

## **How do I Study ICB Level III Diploma in Manual Book-keeping**

This course is a home study course which will allow you to study when it is convenient to you.

### **How does it work?**

When you enrol onto your course you will receive a comprehensive manual which will guide you through the course syllabus.

The manual is split into 11 lessons with a tutor marked assignment (TMA) at the end of each lesson. You will send your TMA to your tutor for marking and feedback will be provided. If you prefer to send your TMA's by email we can provide an electronic version of the booklet.

During your study of each lesson you will attempt many activities for which answers are provided to help you understand the advanced concepts of book-keeping.

### **What will my tutor do?**

You will be assigned a highly qualified and experienced tutor who will guide you through your course.

Your tutor will keep in touch with you regularly during your study with Mycourse and is available to discuss your progress by e-mail or telephone.

Tutors also provide you with valuable feedback on your assignments, and may also suggest areas where a little more revision may be required to fully understand the subject.

### **What prior knowledge do I need in Book-keeping?**

You should have completed the ICB Level II Certificate in Manual and Computerised book-keeping or equivalent course.

### **What qualification will I receive?**

On completing and passing your examination you will receive an ICB Level III Diploma in Manual Book-keeping.

Once you have also completed the ICB Level III Diploma in Computerised Book-keeping you can then apply to become a Member of the ICB. You will also be able to operate your own book-keeping business.

### **Is there a registration fee to pay?**

If you are not already registered as either an Associate member or a student of the ICB then there will be a £45 registration fee to pay.

### **Are there any additional costs?**

When you are ready to be examined, you will need to pay an examination fee of £75 when you book your exam online through the PearsonVue website.

### **How will I be examined?**

We will provide you with sample examinations to try before you apply for the final examination. An online mock exam will be available shortly to purchase online through the ICB website, which will be similar to the final exam that you will complete.

### **Where do I sit my examination?**

You will sit your exam at your local PearsonVue centre. There are currently 152 centres throughout the UK and a list of available centres is available upon request

### **When do I sit my examination?**

Examinations can be sat all year round depending on the PearsonVue centres opening hours and availability of places. It is a good idea to book your place well in advance as places may be limited. You will need to make sure that you are ready for your examination by this date.

### **How long do I get to study?**

You can study this course for up to 12 months which is ample time to complete the qualification and sit your exam.

### **Can I study further?**

You can then move onto the next book-keeping stage by studying the following:

- ICB Level III Diploma in Computerised Book-keeping

By studying and passing the examinations for both of the level III courses you can then apply to become a Member of the ICB giving you the title of MICB.

### **Do I have to be in the UK?**

No, we have students in both the UK and worldwide.