

ONCE YOU HAVE DONE THESE...

- ✓ I've decided **WHAT TO STUDY**
- ✓ I've chosen **HOW TO STUDY**
- ✓ I've picked **WHERE TO STUDY** – they've helped me plan my workload.

YOU CAN GET STARTED!

1 REGISTER WITH THE ICB

Distance learning students can register online on the ICB's Student Portal.

Classroom students will be registered by their colleges.

Registration means that we will add you to the ICB database and issue you with a student number. You only need to register once, and your student number stays the same throughout your studies.

You will need to pay the **ICB registration fee** when you register with us for the first time, and then each year that you are actively studying an ICB course.

IMPORTANT: You can only write your final exam if you have entered before its closing date, paid the exam fee and your ICB annual student registration fee.

2 ENTER FOR AN ICB EXAM

Classroom students will do this through their colleges. **Distance learning students** will enter on the Student Portal online. Go to www.icb.org.za and click through to the Student Portal. Choose your qualification first. Then choose the subject(s), exam date(s) and venue for your exams, and submit your exam entry along with the required fee. All students will get an email confirming their exam entries.

3 WHEN DO I GET MY PORTFOLIO OF EVIDENCE?

Your PoE will **arrive 3-4 weeks after the ICB receives your exam entry** for a specific subject. Distance learning students will receive their Portfolios in the post; classroom students will get them from their colleges.

How many Portfolios will I get? You'll get **one PoE per subject** per exam. Each PoE is customised to that specific subject.

6 WHY IS MY PoE SO IMPORTANT?

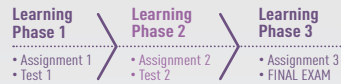
NB The ICB learning experience is unique – our academic team has designed it to give you the best possible chance of learning effectively and passing your subject first time.

But it's not just about passing the exam. Our methodology makes sure you get a deep and thorough understanding of your course materials. So you don't just get a qualification - you gain real skills that you can use in your job from Day 1.

THE 4 TOOLS TO HELP YOU STUDY DURING YOUR COURSE

Your PoE is one of the 4 tools that will help you to study your ICB course:

1 PORTFOLIO OF EVIDENCE: ASSIGNMENTS AND TESTS



Each subject is divided into 3 learning phases. You'll do an ICB Assignment during each phase, and at the end of phases 1 and 2, you'll complete an ICB Test to test your knowledge. These tests have been set by the ICB and are standardised – all students must complete them.

Your final exam marks the end of the third learning phase.

This integrated way of learning helps to prepare you (and is good practice) for your final exam. You'll know what to expect – no surprises!

Your college tuition, study materials and support from your college are the other 3 tools to help you succeed in your studies. Check with your college which of these they offer:

2 COLLEGE TUITION 3 STUDY MATERIALS 4 STUDY SUPPORT from your college

- 2 COLLEGE TUITION: Lectures, Video learning, Online learning
- 3 STUDY MATERIALS: Textbooks, Workbooks, Study guides
- 4 STUDY SUPPORT from your college: Tutoring, Study groups, etc.

Your college will give you your course materials and textbooks, whether you are a classroom or distance learning student. If you chose to study independently, you'll have to get your own text books and 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're an independent student and have chosen NOT to study via a college, you will have to find the support you need yourself.

The ICB is strictly only the external examining body for these qualifications. To remain independent and fair, we cannot get involved in any support or tuition.

5 WHAT'S INSIDE MY PoE?

Your ICB Portfolio Administration Guide This is your indispensable guide to studying your ICB subject! Your ICB Portfolio Administration Guide tells you exactly what you need to do throughout your ICB studies. It explains how to fill in your PoE, and contains lots of forms you need to complete. Work through it step by step and follow all the instructions in it, and you'll be on track for success!

ICB Tests and Assignments For every subject, the ICB sets 3 Assignments and 2 Tests that help you to test your knowledge during your studies. Distance learning students will find the ICB Tests and Assignments in their PoE when it arrives. Classroom-based students will get their ICB Assignments in their Portfolios, and their ICB Tests will be given by their lecturers during their studies.

Answer books You'll also find blank answer books in your PoE for you to write the answers to your ICB Tests and Assignments in.

4 WHAT MUST I DO WHEN I GET MY PoE?

- ✓ **Check** that all your personal details on the cover are correct. Let your college/the ICB know ASAP if anything is wrong.
- ✓ **Read** through the entire PoE and fill in information where you are asked to.

7 WHEN DO I HAND IN MY PoE?

- **A few days before your final exam**, go through the checklist in your ICB Portfolio Administration Guide to make sure you have done and included everything. **Make a copy** of your entire PoE as a backup.
- **Take your completed PoE to your final exam.** You'll hand it in there.

8 YOUR FINAL EXAM

- When you have finished writing your final exam, you must **add the exam question and answer papers to your PoE** and hand everything in together.
- You cannot send the ICB anything else for your PoE after you have handed it in.

Need to postpone your exam?

If you're not ready to write your final exam, **you can postpone it ONCE only to the next exam date.** Submit your postponement request to the ICB before the last date for postponements for that exam cycle.

Sick on exam day?

You can **apply for a medical postponement** and you'll need a medical certificate. Contact your college or the ICB for more information.

Missed your exam?

If you did not attend your exam, and did not postpone it in time, you'll have to **start the subject over by re-entering** for the exam and getting a new PoE.

11 REGISTER WITH A PROFESSIONAL BODY

If you've completed a full qualification, you can apply to register with a professional body like the ICBA.



10 RESULTS

Results are released about 7 weeks after your exam. See the exam timetables for results release dates.

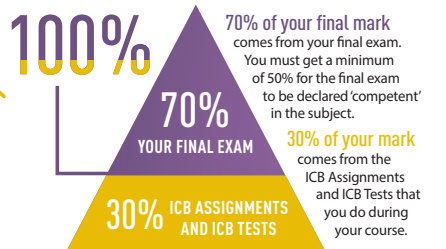
Classroom students will get their results from their colleges. Distance learning students will be able to get their results on the Student Portal, and they will also be emailed to you.

- ✓ **COMPETENT?** Congratulations! Now you can move on to your next subject. Finished an ICB level? You'll get an ICB Programme Certificate from the ICB within 2 months. The ICB submits your qualification details to FASSET, who then processes your NQF Qualification Certificate. Their processing time is about 6 months.
- ✗ **NOT YET COMPETENT?** If you qualify for an exam re-write you don't need to redo your PoE, just the final exam, which will count 100%. You'll need to redo your exam within 12 months. If you are again not yet competent, or miss your re-write, you'll have to start the subject over. You can carry on with your other subjects in the meantime.

Depending on how you do, you'll either be declared **COMPETENT** or **NOT YET COMPETENT.**

9 HOW IS EVERYTHING MARKED?

- ✓ **Classroom students:** Your ICB Tests are provisionally marked by the college, then moderated by the ICB.
- ✓ **Distance learning students:** Everything in your PoE will be marked by the ICB.



PASS MARK: YOU NEED TO GET 60% OVERALL TO BE DECLARED COMPETENT.