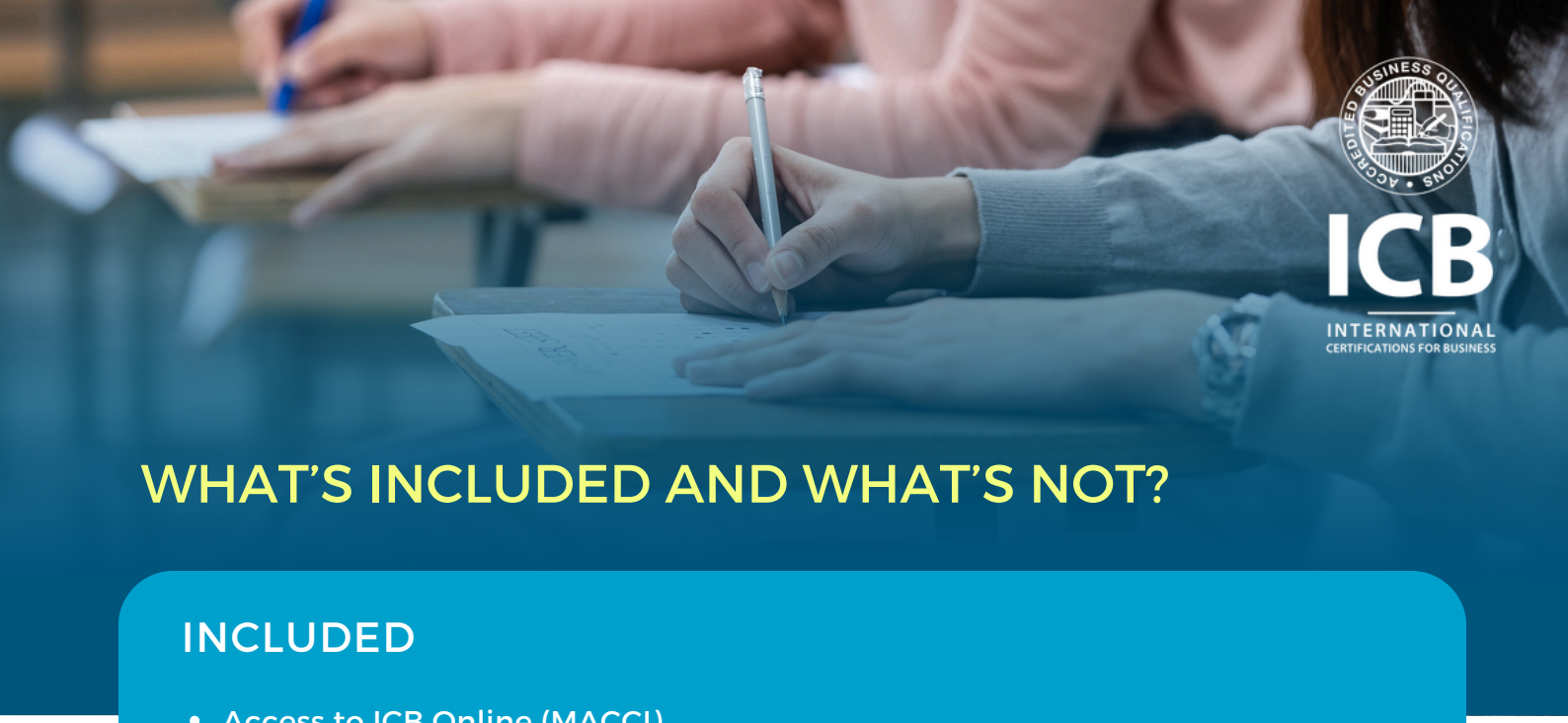
RPL/Exemption Application Fee	R 610
RPL/Exemption Fee per subject (no PoE Required)	R 525
RPL PoE fee per subject (PoE to be Completed)	R 1 100

Certificate Fees

ICB Programme Certificate reprint (incl. domestic postage)	R 500
FASSET Certificate reprint (incl. domestic postage)	R 500
ICB Programme Certificate reprint (incl. international postage)	R 750
FASSET Certificate reprint (incl. international postage)	R 750
Certificate resend fee - domestic	R 300
Certificate resend fee - international	R 650
IQB Professional Certificate Prints (1-4)	R 490
IQB Professional Certificate Prints (5-8)	R 750
IQB Professional Certificate Prints (9-12)	R 925
Results Transcript (Digital)	R 150
Results Transcript (Print & Send)	R 250

2026 Typical First Year Cost

1 X Annual Registration Fee:	R 550 (once off per year)
2 x Assessment Fees:	+ R 2 100 (R1050 x 2)
Total entry fees for 2026 for 2 Assessments:	= R 2 650



WHAT'S INCLUDED AND WHAT'S NOT?

INCLUDED

- Access to ICB Online (MACCI).
- An online portal that contains your digital POE.
- A digital POE with 3 assignments and 2 tests.
- For online exam students, an exam readiness pre-check.
- For online exam students, your online exam on exam day with full technical support from the ICB team.
- For paper exam students, all ICB venue fees are included.
- Exam marking and moderation costs.
- Digital certificates for any subject passed.
- Transcript of results CAN BE DOWNLOADED from the student portal for distance or self-study students or from the Training Centre for classroom learners
- Paper certificates, including courier fees to your physical address or your Training Centre.
- Mitigating postponements (i.e., illness, etc.).
- Qualifying postponements are done once free of charge.

EXCLUDED

- Changes to your chosen exam date (i.e., postponements)
- Exam re-bookings
- Learning material
- Tuition

PLEASE NOTE:

- All student registrations and exam entries are done online via the Student and Provider portals.
- Fees are not refundable.
- Fees listed include 15% VAT for SA and bank charges for payments from other countries.

Subject to Terms and Conditions



ICB
INTERNATIONAL
CERTIFICATIONS FOR BUSINESS

RECOGNISING PRIOR LEARNING

Get Credit for what you already know

(EXEMPTIONS)

Recognition of Prior Learning (RPL) allows you to apply for **exemptions** from certain ICB subjects — based on **previous qualifications** or **part-qualifications** or relevant **workplace experience.**

If your application is successful, you can **gain credit** towards an ICB qualification without repeating what you already know.

If you register as an ICB student **before 30 June 2027**, and your previous qualification was NQF registered, you may be eligible for credit **towards an NQF qualification**.

If you register with ICB **after 1 July 2026**, your pathway is **Professional International Certification** (endorsed by IQB) — and any exemptions granted will be **non-credit bearing** (RPL can still apply, but for IQB certification only).

Who can apply?

- If you have **NQF-registered qualifications** or **part-qualifications** completed within the last **5 years**
- If you have **older qualifications** but can show **current, relevant work experience**
- If you have **workplace experience** aligned with the ICB programme outcomes

Once your application is successful, you can **gain credit** towards an ICB qualification without repeating what you already know.



Where will my studies take me?

STUDY FURTHER ELSEWHERE with credit for your ICB qualification

Connect with us

www.icb.org.za

Facebook

Facebook Student Group

Linkedin

YouTube

ICB has partnered with some institutions to credit the ICB qualifications. We have partnered with ACCA and CIMA to credit students that have acquired their NQF6 qualification. (For CIMA you can get up to 2 credits with your NQF5 qualification in Office Administration). However it is still up to each individual institution to credit students based on their own set of criteria as well as the student's results.

PROFESSIONAL MEMBERSHIP

Opportunities you can apply to after your studies are completed

icap International association of accounting professionals

https://iaapuk.org

iab.UK

www.iab.org.uk

sait South African Institute of Taxation

www.thesait.org.za

saiba SOUTHERN AFRICAN INSTITUTE FOR BUSINESS ACCOUNTANTS

www.saiba.org.za

Getting started

10 EASY STEPS

ONLINE

You can start your journey online with the ICB - submit your details electronically for a Training Centre to contact you

YOU DECIDE

You decide when and what you write as you have multiple opportunities to write the subjects.

DIFFERENT QUALIFICATION TYPES

You have the option to get multiple qualifications by adding just a few extra subjects if you registered before 30 June 27, or you can obtain a Professional Certificate

1. **Choose what to study**
   Decide on a qualification or professional certificate
2. **Choose self study or a Training Centre**
   You can choose between Distance, Online, Classroom or even Self Study. Get a quote from Training Centre's for comparison
3. **Obtain learning material, tuition and support**
   from your chosen Training Centre or book publishers
4. **Decide on modules and exam dates**
   and where you are going to write
5. **Book exam dates**
   directly with ICB on the student portal if you are a self study or distance student. This will be done by your Training Centre if you are a classroom student
6. **Receive access to your PoE**
   which will be made available on Macci, an online platform, once payment reflects. (Training Centre students will have access once they have been registered by their Training Centre).
7. **Complete your entire PoE by its due date**
   Begin working through the instructions and complete the Tests and Assignments.
8. **Write your exam**
   which can be either paper or online. Please note that the type of exam (paper vs online) is selected when you book your exam.
9. **Receive your results**
   Training Centre Students will receive their results from their Training Centre and Distance/Self-Study Students will receive it via the Student Portal
10. **Receive your First Certificate**
    After your first completed subject

ENROL TODAY! - visit icb.org.za or contact us on support@icb.org.za to get started



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