Diploma in Company Secretarial Practice and Regulatory Knowledge: Transitional Arrangements

In order to complete this programme and gain the award ‘ICSA Diploma in Company Secretarial Practice and Regulatory Knowledge’, candidates will need to successfully complete all exam and assignment elements of assessment at the July 2009 exam session.

Candidates who do not complete all the modules at the July 2009 session will automatically be transferred to the ‘ICSA Diploma in Business Practice’ programme.

A ‘transitional module’ has been nominated from the ‘ICSA Diploma in Business Practice’ (Diploma in BP) programme for each module of the ‘ICSA Diploma in Company Secretarial Practice and Regulatory Knowledge’ (Diploma in CSP) programme and a full credit will be applied for any module which you have already completed on the programme.

If you have Diploma in CSP modules outstanding after the July 2009 examination session, you will need to sit and pass the nominated transitional modules to complete and receive the ‘ICSA Diploma in Business Practice’.

The nominated transitional modules are as follows:

<table>
<thead>
<tr>
<th>Diploma in CSP</th>
<th>Diploma in Business Practice</th>
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<tr>
<td>Advanced Company Secretarial Practice</td>
<td>Business Law in Practice</td>
</tr>
<tr>
<td>Advanced Financial Services Regulatory Knowledge</td>
<td>Marketing</td>
</tr>
<tr>
<td>Finance for Business</td>
<td>Business Finance</td>
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<tr>
<td>Management for Business</td>
<td>Business Strategy &amp; Planning</td>
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To summarise, if you have passed some of the Diploma in CSP modules, the credits are as follows:

- If you have passed the exam and assignment for ‘Advanced Company Secretarial Practice’ you will be granted a credit for the ‘Business Law in Practice’ module.
- If you have passed the exam and assignment for ‘Advanced Financial Services Regulatory Knowledge’ you will be granted a credit for the ‘Marketing’ module.
- If you have passed the exam for ‘Finance for Business’ you will be granted a credit for the ‘Business Finance’ module.
- If you have passed the exam for ‘Management for Business’ you will be granted a credit for the ‘Business Strategy and Planning’ module.
If you have not completed one or more of the Diploma in CSP modules, you will be required to sit and pass the relevant Diploma in Business Practice module as follows:

- If you have not passed both the exam and assignment for ‘Advanced Company Secretarial Practice’ you will need to take the ‘Business Law in Practice’ module.

- If you have not passed both the exam and assignment for ‘Advanced Financial Services Regulatory Knowledge’ you will need to take the ‘Marketing’ module.

- If you have not passed the exam for ‘Finance for Business’ you will need to take the ‘Business Finance’ module.

- If you have not passed the exam for ‘Management for Business’ you will need to take the ‘Business Strategy and Planning’ module.

Some frequently-asked questions are addressed below.

**Will I be able to use the same study texts?**

No, the Diploma in Business Practice modules uses different study textbooks. The only exception is the ‘Business Finance’ module which uses the ‘Business Finance’ by Taylor which is currently used for the Diploma in CSP ‘Finance for Business’ module.

**I have passed the exam but not the assignment for a Diploma in CSP module. Can I get the relevant credit?**

No, students who have completed the Advanced Company Secretarial Practice and/or Advanced Financial Services Regulatory Knowledge exam or assignment only will be required to sit and pass the relevant transitional module.

**If I have failed a Diploma in CSP module, will I have to pay full fees to take the new module?**

No, if you have sat and failed any Diploma in CSP module, the transitional module will be classified as a re-sit and you will need to pay the relevant re-sit fee only.

**What if I have a ‘forward entry’ for a Diploma in CSP module?**

All students with forward entries will automatically be transferred to the transitional module equivalent, as a forward entry. For example, if you have a forward entry to sit ‘Management for Business’ after July 09, this will be automatically changed to a forward entry for ‘Business Strategy and Planning’. No charges will be incurred.

**I have postponed an exam for the Diploma in CSP July 2009 exam session. What happens now?**

Postponements received for the July 2009 exam session will automatically be transferred to the relevant transitional module. You will need to sit the relevant Diploma in Business Practice module in the November 2009 session.
I have money in credit for my Diploma in CSP exams. What will happen to this?

Monies held in credit will be carried over to the Diploma in Business Practice programme in your student record.

Will I get different student details, such as a new website login?

Your student registration number will change, but you will be able to log onto the website using the same username and password.

If you have any questions or need any clarification about the above information, please contact:

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