



CIMA[®]

Registered Tuition Provider

IBTC's quick guide to studying CIMA

Why CIMA?

CIMA is the world's largest professional body of chartered global management accountants.

"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

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.

So, for each level (except Certificate Level) you will need to complete 3 x OTs and 1 x CS before passing.

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.

These exams combine the knowledge and learning areas within the three pillars from the same level. They include pre-seen case study material.

IBTC is an accredited, Pearson Vue exam center.



Syllabus

STRATEGIC LEVEL

Strategic Case Study Exam

E3 Strategic Management

P3 Risk Management

F3 Financial Strategy

MANAGEMENT LEVEL

AWARD : CIMA Advanced Diploma in Management Accounting (CIMA Adv Dip MA)

Management Case Study Exam

E2 Managing Performance

P2 Advanced Management Accounting

F2 Advanced Financial Reporting

OPERATIONAL LEVEL

AWARD : CIMA Diploma in Management Accounting (CIMA Dip MA)

Operational Case Study Exam

E1 Managing Finance in a Digital World

P1 Management Accounting

F1 Financial Reporting

ENTERPRISE PILLAR

PERFORMANCE PILLAR

FINANCIAL PILLAR

CERTIFICATE LEVEL

AWARD : CIMA Certificate in Business Accounting (CIMA Cert BA)

BA1 Fundamentals of Business Economics

BA2 Fundamentals of Management Accounting

BA3 Fundamentals of Financial Accounting

BA4 Fundamentals of Ethics, Corporate Governance and Business Law

GETTING STARTED

YOU HAVE CHOSEN TO STUDY CIMA AND YOU'RE KEEN TO GET STARTED.

Read the important information below about registration, exemptions, exams and much more.

Step 1 - Identify your entry route

Depending on your previous qualifications, you may be eligible for exemptions from certain exams. **Wait until you've officially been awarded your exemptions by CIMA before you make a decision on what subject(s) to start with.** Your likely starting point:

- School leaver/working/undergraduate - start with Certificate Level
- Graduate with relevant degree - apply for exemptions and start with Certificate Level or higher
- Member of IFAC body/MBA/Masters in Accounting - start with CGMA or CFO Gateway

Step 2 - Register with CIMA

- Visit www.cimaglobal.com and click 'Register as a student'
- Apply for exemptions (if applicable) or move on
- **Do not select anything under CIMASTUDY.COM**
- Pay CIMA directly or include these fees in your IBTC booking
- Receive a confirmation email from CIMA with your contact ID

Step 3 - Apply for exemptions

- Pay your registration fee over to CIMA or IBTC first
- Submit transcripts and certificates of prior qualifications to documents@cimaglobal.com
- Receive exemption confirmation from CIMA (allow 20 working days)
- Email student.admissions@cimaglobal.com to decline any exemptions

Step 4 - Choose your study method

- Choose a study method that suits you best
- Consult with an IBTC student advisor to help you plan your subject selection and study method
- Select either part-time evening or weekend class, online classes, home study or exam prep classes
- Consult the IBTC timetable on the web for the latest class dates

Step 5 - Book with IBTC

Book your course online or get a quote at www.ibtc.co.za by selecting 'BOOK NOW'

- Select your subjects and study methods
- Add your CIMA registration and exam fees to your booking (optional)
- Pay in full via EFT or pay a deposit and complete the debit order form
- Receive your study material and access to your class/tutor
(Note: Study material is dispatched based on the study period you select when making a booking.)

Step 6 - Register for 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
- Pay your exam fees directly to CIMA or select 'pay later' if you've included it in your IBTC booking
- Receive a confirmation email from CIMA

Step 7 - Start studying

Each student has unique study needs. Typically, we have found that most successful students follow the approach below:

- Check the Pass Assured requirements related to your course first
- Draw up your full study plan with your exam date in mind
- Study three nights a week, three hours per subject, for ten weeks
- Increase your study hours to 20 hours two weeks before your exam
- Do all the questions in your Exam Practice Kit
- Do at least two mock exams
- Write your exam within two weeks after your last class

Step 8 - Get your results

- Receive your OT results immediately
- Receive your CS results six weeks after writing your exam

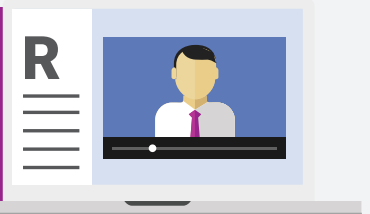
Step 9 - Progress

- Complete all OTs and CS exams per level
- Pay your CIMA subscription fee every year
- Apply for your free Pass Assured re-do with IBTC if required
- Complete 36 months of practical work experience
- Obtain the CGMA designation

Request a price list:

0861 111 411
info@ibtc.co.za

Visit or presentation at your
company: info@ibtc.co.za



Ways to study CIMA with IBTC

CAMPUS CLASSES

(CertBA & OT)

Face-to-face classes at our campus in Sandton and Cape Town PLUS access to our Online Portal (UK video lectures and online testing). Runs from Feb to Apr (Semester 1) and Jul to Sep (Semester 2).

Material: Study Plan, Coursebook, Exam Practice Kit, video lectures and online question practice.

Progress test: 6

Tuition hours: 30 hrs

Duration: 10-12 weeks

VIRTUAL CLASSES & VIRTUAL CLASSES GLOBAL*

(CertBA & OT)

Instead of coming to our campus, you log in from home. This includes access to our Online Portal (UK video lectures and online testing). Runs from Feb (Semester 1) to Apr and Jul to Sep (Semester 2).

Material: Study Plan, Coursebook, Exam Practice Kit, video lectures and online question practice.

Progress test: 6

Tuition hours: 30 hrs

Duration: 10-12 weeks

*Virtual Classes Global includes eBooks instead of hardcopy material.

ONLINE CLASSES

(CertBA & OT)

Every month we have an Online Class starting, led by a UK tutor and attended by students globally. Your tutor guides you through a series of video lectures, online tests and question debriefs on a fast-paced schedule to get you exam ready 6-8 weeks. Access to online resources for 6 months.

Material: Study Plan, Coursebook and Passcards (Cert.), Workbook and Toolkit (Case Study), Coursebook and Exam Practice Kit (Ops, Man, Strat.)

Progress test: 6

Tuition hours: Up to 30 hrs of video lectures
Duration: 8-12 weeks

*Virtual Classes Global includes eBooks instead of hardcopy material.

CASE STUDY CLASSES

(CS)

Question practice is essential to exam success. Case Study Classes are conducted over two full weekends.

Material: Workbook, Tool Kit, video lectures and online question practice.

Mock exams: 3

Tuition hours: 28 hrs

Duration: 2 x Sat/Sun

HOME STUDY ONLINE & HOME STUDY ONLINE GLOBAL*

(CertBA, OT and CS)

Study less and score higher when you combine your home study with our Online Portal where you'll find video lectures and online tests. You have access to the online resources until Jun for Semester 1 or until Dec for Semester 2 or up to your exam date for session-based exams.

Material: Study Plan, Coursebook, Exam Practice Kit, Passcards (Cert.), video lectures and online question practice.

Progress test: 6

Tuition hours: Unlimited access to tutor via email

Duration: own pace, recorded video access for six months.

*Home Study Online Global includes eBooks instead of hardcopy material.

HOME STUDY

(CertBA, OT and CS)

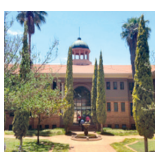
Books, test and a marked mock exam. We add a Study Plan and course monitor to keep you on track, and a tutor to get you unstuck on tricky topics. The minimum you'll need to get exam ready.

Material: Study Plan, Coursebook, Exam Practice Kit, Passcards (Cert.)

Progress test: 6

Tuition hours: Unlimited access to tutor via email

Duration: Own pace



VISIT US
Meet your tutor
and support team

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

IBTC Sandton
Block B, Grayston Ridge
144 Katherine Street
Sandton

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BUSINESS
EDUCATION

Enhancing careers, enriching lives