

PROSPECTUS 2012



ICB

ACCREDITED BUSINESS
QUALIFICATIONS

WHY BE
EMPLOYABLE
WHEN YOU CAN BE
INDISPENSABLE ?

Internationally recognised | Locally essential



In boom times or recession 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 2012, secure **YOUR FUTURE**

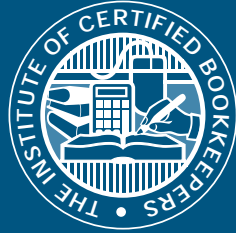
Financial qualifications are no longer “just for university graduates”. Times have changed and tuition has evolved. And **financial literacy is a scarce skill**. So whether you've just left school, or are already working, **you can study** towards an **internationally recognised ICB** certification and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

CONTENTS

PAGES

- [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 map](#)
- [9 Office Management Certification Programme map](#)
- [10 Accounting Certification Programme](#)
- [12 Office Management Certification Programme](#)
- [14 Business Financial Management Certification Programme](#)
- [16 Study your way: face to face or correspondence](#)
- [17 Where to study](#)
- [18 Coursework, exams and assessment](#)
- [19 Get credit](#)
- [19 Learnerships: theory + on-the-job experience](#)
- [20 Find a job with the ICB](#)
- [20 ICB bursaries](#)
- [21 Frequently-asked questions](#)
- [22 2012 assessment timetable](#)
- [24 ICB membership benefits](#)
- [25 Policies and procedures](#)
- [25 Online resources](#)
- [26 The process going forward](#)
- [27 ICB fees](#)





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 International Association of Accounting Practitioners, the Southern African Institute of Business Accountants, the South African Institute of Tax Practitioners, the Association of Chartered Certified Accountants and the Chartered Institute of Management Accountants.

If you graduate through the ICB's Accounting Certification Programme (ACP) you can study further to become a chartered certified accountant, through the Association of Chartered Certified Accountants or become a management accountant through the Chartered Institute of Management Accountants.

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. 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.

The ICB also works closely with the people at Pastel Accounting and Pastel Payroll, whose universally popular software is available as a free demo version to all ICB learners registered on the Payroll and Monthly SARS Returns learning area. And Edge Learning Media works closely with our training providers to supply great study aids for our courses.

3

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.

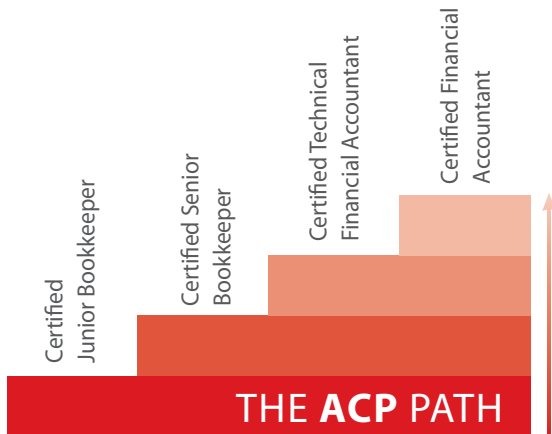
Business Financial Management Certification Programme

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)
- Become an accounting officer by registering with the Southern African Institute of Business Accountants (SAIBA).

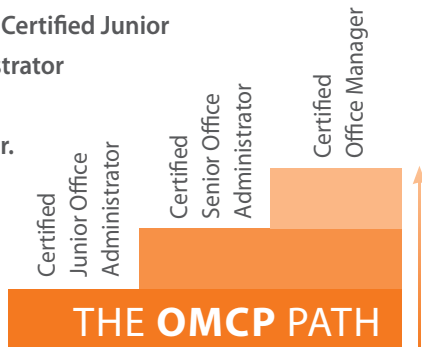
ARE YOU...

- 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)

Learning Area

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



5. Financial Statements
6. Cost and Management Accounting



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



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

ICB Designation and SAQA Qualification

Certified Junior Bookkeeper - CJBICb(SA)

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

Certified Senior Bookkeeper - CSBICb(SA)

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

Certified Technical Financial Accountant - CTFAlcb(SA)

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

Certified Financial Accountant - CFAIcb(SA)

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



Since I qualified as a Certified Technical Financial Accountant, my accounting and tax services business has been growing by the day. Before I joined the ICB I was just another bookkeeper - but now my status has improved dramatically."

Zolisa

Office Management

Certification Programme (OMCP)

Learning Area

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



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



10. Business and Office Administration 3
11. Financial Accounting
12. Management

ICB Designation and SAQA Qualification

Certified Junior Office Administrator - CJOA1cb(SA)

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

Certified Senior Office Administrator - CSOA1cb(SA)

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

Certified Office Manager - COM1cb(SA)

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



“The Bookkeeping to Trial Balance course was interesting and very practical. It helped me begin to understand the world of finance, and now I have made up my mind to follow a career in financial accounting through the ICB’s programmes.”

Mamello



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).

Certified Junior Bookkeeper

▶ National Certificate: Bookkeeping NQF L3 - SAQA ID 58375

ICB Membership Designation: CJB1cb (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: CSB1cb (SA)

Title with ICB Designation: Certified Senior Bookkeeper

Subjects / Learning areas

- 5 Financial Statements
- 6 Cost and Management Accounting

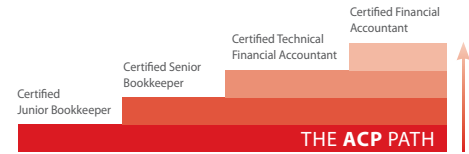
What you'll be able to do:

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 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.



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/ICB (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 Administration 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 Administration 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)



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.



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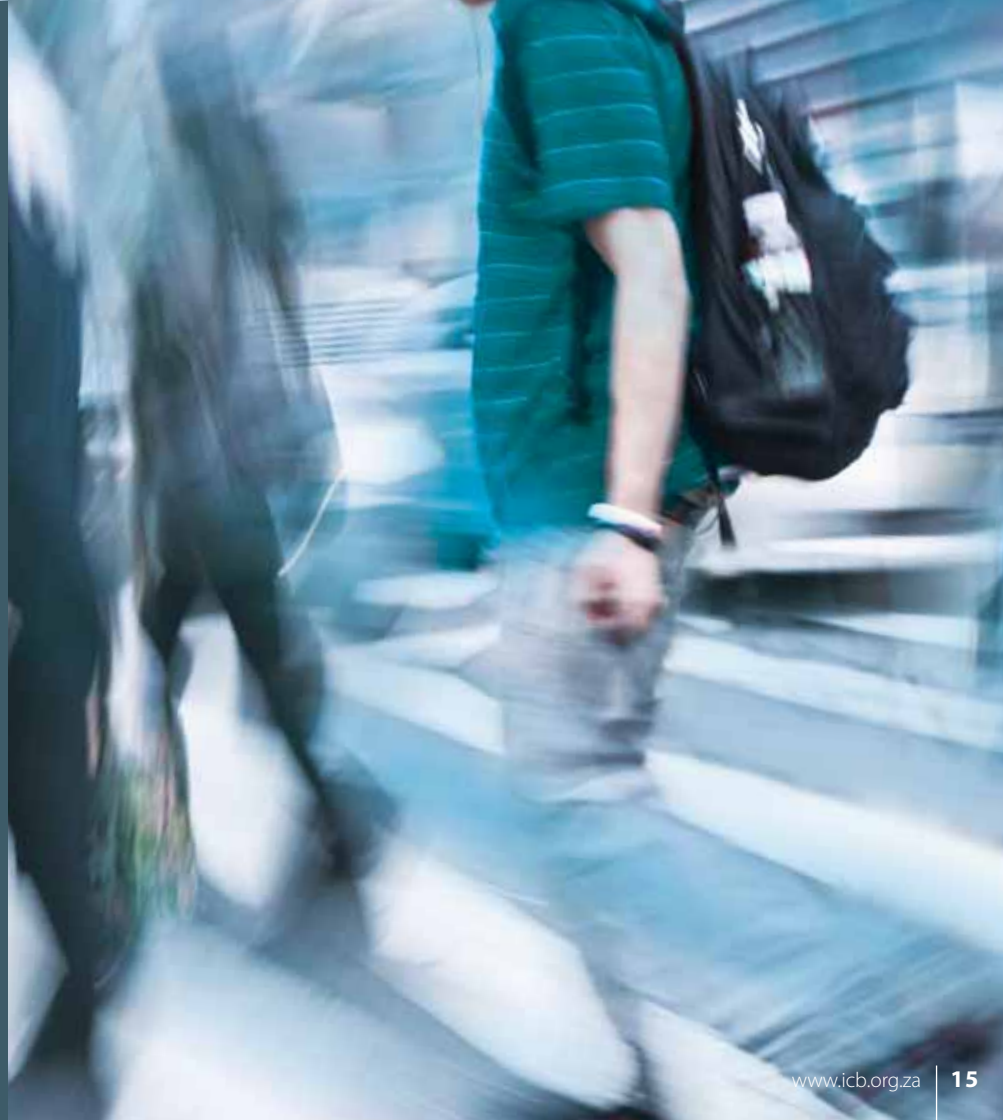
My ICB qualifications paved the way for me to see how I could make my dream a reality.

My ICB courses inspired me to keep studying and laid the foundation for all my subsequent academic and professional achievements.

My international employability is awesome.

I am a dreamer living my dream!"

Aaron





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 their contact details and information about where they are located, as some have several regional centres.

Academy of Accounting and Tax
Academy of Business & Computer Studies
Academy of York
Academy Training Group
Advisor Progressive College
Afedile M Learning Centre
African Institute of Management Sciences
Afrimat College
Aldes Training Academy
AMCO Training Providers
Apollo Technical College
Atcor
Award Training
Batho Fela Consulting
BBN Consultants
Berea Technical College
Besek College
Better Best Educational Projects
Billionaire's Academy Business Training
Birmam Business College
Boland FET College
Boston City Campus and Business College
Brooklyn City College
BSW Business Solutions - Namibia
Bus Dev Centre of Excellence
Careers 2000
CCST College
Central College of Business & Computer Studies
Centre for Positive Care
Centurion Academy
Certified Business Management Institute
Charterquest Financial Training Institute

College of Cape Town (City Campus)
College SA
Collech Skills Training College
Columbus Commercial College
Commercial Advancement Training Scheme
Copper Sunset
Dam Technical College
Damelin
Damelin Correspondence
DCC Campus Further Education Inst
Dean Institute of Learning
Definitive Training Solutions
DMBC Consulting
DSDC College of SA
Durban Institute of Skills Training
Durban Institute of Technology
East London Management Institute
Eastcape Midlands College Business Unit
Elangeni FET College
Elgin Learning Foundation
Etna Trading 74
Evergreen College
Extreme 24 Education & Training Serv
Falcon Business Institute
False Bay FET College
Faranani Facilitation Services
Fernwood Business College
Flavius Mareka FET College
Geo-Pen Bookkeepers & Business Consultants
GO ESDA
Golden Step Computers
Goldfields FET College
Grant Cooper Training

Harmony College
Hartland Training & Development Centre
Hatfield Tuition & Skills Development Centre
Headstart Training
Hospitality and Commercial College
Hubbard College of Administration
Incredible Skills
Innovatus
Institute for Quality: Edu & Training
DCC Campus Further Education Inst
Institute of Open Learning
Instructability
Int Business Training College
Intec College
Intuition College
IOAcademy
IT Careers
Jeppe College
Jesua Consultants
KeySkill Consult
KIB College
Konitek Training & Development
Kwasizamfundi
KZ Computer Academy
Latitude Varsity
LearnEx-Gratia
Lemays Training Centre
Majuba FET College
Maluti FET College
Management & Leadership Academy
MANCOSA
Marapong Business School
Maritime & Skills College

MBS Accounting Services
MCD Training Centre
Menlyn Technical College
Milpark Business School
Mokopane Red Cross Society
Mona SS
Motho FET College
MPC College
MSC College
Ndivho Financial Training
Northern Cape Urban FET College
Northlink College
Open College SA
Oval Institute of Further Education
Overcomers Training College
Oxbridge Academy
Pastel Software
Patnet Training College
PC Training & Business College
People Learning Challenges
Phucula Trading
Port Elizabeth FET College
Protea College
QBit Group
Quality Management for Industry
Regenesys
Regent Business School
Rorisa Training
SAB & T ACC-IT Accounting and IT Academy
Sanamik
Sandton Technical College
Savanna College

Sibuyi PE's Accounting, Tax and Management Services
Spectrum
St Anthons Education Centre
Stanford Computer & Business College
Stellenbosch Technology Institute
Successors Training Institute
Summat Training Institute
Synergy Human Resources
Teccom Training College
The Boardroom Institute
The Business Zone Training Academy
The Learning Group
Thobologo Trading Enterprises
True Image College
Tshwane College of Commerce & Computer Studies
Tshwane North FET College
UNISA
Unischool
Victory Training College
Walter Sisulu University Enterprise Dev Centre
West Coast FET College
Ynamix Training and Consulting

This list is correct at time of printing in October 2011.

Things do change, so please refer to our website for the most up to date information.

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.

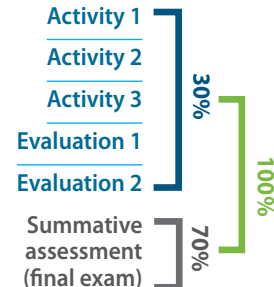
MAKING THE GRADE

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 as 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 you 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.



GREEN LIGHT – the pass mark

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. Assessments take place at these centres in February, May, August and November.





ALREADY WORKING?

Learnerships: theory + on-the-job experience

GET CREDIT

Recognition for work experience and prior studies

If you have previously picked up registered qualifications or part qualifications - or if you've even been working in a relevant field, you may be able to get credit for this. All you need to do is follow the ICB's procedure for Recognition of Prior Learning (RPL).

To apply for RPL you'll need to submit our relevant form and pay an RPL administration fee. Submit these along with your detailed CV and copies of any formal registered qualifications you hold. We'll review your application and either grant you credits based on subjects you've already passed, or we may ask you to complete a Portfolio of Evidence (PoE), which we will supply.

You might need to pay further fees if you are granted full or conditional exemptions, and remember: you must be a paid-up ICB member too.

Download our RPL forms from www.icb.org.za or give our office a call.

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' - above). 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.

HIRE ME!

Find a job with the ICB

Did you know that you could find your next job via the ICB website? In association with CareerJunction, South Africa's most popular job site, you can search and apply for financial positions directly on the ICB's website.

Check it out at

www.icb.org.za/careers



ICB BURSARIES

Making studying possible

We know that some of the keenest and most deserving learners find it difficult to pay for their studies. So the ICB makes **three bursaries available every year, worth R5,000 each. The best part? Our bursaries do not have to be repaid** - we'd just like recipients to put them to really good use and study hard!

To be eligible to apply for an ICB bursary, you must be intending to study or already be studying an ICB programme or qualification. You'll need to hold a recognised school leaving certificate with a minimum of a Grade 10 pass – and if you are already studying, you must have a good academic and attendance record.

ICB Bursaries are awarded according to academic merit, financial need and any special circumstances and are paid directly to an ICB-accredited institution and/or other relevant ICB-accredited service providers. Bursary fund monies are only paid out directly to parents/guardians/students under exceptional circumstances.

How to apply: The bursary application form is available on www.icb.org.za and the deadline for 2012 applications is 30 April 2012. Successful applicants will be contacted by 31 May 2012.



“I'm currently doing one of ICB courses through correspondence and find the books very interesting and user friendly. The ICB's correspondence is also very good. All my questions were answered and the procedures are clear and simple.”

Charlotte



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. 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 preregister 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 22 - 23.**

How do I register for assessment? You complete the Application for Assessment form available on 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.

IMPORTANT: Only one postponement per assessment can be requested from the ICB and your assessment will automatically be moved to the next available assessment date.

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 page 19 for Recognition of Prior Learning.

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.

Do I return each assignment once I've done it? No, you'll need to add it to your Portfolio of Evidence. This needs to be completed and handed to your invigilator on the day of your summative assessment.

Can you send me course materials please? The ICB doesn't send you course materials directly – courses are run by our accredited training providers and they will send your materials. See our website for a list of accredited training providers.



2012 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 Levels 3-5 full- or part-time through colleges.

Correspondence / private learners and anyone following the ACP Level 6, 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.

Assessment timetable for accredited colleges

For Accounting Certification Programme L3 to L5 only

(The following subjects only: JBTB, BUSL, JBPR, JBCB, SBFS, SBCM, TFIT, BLAC)

ENTRY CLOSING DATES (NEW & RE-ASSESSMENTS)		ASSESSMENT DATE		POE RECEIVED BY ICB	RESULTS RELEASED BY ICB		
Sun	15 Jan	Sat	18 Feb	Fri	24 Feb	Fri	13 Apr
Sun	15 Jan	Mon	20 Feb	Fri	24 Feb	Fri	13 Apr
Wed	15 Feb	Sat	10 Mar	Fri	16 Mar	Fri	4 May
Wed	15 Feb	Mon	12 Mar	Fri	16 Mar	Fri	4 May
Thurs	15 Mar	Sat	14 Apr	Tues	24 Apr	Fri	15 Jun
Thurs	15 Mar	Mon	16 Apr	Tues	24 Apr	Fri	15 Jun
Sun	15 Apr	Sat	19 May	Fri	25 May	Fri	13 Jul
Sun	15 Apr	Mon	21 May	Fri	25 May	Fri	13 Jul
Tues	15 May	Sat	9 Jun	Fri	15 Jun	Fri	3 Aug
Tues	15 May	Mon	11 Jun	Fri	15 Jun	Fri	3 Aug
Fri	15 Jun	Sat	14 Jul	Fri	20 Jul	Fri	7 Sept
Fri	15 Jun	Mon	16 Jul	Fri	20 Jul	Fri	7 Sept
Sun	15 Jul	Sat	18 Aug	Fri	24 Aug	Fri	12 Oct
Sun	15 Jul	Mon	20 Aug	Fri	24 Aug	Fri	12 Oct
Wed	15 Aug	Sat	15 Sept	Fri	21 Sept	Fri	9 Nov
Wed	15 Aug	Mon	17 Sept	Fri	21 Sept	Fri	9 Nov
Sat	15 Sept	Sat	20 Oct	Fri	26 Oct	Fri	14 Dec
Sat	15 Sept	Mon	22 Oct	Fri	26 Oct	Fri	14 Dec
Mon	15 Oct	Sat	17 Nov	Fri	23 Nov	Fri	11 Jan 2013
Mon	15 Oct	Mon	19 Nov	Fri	23 Nov	Fri	11 Jan 2013
Thurs	15 Nov	Sat	8 Dec	Thurs	13 Dec	Fri	1 Feb 2013
Thurs	15 Nov	Mon	10 Dec	Thurs	13 Dec	Fri	1 Feb 2013

TIMETABLE B



This timetable is primarily for correspondence / private learners who are studying any of the ICB's three programmes and all learners following the final four learning areas in the ACP Level 6 qualification. 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).

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

Closing dates	Exam dates	Results release date
31 Dec 2011	20 - 23 Feb	13 Apr
31 Mar 2012	20 - 23 May	13 Jul
30 Jun 2012	20 - 23 Aug	12 Oct
30 Sep 2012	19 - 22 Nov	11 Jan 2013

Assessment timetable for correspondence learners (ICB venues and FET colleges)

For Accounting Certification, Office Administration and Small Business Financial Management Certification Programme.

				09H00 - 12H30	13H00 - 16H30	
Monday	20 Feb	21 May	20 Aug	19 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
Tuesday	21 Feb	22 May	21 Aug	20 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	
Wednesday	22 Feb	23 May	22 Aug	21 Nov	Junior Bookkeeper: Computerised Bookkeeping	Technical Financial Accountant: Income Tax Returns
					Financial Accountant: Corporate Strategy	Office Admin: Economics
					Office Communication Management	
Thursday	23 Feb	24 May	23 Aug	22 Nov	Business Literacy	Technical Financial Accountant: Business Law and Accounting Control
					Financial Accountant: Management Accounting Control Systems	Financial Accountant: Accounting Theory & Practice (Dissertation to be submitted)
					Office Admin: Cost & Management Accounting	Office Admin: Business Law & Administrative Practice
					Financial Accounting	

MAKE A NAME FOR YOURSELF

Study with the 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. In addition to the letters behind your name, the ICB will also give you a membership certificate that's valid for the duration of your membership.

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

Anyone can:

- **SUBSCRIBE** to the ICB's **newsletter**, to receive the latest news on bookkeeping and related topics.
- **UPLOAD** your CV to our **careers portal** or post an employment advert on www.icb.org.za/careers



But **exclusive benefits** for ICB members only include:

- Place those all-important ICB **letters after your name**.
- **An ICB membership certificate**.
- Register with the **International Association of Bookkeepers and the International Association of Accounting Professionals in the UK** (a good idea if you plan to work overseas).
- We'll keep you up to date about tax changes and information on the Budget, **with our FREE tax booklet**.
- **A FREE ICB Member's diary**.
- **Free or discounted workshops** and seminars run by SAIT, FASSET, Pastel and more.
- **Become a member of SAIT**, giving you the right to act as a tax technician.
- **Become a member of the Southern African Institute of Business Accountants**, where you can register as an accounting officer.
- Certified Technical Financial Accountants and Certified Financial Accountants may **perform the duties of a Commissioner of Oaths**.
- **Exclusive access to Pastel's Bookkeepers' Forum**, where you can discuss your career with other motivated bookkeepers.
- **Further your studies** in accounting through ACCA and CIMA, who will grant you credits for ICB subjects you've already completed.
- Ask **Betty Bookkeeper** any work-related questions – she's your personal technical helpdesk!

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, or obtained from our head office - see the back cover for details.

HOMEWORK – ALREADY?

Some online resources



www.saibr.org
www.iab.org.uk
www.saqa.org.za
www.cimaglobal.com
www.pastelpayroll.co.za
www.findanaccountant.co.za
www.southafrica.accaglobal.com

www.icb.org.za
www.nqf.org.za
www.acca.org.za
www.pastel.co.za
www.fasset.org.za
www.thesait.org.za

OK, I'M IN

The process going forward



The college route:

- You choose a college from our extensive accredited provider listing 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 your certificate if you've been assessed as 'competent'.

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

STUDY MATERIALS will be
supplied by your college.

The correspondence route:

- You choose a college from our extensive accredited provider listing on our website
- 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'.

ICB FEES

Assessment fees

Once-off registration fee (includes free subscription to Dec 2012)	R 410
Assessment fee per subject/learning areas (all qualifications)	R 590
Re-assessment fee per subject/learning areas (all qualifications)	R 310
Assessment postponement fee per subject/learning area	R 310
Assessment late entry fee per subject/learning area	R 400
Assessment re-mark & report fee per subject/learning area	R 800
Private invigilator admin fee (prior approval required)	R 800
Duplicate transcript of results	R 360
Result certificate re-print	R 360

Recognition of prior learning (RPL) / exemption fees

RPL/Exemption application fee	R 400
RPL/Exemption fee per subject accredited prior learning/qualification (no PoE required)	R 350
RPL PoE fee per subject (PoE to be completed)	R 900

Membership fees

Subscriptions - students	R 420
Subscriptions - all other qualified members	R 460
Acceptance fee/membership upgrade	R 290
Membership certificate re-print	R 360

Providers

Workplace provider accreditation fee	R 6 000
Training provider accreditation fee	R 6 000

Learnerships - Workplace PoE assessments

National Certificate: Small Business Financial Management	R 700
National Certificate: Bookkeeping	R 700
Certificate: Office Administration	R 700
FETC: Bookkeeping	R 900
National Diploma: Technical Financial Accounting	R 1 100

“ I wish I had known about ICB’s Technical Financial Accountant Diploma earlier. This course is eye-opening, exciting and a worthwhile step towards the dynamic world of accounting.”

Kudzayi

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 to the next available assessment date, 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 processed • Fees may change without prior notice • Fees listed include 14% VAT for S.A. and exclude bank charges for payments from other countries • Bank details for payments: The Institute of Certified Bookkeepers, First National Bank, Rondebosch, account no. 502 6241 8757, branch code 201509, SWIFT code SIRNZAJJ. Please use your ICB student number or your South African ID number as a payment reference.



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South Africa



0861 000 ICB / 422

- 021 659 1300 Main number
- 021 659 1310 Student enquiries
- 021 659 1330 Student accounts
- 021 659 1325 Student results
- 021 659 1340 New provider enquiries
- 021 659 1320 Provider help desk



ICB

ACCREDITED BUSINESS
QUALIFICATIONS