



Growth Institute
Workplace Integrated Training Solutions
An approved private college
**Training solutions
where everybody wins**

Frequently asked questions

Keyword	Question	Answer
Class times	Do I have to be on campus all the time?	No. <ol style="list-style-type: none">1. All academic programs, regardless of qualification, requires that you have to have 40 hours contact time before writing an exam.2. We follow a modular approach, which means you will do your studies in designated exam blocks. After the successful completion of each block, you will be eligible for a qualification.3. You will come to class one day a week, and for 8 weeks you will focus on a single subject.4. Thereafter you will write the exam for that subject and then focus on the next subject for 8 weeks.

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College	Are you a college?	<p>We are a fully recognised private college specialising in skills development. This means that we focus on some of the critical skills that our economy needs. Not all degrees or diplomas actually meet the economy's critical scarce skills needs. Those qualified in critical scarce skills, are in higher demand than those with other types of qualifications.</p> <p>We hold accreditations with:</p> <ol style="list-style-type: none"> 1. The Institute of Certified Bookkeepers 2. The Confederation of Tourism and Hospitality <p>In terms of the current legislative frameworks, we are accredited to teach you content so that you can write local or international exams set by independent examining bodies.</p>
Course fees	You are a private college. Does that mean you are very expensive?	<ol style="list-style-type: none"> 1. It is a myth that private colleges are always expensive. 2. We are encouraging all students to make use of the "Pay as you Go" program. 3. Another thing to consider is that we subsidise all your books and exam fees. You are responsible for your class fees and registration fees. 4. The only time when you will be expected to pay for exam fees, will be cases where you failed an exam and need to re-write a subject.

Degree	Can I get a degree after I completed the programs that you offer?	<p>It is possible to register for a degree program after you completed the programs that we offer. There are a number of things to consider:</p> <ol style="list-style-type: none"> 1. Continuing your accounting studies <ol style="list-style-type: none"> a. At completion of each study year at the us (see our exam blocks), you can apply to be admitted as a member of the ICBA. Based on your practical work experience, the ICBA could award you with a specific professional designation. You will have the option to apply for higher designation levels as you grow your experience and qualification levels. b. We recommend that you first get a number of years' experience before you decide to continue your studies at: <ol style="list-style-type: none"> i. ACCA ii. CIMA iii. Chartered Secretaries Southern Africa c. Some universities will give you conditional exemption to register for their degree programs. You must be aware of the fact that each university has its own exemption policies and you may be required to redo certain study years before you will be allowed to graduate. d. Considering that a degree is not a requirement to practice as an accountant, the most important decision for you is to ask whether you want to work for a boss or whether you want to run your own accounting practice. e. Employers are interested in experience and many are willing to consider appointing someone who has a diploma and practical work experience. 2. Continuing your hotel management studies <ol style="list-style-type: none"> a. The CTH program awards an international qualification at the successful completion of each designated exam block. b. The South African Qualifications Authority (SAQA) has a process to issue you with an equivalence certificate once you completed your CTH program and have passed all your exams. The equivalence certificate is important if you want to consider a degree in Hotel Management and Tourism Management after you completed your CTH program with us
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		c. Remember that many big brands in the industry recognise the CTH qualifications. Industry recognition is important.
Drop out	What will happen if I start my first year and cannot afford to go to second year after I completed all my first-year exams	Do not worry. For every exam block that you complete, you are eligible for a qualification. We can explain the exam blocks to you when you visit our campus.
Employment	Can students who completed their CTH qualifications work overseas?	There are a number of big brand names that prefer to employ those who completed a CTH program. Growth Institute do not guarantee that these big brands will employ you. However, nothing stands in your way to use this link to scan for opportunities: Industry recognition for CTH students
Employment	Can students who completed their ICB qualifications work overseas?	The ICB is a professional body that was founded over 80 years ago. The majority of Commonwealth Countries (including South Africa) consider ICB diplomats to be a valuable part of their workforce. Opportunities for ICB students in the UK More about the ICB in the Commonwealth
Employment	Will the programs and qualifications you offer, guarantee me a job?	<ol style="list-style-type: none"> 1. No academic institution can say that their qualifications can guarantee you a job. That is false advertising. 2. The programs we offer are practice-oriented and prepares you to apply what you have learned. 3. Our philosophy is that your qualifications must help you to create your own work. That is why you write external, professional exams from the very first day that you come onto our campus. 4. We encourage all our students to become members of professional bodies so that they can work as independent professionals. 5. Use this link to learn more about the professional bodies

<p>Exam Blocks</p>	<p>How many exams must I take to get a qualification?</p>	<p>Here are details about each exam block leading to a qualification:</p> <ol style="list-style-type: none"> 1. Financial Accounting <ol style="list-style-type: none"> a. National Certificate Bookkeeping (NQF 3) – pass 4 first year exams b. FET Certificate in Bookkeeping (NQF 4) – pass 2 exams in the first semester of the second year c. National Diploma Technical Financial Accounting (NQF 5) – pass 2 exams in the second semester of the second year d. National Diploma Financial Accounting (NQF 6) – pass 4 exams in the third year 2. Business Management <ol style="list-style-type: none"> a. National Certificate Small Business Financial Management (NQF 4) - pass 3 exams in the first year b. Higher Certificate Office Admin specialising in Business Management (NQF 5) – pass 5 exams in the second year c. National Diploma Financial Accounting specialising in Business Management (NQF 6) – pass 4 exams in the third year 3. Entrepreneurship <ol style="list-style-type: none"> a. National Certificate Small Business Financial Management specialising in Entrepreneurship (NQF 4) - pass 3 exams in the first year b. Higher Certificate Office Admin specialising in Entrepreneurship (NQF 5) – pass 5 exams in the second year c. National Diploma Financial Accounting specialising in Entrepreneurship (NQF 6) – pass 4 exams in the third year 4. Office Administration <ol style="list-style-type: none"> a. Certificate Office Administration (NQF 5) – pass 6 exams in the first year b. Higher Certificate Office Administration (NQF 5) – pass 3 exams in the second year c. Diploma Office Administration (NQF 6) – pass 3 exams in the third year 5. Hotel Management (This is a UK qualification) <ol style="list-style-type: none"> a. Level 3 Program – pass 4 exams in the first year to be eligible for the UK qualification b. Level 4 Program – pass 7 exams in the second year to be eligible for the UK qualification
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		<ul style="list-style-type: none"> c. Level 5 Program – pass 7 exams in the third year to be eligible for the UK qualification d. Level 6 Program – pass 6 exams in the fourth year to be eligible for the UK qualification e. Level 7 Program – pass 5 exams in the fifth year to be eligible for the UK qualification
Fees	What is covered in the course fees?	<ul style="list-style-type: none"> 1. Your class fees are pure tuition fees. 2. You do not have to pay for your books or for your exams. 3. We pay for all your books and for your exams.
Fees	Why are your registration fees higher than other colleges?	<p>Past experience showed that students who are willing to pay our registration fees, are less likely to default on their accounts.</p> <p>Secondly, soon as your registration fees are paid, we contact the external examiners to issue your unique exam number. Your unique exam number also functions as your student number.</p>
Funding	Do I qualify for NSFAS aid when I want to study at your college?	Private colleges do not get finances from the State. That is why we keep our fees low by subsidising all your books and exam fees.
ICB qualification	If I complete the ICB program, what qualification do I get?	<p>The ICB is a professional quality assurance body. The main function of the ICB is to act as an independent and external examiner on a range of national qualifications in:</p> <ul style="list-style-type: none"> 1. Financial Accounting 2. Business Management 3. Entrepreneurship 4. Office Administration <p>The ICB will certify that you meet all the standards associated with the program.</p> <p>Your qualification will be issued by a National Qualifications Authority.</p>

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International recognition	Do your programs have international recognition?	<p>The exams that you are going to write are recognised by:</p> <ol style="list-style-type: none"> 1. The ICB, which has been in existence for the last 85 years. The ICB brand is present in many countries all over the world. Wherever the ICB logo is displayed, you could apply for recognition because these countries all use similar accounting standards. 2. The CTH programs have: <ol style="list-style-type: none"> a. Academic recognition in many countries b. Recognition by many international professional bodies in the industry
Practice as accountant	I hear that I must have a degree and that I must be a CA before I can work as an accountant? Is that true?	<p>That is not true.</p> <ol style="list-style-type: none"> 1. Your ICB studies are structured so that you can reach specific professional capabilities after each block of exams. 2. This means that you could qualify for membership at selected professional bodies. 3. Membership to these professional bodies allows you to practice without a degree and without being a CA. 4. We recommend that you join the following professional bodies: <ol style="list-style-type: none"> a. ICBA – this is the first professional body you should join. Get all the possible professional credentials that this organisation offers you. b. SAIT c. SAIBA d. IAB e. IAAP

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Professional Bodies	Which professional bodies will recognise my qualifications	<p>Unlike what you may have been told, you do not need a degree to become a member of some professional bodies. Here are more details about the professional bodies that you can join. Make sure you understand all their admission requirements, terms and conditions before your sign up.</p> <ol style="list-style-type: none"> 1. Students on the CTH program are encouraged to become members of: <ol style="list-style-type: none"> a. The Institute of Hospitality 2. Students on the ICB program are encouraged to become members of: <ol style="list-style-type: none"> a. ICBA – this is the first professional body you should join. Get all the possible professional credentials that this organisation offers you. b. SAIT c. SAIBA d. IAB e. IAAP
Subjects	What is the minimum number of subjects that I can register for at any time	<ol style="list-style-type: none"> 1. The good news is that you can register for one subject at a time. 2. All the subjects for which you will register, are practice-oriented. This means that you apply the theory that you learned in a real workplace situation.