

# PROSPECTUS 2011



# ICB

ACCREDITED BUSINESS  
QUALIFICATIONS

WHY BE  
EMPLOYABLE  
WHEN YOU CAN BE  
**INDISPENSABLE?**

Internationally recognised | Locally essential

In good times or bad  
you want to be

## ESSENTIAL



Drop those shoulders. Let the worry lines fade. Smile. Because this is your chance for a **career that'll give you stability, stimulation and growth**. A **career that opens doors** in almost every sector of the economy. **A career that could see you being in high demand** – even during economic cycles when just staying employed is achievement enough for some.

## In 2011, set a course for YOUR FUTURE

Financial qualifications are no longer “just for university graduates”. Times have changed and tuition has evolved. And **financial literacy is a scarce skill**. So whether you've just left school, or are already working, **you can study** towards an **internationally recognised** ICB certification and become a financial accountant, an office manager or a financial manager.



## CONTENTS

- 4 About the ICB and our qualifications
- 5 The ICB's three certification programmes
- 6 ICB certification courses at a glance
- 8 Accounting Certification Programme
- 10 Office Management Certification Programme
- 12 Business Financial Management Certification Programme
- 14 Study your way: face to face or correspondence
- 15 Where to study
- 16 Coursework, exams and assessment
- 17 The process going forward
- 18 Frequently-asked questions
- 19 ICB fees
- 19 Learnerships: theory + on-the-job experience
- 20 2011 assessment timetable
- 22 ICB membership benefits
- 23 Recognising prior learning
- 23 Policies and procedures
- 23 Online resources

# CONTENTS





The Institute of Certified Bookkeepers has been around since 1931. Its role is to improve and maintain the quality, credibility and reputation of bookkeeping, accounting, office administration and financial management training and qualifications in Southern Africa.

As a Quality Assurance Partner (QAP) of the Sector Education and Training Authority for Finance, Accounting, Management Consulting and other Financial Services (FASSET), the ICB is an external assessment (examining) body for many of the business qualifications that FASSET awards.

## ACCREDITED QUALIFICATIONS

### Recognised worldwide

ICB graduates are recognised by the International Association of Bookkeepers, the Southern African Institute of Business Accountants, the South African Institute of Tax Practitioners, the Association of Chartered Certified Accountants (ACCA) and the Chartered Institute of Management Accountants (CIMA).

If you graduate through the ICB's Accounting Certification Programme (ACP) you can study further to become a chartered certified accountant, through the ACCA or become a management accountant through the CIMA.

### Other connections

The ICB has close links with the **South African Institute of Tax Practitioners (SAIT)**, which looks after the interests of tax practitioners and specialists.

The ICB also works closely with the people at **Pastel Accounting and Pastel Payroll**, whose universally popular software is available **free** to all ICB Junior Bookkeepers. Plus if you're an appropriately qualified ICB member, you may register with the Southern African Institute of Business Accountants (SAIBA) as an **accounting officer** for close corporations. And Edge Learning Media works closely with our training providers to supply great study aids for our courses.

# THREE CERTIFICATION PROGRAMMES

Which will you choose?



## Accounting

Certification Programme

### ACP

Perfect if you want to be able to offer indispensable bookkeeping and accounting skills, or become a certified accountant someday.

## Business Financial Management

Certification Programme

### BFMCP

Just the ticket if you want a solid grasp on how finances contribute to a business's stability and success.

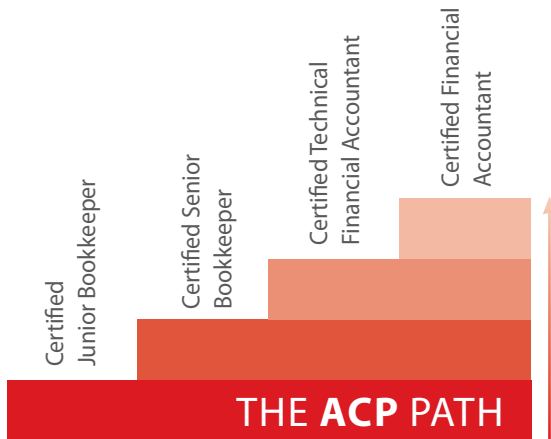
## Office Management

Certification Programme

### OMCP

Ideal if you want to be super-organised and help businesses maximise efficiency and performance.

# ICB certification courses AT A GLANCE



## ARE YOU...

- running a small business
- juggling the finances for a growing company
- keen to offer a valuable service to multiple companies
- considering starting a business of your own someday
- known to have a good head for numbers
- aiming to be employed in a finance department



## Consider the **Accounting** Certification Programme (ACP)

The ACP takes you through 12 learning areas (subjects) and successive levels of bookkeeping and accounting. You can progress from a Certified Junior Bookkeeper up to a Certified Financial Accountant. If you're keen to study even further you can choose to do the following:

- Become a Certified Accountant by taking some additional courses through the ACCA
- Switch from financial accounting to management accounting through the Chartered Institute of Management Accountants (CIMA)
- Specialise in taxation via a UNISA Higher Diploma
- Become a tax practitioner through SAIT
- Become a chartered secretary through Chartered Secretaries South Africa (CSSA).

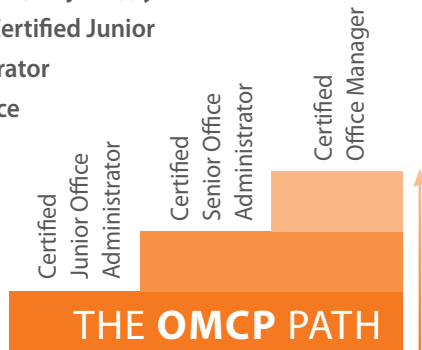
## ARE YOU...

- eager to advance in your place of work
- the kind of person who wants to be super-efficient
- great with people
- keen to learn the basics of marketing, bookkeeping, human resources and public relations



## Consider the Office Management Certification Programme (OMCP)

As you work your way through the OMCP's 12 learning areas (subjects), you'll move up from Certified Junior Office Administrator to Certified Office Manager.



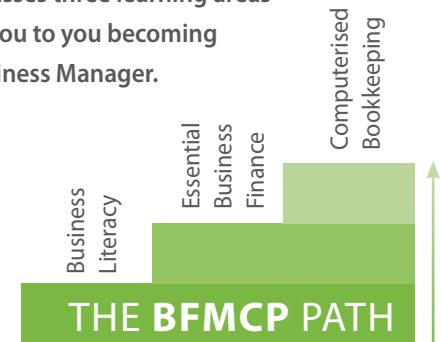
## ARE YOU...

- a small business owner or opening a small business
- determined to help a small business grow
- driven to run your company's operations economically
- the kind of person who wants always to be on top of their finances
- looking to understand how finances influence a company's success



## Consider the Business Financial Management Certification Programme (BFMCP)

The BFMCP encompasses three learning areas (subjects) that lead you to you becoming a Certified Small Business Manager.



# Accounting Certification Programme (ACP)

This is an ideal study choice if you want to become a qualified Bookkeeper, Technical Financial Accountant or eventually, a Chartered Certified Accountant (CCA).

STEP UP

## Certified Junior Bookkeeper

☀ National Certificate: Bookkeeping  
NQF L3 - SAQA ID 58375

*ICB Membership Designation: CJBICb (SA)*

*Title with ICB Designation: Certified Junior Bookkeeper*

### Subjects / Learning areas

- 1 Business Literacy
- 2 Bookkeeping to Trial Balance
- 3 Payroll and Monthly SARS Returns
- 4 Computerised Bookkeeping

### What you'll be able to do:

Accounts Clerk, Debtors Clerk, Creditors Clerk, Payroll Clerk.  
Complete monthly bookkeeping to trial balance; reconcile supplier statements, inventory systems and bank statements; calculate PAYE / SDL / UIF remuneration; monthly EMP201 returns and EMP deductions; annual EMP501, IRP5, IRP6 and IT3a documents and VAT 201 returns.

### Pre-qualifications:

- Grade 10 (Std 8) or equivalent
- No prior accounting knowledge needed
- You must be at least 16 years of age.

## Certified Senior Bookkeeper

☀ Further Education and Training Certificate:  
Bookkeeping NQF L4 - SAQA ID 58376

*ICB Membership Designation: CSBICb (SA)*

*Title with ICB Designation: Certified Senior Bookkeeper*

### Subjects / Learning areas

- 5 Financial Statements
- 6 Cost and Management Accounting

### What you'll be able to do:

Junior Accountant, Assistant Accountant.  
Perform all monthly and annual bookkeeping; asset disposal; year-end adjustments; analysis of financial statements; understand cash flow; complete basic management accounts; working knowledge of cost accounting, financial management and business ethics.

### Pre-qualifications:

- Grade 11 (Std 9) or equivalent
- Assessed as competent in the previous learning areas (1-4) - or be a qualified Certified Junior Bookkeeper.

Each group of learning areas makes up a qualification and the previous one must be completed in order to progress to the next level.



## Certified Technical Financial Accountant

☀ National Diploma: Technical Financial Accounting NQF L5 - SAQA ID 36213  
*ICB Membership Designation: CTFAlcb (SA)*  
*Title with ICB Designation: Certified Technical Financial Accountant*

### Subjects / Learning areas

- 7 Income Tax Returns
- 8 Business Law and Accounting Control

### What you'll be able to do:

Accounting Technician, Certified Tax Technician.  
Operate with management in an accounting environment; become a SAIT-recognised tax practitioner; know the ins and outs of accounting, taxation, auditing and business law; understand how tax works for individuals and companies.

### Pre-qualifications:

- Grade 12 (Std 10) or equivalent - with accounting as a subject
- Assessed as competent in the previous learning areas (1-6) – or be a qualified Certified Senior Bookkeeper.

## Certified Financial Accountant

☀ National Diploma: Financial Accounting NQF L6 - SAQA ID 20366  
*ICB Membership Designation: CFAIcb (SA)*  
*Title with ICB Designation: Certified Financial Accountant*

### Subjects / Learning areas

- 9 Corporate Strategy
- 10 Management Accounting and Control Systems
- 11 Financial Reporting and Regulatory Frameworks
- 12 Accounting Theory and Practice

### What you'll be able to do:

Financial Accountant, Accounting Officer.  
Compile annual financial statements; sign off same for close corporations; work closely with a Chartered Certified Accountant and Registered Auditor; have a thorough knowledge of accounting theory and practice, corporate strategy and regulatory frameworks.

### Pre-qualifications:

- National Diploma: Technical Financial Accounting NQF L5 (which consists of the previous 8 learning areas) - or equivalent.

# Office Management Certification Programme (OMCP)

With the OMCP you can progress from  
Certified Junior Office Administrator up  
to Certified Office Manager.

TAKE  
CHARGE

This is a great choice if you're someone who is very organised - and believes in the huge benefits of running any company in an equally organised way.

The knowledge you gain in each successive qualification builds on the last, allowing you to take on key functions and increased responsibility in your workplace.

## Certified Junior Office Administrator

☀️ **Certificate:** Office Administration NQF L5 - SAQA ID 23618  
*ICB Membership Designation: CJOA/cb (SA)*  
*Title with ICB Designation: Certified Junior Office Administrator*

### Subjects / Learning areas

- 1 Office Communication
- 2 Business and Office Administration 1
- 3 Bookkeeping
- 4 Marketing Management and Public Relations
- 5 Business Law and Administrative Practice
- 6 Cost and Management Accounting

### What you'll be able to do:

Receptionist, Office Assistant, Office Administrator, Public Relations Officer, Marketing Administrator. Understand business communication; basic bookkeeping up to trial balance; use your basic knowledge of cost and management accounting and computing; show proficiency in basic marketing and public relations; business law and administrative practice.

### Pre-qualifications:

- Grade 12 (Std 10) or equivalent - and you must be at least 16 years of age
- No prior accounting knowledge needed.



Each group of learning areas makes up a qualification and the previous one must be completed in order to progress to the next level.



## Certified Senior Office Administrator

Higher Certificate: Office Administration NQF L5 - SAQA ID 23619  
*ICB Membership Designation: CSOAIcb (SA)*  
*Title with ICB Designation: Certified Senior Office Administrator*

### Subjects / Learning areas

- 7 Business and Office Management 2
- 8 Human Resources Management and Labour Relations
- 9 Economics

### What you'll be able to do:

Secretary, General Office Manager, Human Resources Administrator, Labour Relations Administrator. Use your understanding of office management techniques and your thorough knowledge of human resources, labour relations and economics.

### Pre-qualifications:

- Certificate: Office Administration NQF L5, which consists of the previous 6 learning areas.

## Certified Office Manager

Diploma: Office Administration NQF L6 - SAQA ID 35958  
*ICB Membership Designation: COMIcb (SA)*  
*Title with ICB Designation: Certified Office Manager*

### Subjects / Learning areas

- 10 Business and Office Management 3
- 11 Financial Accounting
- 12 Management

### What you'll be able to do:

Senior Office Manager, Public Relations Officer. Use your advanced knowledge of management techniques, financial accounting and reporting skills and office administration techniques.

### Pre-qualifications:

- Higher Certificate: Office Administration, which consists of the previous 9 learning areas.

# Business Financial Management Certification Programme (BFMCP)



THINK  
BIG


You're smart, savvy and ambitious.  
You've got entrepreneurial dreams you  
think can really work.

Perhaps it's time to become a Certified Small  
Business Financial Manager?

You'd be amazed how far a bit of learning and  
self-confidence will take you.



## Certified Small Business Financial Manager

 National Certificate: Small Business Financial Management  
NQF L4 - SAQA ID 48736

*ICB Membership Designation: CSBFMIcb (SA)*

*Title with ICB Designation: Certified Small Business Financial Manager*

### Subjects / Learning areas

- 1 Business Literacy
- 2 Essential Business Finance
- 3 Computerised Bookkeeping

### What you'll be able to do:

Assistant Financial Manager; any managerial role requiring basic financial skills. Manage the finances of a small or medium-sized business, using your basic skills in accounting, reporting, finance and costing.

### Pre-qualifications:

- Grade 11, NQF L3 or an equivalent.



After completing the ICB's Certified Junior Bookkeeper

course, I could apply my new-found knowledge on a daily basis. Previously I had very basic knowledge of bookkeeping, but I now feel so confident with the skills I have acquired that I am also able to assist my husband, by doing the bookkeeping for his IT company! Will I study further? You bet.' – **Chantelle, Kimberley**





# STUDY YOUR WAY

## Face to face or correspondence?

You might be a new learner ready to hit the books 24/7. Perhaps you're a working mom with a tiny tot, lots of ambition but very little time. Maybe you want to qualify in 18 months - or you're working to a secret five year plan. Via ICB-accredited tuition providers, you can study in the way that best suits your needs. If only everything in life was so flexible.

## There are four ways to study your ICB courses:

**Full time at a college of your choice.** This is the fastest way to move into, forward or laterally within the job market. Most school leavers opt for this route, because they aren't yet working or tied down with too many commitments (lucky them!).

**Part time at a college of your choice** - after hours, with 4 hours' face-to-face time per week. Perhaps you're already employed, but looking to upskill and increase your job security - or even change jobs. It's never too late and part time studies can really widen your options.

**Video studies** are an option at certain colleges. You can set your own tuition times, and watch recorded lectures that you simply pre-book at your college. This is a good option if you're juggling lots of commitments and can't make scheduled, fixed classes.

**Correspondence from home** (a good option if you do have a tiny tot). This is the most flexible and affordable route and allows you to complete ICB studies at your own pace. You simply register with a correspondence college, which then sends you the relevant tuition material. You'll normally also have access to the college's helpline and support structures, so you're not really going it alone.

**WWWonderful!** { With any of these study options, you have access to valuable online tutoring or telephone support from your college as well.

# WHERE TO STUDY

We give you tons of choice

ICB courses are available at the following accredited training providers in South Africa, Namibia and Botswana. Please check our website for information about where they are located and their contact numbers. This list was correct when this prospectus was printed but things do change, so again, please refer to our website for the most up to date information.



Academy of Accounting and Tax  
Academy of Business & Computer Studies  
Academy of York  
Academy Training Group  
Advisor Progressive College  
Afedile M Learning Centre  
Atcor  
Award Training  
Berea Technical College (Pty) Ltd  
Besek College  
Better Best Educational Projects  
Billionaire's Academy Business Training (Pty) Ltd  
Boland College  
Boston City Campus and Business School  
Brooklyn City College (Pty) Ltd  
BSW Business Solutions  
Business Development Centre of Excellence CC  
Careers 2000  
CCST College  
Central College of Business & Computer Studies  
Centre for Positive Care  
Centre for Skills Development  
Certified Business Management Institute  
College of Cape Town (City Campus)  
College SA  
Commercial Advancement Training Scheme  
Copper Sunset  
CTE College  
Dam Technical College  
Damelin  
Damelin Correspondence College  
DCC Campus Further Education Inst  
DebtSAVVY  
Definitive Training Solutions CC  
DMBC Consulting  
DSDC College of SA (Pty) Ltd

Eastcape Midlands College Business Unit  
Elgin Learning Foundation  
Extreme 24 Education & Training Serv  
False Bay College  
Fernwood Business College  
Flavius Mareka FET College  
Fumana Training  
Geo-Pen Bookkeepers & Business Consultants  
GO ESDA  
Golden Step Computers  
Goldfields FET College  
Harmony College  
Hartland Training & Development Centre (Pty) Ltd  
Hatfield Tuition & Skills Development Centre  
Hubbard College of Administration  
Innovatus - Eshowe Campus  
Institute for Quality: Edu & Training  
Institute of Information Technology (Pty) Ltd  
Instructability (Pty) Ltd  
Int Business Training College  
Intec College  
IQAcademy  
IT Careers (Pty) Ltd  
Jeppe College  
Jesua Consultants  
KeySkil Consult  
KIB College (Pty) Ltd  
Konitek Training & Development (KTD)  
Kwasizamfundi  
KZ Computer Academy  
Latitude Varsity  
Lemays Training Centre  
Lingra Skills Training  
Majuba FET College  
Maluti FET College  
Management & Leadership Academy

MANCOSA (PTY) LTD  
Marapong Business School  
Maritime & Skills College  
MBS Accounting Services  
MCD Training Centre  
Menlyn Technical College  
Milpark Business School  
Motheo FET College  
MPC College  
MSC College  
Ndivho Financial Training (Pty) Ltd  
Northern Cape Urban FET College  
Northlink College  
Open College SA  
Oxbridge Academy (Pty) Ltd  
PC Training & Business College  
People Learning Challenges  
Phucula Trading CC  
Port Elizabeth FET College  
QMI CC  
Regenesys  
Regent Business School (Pty) Ltd  
Rorisa Training  
Sandton Technical College  
Sibuyi PE's Accounting, Tax and Management Services  
Spectrum (Pty) Ltd  
St Anthonys Education Centre  
Stellenbosch Technology Institute  
Successors Training Institute  
Summat Training Institute  
Teccom Training College  
The Boardroom Institute  
The Business Zone Training Academy  
The Learning Group  
True Image College  
Tshwane North College  
UNISA  
West Coast FET College

# MAKING THE GRADE

## Coursework, exams and assessment

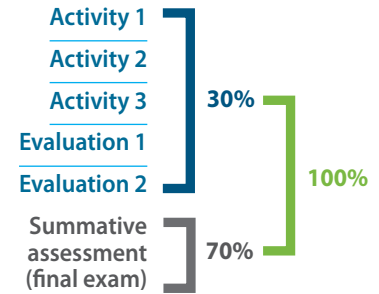
### So how are you assessed as an ICB learner?

It's pretty simple. 30% of your final mark comes from the activities and evaluations you undertake during your course. Your Portfolio of Evidence (PoE) is a folder given to you at the start of the course, once you've registered for an assessment, in which you include any assignments given to you as well the tests you take. Your PoE is complete when your final assessment is added to it at the end of your course.

When you sit down to write your final assessment - which counts for the remaining 70% - you'll include that in your PoE, which an assessor will then check to see if really know your stuff. The activities and evaluations are essential, as they fully prepare you for the final assessment, and also provide evidence of the hard work you've done leading up to it.

A passing grade ('competent') is 60 % for the overall course, and you need to get a minimum of 50 % for the final assessment. You have to part ways with your PoE and hand it in for assessment.

If you're assessed as 'not yet competent', you still have the chance to write one (just one) supplementary assessment, which has a pass mark of 60%. Final assessments are held at ICB-approved assessment centres around South Africa. You can find a list of the centres on [www.icb.org.za](http://www.icb.org.za). Assessments take place at these centres in February, May, August and November.



## The pass mark

**REMEMBER**, you can only be assessed if you are registered with the ICB as a Student Member.

**THOSE ARE THE BASICS**  
- but be sure to read over the ICB Assessment Policies & Procedures (also on the ICB website) before you start completing your PoE, as they're updated from time to time.

# OK, I'M IN

## The process going forward

Your next steps depend on whether you choose to study at a college (full-time, part-time or video studies) or via correspondence.



### The college route:

- You choose a college from the list on page 15 or on our website
- The college advises you on registration, courses and work load
- They register you and help you decide which assessments to sit
- You pay your college fee and ICB registration and assessment fees to the college
- The ICB confirms your registration and selected learning areas
- You receive your Portfolio of Evidence (PoE) from the ICB via your college
- Classes begin and you start compiling your PoE
- At the final assessment you also hand in your completed PoE
- The ICB sends the college your results and issues your certificate if you've been assessed as 'competent'.

### The correspondence route:

- You register with a correspondence college of your choice
- The college advises you on registration, courses and workload
- You pay your college fees to the college and your ICB registration and assessment fees to the ICB
- You pre-register for your assessments, which happen in February, May, August and November
- You receive your Portfolio of Evidence (PoE) from the ICB and study materials / support from the college
- You start compiling your PoE independently, at your own pace
- When you write your final assessment you also hand in your completed PoE
- The ICB sends you your final results and issues a certificate if you've been assessed as 'competent'.

**Study materials will be supplied by your college.**



# FIRE AWAY

## Frequently-asked questions

### **What if there's no assessment centre near where I live?**

The ICB arranges assessment venues throughout South Africa and a detailed list is available on [www.icb.org.za](http://www.icb.org.za). If you're not within 150km of an official assessment centre, you can submit a Private Invigilator Application to the ICB with the prescribed fee, which will be considered on an individual basis.

**When are the assessment dates?** The ICB has assessments scheduled monthly for learners studying through "face-to-face" providers. If studying by correspondence, you need to pre-register for assessments conducted in February, May, August and November. It's best to register as soon as your tuition materials arrive, so that your PoE can also be sent to you. Have a look at the assessment schedules on pages 20 - 21.

**How do I register for assessment?** You complete the Application for Assessment form available on [www.icb.org.za](http://www.icb.org.za) and submit it along with the correct assessment fee to the ICB, indicating the date you want to sit the assessment.

**Once registered, can I postpone my entry?** If, before your assessment date, you realise you need to postpone your assessment, you can do this by paying a postponement fee.

This must be done at least two weeks before the set assessment date. If you need to postpone your assessment because you're ill on the day, you can apply for a free postponement (include a doctor's certificate with your request), which may be issued at the ICB's discretion. Only one postponement per assessment can be requested from the ICB.

**How long do ICB courses last?** They range from 1-3 years, depending on which course you are registered for. Each learning area (subject) in the course should take about 48 hours of study prior to the assessment being written.

**I've studied similar subjects to the ICB's elsewhere and done a bit of bookkeeping in my work. Can I get credit for these if I want to study ICB courses?** Yes, this may be possible. For more information, check out the 'Get credit' section on the inside back cover of this prospectus.

**I submitted my PoE but didn't include all my formative assessments. Can I submit these later?** No, you need to make 100% sure that everything is included in your PoE before you submit it. The ICB cannot accept any additional materials for marking after you've handed it in.



# ICB FEES

## Assessment fees

Once-off registration fee (includes free subscription to Dec 2011)	R 400
Assessment fee per subject/learning area (all qualifications)	R 580
Re-assessment fee per subject/learning area (all qualifications)	R 290
Assessment late entry fee per subject/learning area	R 390
Assessment postponement fee per subject/learning area	R 300
Assessment re-mark & report fee per subject/learning area	R 700
Private invigilator admin fee (prior approval required)	R 500
Duplicate transcript of results	R 350
Results certificate re-print	R 350

## Recognition of prior learning (RPL) / exemption fees

RPL/Exemption application fee	R 350
RPL/Exemption fee per subject accredited prior learning/qualification (no PoE required)	R 330
RPL PoE fee per subject (PoE to be completed)	R 800

## Membership fees

Subscriptions - students	R 410
Subscriptions - all other qualified members	R 450
Acceptance fee/membership upgrade	R 270
Membership certificate re-print	R 350

## Learnerships - Workplace PoE assessments

National Certificate: Small Business Financial Management	R 600
National Certificate: Bookkeeping	R 600
Certificate: Office Administration	R 600
FETC: Bookkeeping	R 800
National Diploma: Technical Financial Accounting	R 1 000

# ALREADY WORKING?

## Learnerships: theory + on-the-job experience

If you're working already, you can attain an ICB qualification via a Learnership, which includes both theory and practical experience. On the theory side, you undertake the ICB's usual assessments or have your previous learning assessed by us (see 'Get credit' - inside back cover). On the practical side, you complete a workplace Portfolio of Evidence (PoE), which is reviewed by an ICB-registered assessor.

Learnerships offer benefits to employees and incentives to employers. Some students even get their studies subsidised by their companies. For more information speak to the ICB - or your boss.

### Please note:

If registering with the ICB for the first time, there is a once-off registration fee • In order to receive your PoE or be entered for exams, you must have sent your assessment entry form and fee to the ICB – either directly or through your college • If you cancel a scheduled assessment, fees can't be refunded • Assessments for learning areas can be postponed once only, if we have received your postponement fee (2 weeks before the assessment would take place) • Incorrectly completed forms or insufficient fees will result in assessment applications not being accepted • Fees may change without prior notice • Fees listed include 14% VAT for S.A. and bank charges for payments from other countries • Bank details for payments: The Institute of Certified Bookkeepers, First National Bank, Rondebosch, branch code 201509, account no. 502 6241 8757.



# 2011 ASSESSMENT TIMETABLE

Keep this handy

These dates will be important to you – they're when you'll write your final assessments and submit your Portfolio of Evidence. Be sure to enter for each assessment by the closing date.

## TIMETABLE A

**These dates apply only to learners who are studying the Accounting Certification Programme full- or part-time through colleges.** Correspondence / private learners and anyone following the Office Management or Business Financial Management Certification Programmes should refer to Timetable B.

**Important:** Please double check with your college that they will be assessing the subject you want to write on these dates.

Entry closing dates (new & re-assessments)		Assessment date		PoE received by ICB		Results released by ICB	
Sat	15 Jan	Sat	19 Feb	Fri	25 Feb	Fri	15 Apr
Sat	15 Jan	Mon	21 Feb	Fri	25 Feb	Fri	15 Apr
Tues	15 Feb	Sat	12 Mar	Fri	18 Mar	Fri	6 May
Tues	15 Feb	Mon	14 Mar	Fri	18 Mar	Fri	6 May
Tues	15 Mar	Sat	16 Apr	Tues	26 Apr	Fri	17 Jun
Tues	15 Mar	Mon	18 Apr	Tues	26 Apr	Fri	17 Jun
Fri	15 Apr	Sat	21 May	Fri	27 May	Fri	15 Jul
Fri	15 Apr	Mon	23 May	Fri	27 May	Fri	15 Jul
Sun	15 May	Sat	18 Jun	Fri	24 Jun	Fri	12 Aug
Sun	15 May	Mon	20 Jun	Fri	24 Jun	Fri	12 Aug
Wed	15 Jun	Sat	16 Jul	Fri	22 Jul	Fri	9 Sep
Wed	15 Jun	Mon	18 Jul	Fri	22 Jul	Fri	9 Sep
Fri	15 Jul	Sat	20 Aug	Fri	26 Aug	Fri	14 Oct
Fri	15 Jul	Mon	22 Aug	Fri	26 Aug	Fri	14 Oct
Mon	15 Aug	Sat	17 Sept	Fri	23 Sep	Fri	11 Nov
Mon	15 Aug	Mon	19 Sept	Fri	23 Sep	Fri	11 Nov
Thurs	15 Sep	Sat	22 Oct	Fri	28 Oct	Fri	16 Dec
Thurs	15 Sep	Mon	24 Oct	Fri	28 Oct	Fri	16 Dec
Sat	15 Oct	Sat	19 Nov	Fri	25 Nov	Fri	13 Jan 2012
Sat	15 Oct	Mon	21 Nov	Fri	25 Nov	Fri	13 Jan 2012
Tues	15 Nov	Sat	10 Dec	Thurs	15 Dec	Fri	3 Feb 2012
Tues	15 Nov	Mon	12 Dec	Thurs	15 Dec	Fri	3 Feb 2012

## TIMETABLE B

This timetable is primarily for correspondence / private learners who are studying any of the ICB's three programmes.

Some colleges will offer these dates for the Office Management and Business Financial Management Certification Programmes too (please double-check the dates with your college as not all colleges will run every assessment).

	09H00 - 12H30				13H00 - 16H30			
<b>Monday</b>	21 Feb	23 May	22 Aug	21 Nov	Junior Bookkeeper: Bookkeeping to Trial Balance	Senior Bookkeeper: Financial Statements		
	Office Admin: Bookkeeping				Office Admin: Marketing Management and Public Relations			
	Office Admin: Human Resource Management and Labour Relations				Essential Business Finance			
<b>Tuesday</b>	22 Feb	24 May	23 Aug	22 Nov	Junior Bookkeeper: Payroll and Monthly SARS Returns	Senior Bookkeeper: Cost and Management Accounting		
	Office Admin: Business and Office Administration 1				Office Admin: Business and Office Administration 2			
	Certified Office Manager: Business and Office Administration 3							
	Financial Accountant: Financial Reporting and Regulatory Framework							
<b>Wednesday</b>	23 Feb	25 May	24 Aug	23 Nov	Junior Bookkeeper: Computerised Bookkeeping	Technical Financial Accountant: Income Tax Returns		
	Financial Accountant: Corporate Strategy				Office Admin: Economics			
	Office Communication Management							
<b>Thursday</b>	24 Feb	26 May	25 Aug	24 Nov	Business Literacy	Technical Financial Accountant: Business Law and Accounting Control		
	Financial Accountant: Management Accounting and Control Systems				Financial Accountant: Accounting Theory & Practice (Dissertation to be submitted)			
	Office Admin: Cost & Management Accounting				Office Admin: Business Law & Administrative Practice			
	Financial Accounting							

Closing dates	Exam dates	Results release date
31 Dec 10	21 - 24 Feb	15 Apr
31 Mar	23 - 26 May	15 Jul
30 Jun	22 - 25 Aug	14 Oct
30 Sep	21 - 24 Nov	13 Jan 2012

- Results will be released on the due date on condition that PoEs are received at the ICB's offices by their due dates.
- This assessment timetable is subject to change and the ICB reserves the right to cancel any assessment at its own discretion.
- Please refer to our website for the most current timetables.
- Late entries will only be accepted at the discretion of ICB Management and you will be charged late entry fees.

# MAKE A NAME FOR YOURSELF

Study with ICB and you'll need to **register as an ICB Member**. For a small annual fee you can post internationally recognised ICB **designations (letters) after your name** for as long as your membership is current.

The financial community looks out for those letters - and you'll also be recognised by the Association of Chartered Certified Accountants (ACCA). By keeping your ICB membership current, you can update the letters after your name as you achieve each new ICB qualification.

Remember that a "qualification" is your actual NQF-registered academic level of achievement, while a "designation" is unique to ICB members and indicates your affiliation to the ICB, an institute of high regard.

## ICB MEMBERSHIP

### Open new doors



As an ICB member, you can place those all-important ICB **letters after your name**.

You'll get updates on the latest news about bookkeeping and related topics and you can register with the **International Association of Bookkeepers in the UK** (a good idea if you plan to work overseas).

You'll be kept up to date with tax changes and information on the Budget, with our **FREE tax booklet - and receive a FREE ICB Member's diary** every year.

You can enjoy **free or discounted workshops and seminars** run by SAIT, FASSET, Pastel and more... and we'll spring some members-only special offers on you from time to time!

You can choose to become a member of SAIT, giving you the right to **act as a tax technician** and you can also become a member of the Southern African Institute of Business Accountants, where you can **register as an accounting officer**.

You'll be able to perform the duties of a **Commissioner of Oaths**. And, as you progress in your studies, you can discuss your career with other motivated bookkeepers on Pastel's Bookkeepers' Forum - exclusive to ICB members.

# GET CREDIT

## Recognition for work experience and prior studies

If you have picked up previous qualifications from an accredited training provider and can show the ICB certified copies of your results - or if you have gained relevant work experience - you can apply for membership via “prior learning” credits.

To apply you'll need to submit a prescribed form and pay an RPL (recognition of prior learning) administration fee. You may also be asked to submit a detailed CV and complete the required Portfolio of Evidence (PoE), supplied by the ICB. Further fees may be payable if you are granted full or conditional exemptions, and remember: you must be a paid-up ICB member too.



## THE SMALL PRINT

### Policies and procedures

In financial circles, we're all familiar with the 'small print'; here's a word on ours: If you've decided to go for it - to study with the ICB - we suggest you take some time to familiarise yourself with the Policies & Procedures relating to ICB courses and assessments.

Our P&Ps are regularly updated and can always be downloaded from [www.icb.org.za](http://www.icb.org.za), or obtained from our head office - see the back cover for details.

## HOMEWORK – ALREADY?

### Some online resources

[www.icb.org.za](http://www.icb.org.za)  
[www.fasset.org.za](http://www.fasset.org.za)  
[www.nqf.org.za](http://www.nqf.org.za)  
[www.southafrica.accaglobal.com](http://www.southafrica.accaglobal.com)  
[www.thesait.org.za](http://www.thesait.org.za)  
[www.pastel.co.za](http://www.pastel.co.za)  
[www.pastelpayroll.co.za](http://www.pastelpayroll.co.za)  
[www.saqg.org.za](http://www.saqg.org.za)  
[www.acca.org.za](http://www.acca.org.za)  
[www.saibr.org](http://www.saibr.org)  
[www.iab.org.uk](http://www.iab.org.uk)  
[www.cimaglobal.com](http://www.cimaglobal.com)  
[www.edgelearningmedia.com](http://www.edgelearningmedia.com)



Tax is something a lot of people are afraid of. It's like this big cloud hanging over them. After completing my studies to become a Certified Technical Accountant, I'm now helping individuals, many of them self-employed or running small companies, to make tax work for them; to turn it into a positive - and I'm building my own small but thriving tax consultancy as I go. It feels good to be needed by so many businesses out there.' - **Pumla, Umlazi**



# ICB

ACCREDITED BUSINESS  
QUALIFICATIONS

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