#ICANBE
LOOKING TOWARDS
A BETTER FUTURE

ICB
PROSPECTUS
2018
5 REASONS TO CHOOSE THE ICB

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

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

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

FLEXIBLE STUDY OPTIONS
Full time, part time, after hours, classroom learning and distance learning.

ACHIEVE YOUR QUALIFICATIONS QUICKLY
You’ll get your first qualification after completing just a few subjects.

STUDY AT YOUR OWN PACE
Choose how many subjects you want to do at a time and when you want to do the final exams.

NQF REGISTERED ON THE NATIONAL QUALIFICATIONS FRAMEWORK
All our programmes are high quality, recognised, and valued by our graduates and their employers.
50,000 STUDENT EXAMS ANNUALLY
15,000 SUCCESSFUL QUALIFICATIONS OVER THE LAST 15 YEARS
25,000 STUDENTS EVERY YEAR
500 ACCREDITED PROVIDERS
87 YEARS OF EXPERIENCE
SINCE 1931
YOUR CAREER PATH

FINANCIAL ACCOUNTING PROGRAMME

= TOTAL: 3 YEARS

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

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

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

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

PUBLIC SECTOR ACCOUNTING PROGRAMME

= TOTAL: 3 YEARS

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

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

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

ADVANCED LEVEL

INTERMEDIATE LEVEL

FOUNDATION LEVEL

START HERE and work your way up!

START HERE and work your way up!
### CAREER PATH WITH THE ICB AND ICBA

#### BUSINESS MANAGEMENT PROGRAMME

- **National Diploma:** Financial Accounting  
  NQF L6 SAQA ID 20366  
  Certified Financial Accountant CFAIcba(SA)

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

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

= **TOTAL: 3 YEARS**

**START HERE**

- **9 months**
- **+ 15 months**
- **+ 12 months**

and work your way up!

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#### ENTREPRENEURSHIP PROGRAMME

- **National Diploma:** Financial Accounting  
  NQF L6 SAQA ID 20366  
  Certified Financial Accountant CFAIcba(SA)

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

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

= **TOTAL: 3 YEARS**

**START HERE**

- **9 months**
- **+ 15 months**
- **+ 12 months**

and work your way up!

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#### OFFICE ADMINISTRATION PROGRAMME

- **Diploma:** Office Administration  
  NQF L5 SAQA ID 35958  
  Certified Office Manager COMIcba(SA)

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

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

- **National Diploma:** Office Administration  
  NQF L6 SAQA ID 35958  
  Certified Office Manager COMIcba(SA)

= **TOTAL: 3 YEARS**

**START HERE**

- **18 months**
- **+ 9 months**
- **+ 9 months**

and work your way up!
I CAN CHOOSE HOW TO STUDY...

AT A COLLEGE

FULL TIME

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

MONTHLY EXAMS

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

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

PART TIME

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

5 EXAMS A YEAR

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

DISTANCE LEARNING

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

SELF STUDY

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

AT A COLLEGE

in a classroom

on your own

Refer to our website for a list of ICB accredited colleges.
www.icb.org.za
All ICB qualifications are registered on the National Qualifications Framework (NQF) by the South African Qualifications Authority (SAQA).

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

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

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

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

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

PROFESSIONAL MEMBERSHIP OPPORTUNITIES

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

ICBA
Institute of Certified Bookkeepers and Accountants

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

SAIT
South African Institute of Tax Professionals

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

SAIBA
SOUTHERN AFRICAN INSTITUTE FOR BUSINESS ACCOUNTANTS

If you want to perform Accounting Officer duties, you need to be a SAIBA member. www.saiba.org.za

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

Also based in the UK, the IAAP is an international professional body, offering international recognition for the finest business and accountancy qualifications in the world. www.accountingprofessional.org
RECOGNISING PRIOR LEARNING (RPL) and Work Experience

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

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

RPL DOCUMENTS

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

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

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

Refer to our website for the RPL fees.
ICB’S 5 STUDY PROGRAMMES

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

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

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

<table>
<thead>
<tr>
<th>BOOKKEEPER</th>
<th>SENIOR BOOKKEEPER</th>
<th>ACCOUNTING TECHNICIAN</th>
<th>FINANCIAL ACCOUNTANT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>12 MONTHS</strong></td>
<td><strong>+ 6 MONTHS</strong></td>
<td><strong>+ 6 MONTHS</strong></td>
<td><strong>+ 12 MONTHS</strong></td>
</tr>
<tr>
<td><strong>SUBJECTS</strong></td>
<td><strong>SUBJECTS</strong></td>
<td><strong>SUBJECTS</strong></td>
<td><strong>SUBJECTS</strong></td>
</tr>
<tr>
<td><strong>1</strong> Bookkeeping to Trial Balance (BKTB)</td>
<td><strong>5</strong> Financial Statements (FNST)</td>
<td><strong>7</strong> Income Tax Returns (ITRT)</td>
<td><strong>9</strong> Corporate Strategy (CRPS)</td>
</tr>
<tr>
<td><strong>2</strong> Payroll and Monthly SARS Returns (PMSR)</td>
<td><strong>6</strong> Cost and Management Accounting (CMGT)</td>
<td><strong>8</strong> Business Law and Accounting Control (BLAC)</td>
<td><strong>10</strong> Management Accounting Control Systems (MACS)</td>
</tr>
<tr>
<td><strong>3</strong> Computerised Bookkeeping (CPBK)</td>
<td></td>
<td></td>
<td><strong>11</strong> Financial Reporting and Regulatory Frameworks (FRRF)</td>
</tr>
<tr>
<td><strong>4</strong> Business Literacy (BUSL)</td>
<td></td>
<td></td>
<td><strong>12</strong> Research Theory and Practice (RTAP)</td>
</tr>
<tr>
<td><strong>NQF LEVEL</strong></td>
<td><strong>NQF LEVEL</strong></td>
<td><strong>NQF LEVEL</strong></td>
<td><strong>NQF LEVEL</strong></td>
</tr>
<tr>
<td>NOF L3 (SAQA ID: 58375)</td>
<td>NOF L4 (SAQA ID: 58376) Total cumulative credits: 120</td>
<td>NOF L5 (SAQA ID: 36213) Total cumulative credits: 251</td>
<td>NOF L6 (SAQA ID: 20366) Total cumulative credits: 280</td>
</tr>
</tbody>
</table>

**Entry requirements**
- Successful completion of the previous subjects (1-4).
- Grade 10 (Std 8) or equivalent. You must be at least 16 years old.

**Further Education and Training Certificate: Bookkeeping**
- NOF L4 (SAQA ID: 58376) Total cumulative credits: 130

**National Diploma: Technical Financial Accounting**
- NOF L5 (SAQA ID: 36213) Total cumulative credits: 251

**National Diploma: Financial Accounting**
- NOF L6 (SAQA ID: 20366) Total cumulative credits: 280
This programme has been designed to address the lack of skills in the public sector with knowledge that will help government run more productively. You’ll learn how to produce high quality financial statements, implement basic internal controls, conduct effective internal auditing, and apply sound accounting and financial principles.

**PUBLIC SECTOR ACCOUNTING PROGRAMME**

This programme is divided into three levels:

1. **PUBLIC ACCOUNTS ADMINISTRATOR**
   - **12 MONTHS**
   - Entry requirements: Grade 11 (Std 9), NQF 3 or equivalent. You must be at least 16 years of age.
   - **SUBJECTS**
     1. Bookkeeping to Trial Balance (BKTB)
     2. Public Accounting Administration (PAAD)
     3. Computerised Bookkeeping (CPBK)
     4. Business Literacy (BUSL)
   - **NQF LEVEL**
     - National Certificate: Public Sector Accounting
     - NQF L4 (SAQA ID: 20352)
     - Total credits: 120

2. **PUBLIC ACCOUNTING TECHNICIAN**
   - **+ 12 MONTHS**
   - Entry requirements: National Certificate: Public Sector Accounting, which consists of the previous 4 subjects.
   - **SUBJECTS**
     5. Financial Statements (FNST)
     6. Cost and Management Accounting (CMGT)
     7. Technical Public Accounting (TPAC)
     8. Business Law and Accounting Control (BLAC)
   - **NQF LEVEL**
     - Diploma: Public Sector Accounting
     - NQF L5 (SAQA ID: 20353)
     - Total cumulative credits: 137

3. **PUBLIC SECTOR FINANCIAL ACCOUNTANT**
   - **+ 12 MONTHS**
   - Entry requirements: Diploma: Public Sector Accounting, which consists of the previous 8 subjects.
   - **SUBJECTS**
     9. Corporate Strategy (CRPS)
     10. Management Accounting Control Systems (MACS)
     11. Financial Reporting and Regulatory Frameworks (FRRF)
     12. Research Theory and Practice (RTAP)
        (By short dissertation, topic: Public Accounting)
   - **NQF LEVEL**
     - National Diploma: Financial Accounting
     - NQF L6 (SAQA ID: 20366)
     - Total cumulative credits: 280
Good business management is vitally important for a company’s commercial success. In this programme, you’ll learn about business and financial management best practices, office and legal practice, human resource management, computer literacy, global business strategy and research methods in commerce.

### BUSINESS ADMINISTRATOR

<table>
<thead>
<tr>
<th>SUBJECTS</th>
<th>NQF LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Bookkeeping to Trial Balance (BKTB)</td>
<td></td>
</tr>
<tr>
<td>3. Business Literacy (BUSL)</td>
<td></td>
</tr>
</tbody>
</table>

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

**Total credits:** 120

### SENIOR BUSINESS ADMINISTRATOR

<table>
<thead>
<tr>
<th>SUBJECTS</th>
<th>NQF LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Office and Legal Practice (OLPR)</td>
<td>Higher Certificate: Office Management (must include the Business Management 2 subject).</td>
</tr>
<tr>
<td>5. Business Management 2 (BMT2)</td>
<td></td>
</tr>
<tr>
<td>7. Financial Statements (FNST)</td>
<td></td>
</tr>
<tr>
<td>8. Human Resources Management and Labour Relations (HRLR)</td>
<td></td>
</tr>
</tbody>
</table>

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

**Total credits:** 240

### BUSINESS ACCOUNTANT

<table>
<thead>
<tr>
<th>SUBJECTS</th>
<th>NQF LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>11. Financial Reporting and Regulatory Frameworks (FRRF)</td>
<td></td>
</tr>
</tbody>
</table>

**Entry requirements**
Higher Certificate: Office Administration

**Total credits:** 280
# ENTREPRENEURSHIP PROGRAMME

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

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

(12 MONTHS: By short dissertation, topic: Entrepreneurship)
This programme is perfect for those of you who want to learn a little bookkeeping, and a lot of all-round office knowledge. By learning about all the elements that contribute to a smooth-running office, you’ll be able to help out in just about any department.

### OFFICE ADMINISTRATOR

<table>
<thead>
<tr>
<th>18 MONTHS</th>
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<tbody>
<tr>
<td><strong>Entry requirements</strong></td>
</tr>
<tr>
<td>Grade 12 (Std 10) or equivalent.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SUBJECTS</th>
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</thead>
<tbody>
<tr>
<td>1 Business and Office Administration 1 (BOA1)</td>
</tr>
<tr>
<td>2 Bookkeeping to Trial Balance (BKTB)</td>
</tr>
<tr>
<td>3 Business Literacy (BUSL)</td>
</tr>
<tr>
<td>4 Marketing Management and Public Relations (MMPR)</td>
</tr>
<tr>
<td>5 Business Law and Administrative Practice (BLAP)</td>
</tr>
<tr>
<td>6 Cost and Management Accounting (CMGT)</td>
</tr>
</tbody>
</table>

**NQF LEVEL**

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

### SENIOR OFFICE ADMINISTRATOR

<table>
<thead>
<tr>
<th>+ 9 MONTHS</th>
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</thead>
<tbody>
<tr>
<td><strong>Entry requirements</strong></td>
</tr>
<tr>
<td>Certificate: Office Administration, which consists of the previous 6 subjects.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SUBJECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 Business and Office Administration 2 (BOA2)</td>
</tr>
<tr>
<td>8 Human Resources Management and Labour Relations (HRLR)</td>
</tr>
<tr>
<td>9 Economics (ECON)</td>
</tr>
</tbody>
</table>

**NQF LEVEL**

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

### ADMINISTRATION MANAGER

<table>
<thead>
<tr>
<th>+ 9 MONTHS</th>
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</thead>
<tbody>
<tr>
<td><strong>Entry requirements</strong></td>
</tr>
<tr>
<td>Higher Certificate: Office Administration, which consists of the previous 9 subjects.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUBJECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Business and Office Administration 3 (BOA3)</td>
</tr>
<tr>
<td>11 Financial Statements (FNST)</td>
</tr>
<tr>
<td>12 Management (MGMT)</td>
</tr>
</tbody>
</table>

**NQF LEVEL**

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