

# IBTC's Quick Guide to Studying CIMA



CIMA

Registered Tuition Provider

## Why CIMA?

*"A financial qualification within a global context enables world-class competitiveness. Now is an opportune time to pursue a CGMA designation and set yourself apart."*

Francois Groepe, CGMA

Deputy Governor of the South African Reserve Bank

## Why IBTC?

IBTC is a CIMA Premium Partner. We've been preparing students for their CIMA exams since 2008. A first-time pass saves you time and money in the long-run.

**Your pass is our promise.**

## Getting Started

### Step 1 - Identify your entry route

- Before registering with CIMA, first decide if you want to apply for exemptions or a Special Pathway\*. If not, proceed to Step 2.
- Look up your possible exemptions online (Exemption Search - CIMA).
- If you want to use your **experience** or **SAICA/SAIBA membership** to apply for exemption, contact CIMA (SA) first. Everybody else, proceed to Step 2.



### Step 2 - Register with CIMA

- Go to [www.cimaglobal.com](http://www.cimaglobal.com) and register as a student.
- Select your entry route from the drop down. Complete your details and select 'attend a college' and 'IBTC' as your tuition provider.
- Click Yes if you want to apply for exemptions.
- Do not select ANY subjects under CIMAstudy.com.
- Your basket should only show your Student Registration fee.
- Pay now (using your credit card) or pay later if you want to add it to your IBTC invoice.

### Step 3 - Apply for exemptions

If you are not applying for exemptions, you can skip this step.

- If you have applied for exemptions, submit your academic records (certificates and transcripts) to [documents@cimaglobal.com](mailto:documents@cimaglobal.com) and include your CIMA contact ID number. CIMA will award your exemptions within 21 days.

## CIMA Entry Routes, Exemptions & Special Pathways

### STANDARD ENTRY ROUTE

Students starting at Certificate level should select the **Standard Entry Route** when they register online as a CIMA student.

### STANDARD ENTRY ROUTE WITH EXEMPTIONS

If you have a completed business or finance qualification, you may want to apply for exemptions. Select the **Standard Entry Route** when you register as a CIMA student. Note that CIMA will only process your exemption application once you've registered and paid. CIMA only awards exemptions on completed qualifications. Look up your possible exemptions online (Exemption Search - CIMA).

### \*SPECIAL PATHWAYS

If you wish to apply for one of the **Special Pathways** based on your experience or SAICA/SAIBA membership, you should not register on the CIMAglobal website just yet, but first contact CIMA (SA).

Special Pathway	Exams	Requirement
CFO pathway	SCS only	10+ years Strategic/ Executive financial/ business experience
C-Sep pathway	MCS & SCS only	7+ years senior management experience
CPP pathway (M)	Start at MCS	5+ years management experience
CPP pathway (O)	Start at OCS	6+ years finance and accounting experience
CA pathway	SCS only	For SAICA members



**Let us help** you with your CIMA registration & exemptions

Simply email [info@ibtc.co.za](mailto:info@ibtc.co.za) & ask for **CIMA Assist**.

#### Step 4 - Book a course with IBTC

- Go to [www.ibtc.co.za](http://www.ibtc.co.za) and create your profile.
- From the Courses menu, select CIMA and then VIEW SUBJECTS AND FEES.
- Select your subjects and chosen study method and add them to your cart. You can pick as little as one subject or add a whole level. You don't have to start studying all the subjects right from the start.
- Once you've made payment, we will send your study materials for the subjects you have chosen to start with, and add you to our classes where relevant. Your tutor will also be available immediately.

#### Step 5 - Support

- Attend an Orientation Session to help plan your studies. We'll show you how to use your study material, how to access the online resources and how to book your exam.
- Your dedicated student advisor will contact you during your studies to check in on you.

#### Step 6 - Study, practice, repeat

- Read to understand, not to remember.
- Spend 60% of your time studying and 40% of your time doing question practice.
- Never attempt an exam without doing a mock first.

#### Step 7 - Book your exam

Book your exam as soon as you start studying. It's important to set a date and work towards it.

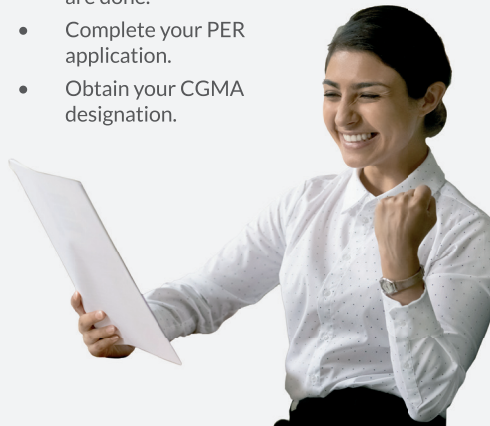
- Register for your exam via your MyCIMA account.
- Select your closest Pearson VUE exam centre and a date and time that will suit you.

#### Step 8 - Get your results

- Update your MyIBTC profile with your results.
- Apply for your free IBTC Pass Assured if you failed.

#### Step 9 - Progress

- Progress to your next subject until you are done.
- Complete your PER application.
- Obtain your CGMA designation.



## CIMA Exams



### OBJECTIVE TESTING

You will have to do an objective test (OT) for each subject. The OTs are PC-based exams available on demand – so you can do them all year round. The results are made available immediately. You must complete each OT within a level before you can attempt the case study (CS) exam for the same level.



### CASE STUDIES

You will have to do a case study (CS) exam at each level (except Certificate Level). The CS exams are PC-based and available four times per year in February, May, August and November.

Case study exams draw on the E, P and F subjects at that level.

IBTC is an accredited, Pearson VUE exam centre.

**PEARSON**

VUE - Authorised  
Test Centre

## Study Methods



### CLASSES CertBA & OT

Attend face-to-face classes on campus or Virtual Classes on Zoom.

Semester 1 classes run Feb - April.

Semester 2 classes run Jul - Sep.

Includes study material and Online Portal (additional video lectures).



### CLASSES Case Study

Attend face-to-face classes on campus or Virtual Classes on Zoom.

Runs over 2 weekends (Sat and Sun full day) before each exam sitting.

Includes study material and Online Portal (additional video lectures).



### HOME STUDY CertBA & OT

Start at any time. Study at your own pace.

With Home Study, you get a study plan that guides you through your learning and question practice. Included is textbook, exam practice kit and access to your tutor.

Home Study Plus students also get access to the Online Portal (video lectures).



### HOME STUDY Case Study

Start at any time. Study at your own pace.

With Home Study, you get a study plan that guides you through your learning and question practice. Included is Workbook and Toolkit and access to your tutor.

Home Study Plus students also get access to the Online Portal (video lectures for Case Study and E, P and F subjects).



### ONLINE CertBA & OT

Every month a new Online Course starts for every Certificate and OT subject.

This is a self-study online programme in which an online tutor guides you and your classmates through a fast-paced schedule of studies, video lectures and test submission.

You have 6-months access to all online resources and your tutor. Includes hard copy textbooks.



### ONLINE Case Study

We offer Online Courses for every Case Study sitting. This is a self-study programme in which an online tutor guides you and your classmates through a fast-paced schedule of studies, video lectures and test submission.

Your platform includes E, P and F video lectures for revision. You'll also receive a hard copy Workbook and Toolkit. Access is up to your exam date.

## Meet your Tutor & Support Team

**IBTC Cape Town**  
3rd Floor,  
79 Roeland Street  
Cape Town

**IBTC Sandton**  
Block B, Grayston Ridge  
144 Katherine Street  
Sandton

## Request a Price List or a Presentation at your Company

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