

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 Certified Accounting Technician

On successful completion of the Certified Accounting Technician examinations, you will receive an invitation to become a Certified Accounting Technician. However, completing the examinations alone does not mean you have completed the qualification. In order to obtain the qualification and use the designatory letters CAT (Certified Accounting Technician) after your name, you must also satisfy the appropriate practical experience requirement. You will need to gain at least one year's relevant, supervised work experience. Practical training can be completed in any size or type of business, and in any combination of sectors, before, during or after completing the exams.

For those of you who do not wish to continue your studies on the ACCA Professional Scheme, as soon as you have applied for CAT status, you will be eligible to join the CAT alumni. The range of services provided through the CAT alumni have been designed to support you in your career as a Certified Accounting Technician. Benefits include:

- ◆ a programme of courses designed to help you specialise or extend your knowledge
- ◆ networking events which give you a chance to meet with others from ACCA's community
- ◆ a range of relevant publications
- ◆ discounts from a variety of products and services
- ◆ MyACCA - an e-resource centre with information on employment and careers-related issues.

You will be sent an invitation to join the CAT alumni automatically.

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 CAT 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.

Book online with www.ibtc.co.za

Registration and Exam Entry

To be eligible to sit the CAT examinations you must register as a student with the ACCA. After registering as a student you will automatically be sent examination entry forms every six months (mid-February and mid-August).

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. Students 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 either as a student or for exam entry.*

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.

When are the paper-based exams?

Exam sittings are in June and December for all paper based exams.

June 2006 exams will be held between June 5 and June 14.

December 2006 exams will be held between December 4 and December 13.

June 2007 exams will be held between June 4 and June 13.

When can I enter for a Computer-based examinations (CBE)?

If you plan to attempt Introductory or Intermediate papers by CBE, our Home Study courses are designed to enable you to attempt the CBE immediately after the home study course or after a short period of private tuition. This enables you to quickly complete papers 1-4 and move onto the Advanced level papers.

Entry for CBEs are booked directly with your nearest ACCA exam centre (see www.accaglobal.com to find out where your nearest exam centre is situated or call IBTC on (021) 790 2138).

How much do the exams cost?

Initial Subscription (payable on registration) £52

Annual Subscription (payable from 1 January following date of registration) £52

Examinations fees payable before each exam:

Introductory Level: £30 per paper (total £60)

Intermediate Level: £30 per paper (total £60)

Advanced Level: £35 per paper (total £175)

Exemption fees are not charged at Introductory and Intermediate Level.

Exemption fees at Advanced Level are the same as the fees for this Level.

Entry Requirements

You must be aged 16 or above to register, but there are no formal academic qualifications necessary. If you have no academic qualifications, you will be expected to complete all three Levels of the Certified Accounting Technician examinations.

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 or call IBTC on (021) 790 2138.

You may claim exemption from the Introductory Level exams if you satisfy the one year's practical work experience requirement and can verify this by completing your Technician Training Record (TTR), which will be sent to you when you have registered as a CAT student.

Syllabus and Study Advice

Introductory Level (2 Papers)

- P1** Recording Financial Transactions *
- P2** Information for Management Control

Intermediate Level (2 Papers)

- P3** Maintaining Financial Records *
- P4** Accounting for Costs

Advanced Level (core)

- P5** Managing People and Systems
- P6** Drafting Financial Statements *
- P7** Planning, Control and Performance Management

Advanced Level (option: 2 from 3)

- P8** Implementing Audit Procedures *
- P9** Preparing Taxation Computations
- P10** Managing Finances

* **IBTC offers the International variant of these subjects**

Computer-based exams (CBEs)

At Introductory and Intermediate Levels of the CAT exams, you can choose to sit some or all of these papers as computer-based exams (CBEs). CBEs offer you the flexibility to sit papers outside the set June and December exam sessions, providing immediate access to your results upon completion. CBEs are held at ACCA CBE Licensed Centres - a list can be found on the tuition providers database on www.accaglobal.com or you can call IBTC (021) 790 2138.

Although you do not need to register by the usual registration deadlines, you will still need to ensure that you are registered as a CAT student and in possession of your student registration number. Please allow at least six weeks for your form to be processed and for your student number to be issued.

Exam Regulations

There is no restriction on the number of papers that may be attempted at each sitting. Exams may be attempted in any order subject to timetable restrictions for papers 1 (paper based) and 6, and papers 2 (paper based) and 7 as these paper combinations are examined on the same day.

Pass Criteria

The pass mark's for papers at each level are as follows:

Introductory	55%
Intermediate	50%
Advanced	40%

Individual paper passes will be allowed for all papers.

Advanced Level exams are of equivalent standard to the first year of a university degree and offer a choice of options to suit your career needs.

At Advanced Level, the element of choice is introduced so that you can tailor your learning to suit work experience and career aspirations.

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 CAT 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 CAT'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

All home study courses cost R 1,250 per subject from Introductory level through to the Advanced level

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. Visit www.ibtc.co.za/Cat_Online_Booking.html or www.ibtc.co.za and click on 'Bookings' and then 'Online Bookings / CAT'



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/CAT_Booking_Form.pdf or www.ibtc.co.za and click on 'Bookings' and then 'Booking Form / CAT'



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 with us: **+27 (0)21 790 2138**

Booking confirmation

You will receive immediate confirmation 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.