

| | | | | | | | | | | | | | |
|--|--|--|---------------------------|------------------------|-------------------------|-----------------------------------|------------------|-------------------------|-------------------------|------------------------------|-----------------------------------|-------------------------|---------------|
| <p>WHO IS IT SUITABLE FOR?</p> | <p>The International Finance and Administration suite of qualifications (IFA) and Diploma in Offshore Finance and Administration (DOFA) are stand-alone qualifications and are for those staff employed in the offshore finance sector who need a broad perspective of the industry. On completion of the Diploma, students can sit the Chartered Secretaries Qualifying Scheme (CSQS) examinations, and on satisfying work experience and membership requirements, can become a Chartered Secretary, a member of ICSA and to use the designatory letters ACIS (Associate) and ultimately FCIS (Fellow) after their name.</p> | | | | | | | | | | | | |
| <p>HOW LONG DOES IT TAKE?</p> | <p>The IFA and DOFA qualifications can each be completed within a year. We recommend no more than two CSQS papers should be undertaken per sitting so the qualification can be completed within 2 years.</p> | | | | | | | | | | | | |
| <p>HOW MANY PAPERS?</p> | <p>IFA Qualifications</p> <ol style="list-style-type: none"> 1. Award IFA (1 paper) 2. Subsidiary Certificate in International Finance, Accounting & Administration (2 papers) 3. Subsidiary Certificate in International Finance, Investment & Administration (2 papers) 4. Certificate in International Finance & Administration (3 papers) <p>DOFA (4 papers)</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">1. Offshore Trust & Company Administration</td> <td style="width: 50%;">3. Governance & Reporting</td> </tr> <tr> <td>2. Business Management</td> <td>4. Portfolio Management</td> </tr> </table> <p>CSQS – Level 1 (4 papers)</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">1. Financial Reporting & Analysis</td> <td style="width: 50%;">3. Corporate Law</td> </tr> <tr> <td>2. Applied Business Law</td> <td>4. Corporate Governance</td> </tr> </table> <p>CSQS – Level 2 (4 papers)</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">1. Financial Decision Making</td> <td style="width: 50%;">3. Corporate Secretarial Practice</td> </tr> <tr> <td>2. Strategy in Practice</td> <td>4. Case Study</td> </tr> </table> | 1. Offshore Trust & Company Administration | 3. Governance & Reporting | 2. Business Management | 4. Portfolio Management | 1. Financial Reporting & Analysis | 3. Corporate Law | 2. Applied Business Law | 4. Corporate Governance | 1. Financial Decision Making | 3. Corporate Secretarial Practice | 2. Strategy in Practice | 4. Case Study |
| 1. Offshore Trust & Company Administration | 3. Governance & Reporting | | | | | | | | | | | | |
| 2. Business Management | 4. Portfolio Management | | | | | | | | | | | | |
| 1. Financial Reporting & Analysis | 3. Corporate Law | | | | | | | | | | | | |
| 2. Applied Business Law | 4. Corporate Governance | | | | | | | | | | | | |
| 1. Financial Decision Making | 3. Corporate Secretarial Practice | | | | | | | | | | | | |
| 2. Strategy in Practice | 4. Case Study | | | | | | | | | | | | |
| <p>COST FOR EXAM REGISTRATION WITH ICSA</p> | <ul style="list-style-type: none"> ➢ £1000 Core Module (Award IFA) plus £500 top up to Certificate IFA or £300 top up to either Subsidiary Certificate ➢ £1250 Core Module plus either Accounting or Investment Module (Subsidiary Certificate in International Finance Accounting or Investment and Administration) plus £300 top up to Certificate IFA ➢ £1500 Core Module plus both Accounting & Investment modules (Certificate IFA) ➢ £360 per module for registration + one exam entry for DOFA ➢ £110 initial registration for CSQS ➢ £205 exam entry fee per CSQS paper (excl. the Case Study) ➢ £278 fee for the Case Study | | | | | | | | | | | | |
| <p>WHEN ARE THE EXAMS?</p> | <ul style="list-style-type: none"> ➢ IFA, DOFA and CSQS exams are in June and November each year | | | | | | | | | | | | |
| <p>WHEN ARE RESULTS RELEASED?</p> | <ul style="list-style-type: none"> ➢ IFA and DOFA results are released approx. 8 weeks after the exam ➢ CSQS results are released up to 10 weeks after the exam | | | | | | | | | | | | |
| <p>WHAT ARE THE ENTRY REQUIREMENTS?</p> | <ul style="list-style-type: none"> ➢ To register as a student with ICSA you must be 16 years of age or over ➢ IFA - Nil - although candidates should be in a relevant occupation ➢ DOFA - IFA or other relevant qualifications, such as a university degree or Higher National Diploma (HND) ➢ CSQS – All the ICSA study material is produced in English and the examinations are all conducted in English. To enable progress on the qualification it is recommended that students have a score of at least 6 on the International English Language Testing System (IELTS) or an equivalent. It will help if you have previously studied other subjects, and particularly if you have done essay- style assessment in English before. ➢ ICSA operates an open entry policy for registration to CSQS: it is up to you to decide whether your previous qualifications or experience are suitable for entry on to the programme. If you have no degree level qualifications or any suitable relevant professional experience you should carefully consider the level and breadth of the qualification and the amount of study required before registering. ➢ Members of relevant professional bodies, such as Chartered Accountants and Law Society qualified lawyers may qualify for entry onto the Fast Track Professional route to CSQS | | | | | | | | | | | | |

FOR FURTHER DETAILS & EXAM REGISTRATION PLEASE CONTACT:

THE INSTITUTE OF CHARTERED SECRETARIES AND ADMINISTRATORS
SAFFRON HOUSE
6-10 KIRBY STREET
LONDON EC1N 8TS
TEL: 0207 5804741
www.icsa.org.uk

STUDENTSUPPORT@ICSA.CO.UK

STUDYING WITH BPP

| | |
|---------------------------|--|
| IFA Qualification | ➤ Face to Face, Revision Only, Home Study & Online Classroom |
| DOFA Qualification | ➤ Face to Face, Revision Only, Home Study & Online Classroom |
| CSQS Qualification | ➤ Face to Face, Revision Only, Home Study, Online Classroom & OCR Live |

STUDY SUPPORT FOR EACH METHOD

| Face to Face Students | OCR Live Students | OCR Students |
|--------------------------|---|----------------------------------|
| IFA/DOFA/CSQS | CSQS | IFA/DOFA/CSQS |
| Course Notes | Course Notes | Course Notes |
| Revision Notes/Q Banks | Revision Notes/Q Banks | Revision Notes/Q Banks |
| Face to Face Classes | Live Lectures 12 Sessions | Pre-recorded Lectures 6 – 10 Hrs |
| Pre-recorded Lectures | 36 Hrs Worth of Recordings of Live Lectures | Study Planner |
| Tutor Support | Tutor Support | Tutor Support |
| 3/2 Mock Exams | 3 Mock Exams | Student Forum |
| 3/2 Mock Solutions | 3 Mock Solutions | Weekly e-mails |
| Life Time Pass Assurance | Life Time Pass Assurance | 3/2 Mock Exams |
| Pass Rate Analysis | Pass Rate Analysis | Pass Rate Analysis |
| Deferral Option | Deferral Option | 3/2 Mock Solutions |
| Administration Support | Administration Support | Life Time Pass Assurance |
| Access to BPP Facilities | | Deferral Option |
| | | Administration Support |

FOR FURTHER DETAILS AND BPP REGISTRATION, PLEASE CONTACT:

ZIGGY PIETRZYKOWSKI
ICSA OPERATIONS AND ADMINISTRATION MANAGER
BPP PROFESSIONAL EDUCATION
WHITELEY CHAMBERS
39 DON STREET
ST HELIER
JERSEY, JE2 4TR
D 01534 711841
ziggypietrzykowski@bpp.com