

Want to know more about the Institute of Business Studies



The IBS Professional Qualification: Business Administration NQF Level 4; SAQA ID 60652 with 130 credits

Access: Grade 11 or equivalent. 5 subjects:

- Fundamentals of Business English
- Fundamentals of Business Mathematics
- Fundamentals of Accounting
- Fundamentals of Governance
- Fundamentals of Office Administration

Duration

Each of the qualifications can be completed in a year. However you may choose to study by semester. It is then recommended that you do a maximum of 2 modules per semester.

Tuition providers

Learners can study for the qualifications with the help of a number of accredited tuition providers either full time or part time, one on one classes or by distance learning.

Take your first step....

1. Contact a student advisor at the Institute who will discuss your options with you or make an appointment and come see us.
2. Download the examination registration forms and other relevant information from our website. Go to www.icsa.co.za and click on the STUDENT option on the home page.

Students

Charting the path to Chartered
Secretary

Students click here



3. Enrol with an accredited tuition provider that will assist you in getting going. A full list of accredited providers can be found further on.

For all the information visit www.icsa.co.za

Or call +2711 551 4000

Riviera Office Park, Block C. Riviera Road, Killarney Johannesburg

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Every business seeks employees who have cutting edge skills and will be able to start adding value to their organisation from day one. The cost of going through the recruiting process is costly and companies now more than ever undertake rigorous checks on potential employees and any gaps in an individual's skills set will not be overlooked.

IBS is not viewed as a stand alone qualification or a short course. It's based on the concept of **lifelong learning** and its structure is designed to encourage and support learners throughout their working careers.

IBS is an associate Institute of and feeds into **Chartered Secretaries Southern Africa** (CSSA). Having completed the CSSA programmes, a learner officially becomes a Chartered Secretary and member of CSSA. CSSA is a professional qualifying body that offers a qualification that is internationally recognised in over 70 countries.

IBS is only the first step that sets you on a path of continuing growth and development with the end result being a business leader with solid skills backed up with relevant experience and up-to-date knowledge. Please note that IBS is not a matric qualification.

Mission

We aim to provide a foundational, **professional qualification** with a focus on skills in **governance and administration** to students in the **Southern African** region. Students will gain a broad general background in communication, accounting, law, governance, business methods as well as acquire basic mathematical skills imperative in today's business environment.

Target market

The programme is designed for individuals who require a foundational knowledge of **business administration** that will enable them to enter a range of careers in the private and public sectors of the economy.

The IBS Professional Qualification: Business Administration NQF Level 3; SAQA ID 60650 with 130 credits

Access: Grade 10 or equivalent. 5 subjects

- Introduction to Business English
- Introduction to Business Mathematics
- Introduction to Accounting
- Introduction to Governance
- Introduction to Office Administration