

**ICB**  
INTERNATIONAL  
CERTIFICATIONS FOR BUSINESS

# 2021/22 *Programme*

Internationally Recognised | Locally essential



# Why the ICB?



**NO MATRIC?**  
no problem!



**START NOW!**  
finish later



**EARN NOW!**  
while you learn



**NQF 3 - 6**  
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



# The ICB Learning Programme



Each subject comprises of 3 learning phases.

Phase 1 and 2 comprise of an assignment and test.

Phase 3 comprises of an assignment, after which you are required to sit an external summative assessment or final exam.

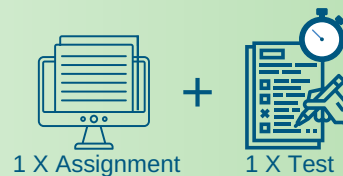
To pass, you need to achieve an overall score of 60% or higher.



1 X Exam

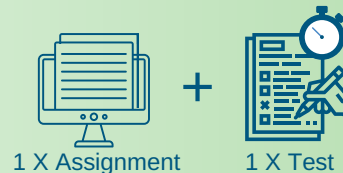


1 X Assignment



1 X Assignment

1 X Test



1 X Assignment

1 X Test

**FINAL EXAM:**  
Counts 70% towards overall mark

**Learning Phase 3**

**Learning Phase 2**

**Learning Phase 1**

Counts 30% towards overall mark



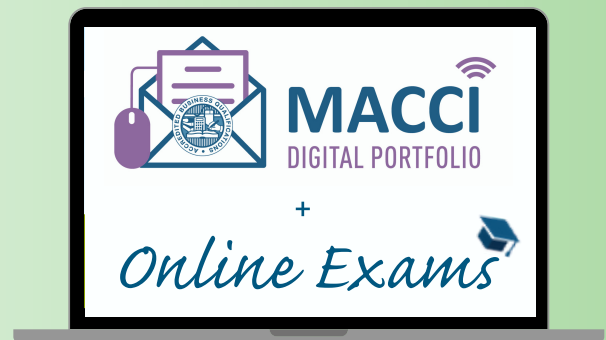
## ✔ Digital PoE's

All POE's are digital.

All tests are online and are to be completed prior to exam date.

Assignments 1 and 2 are fully online and auto-marked. Assignment 3 is to be downloaded, completed and uploaded before the exam. Make sure to [follow the instructions in the portfolio](#).

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



## ✔ More dates

Extra exam dates for online exams

## ✔ On-line Registration

All student and exam registrations are on-line only

## ✔ Online exams

Subjects can now be taken online. Full details available on the [Knowledge Base](#)

# 5 Reasons to choose the ICB



## HIGH QUALITY LEARNING EXPERIENCE

Our unique study methodology has been designed to give you the best chance of succeeding.

There's also College tuition, textbooks and workbooks, and study support.



## FLEXIBLE STUDY OPTIONS

Full time, part time, after hours, classroom learning and distance learning.



## STUDY AT YOUR OWN PACE

Choose how many subjects you want to do at a time and when you want to do the final exams.



## ACHIEVE YOUR QUALIFICATIONS QUICKLY

You'll get your first qualification after completing just a few subjects.



## NQF REGISTERED ON THE NATIONAL QUALIFICATIONS FRAMEWORK

All our programmes are high quality, recognised, and valued by our graduates and their employers.

# NQF Registered and Reputable



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.



## Please NOTE

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



TURN  
PAGE



# Recognising Prior Learning and Work Experience



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 in 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.

Refer to our website for the RPL fees, [www.icb.org.za](http://www.icb.org.za) 

## Opportunities with the ICB

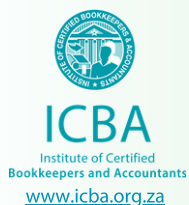
**STUDY FURTHER ELSEWHERE**  
with credit for your ICB qualification



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



# What's New for Macci 3.0



## ✓ 1 Portfolio per subject

- One portfolio per subject for the year, which means that you keep the portfolio if you need to postpone your exam.
- You will keep the portfolio for the full academic year until you pass the subject.

## ✓ Same subject portfolio will be kept throughout

- If you need to postpone your exam booking, you will keep the portfolio issued to you when you first booked your exam. You will not be required to complete a new portfolio when you need to postpone your exam.
- Once completed, the same marks for these will be used for the Academic Year until the subject has been passed.

## ✓ ID Verification Required

- For security reasons a new ID Verification process has been added where students will need to upload a copy of the ID and a profile photo to the student portal.
- This is done only once and instructions are on the Student Portal.
- Certain areas of the portfolio will be unavailable until the ID verification process has been completed.

## ✓ Specific Technical Requirements for Online Exams

- For students completing online exams, specific technical requirements must be met in order to participate in online exams. Full details available on the [Knowledge Base](#).

## ✓ Chrome as default

- All students must use Chrome as their default browser to effectively make use of Macci.

## ✓ Online exam available

- The final exam will be available to be completed online for select subjects. This will allow you to complete the exam online and not require you to drive to a physical exam venue.
- Please note that you will need to meet the specific technical requirements listed on the [Knowledge Base](#) to be able to successfully complete your online exam.

## ✓ Assignment format change

- Assignment 1 and 2 are now completed online and marked immediately with students being able to see their marks for these.
- Assignment 3 is downloaded, completed offline and then UPLOADED as a single PDF document.
- NO hard copies will be accepted.

## ✓ Additional section on portfolio for online exams

- Online exam students will have an additional section on their portfolios where they will complete their Online exam on the exam date and time.

## ✓ Two exam times

- Paper exams will take place at 9:00 and online exams will take place at 13:00 on the exam dates.





# What's New for Macci 3.0?



## ✓ Variety of practice questions

- The portfolio will contain all types of practice questions to better prepare you for the tests as well as the online exam, should you choose to book an online exam.

## ✓ 2 Attempts available for tests

- You will now have 2 attempts available to complete the online tests with the last attempt counting as the confirmed attempt. This means you can redo the test ONCE if you are not completely satisfied.

## ✓ Students found not yet competent, will keep initial portfolio

- Should you have been found not yet competent for the subject, you will be able to book another exam date via the student portal.
- You will keep your initial portfolio and will be able to request another attempt at your assignment and tests, should you wish to do so. If you wish to write the exam only, you can keep your previous assignments and tests to count to your overall mark.

## ✓ You will have access to your gradebook

- You will now be able to view your formative results (results for tests and assignments) on Macci.
- Your College/Tuition Provider will also be able to view these results.
- Only "auto-marked" results will be visible before the exam, with manually marked results available after the final results have been released.

## ✓ RPL Students

- Assignment 3 must be uploaded to Macci for marking. NO hard copies will be accepted.
- NO changes can be made once uploaded.
- A new addition is an RPL Evaluation that must be completed after the assignments and tests.

## ✓ RTAP Students

- RTAP dissertations must still be uploaded to Macci for marking. NO hard copies will be accepted.
- Once uploaded, students can amend the document as they need to until the closing date and time.

## ✓ Full Details on Knowledge Base

- Full details with regards to the Academic and Portfolio changes as well as the Online Exams (requirements and how it will be conducted are available on the [Knowledge Base](#).
- Please ensure you have read the [full training guide](#) which can be downloaded from the Knowledge Base.



# 2021/22

# Academic Changes



## Business Management and Entrepreneurship programmes consolidated

- Due to Business Management and Entrepreneurship being consolidated, the Entrepreneurship programme will be discontinued.
- Students who have completed;
  - ENT1 will be exempted for BMT1
  - ENT2 will be exempted for BMT2
  - ENT3 will be exempted for BMT3
- Students who have completed the above ENT modules can still progress through their studies through the Business Management Programme without losing their attained credits as the underpinning qualification are the same for both programmes; i.e. National Certificate: Small Business Financial Management.
- Please contact your College directly for details and assistance in moving across.



## Financial Accounting and Public Sector Accounting programmes consolidated

- Students who have completed both or either one of the Public Sector Accounting modules will not be exempted for any alternative module.
- Students who have passed the modules will retain their credits for these.
- Students that had planned on progressing through Public Sector Accounting will need to move across to Financial Accounting and progress through Financial Accounting.
- Please contact your College directly for details and assistance in moving across.



## Last date for enrolment of four qualifications will be 30 June 2021

- The South African Qualifications Authority has deregistered approximately 200 qualifications across various industries with 4 of these being ICB qualifications.
- These ICB qualifications are:
  - National Diploma Technical Financial Accounting (SAQA ID 36213)
  - Diploma Office Administration (SAQA ID 35958)
  - National Diploma in Public Sector Accounting (SAQA ID 20353)
  - National Diploma in Financial Accounting (SAQA ID 20366)
- **The effect is that the last date of enrolment for these 4 qualifications will be 30 July 2021, with the last date of achievement being 30 July 2025.**
- You can therefore still enrol for these 4 qualifications until 30 July 2021 and can re-write and be assessed for these qualifications up to 30 July 2025.
- Students are encouraged to register for the above mentioned qualification prior to 30 July 2021. Please contact your College directly to assist with enrolment.
- The ICB has various new and exciting products in development that will be launched in the future. Make sure to keep an eye on our website; [www.icb.org.za](http://www.icb.org.za)



# Choose Your study path



## 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

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

### SENIOR BOOKKEEPER

+ 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: 58375)  
Total cumulative credits: 130

### ACCOUNTING TECHNICIAN

+ 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

### FINANCIAL ACCOUNTANT

+ 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 Certificate: Bookkeeping

NQF L3 (SAQA ID: 58375)  
Total credits: 120

# 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

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

## SENIOR BUSINESS ADMINISTRATOR

+ 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

## BUSINESS ACCOUNTANT

+ 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

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

## SENIOR ENTREPRENEUR

+ 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

## MANAGEMENT ACCOUNTANT

+ 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



## Paper

### MAY 2021

EXAM DATES	Sat <b>8 MAY</b>	Mo <b>10 MAY</b>	Tue <b>11 MAY</b>	We <b>12 MAY</b>	Thu <b>13 MAY</b>
<b>09:00 - 12:30</b>	CMGT BKTB BUSL3 PMSR FNST CPBK	CMGT BKTB PMSR	FNST	CPBK ITRT	BUSL3 BLAC
ENTRIES due by	<b>2 APRIL 2021</b>				
POSTPONE by	<b>23 APRIL 2021</b>				
RESULTS RELEASE	<b>25 JUNE 2021</b>				

### JULY 2021

EXAM DATES	Sat <b>3 JUL</b>	Mo <b>5 JUL*</b>	Tue <b>6 JUL*</b>	We <b>7 JUL*</b>	Thu <b>8 JUL*</b>
<b>09:00 - 12:30</b>	CMGT BKTB BUSL3 PMSR FNST CPBK	BKTB FMCL CMGT BOA2 PMSR CRPS	FNST BMT3 MACS BMT1 BMT2 BOA1	ITRT OLPR MGMT CPBK HRLR BLAP	BLAC MMPR ECON BOA3 BUSL3
ENTRIES due by	<b>28 MAY 2021</b>				
POSTPONE by	<b>18 JUNE 2021</b>				
RESULTS RELEASE	<b>20 AUG 2021</b>				

### SEPTEMBER 2021

EXAM DATES	Sat <b>4 SEP</b>	Mo <b>6 SEP</b>	Tue <b>7 SEP</b>	We <b>8 SEP</b>	Thu <b>9 SEP</b>
<b>09:00 - 12:30</b>	CMGT BKTB BUSL3 PMSR FNST CPBK	CMGT BKTB PMSR	FNST	CPBK ITRT	BUSL3 BLAC
ENTRIES due by	<b>30 JULY 2021</b>				
POSTPONE by	<b>20 AUGUST 2021</b>				
RESULTS RELEASE	<b>22 OCTOBER 2021</b>				

### NOVEMBER 2021

EXAM DATES	Sat <b>6 NOV</b>	Mo <b>8 NOV*</b>	Tue <b>9 NOV*</b>	We <b>10 NOV*</b>	Thu <b>11 NOV*</b>
<b>09:00 - 12:30</b>	CMGT BKTB BUSL3 PMSR FNST CPBK	BKTB FMCL CMGT BOA2 PMSR	FNST BMT3 MACS BMT1 BMT2 BOA1	ITRT OLPR MGMT CPBK HRLR BLAP	BLAC MMPR ECON BOA3 BUSL3
ENTRIES due by	<b>1 OCTOBER 2021</b>				
POSTPONE by	<b>22 OCTOBER 2021</b>				
RESULTS RELEASE	<b>7 JANUARY 2022</b>				

### MARCH 2022

EXAM DATES	Sat <b>5 MAR</b>	Mo <b>7 MAR</b>	Tue <b>8 MAR</b>	We <b>9 MAR</b>	Thu <b>10 MAR</b>
<b>09:00 - 12:30</b>	CMGT BKTB BUSL3 PMSR FNST CPBK	CMGT BKTB PMSR	FNST	CPBK ITRT	BUSL3 BLAC
ENTRIES due by	<b>28 JANUARY 2022</b>				
POSTPONE by	<b>18 FEBRUARY 2022</b>				
RESULTS RELEASE	<b>22 APRIL 2022</b>				

#### IMPORTANT:

- **ALL online exams can be written by BOTH Classroom and Distance Students.**
- **\*\*Classroom students to check with their College to determine whether online exams will be made available to them by their College.**
- Take careful note of the start times of the exams. **Paper exams will start at 9:00 and online exams at 13:00.**
- Please double check with your College that they will be offering an exam for the subjects you want to write on these dates.
- You also need to find out what their cut-off dates are for entries for the exams you want to write.
- All venues might not be open for all the exams listed and venues will have limited capacities due to COVID-19 compliance.
- Please ensure that you are aware of all the terms and conditions which is available on the ICB website; [www.icb.org.za](http://www.icb.org.za)

**\*DATES IN PINK INCLUDE DATES FOR DISTANCE LEARNERS.**  
**All online exams available to Distance and Classroom Students\*\***







*Online*

APRIL 2021					
EXAM DATES	Mo 12 APR	Tue 13 APR	Wed 14 APR	Thu 15 APR	Fri 30 APR
13:00 - 16:30	BKTB CMGT PMSR CRPS	FNST MACS	ITRT RTAP CPBK	BLAC BUSL3 MMPR	RPL subm. due
ENTRIES due by	5 MARCH 2021				26 MAR 2021
POSTPONE by	26 MARCH 2021				16 APR 2021
RESULTS RELEASE	28 MAY 2021				18 JUN 2021

JUNE 2021				
EXAM DATES	Mo 7 JUN	Tue 8 JUN	Wed 9 JUN	Thu 10 JUN
13:00 - 16:30	BKTB CMGT PMSR	FNST BOA1 BMT1	ITRT RTAP CPBK	BLAC BUSL3
ENTRIES due by	30 APRIL 2021			
POSTPONE by	21 MAY 2021			
RESULTS RELEASE	23 JUL 2021			

AUGUST 2021					
EXAM DATES	Mo 2 AUG	Tue 3 AUG	Wed 4 AUG	Thu 5 AUG	Fri 27 AUG
13:00 - 16:30	BKTB CMGT PMSR CRPS	FNST	ITRT RTAP CPBK BLAP	BLAC BUSL3 MMPR	RPL subm. due
ENTRIES due by	25 JUNE 2021				23 JUL 2021
POSTPONE by	16 JULY 2021				13 AUG 2021
RESULTS RELEASE	17 SEPTEMBER 2021				15 OCT 2021

OCTOBER 2021					
EXAM DATES	Mo 4 OCT	Tue 5 OCT	Wed 6 OCT	Thu 7 OCT	Fri 29 OCT
13:00 - 16:30	BKTB CMGT PMSR	FNST MACS BOA1	ITRT RTAP CPBK	BLAC BUSL3	RPL subm. due
ENTRIES due by	27 AUGUST 2021				24 SEPT 2021
POSTPONE by	17 SEPTEMBER 2021				15 OCT 2021
RESULTS RELEASE	19 NOVEMBER 2021				17 DEC 2021

DECEMBER 2021					
EXAM DATES	Mo 6 DEC	Tue 7 DEC	Wed 8 DEC	Thu 9 DEC	Fri 31 DEC
13:00 - 16:30	BKTB CMGT PMSR	FNST BMT1	ITRT RTAP CPBK FRFF	BLAC BUSL3 MMPR	RPL subm. due
ENTRIES due by	29 OCTOBER 2021				26 NOV 2021
POSTPONE by	19 NOVEMBER 2021				17 DEC 2021
RESULTS RELEASE	21 JANUARY 2022				18 FEB 2022

FEBRUARY 2022				
EXAM DATES	Mo 7 FEB	Tue 8 FEB	Wed 9 FEB	Thu 10 FEB
13:00 - 16:30	BKTB CMGT PMSR	FNST MACS BOA1	ITRT RTAP CPBK BLAP	BLAC BUSL3
ENTRIES due by	31 DECEMBER 2021			
POSTPONE by	21 JANUARY 2022			
RESULTS RELEASE	25 MARCH 2022			



TURN  
PAGE



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## Contact Us

