

Institute Quick Reference Sheet

Please note that the College cannot be held liable for the accuracy of this information. It is your responsibility to check the costs and dates with the relevant Institutes.

Institute	Programmes	PoE (Portfolio of Evidence)	Exam Cost	Exam Registration	Late Exam Registration	Next exam session
ICB Institute of Certified Bookkeepers	Junior Office Administrator Certificate: Office Administration NQF5 SAQA ID: 23618	No Portfolio of Evidence required	R400 per subject	Register by 26 February for the <u>May exams</u> Register by 30 May for the <u>August exams</u> Register by 31 August for the <u>November exams</u> <i>Once you are registered you will get an "Entry Confirmation Letter" from the ICB.</i>	Late registration up to 12 March Late registration up to 9 June Late registration up to 10 September Late registrations will be accepted by paying the late entry fee per subject.	Exam Week starting 23 August Exam Week starting 22 November
ICB Institute of Certified Bookkeepers	Senior Office Administrator Higher Certificate: Office Administration NQF5 SAQA ID: 23619	No Portfolio of Evidence required	R400 per subject	Register by 26 February for the <u>May exams</u> Register by 30 May for the <u>August exams</u> Register by 31 August for the <u>November exams</u> <i>Once you are registered you will get an "Entry Confirmation Letter" from the ICB.</i>	Late registration up to 12 March Late registration up to 9 June Late registration up to 10 September Late registrations will be accepted by paying the late entry fee per subject	Exam Week starting 23 August Exam Week starting 22 November
ICB Institute of Certified Bookkeepers	Office Manager Diploma: Office Administration NQF6 SAQA ID: 35958	No Portfolio of Evidence required	R400 per subject	Register by 26 February for the <u>May exams</u> Register by 30 May for the <u>August exams</u> Register by 31 August for the <u>November exams</u> <i>Once you are registered you will get an "Entry Confirmation Letter" from the ICB.</i>	Late registration up to 12 March Late registration up to 9 June Late registration up to 10 September Late registrations will be accepted by paying the late entry fee per subject	Exam Week starting 23 August Exam Week starting 22 November
ICB	Junior Bookkeeper National Certificate: Bookkeeping NQF	Do your PoE at home before the exams. Then hand in your completed PoE, with	R580 per subject	Register by 26 February for the <u>May exams</u> Register by 30 May for the <u>August exams</u>	Late registration up to 12 March Late registration up to 9 June	Exam Week starting 23 August

Institute of Certified Bookkeepers	L3 - SAQA ID: 58375)	your exam paper. It forms part of your final mark.		Register by 31 August for the <u>November exams</u> <i>Once you are registered you will get an "Entry Confirmation Letter" from the ICB.</i>	Late registration up to 10 September Late registrations will be accepted by paying the late entry fee per subject	Exam Week starting 22 November
ICB Institute of Certified Bookkeepers	Senior Bookkeeper Further Education and Training Certificate: Bookkeeping NQF L4 - (SAQA ID: 58376)	Do your PoE at home before the exams. Then hand in your completed PoE, with your exam paper. It forms part of your final mark.	R580 per subject	Register by 26 February for the <u>May exams</u> Register by 30 May for the <u>August exams</u> Register by 31 August for the <u>November exams</u> <i>Once you are registered you will get an "Entry Confirmation Letter" from the ICB.</i>	Late registration up to 12 March Late registration up to 9 June Late registration up to 10 September Late registrations will be accepted by paying the late entry fee per subject	Exam Week starting 23 August Exam Week starting 22 November
ICB Institute of Certified Bookkeepers	Certified Technical Financial Accountant National Diploma: Technical Financial Accounting NQF L5 - (SAQA ID: 36213)	Do your PoE at home before the exams. Then hand in your completed PoE, with your exam paper. It forms part of your final mark.	R580 per subject	Register by 26 February for the <u>May exams</u> Register by 30 May for the <u>August exams</u> Register by 31 August for the <u>November exams</u> <i>Once you are registered you will get an "Entry Confirmation Letter" from the ICB.</i>	Late registration up to 12 March Late registration up to 9 June Late registration up to 10 September Late registrations will be accepted by paying the late entry fee per subject	Exam Week starting 23 August Exam Week starting 22 November
ICB Institute of Certified Bookkeepers	Certified Financial Accountant National Diploma: Financial Accounting NQF L6 - (SAQA ID: 20366)	No Portfolio of Evidence required	R400 per subject	Register by 26 February for the <u>May exams</u> Register by 30 May for the <u>August exams</u> Register by 31 August for the <u>November exams</u> <i>Once you are registered you will get an "Entry Confirmation Letter" from the ICB.</i>	Late registration up to 12 March Late registration up to 9 June Late registration up to 10 September Late registrations will be accepted by paying the late entry fee per subject	Exam Week starting 23 August Exam Week starting 22 November
ICB Institute of Certified Bookkeepers	Small Business Financial Manager National Certificate: Small Business Financial Management NQF4 SAQA ID: 48736	Do your PoE at home before the exams. Then hand in your completed PoE, with your exam paper. It forms part of your final mark.	R580 per subject	Register by 28 Feb for the <u>May exams</u> Register by 30 May for the <u>August exams</u> Register by 31 Aug for the <u>November exams</u> <i>Once you are registered you will get an "Entry Confirmation Letter" from the ICB.</i>	Late registrations up to 12 March Late registration up to 9 June Late registration up to 10 Sept Late registrations will be accepted by paying the late entry fee per subject	Exam Week starting 23 August Exam Week starting 22 November

Institute	Programmes	PoE (Portfolio of Evidence)	Exam Cost	Exam Registration	Late Exam Registration	Next exam session
IBS Institute of Business Studies	Business Administration NQF3 Management and Administration NQF4	No PoE required	R360 per subject	Register by 31 March for the May exams Register by 31 August for the October exams	Late registrations can be done on-line up to 9 April Late registrations can be done on-line up to 10 September	Exams start 18 October
SAIM Institute of Business Studies	Business Management Certificate Business Management Diploma: <i>General Management</i> <i>Marketing Management</i> <i>Credit Management</i> <i>Human Resources Management</i> <i>IT Management</i> <i>Production Management</i>	Written in May	R425 per subject	Register by 31 March for the May exams Register by 31 August for October exams	Late registrations can be done up to 9 April Late registrations can be done up to 30 September A penalty fee will be charged for all late registrations. R200 per subject.	Exams start 25 October

Institute	Programmes	PoE (Portfolio of Evidence)	Exam Cost	Exam Registration	Late Exam Registration	Next exam session
CIMA Chartered Institute of Management Accountants	Certificate in Business Accounting	Computer Based Assessments. Available all year round.	44 British Pounds per subject	Contact your nearest CBA Centre and book your exam. College SA has a registered CBA centre in Bellville, Cape Town Exam centres usually charge the Exam Cost (44 British Pounds) plus an admin fee.		Anytime
CIMA Chartered Institute of Management Accountants	Managerial Level	You must complete the registration process, pay your subscription and registration fees and ensure that all documentation required by CIMA reach them by the deadline.	69 British Pounds per subject	Register by 31 January for the May exams. Submit all supporting evidence by 31 January Register by 31 July for the November exams Submit all supporting evidence by 31 July You must register on-line with CIMA for your exams.		November exams
CIMA Chartered Institute of Management Accountants	Strategic Level	You must complete the registration process, pay your subscription and registration fees and ensure that all documentation required by CIMA reach them by the deadline.	74 British Pounds per subject	Register by 31 January for the May exams. Submit all supporting evidence by 31 January Register by 31 July for the November exams Submit all supporting evidence by 31 July You must register on-line with CIMA for your exams.		November exams