



ICB

ACCREDITED BUSINESS
QUALIFICATIONS

Phone: +27 21 659 1300 Fax: +27 21 659 1301 Email: helpdesk@icb.org.za
ICB, Grd Floor, Birkdale 2, River Park, River Lane, Mowbray 7700. PO Box 2237,
Cape Town, 8000, South Africa | 0861 000 422 | www.icb.org.za

Internationally recognised | Locally essential

GUIDELINE FOR APPLICATION FOR RECOGNITION OF PRIOR LEARNING (Exemptions)

If you have studied similar courses previously, or have relevant work experience, you can apply for exemptions (recognition of prior learning.) Applications must be based on **NQF registered** qualifications/part qualifications and need to be submitted with the following documentation:

- proof of provider accreditation (some examples are: DHET, Seta's QAP, Umalusi, CHE)
- NQF level
- SAQA qualification registration number.

For all exemptions applied for, qualifications must have been obtained **within the last 5 years** i.e. "current" per SAQA requirements or if qualifications are older than 5 years, they must still be NQF registered together **with current relevant work experience**.

1. How to apply:

- Fill in the Student Details form (tick – Apply for Recognition of Prior Learning block).
- Pay the RPL application fee of R460 to the ICB.
- Post, fax or email the following documents to the ICB and tick each to show that all documents are attached.

Documents required for review:	Tick
Student details form	
Copy of your payment deposit slip / proof of payment	
A copy of this letter, with the acceptance section below signed	
Official copies of your previous course results (transcript of results), obtained from a registered/accredited training provider Note: Foreign qualifications need a SAQA "Certificate of Evaluation" included.	
A detailed CV explaining your work experience and including references from relevant jobs	
A copy of your ID book	
A letter from your Manager confirming work experience (if applicable)	

2. Review Process:

Once the ICB's Exemptions Review Board has reviewed your application, which can take up to 6 weeks, they will write to you with their decision. You could receive specific subject exemptions or even a full qualification exemption. Feedback will be given by learning area (subject) and could be:

- **Full Exemption granted**
If the ICB recognises your previous studies and grants you credit for equivalent subjects, you will need to pay an exemption fee of R390 per subject granted.
- **Exemption not granted**
If the ICB does not feel that your previous qualification(s) or work experience match part or all of the learning outcomes of the subjects you are applying for.
- **Conditional exemption granted**
This means you don't qualify for the full exemption but can submit more evidence without having to write an exam. You will however, be required to complete a Portfolio of Evidence (PoE) assessment provided by the ICB to prove your competency in a particular subject. You will need to pay a RPL fee of R945 for each subject.



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Once we have received your proof of payment, we will send you the RPL PoE for you to complete for each subject granted and submit it by the "Due Date." You must do all the assessments in the Portfolios and then send them back to the ICB for final assessment. We will review them and let you know the outcome 7-8 weeks after the due date stated on the PoE label. The completion of an RPL PoE is regarded as an assessment entry and all the policies and procedures with regards to ICB assessments apply.

If you are assessed as 'exempt', you will get full exemption for that particular learning area. If you are 'unsuccessful', you'll need to register in order to *study* the learning areas and enter for the assessments/exams.

3. Compulsory Student Registration:

In order to accept any exemptions granted, you will need to be a registered learner of the ICB. If you are not yet an ICB learner, you will need to pay the annual student registration fee of R350. Thereafter, if you continue as a learner, the registration fee will be payable each calendar year.

4. Conditions:

- The above fees and exemption opportunities are valid for six (6) months from date of this letter. If you have not accepted and paid for these exemptions within six (6) months, you will need to contact us. **Please note:** if the fees change within the six (6) month period, learners will be liable to pay the balance of the new fees.
- Qualification Certificates are only issued once a full qualification is obtained.
- No certificates are issued for exempted learning areas/subjects.
- No refunds for Exemption Fees will be given under any circumstances. It is the student's responsibility to fully understand the process and implications before accepting these exemptions.
- **Please ensure that you submit all your documentation upfront because the ICB Board will base their decision on this alone.** Any additional documentation submitted after the initial application, will require the process to **start from the beginning and another application fee will be due.**
- Payment of annual student registration fee is for STUDENT REGISTRATION (no certificate issued.) Membership may be applied and paid for, via the ICBA.

For queries, please contact: support@icb.org.za and put 'Exemptions' in the subject line.

Acceptance by Learner:

I hereby accept that I have read, understood and agree to the above **exemptions guideline** and the conditions listed. I further acknowledge that I have read, understand and agree to the **ICB's assessment policy**.

I hereby choose to apply for exemptions in the following qualification programme:
(Tick ONE only)

<input type="checkbox"/>	Financial Accounting Programme (FAP)	
<input type="checkbox"/>	Public Sector Accounting Programme (PSAP)	
<input type="checkbox"/>	Business Management Programme (BMP)	
<input type="checkbox"/>	Entrepreneurship Programme (EP)	
<input type="checkbox"/>	Office Administration Programme (OAP)	
Name:	Signature:	Date: