

Who are IBTC?

IBTC is a professional training company providing comprehensive home-study and classroom courses in internationally recognised professional business qualifications. IBTC aims to help students obtain the CIMA, ACCA and CAT qualifications by providing a high standard of tuition that meets the needs of each individual. Our study material has been developed to ensure that you have maximum control over what you learn.

The core of IBTC's offering is based around two prominent and extremely well respected professional bodies:

The Chartered Institute of Management Accountants (CIMA)
The Association of Chartered Certified Accountants (ACCA & CAT)

IBTC works closely with each of these professional institutes to provide the necessary support to students preparing for exams.

How to become a Chartered Certified Accountant

ACCA is recognised and respected across the world, and currently has 345,000 students and members in 170 countries. Whatever your background, ACCA addresses your individual needs and goals in an ongoing partnership, which is designed to last throughout your career. This qualification enables you to become a Chartered Certified Accountant, use the designatory letters ACCA, and work in any aspect of finance or management in any business. To find out more about ACCA visit www.accaglobal.com.

It takes approximately 3 to 4 years to complete the ACCA qualification. These figures depend on initial exemptions and number of subjects taken per exam sitting. ACCA is open to everyone. Your entry level will depend upon your previous experience.

The qualification is similar in standard to undergraduate and postgraduate studies. You will need a good standard of maths and be competent in the English language before you start. The syllabus builds step by step and you will develop your knowledge and skills as you progress. There are also intermediate qualifications, which are awarded as you complete each stage of the syllabus.

Future employers will be aware of your potential, because the ACCA qualification is highly regarded throughout the world. The ACCA professional institute have effective relationships with local and multinational organisations, accounting bodies, corporations and institutions including governments and even the United Nations.

Learnership Programme

The Learnership programme is a government-backed initiative which provides employers with a number of financial benefits related to each employee that embarks on their ACCA studies with the company. The company is able to join ACCA's corporate affiliation network, at no charge, by becoming an accredited employer.

The financial benefits of the learnership scheme are significant and can be summarised as:

- R 55,000 to R 60,000 tax rebate (per learner)
- Skills Development Levy waiver (per learner)
- Discretionary cash grant from the Seta governing the sector in which the company operates (per learner)

Aside from the direct financial benefits, the company will be able to invest in the skills and development levels of its workforce and increase employee loyalty and satisfaction. Using the funds awarded by the scheme, the company will be able to provide financial support to each learner ensuring they receive a high level of tuition, which will ultimately better prepare each student for their professional examinations.

Registering with ACCA

How do I register as an ACCA student?

You can register with ACCA online at www.accaglobal.com or you can contact ACCA Head Office in Johannesburg: +27 (0)11 459 1900 or email students@accaglobal.com

You must register by the 31st of December 2005 to sit exams in June 2006 and by the 15th August 2006 to sit the exams in December.

** Enrolling on an IBTC course does not register you with ACCA.*

What is the difference between IBTC and ACCA?

IBTC is a tuition provider of accountancy courses that prepare students for the ACCA exams. Whilst IBTC works closely with the professional body, the company is a separate business specialising in the provision of accountancy tuition and study aids.

How do I find out whether I have any exemptions?

Entitlement can be checked on the exemptions database at www.accaglobal.com.

CAT members will be exempt from all papers from Part 1.

How do I enter for an exam?

Exam entry forms are sent to registered students each February and August. If you want to sit exams in June 2006 you must submit your exam entry form by 15th April 2006. If you want to sit exams in December 2006 you must submit your exam entry form by 15th October 2006. Please note students registering with ACCA do not automatically get booked onto exams, students must also register for these.

ACCA papers must be sat in numerical order. Entry for Computer-Based Exams are booked directly with your nearest ACCA exam centre (see www.accaglobal.com to find out where your nearest exam centre is situated)

How much do the exams cost?

GBP 40 per subject (Part 1)

GBP 48 per subject (Part 2)

GBP 56 per subject (Part 3)

NB. If you qualify for exemptions you are required to pay the same examination fee per exempted subject.

What fees do I have to pay?

Initial Subscription fee (once-off) GBP 57

Annual Subscription fee GBP 57

Examination / Exemption fee:

| | |
|--------|--------|
| Part 1 | GBP 40 |
| Part 2 | GBP 48 |
| Part 3 | GBP 56 |

Entry Requirements

Professional Examination Route (PER)

For entry to ACCA's Professional Qualification, you must be at least 18 years old and meet at least one of the following criteria:

- ◆ Senior Certificate - issued by the Matriculation Board giving Matriculation Endorsement / Exemption
- ◆ Completion of 6 subjects,
- ◆ 5 subjects passed at one sitting, obtaining a minimum aggregate mark of 45%, 3 subjects at Higher grade,
- ◆ 2 passes in a language [one at Higher grade], including English and Mathematics)
- ◆ Degree / National Diploma Technikon (from a recognised institution, in any subject)

Holders of certain qualifications may receive exemptions from some of the papers. Visit www.accaglobal.com to find out what exemptions you may qualify for.

Syllabus and Study Advice

Part 1 (3 Papers)

- 1.1 Preparing Financial Statements*
- 1.2 Financial Information for Management
- 1.3 Managing People

Papers 1.1 and 1.2 can be taken by CBE or by the paper based exam. Paper 1.3 is paper based only.

Part 2 (6 Papers)

- 2.1 Information Systems
- 2.2 Corporate and Business Law
- 2.3 Business Taxation
- 2.4 Financial Management and Control
- 2.5 Financial Reporting*
- 2.6 Audit and Internal Review*

Papers must be sat in numerical order and a maximum of 4 papers can be taken at each exam sitting.

IBTC recommend that students limit themselves to a maximum of 3 papers at any one time in order for students to fit in work and social commitments.

Part 3 Options (choice of 2 from 4)

- 3.1 Audit and Assurance Services*
- 3.2 Advanced Taxation
- 3.3 Performance Management
- 3.4 Business Information Management

No Part 3 papers can be attempted until Part 1 has been completed.

One optional paper must be completed before the core papers can be attempted. This option can be combined with Part 2 papers.

Optional papers should be chosen based on interest and career plans, although students wishing to obtain a practising certificate in the UK must take Paper 3.1.

Part 3 Core (3 Papers)

- 3.5 Strategic Business Planning and Development
- 3.6 Advanced Corporate Reporting*
- 3.7 Strategic Financial Management

The three core papers must be sat together and may be combined with one optional paper

* IBTC offers the International variant of these subjects

Pass Marks

The pass mark in all subjects is 50%.

Individual passes are awarded for all papers at Part 1 and 2, and for the optional papers at Part 3.

For the Part 3 core papers, a referral will be granted in 1 paper (for a score between 30 and 49%) provided that a mark of 50% or more is obtained in the other 2 papers.

Referral papers must be passed at either of the next 2 exam sittings.

Failure to achieve the marks indicated above will mean that all three core papers must be retaken at subsequent sittings.

Home Study

The study material is prepared by specialist accountancy tutors and is updated on a regular basis. The core course material has been compiled in such a way as to provide students with all the tools to pass each exam. The key examinable topics are explained in detail and exam technique is reinforced via illustrated examples and a diverse question bank.

IBTC's Home Study courses are a comprehensive tuition support package designed to help students prepare for their professional exams. The package includes the 5 following study aids:

1. Guidance Notes

The guidance notes help students through their studies by providing:

- ◆ A focused structure to their study
- ◆ An indication of the relative importance of key issues and concepts addressed in the ACCA syllabus (in relation to the examinations)
- ◆ Recommendation on how to approach individual topics
- ◆ Suggested time allocation per chapter
- ◆ Knowledge check points throughout the syllabus
- ◆ Key focus points for students and common shortcomings
- ◆ Guidance on exam technique

The notes also contain 2 course exams which help the student to assess their progress once completing the syllabus material.

2. Study Texts

The Interactive Study Texts are presented for easy use and comprehension, to help you pick out key areas for learning and practice.

Each Interactive Text provides:

- ◆ A user friendly format for easy navigation
- ◆ A targeted topic coverage directly linked to the ACCA's study guides, and Exam Focus Points showing exactly what the examiner wants you to do
- ◆ Opportunities to review and intergrate your learning with Practice Questions, Chapter Roundups and Quick Quizzes
- ◆ Exam Question Bank containing exam standard questions with answers
- ◆ A full index

3. Practice & Revision Kits

- ◆ A bank of examination standard questions and answers
- ◆ Two mock exams, each with a plan of attack
- ◆ Tutor's hints feature, giving hints and tips
- ◆ Unique Revision Guidance detailing the best questions to practice.
- ◆ Topic index

4. Passcards

These spiral-bound cards have been designed to aid revision by giving clear, visual emphasis to key points. Each card has tabs highlighting the topic(s) covered on the card and within the chapter. They follow the same order as the Study Text and show at a glance the interlinked topics in one subject area. The Passcards are pocket-or-handbag size and their succinct summary of the key points makes them handy revision tools.

5. Tutor Support

Online tutor support is available to all students who register for a course with IBTC. Should students struggle with certain aspects of the syllabus they are able to contact dedicated lecturers in their specific subject with their questions. All tutor contact details are supplied in the study material.

How to Book a Course

Home Study Course Fees

- ◆ Part 1 subjects cost R 1,400 per subject
- ◆ Part 2 and 3 subjects cost R 1,500 per subject

All fees in this brochure are valid for courses and material booked and paid for in 2006
Visit www.ibtc.co.za and click on 'Bookings'



Online

The quickest and most convenient way to book is to visit www.ibtc.co.za and click on 'Bookings' and then 'Online Bookings / ACCA'



Fax

Download and complete the application form from our web site and fax back to IBTC: **+27 (0)86 625 1262**
Visit www.ibtc.co.za and click on 'Bookings' and then 'Booking Form / ACCA'



Post

Post your completed booking form to IBTC at the following address:

**IBTC
6 The Village Gate
Main Road
Hout Bay 7806
Cape Town
South Africa**



Call

Call IBTC and we will help you to book a course or register with us: **+27 (0)21 790 2138**

Booking confirmation

You will receive immediate confirmation of your booking once we have received your booking from any of the methods stated above. Your application will be processed and we will email you with an invoice and payment instructions.

Receiving your material

The turn around time for a student to receive their Home Study Package is up to 2 weeks (this could take longer depending on where your material is being delivered). All postage costs are based on standard courier costs per kilogram. Courses purchased from countries outside of South Africa are exclusive of local taxes and duties.