

<b>WHO IS IT SUITABLE FOR?</b>	The International Finance and Administration suite of qualifications, IFA level 4 and 5, are stand-alone qualifications and are for those staff employed in the offshore finance sector who need a broad perspective of the industry. The Chartered Secretaries Qualifying Scheme (CSQS) is an open entry qualification. On completion of it and on satisfying work experience and membership requirements, students can become a Chartered Secretary, a member of ICSA and use the designatory letters ACIS (Associate) and ultimately FCIS (Fellow) after their name.								
<b>HOW LONG DOES IT TAKE?</b>	The IFA Level 4 and 5 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.								
<b>HOW MANY PAPERS?</b>	<p>IFA Level 4 Qualifications</p> <ol style="list-style-type: none"> <li>1. Award IFA (1 paper)</li> <li>2. Subsidiary Certificate in International Finance, Accounting &amp; Administration (2 papers)</li> <li>3. Subsidiary Certificate in International Finance, Investment &amp; Administration (2 papers)</li> <li>4. Certificate in International Finance &amp; Administration (3 papers)</li> </ol> <p>IFA Level 5 Qualifications</p> <ol style="list-style-type: none"> <li>1. Advanced Certificate in International Finance and Administration (Core module + one other paper)</li> <li>2. Subsidiary Diploma in International Finance and Administration (Core module + two other papers)</li> <li>3. Diploma in International Finance and Administration (DiplCSA) (All four papers)</li> </ol> <p>CSQS – Level 1 (4 papers)</p> <table border="0"> <tr> <td>1. Financial Reporting &amp; Analysis</td><td>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"> <tr> <td>1. Financial Decision Making</td><td>3. Corporate Secretarial Practice</td></tr> <tr> <td>2. Strategy in Practice</td><td>4. Case Study</td></tr> </table>	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
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<b>COST FOR EXAM REGISTRATION WITH ICSA</b>	<ul style="list-style-type: none"> <li>➢ £1000 Core Module (Award IFA) <b>plus</b> £500 top up to Certificate IFA <b>or</b> £300 top up to either Subsidiary Certificate</li> <li>➢ £1250 Core Module <b>plus either</b> Accounting <b>or</b> Investment Module (Subsidiary Certificate in International Finance Accounting <b>or</b> Investment and Administration) <b>plus</b> £300 top up to Certificate IFA</li> <li>➢ £1500 Core Module <b>plus both</b> Accounting &amp; Investment modules (Certificate IFA)</li> <li>➢ £1100 IFA 5 (2 papers), £1500 IFA 5 (3 papers), £1900 IFA 5 (4 papers)</li> <li>➢ £127 initial registration for CSQS</li> <li>➢ £215 exam entry fee per CSQS paper (excl. the Case Study)</li> <li>➢ £295 fee for the Case Study</li> </ul>								
<b>WHEN ARE THE EXAMS?</b>	➢ IFA Level 4 and 5 and CSQS exams are in June and November each year								
<b>WHEN ARE RESULTS RELEASED?</b>	<ul style="list-style-type: none"> <li>➢ IFA Level 4 and 5 results are released approx. 8 weeks after the exam</li> <li>➢ CSQS results are released up to 10 weeks after the exam</li> </ul>								
<b>WHAT ARE THE ENTRY REQUIREMENTS?</b>	<ul style="list-style-type: none"> <li>➢ To register as a student with ICSA you must be 16 years of age or over</li> <li>➢ IFA - Nil - although candidates should be in a relevant occupation</li> <li>➢ IFA Level 5 – IFA Level 4 or other relevant qualifications, such as a university degree or Higher National Diploma (HND)</li> <li>➢ 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.</li> <li>➢ 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.</li> <li>➢ 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</li> </ul>								

**FOR FURTHER DETAILS & EXAM REGISTRATION PLEASE CONTACT:**

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