

2024 PROGRAMME



Internationally Recognised -
Locally Essential

CONTENTS

- What your job title could be
- How to get started
- Course information
- What to study
- Timetable
- Fees



ICB
INTERNATIONAL
CERTIFICATIONS FOR BUSINESS



WHAT COULD YOUR JOB TITLE BE?

Find out your job title and responsibilities



Accountant (General)

Plans and provides systems and services relating to financial dealings of organisations and individuals. [Read more](#)

Bookkeeper

Maintains and evaluates records of financial transactions in account books and computerised accounting systems. [Read more](#)

Accounting Technician

Prepares budgets, financial statements, monitors the financial performance of an organisation and maintains internal financial control and accounting systems. [Read more](#)

Accounts Clerk

Monitors creditor and debtor accounts and undertakes related routine documentation. May work in a call centre. [Read more](#)

Payroll Clerk

Prepares payroll, wages and related records for employee salaries and statutory record keeping purposes. [Read more](#)

Taxation Clerk

Prepares and maintains tax records. [Read more](#)

Financial Accountant

Contributes to the development and implementation of the organisation's accounting systems, policies and procedures. [Read more](#)

Cost Clerk

Calculates and investigates the cost of wages, materials, overheads and other operating expenses. [Read more](#)



INTERNATIONALLY RECOGNISED & NQF REGISTERED



All ICB qualifications are registered on the National Qualifications Framework (NQF) by the South African Qualifications Authority (SAQA).

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

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

We are a Quality Assurance Partner for the Quality Council for Trades and Occupations (QCTO). The Finance and Accounting Services Sector Education and Training Authority (Fasset) issues NQF aligned certificates and diplomas to our graduates.

THE ACCOUNTING LANDSCAPE

Study NQF L3-6 with the ICB



ICB qualifications are modular, which means you can build on them as your studies or career progresses.



You can also qualify by completing just a few subjects

Progress to a degree



ACCA



Damelin
live love learn leave a legacy



Join a Professional Body



icb Institute of accountants & bookkeepers

icap International association of accounting professionals

saiba

sait South African Institute of Taxation



Please note: The ICB is not a training provider - rather, we are an examining body for several registered business qualifications.

10 EASY STEPS TO GETTING STARTED...



ONLINE

You can start your journey online with the ICB - submit your details electronically for a Provider to contact you. No need to first travel to get all the details



YOU DECIDE

You decide when and what you write as you have multiple opportunities to write the subjects



MULTIPLE QUALIFICATIONS

You have the option to get multiple qualifications by adding just a few extra subjects

1 Choose what to study

Decide on a qualification programme (Financial/Business/Administration)

2 Get a quote from a Tuition Providers and select one

You can choose between Distance, Online, Classroom or even Self Study. Use quote option on website <https://www.icb.org.za/where-to-study/#form>

3 Obtain study material, tuition and support

from your chosen Tuition Provider

4 Decide on modules and exam dates

which is available on the [website](#)

5 Book exam dates

directly with ICB on the student portal if you are a distance student or this will be done by your College if you are a classroom student

6 Receive access to your PoE

which will be made available on Macci, an online platform, once payment reflects. (College students will have access once they have been registered by their College).

7 Complete your entire PoE by its due date

Begin working through the Learning Phases and complete the Tests and Assignments.

8 Write your exam

which can be either paper or online. Please note that the type of exam (paper vs online) is selected when you book your exam.

9 Receive your results

College Students will receive their results from their College and Distance/Self-Study Students will receive it via the Student Portal

10 Receive your First Qualification

After your first 4 subjects



WHY THE ICB?

16+

NO MATRIC?
no problem!



START EARNING!
put skills into practice quickly



CHOICE
in what to study and how



START NOW!
finish later - flexible learning



NQF 3 - 6
Registered qualifications



MULTIPLE SUBJECTS
across multiple qualifications

CHOOSE WHAT TO STUDY

ICB's 3 Study Programmes

FINANCIAL ACCOUNTING
BUSINESS MANAGEMENT
OFFICE ADMINISTRATION

The ICB's 3 programmes are designed to give you the most relevant, practical and useful knowledge and skills to make you employable and valuable.

When you look at the programmes in detail, you'll see that some subjects appear in all of them. These are the courses that give you the most essential skills, no matter which programme you choose



ICB
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OUR MOST

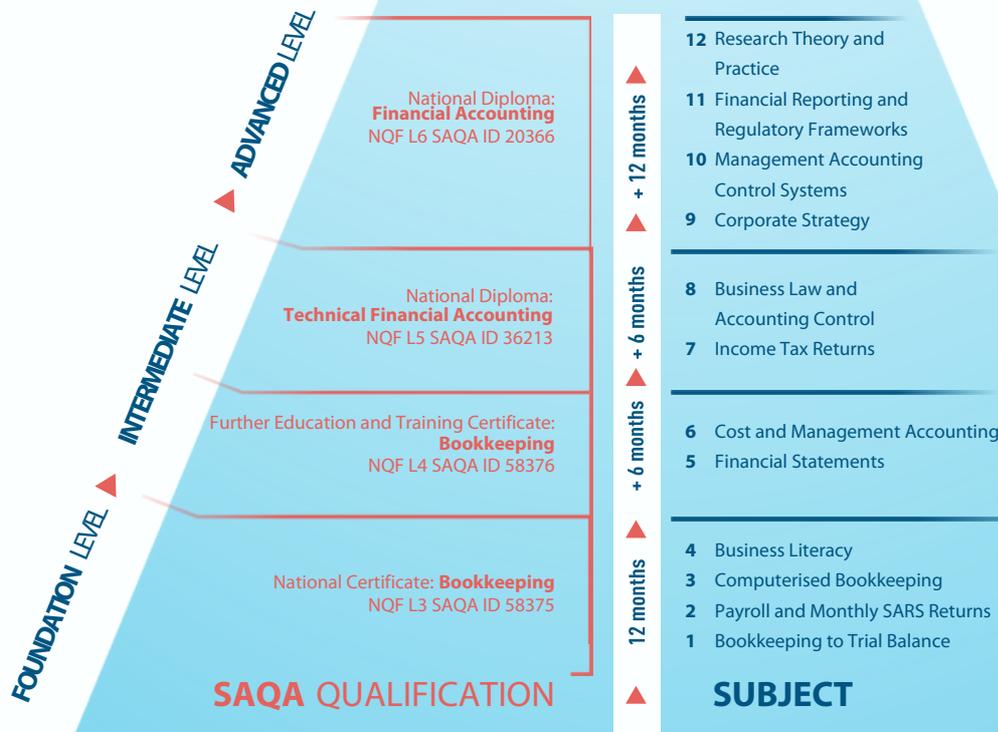
POPULAR PATHWAY



#ICANBE

FINANCIAL ACCOUNTANT

= TOTAL: 3 YEARS



FINANCIAL ACCOUNTING PROGRAMME

START HERE
and work your way up!

*Timeframes are estimated based on 48 learning hours per module



CHOOSE YOUR QUALIFICATION

THE ICB'S 3 STUDY PROGRAMMES

The ICB's 3 programmes are designed to give you the most relevant, practical and useful knowledge and skills to make you employable and valuable.

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

FINANCIAL ACCOUNTING PROGRAMME

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

BOOKKEEPER



SENIOR BOOKKEEPER



ACCOUNTING TECHNICIAN



FINANCIAL ACCOUNTANT

12 MONTHS	
Entry Requirements: Grade 10 (Std 8) or equivalent. You must be at least 16 years old.	
SUBJECTS	
1	Bookkeeping to Trial Balance (BKTB)
2	Payroll and Monthly SARS Returns (PMSR)
3	Computerised Bookkeeping (CPBK)
4	Business Literacy (BUSL)
NQF LEVEL	
National Certificate: Bookkeeping	
NQF L3 (SAQA ID: 58375) Total credits: 120	

+ 6 MONTHS	
Entry Requirements: Successful completion of the previous subjects (1-4).	
SUBJECTS	
5	Financial Statements (FNST)
6	Cost and Management Accounting (CMGT)
NQF LEVEL	
Further Education and Training Certificate: Bookkeeping	
NQF L4 (SAQA ID: 58376) Total cumulative credits: 130	

+ 6 MONTHS	
Entry Requirements: Successful completion of the previous subjects (1-6).	
SUBJECTS	
7	Income Tax Returns (ITRT)
8	Business Law and Accounting Control (BLAC)
NQF LEVEL	
National Diploma: Technical Financial Accounting	
NQF L5 (SAQA ID: 36213) Total credits: 251	

+ 12 MONTHS	
Entry Requirements: Successful completion of the previous subjects (1-8).	
SUBJECTS	
9	Corporate Strategy (CRPS)
10	Management Accounting Control Systems (MACS)
11	Financial Reporting and Regulatory Frameworks (FRRF)
12	Research Theory and Practice (RTAP)
NQF LEVEL	
National Diploma: Financial Accounting	
NQF L6 (SAQA ID: 20366) Total credits: 280	



BUSINESS MANAGEMENT PROGRAMME

Good business management is vitally important for a company's commercial success. In this programme, you'll learn about business and financial management best practices, office and legal practice, human resource management, computer literacy, global business strategy and research methods in commerce.

BUSINESS ADMINISTRATOR



SENIOR BUSINESS ADMINISTRATOR



BUSINESS ACCOUNTANT

9 MONTHS

Entry Requirements:
Grade 11 (Std 9), NQF 3 or equivalent.

SUBJECTS

- 1 Business Management 1 (BMT1)
- 2 Bookkeeping to Trial Balance (BKTB)
- 3 Business Literacy (BUSL)

NQF LEVEL

National Certificate: Small Business Financial Management

NQF L4 (SAQA ID: 48736)
Total credits: 120

+ 15 MONTHS

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

SUBJECTS

- 4 Office and Legal Practice (OLRP)
- 5 Business Management 2 (BMT2)
- 6 Marketing Management and Public Relations (MMPR)
- 7 Financial Statements (FNST)
- 8 Human Resource Management and Labour Relations (HRLR)

NQF LEVEL

Higher Certificate: Office Administration

NQF L5 (SAQA ID: 23619)
Total cumulative credits: 240

+ 12 MONTHS

Entry Requirements:
Higher Certificate: Office Administration (must include the Business Management 2 subject).

SUBJECTS

- 9 Business Management 3 (BMT3)
- 10 Financial Management and Control (FMCL)
- 11 Financial Reporting and Regulatory Frameworks (FRRF)
- 12 Research Theory and Practice (RTAP) (By short dissertation, topic: Business Management)

NQF LEVEL

National Diploma: Financial Accounting

NQF L6 (SAQA ID: 20366)
Total cumulative credits: 280

OFFICE ADMINISTRATION PROGRAMME

This programme is perfect for those of you who want to learn a little bookkeeping, and a lot of all-round office knowledge. By learning about all the elements that contribute to a smooth-running office, you'll be able to help out in just about any department.

ENTREPRENEUR



SENIOR ENTREPRENEUR



MANAGEMENT ACCOUNTANT

18 MONTHS

Entry Requirements:
Grade 12 (Std 10), NQF 3 or equivalent.

SUBJECTS

- 1 Business and Office Administration 1 (BOA1)
- 2 Bookkeeping to Trial Balance (BKTB)
- 3 Business Literacy (BUSL)
- 4 Marketing Management and Public Relations (MMPR)
- 5 Business Law and Administrative Practice (BLAP)
- 6 Cost and Management Accounting (CMGT)

NQF LEVEL

Certificate: Office Administration

NQF L5 (SAQA ID: 23618)
Total credits: 120

+ 9 MONTHS

Entry Requirements:
Certificate: Office Administration, which consists of the previous 6 subjects.

SUBJECTS

- 7 Business and Office Administration 2 (BOA2)
- 8 Human Resources Management and Labour Relations (HRLR)
- 9 Economics (ECON)

NQF LEVEL

Higher Certificate: Office Administration

NQF L5 (SAQA ID: 23619)
Total cumulative credits: 240

+ 9 MONTHS

Entry Requirements:
Higher Certificate: Office Administration which consists of the previous 9 subjects

SUBJECTS

- 10 Business and Office Administration 3 (BOA3)
- 11 Financial Statements (FNST)
- 12 Management (MGMT)

NQF LEVEL

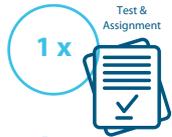
Diploma: Office Administration

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

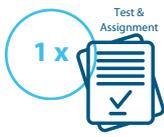
THE ICB'S ASSESSMENT STRUCTURE



Learning Phase 1



Learning Phase 2

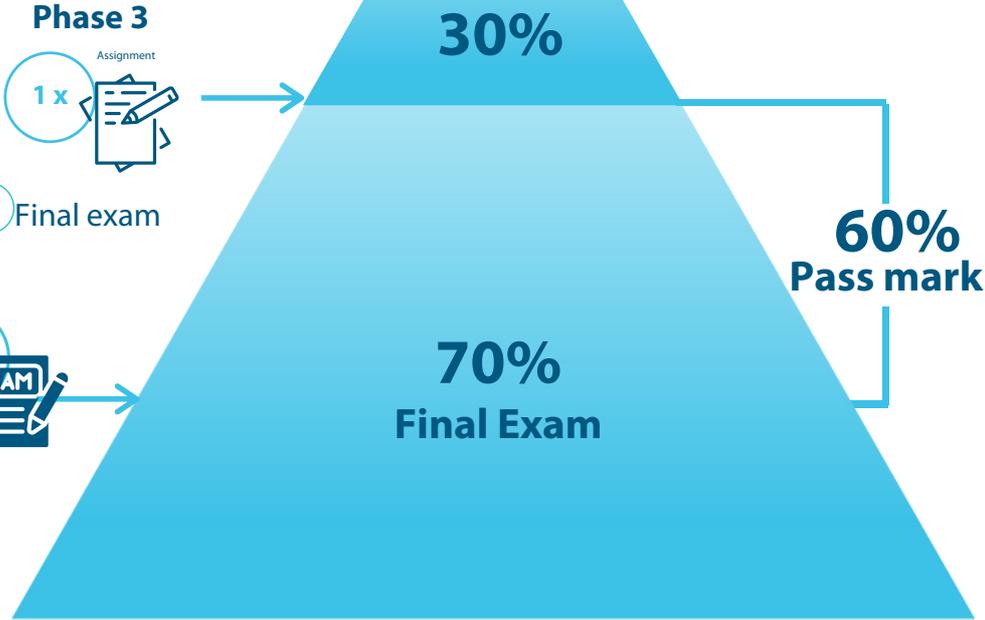


Learning Phase 3



Assignment and tests + Final exam

Each subject comprises of 3 learning phases. Phase 1 and 2 comprise of an assignment and test, and phase 3 comprises of an assignment, after which you are required to sit an external summative assessment or final exam.



MACCI & ONLINE EXAMS

Online Digital PoE's

All PoE's are completed on Macci (ICB's PoE platform).

All tests are online and auto-marked immediately.

Assignments 1 and 2 are online and auto-marked.

Assignment 3 is to be downloaded, completed and uploaded by the PoE due date.

Final exams are either paper based or online. Please make sure to book for the correct type of exam.

Online Registration

All student and exam registrations are on-line only

Online exams

All subjects can now be taken online. These can be written at work, at home, or even at a college. Provided that the environment meets the requirements. Full details available on the Knowledge Base



2024/25

ICB Timetable

INTERNATIONAL CERTIFICATIONS FOR BUSINESS

Exam Month	Type of Exam	Closing Date	Last date to Postpone	Last date for PoE Completion	Results Release	Mon BKTB	Thu BLAC	Wed BLAP	Tue BMT1	Tue BMT2	Tue BMT3	Tue BOA1	Mon BOA2	Thu BOA3	Thu BUSL	Mon CMGT	Wed CPBK
Apr '24	Online	1 Mar 24	22 Mar 24	3 Apr 24	24 May 24	8th	11th								11th	8th	10th
May '24	Paper	29 Mar 24	19 Apr 24	1 May 24	21 Jun 24	6th	9th	8th	9th			7th	6th	6th	9th	6th	8th
Jun '24	Online	26 Apr 24	17 May 24	29 May 24	19 Jul 24	3rd				4th	4th				6th	3rd	5th
Jul '24	Online	31 May 24	21 Jun 24	3 Jul 24	23 Aug 24	8th	11th		11th						11th		10th
Aug '24	Paper ***	28 Jun 24	19 Jul 24	31 Jul 24	20 Sep 24	5th									8th	5th	7th
Sep '24	Online	26 Jul 24	16 Aug 24	28 Aug 24	18 Oct 24	2nd					3rd		2nd		5th	2nd	
Oct '24	Online	30 Aug 24	20 Sep 24	2 Oct 24	22 Nov 24	7th		9th		8th		8th		7th	10th		9th
Nov '24	Paper	27 Sep 24	18 Oct 24	30 Oct 24	03 Jan 25	4th	7th			5th	5th				7th	4th	6th
Dec '24	Online	25 Oct 24	15 Nov 24	27 Nov 24	17 Jan 25	2nd	5th		5th						5th		4th
Feb '25	Online	27 Dec 24	17 Jan 25	29 Jan 25	20 Mar 25	3rd		5th				4th	3rd	3rd	6th	3rd	5th
Mar '25	Paper ***	24 Jan 25	14 Feb 25	26 Feb 25	17 Apr 25	3rd									6th	3rd	5th

Online - Online Exams available to both Face to Face and Distance Learners

Paper - Paper exams available to both Face to Face and Distance Learners

*** Paper exams ONLY available for Face to Face students

Exam Month	Type of Exam	Closing Date	Last date to Postpone	Last date for PoE Completion	Results Release	Mon CRPS	Thu ECON	Mon FMCL	Tue FNST	Wed FRRF	Wed HRLR	Wed ITRT	Tue MACS	Wed MGMT	Thu MMPR	Wed OLPR	Tue PMSR
Apr '24	Online	1 Mar 24	22 Mar 24	3 Apr 24	24 May 24	10th			9th	8th		10th	9th				9th
May '24	Paper	29 Mar 24	19 Apr 24	1 May 24	21 Jun 24	8th			7th	6th		8th	7th	8th	9th		7th
Jun '24	Online	26 Apr 24	17 May 24	29 May 24	19 Jul 24	5th	6th	3rd			5th					6th	4th
Jul '24	Online	31 May 24	21 Jun 24	3 Jul 24	23 Aug 24				9th	8th		10th					9th
Aug '24	Paper ***	28 Jun 24	19 Jul 24	31 Jul 24	20 Sep 24				6th								6th
Sep '24	Online	26 Jul 24	16 Aug 24	28 Aug 24	18 Oct 24	4th					4th	4th	3rd		5th	5th	3rd
Oct '24	Online	30 Aug 24	20 Sep 24	2 Oct 24	22 Nov 24		10th	7th	8th					9th			
Nov '24	Paper	27 Sep 24	18 Oct 24	30 Oct 24	20 Dec 24	6th	7th	4th	5th	4th	6th	6th	5th			7th	5th
Dec '24	Online	25 Oct 24	15 Nov 24	27 Nov 24	17 Jan 25				3th	2nd		4th			5th		3rd
Feb '25	Online	27 Dec 24	17 Jan 25	29 Jan 25	20 Mar 25	5th							4th	5th			4th
Mar '25	Paper ***	24 Jan 25	14 Feb 25	26 Feb 25	17 Apr 25				4th								4th



RPL & RTAP

Last date for submission	Closing Date	Last date to Postpone	Results Release
30 Jun '24	Sun 26 May 24	Sat 15 Jun 24	Fri 16 Aug 24
30 Aug '24	Fri 26 Jul 24	Thu 15 Aug 24	Fri 18 Oct 24
30 Oct '24	Wed 25 Sep 24	Tue 15 Oct 24	Tue 7 Dec 24
30 Dec '24	Mon 25 Nov 24	Sun 15 Dec 24	Fri 21 Feb 25
30 Mar '25	Sun 23 Feb 25	Sat 15 Mar 25	Fri 16 May 25

IMPORTANT:

- All exam sessions are **3 hours +30min** setup/reading (online & paper).
- Paper exam sessions are from **9:00 to 12:30**.
- Online exam sessions can be started **any time from 9am to 1pm** on exam day.
- Online exam sessions will **automatically close at 16:30**.
- RPL and RTAP submissions close at **13:00**.
- Distance students book & pay on the **student portal**, Face to Face students book via their college.
- All online exams are available to both Face to Face and Distance Students.
- Students can choose between paper and online exams.
- Timetable, exams, times and venues are subject to change at the sole discretion of ICB, depending on COVID-19 and other operational requirements.
- ICB distance venues have limited capacities. Book early to secure your seat.
- Exams are run according to ICB Policies, found on the ICB website; www.icb.org.za
- Students must ensure they have resources available for online exams, before online exam bookings are made (see Knowledge Base for details).

2024 Fees

January to December

REGISTRATION FEE

Annual Student Registration Fee (No member benefits) R470

ASSESSMENT FEES

Assessment fee for Digital PoE (paper & online exam) R 850

Assessment postponement fee per subject (paper & online exam) R 350

Assessment late entry fee per subject (paper & online exam) R 560

Assessment Re-mark & Examiners Report per subject (paper & online exam) ... R 1 200

Private Invigilator Admin Fee (Prior Approval Required) R 2 100

Workplace POE Assessments (Learnerships) R 1 500

RECOGNITION OF PRIOR LEARNING(RPL) / EXEMPTION FEES

RPL/Exemption Application Fee R 550

RPL/Exemption Fee per subject (no POE Required) R 450

RPL PoE fee per subject (PoE to be Completed) R 995

CERTIFICATE FEES

Printed ICB Certificate reprint (incl. domestic postage) R 400

FASSET Certificate reprint (incl. domestic postage) R 400

Printed ICB Certificate reprint ((incl. international postage) R 600

FASSET Certificate reprint ((incl. international postage) R 600

Certificate resend fee - domestic R 200

Certificate resend fee - international R 550

2024 STUDENT ENTRY EXAMPLE

1 X Annual Registration Fee: R 470 (once off per year)

2 x Subject Fees: + R 1 700 (R850 x 2)

Total entry fees for 2024 for 2 subjects: = R 2 170



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CERTIFICATIONS FOR BUSINESS

PAYMENT METHODS

CREDIT / DEBIT CARD

You can pay your ICB fees by credit or debit card on our secure Student Portal.

<https://www.secureicb.co.za/learner>

INSTANT EFT

You can pay your ICB fees by instant EFT on our secure Student Portal.

<https://www.secureicb.co.za/learner>

IMPORTANT

Don't forget to use your ICB reference number or South African ID number as your payment reference. If your company is paying for your studies, please tell them to use these as the payment reference too so we know who they are paying for.

Foreign students: Please contact the ICB for your reference number if it's the first time you're paying us. The ICB does not accept cash payments.

PLEASE NOTE:

- The annual student registration fee is payable as of January of each calendar year. Any student registering for their first exam of a (calendar) year, will need to pay the annual student registration fee.
- All student registrations and exam entries are done online via the Student and Provider portals.
- It is recommended that the online payment options via the portal is used, as it allows us to process transactions faster, and give access to Digital PoE's automatically.
- Face-to-face students will receive access to their digital portfolios as soon as the exam bookings have been processed on the Provider Portal by their college.
- If you cancel a scheduled exam, fees will not be refunded. Exams can be postponed only once to the next scheduled exam date if we have received your postponement fee and required information (please refer to the exam policy and ICB website for details).
- Insufficient fees and/or incorrect information will result in exam entries not being processed, or a delay in processing.
- Fees are not refundable.
- Fees are quoted in South African Rands and may change without prior notice.
- Fees listed include 15% VAT for SA and bank charges for payments from other countries.

No Cash: If this is your only option, please make a deposit at an FNB bank and then send us the proof of payment. Please check your invoice for the banking details of the ICB and remember to use your ICB reference number or SA ID number.



RECOGNISING PRIOR LEARNING AND WORK EXPERIENCE (EXEMPTIONS)

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

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

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

OPPORTUNITIES

WITH THE ICB

Study Further Elsewhere

with credit for your ICB qualification



+



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ICB has partnered with some institutions to credit the ICB qualifications. We have partnered with ACCA, Boston, CIMA, Damelin and Milpark to credit students that have acquired their NQF6 qualification. (For CIMA you can get up to 2 credits with your NQF5 qualification in Office Administration). However it is still up to each individual institution to credit students based on their own set of criteria as well as the student's results. Find out more: <https://www.icb.org.za/what-to-study/progression-degree/>

PROFESSIONAL MEMBERSHIP

**OPPORTUNITIES YOU CAN APPLY TO
AFTER YOUR STUDIES ARE COMPLETED**

**CONNECT
WITH US**



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Student Group](#)



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Base](#)



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association of
accounting
professionals

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