

ICSA

CONFIDENCE

INFORMATION PACK FOR JULY 2010 EXAMS

Professional Training Shaping Futures



Registered
Tuition
Provider



Onestudy training limited

P.O. Box 826, Jersey,
Channel Islands JE4 0UA

t: +44 (0) 1534 729 729

e: info@onestudytraining.co.uk

w: www.onestudytraining.co.uk

“ Compelling evidence demonstrates that reducing class size has a positive effect on student achievement. Class size reduction is most effective when class sizes are between 15 and 19 students. ”

American Federation of Teachers



P H I L O S O P H Y

Limited class sizes

We aim for 15 students per class. A bit like an airline booking system we take bookings up to 19 people to allow for last minute cancellations...therefore sometimes our classes have 19, sometimes we have 6...

Why choose Onestudy?

Students

“Be a star pupil”

P
U
P
P
I
L
S

- = **Perfect class sizes**
- = **Unique** We have a ‘Mentoring with’ not ‘lecturing at’ approach - more fun, less scary!
- = **Professionals only** all our lecturers are professionally qualified and have a wealth of industry experience
- = **Impressive** pass rates
- = **Learn** the fun way with new funky teaching aids
- = **See** for yourself and be part of the new Buzz

Employers

“Turn your team into stars”

S
T
A
R

- = **Saturday** - intensive revision day to consolidate your knowledge.
- = **Try it out** - no pass, take the revision course again for **FREE**#
- = **Available discounts** - including block bookings
- = **Reduced class sizes** = better chance of passing first time

**ONE
REWARD
SCHEME**

Earn yourselves upto **£1,000**
for successful referrals*

*See website for details



#Subject to terms and conditions - see website

A different approach to teaching.
A better way of learning.

ICSA COFA/DOFA

Onestudy -vs- ICSA

Pass Rates up to July 2009 Sittings

	ICSA July-09	Onestudy July-09	ICSA February-09	Onestudy February-09	ICSA July-08	Onestudy July-08
COFA						
Accounting Fundamentals	67%	100%	56%	*	65%	84%
Investment	33%	100%	21%	18%	37%	*
Offshore Business Environment	43%	70%	32%	*	71%	71%
Trust & Company Principles	66%	100%	83%	85%	47%	*
DOFA						
Offshore Trust & Companies Administration	97%	100%	94%	*	79%	100%
Business Management in Practice	56%	100%	76%	71%	92%	*
Governance & Reporting	63%	*	66%	83%	58%	*
Portfolio Management	69%	100%	51%	*	63%	73%

* Classes were not run by Onestudy for these sessions.

Want to know who
our new tutors are?

Find us on our website

www.onestudytraining.co.uk



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COFA Timetable

Jersey Tuition Dates - July 2010 diet

	Tutorial Sessions Evenings	Revision Sessions Evenings	Full Course		Revision Only	
			No GST	GST	No GST	GST
Offshore Business Environment (Monday evenings) 17.00-20.00	19, 26 April 17, 24 May 7, 14 June	28 June 5 July	£450.00	£463.50	£150.00	£154.50
Accounting Fundamentals (Tuesday evenings) 16.30-19.30	20, 27 April 4, 11 May 1, 8 June	22, 29 June	£450.00	£463.50	£150.00	£154.50
Trust and Company Principals (Wednesday evenings) 17.00-19.30	28 April 5, 12, 19 May 2, 9 June	23, 30 June	£450.00	£463.50	£150.00	£154.50
Investment (Thursday evenings) 17.00-20.00	22, 29 April 13, 20 May 3, 10 June	24 June 1 July	£450.00	£463.50	£150.00	£154.50

DOFA Timetable

Jersey Tuition Dates - July 2010 diet

	Tutorial Sessions Evenings	Revision Sessions Evenings	Full Course		Revision Only	
			No GST	GST	No GST	GST
Advanced Trust & Company (Wednesday evenings 17.00-19.30) (Saturday mornings 9.30-11.30 are 10, 17 April and 26 June)	7, 10, 14, 17, 21 April 2, 9, 16, 23 June	26, 30 June 7 July	£735.00	£757.05	£200.00	£206.00
Portfolio Management (Thursday evenings) (Wednesday 28 April) 17.00-20.00	15, 22, 28 April 6, 13, 20, 27 May 3, 10, June	17, 24 June 1, 8 July	£735.00	£757.05	£275.00	£283.25
Business Management 9.00-16.00	22, 23, 24 April	18, 19 June	£735.00	£757.05	£275.00	£283.25
Governance and Reporting	NEXT SEASON					

- Exam Week - 13th - 16th July 2010
- Results estimated: 13th September 2010
- ICSA - Website www.icsa.org.uk
- Telephone +(44) 020 7580 4741



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Student details

ICSA Registration Number (mandatory)

Title: Mr/Mrs/Miss/Ms etc

First name and initials

Surname

Home Address

Post Code

Email Address

Daytime Tel

Out of Hours Tel

Employer details

Name and address of Company to be invoiced

Authorisation Section

Authorising Manager's Job Title

Print Name

Signature

Telephone Number

Authorising Managers Email

Course details

Course Type (Full Tuition or Revision Only)	Subject Required (by abbreviated paper names)	Course Fee
		Total £

IMPORTANT - YOU ARE RESPONSIBLE FOR ALL STUDENT AND EXAMINATION REGISTRATIONS WITH ICSA

Additional info for booking

Do you have any special requirements/disability that would affect you in the event of an emergency building evacuation? YES / NO

How did you hear about us?

Via OneReward Referral scheme Via Website Advertising

Word of Mouth Openday / Event

Other Please provide details _____

PLEASE RETURN TO: Onestudy Training Ltd, P.O. Box 826, Jersey, Channel Islands, JE4 0UA or scan enrolment to info@onestudytraining.co.uk



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Data protection: In order to maintain our RTP accreditation Onestudy needs to release names and student registration numbers to ICSA. ICSA in turn release your results to Onestudy automatically - this will avoid us having to ask you each season for your results.

If you do not wish to be included in this process please tick the box.

**Upon completion of this form, you acknowledge that the Terms of Business have been read and agreed.
Please see website for our full Terms of Business.**

What is COFA / DOFA?

About ICSA

ICSA is the leading professional body for company secretaries and a global voice on governance and regulatory issues across all sectors. It has approximately 36,000 members in over 70 different countries.

Incorporated by Royal Charter in 1902 ICSA:

Qualifies Chartered Secretaries through its International Qualifying Scheme

Supports and encourages the professional development of its members and students

Works closely with governmental and regulatory bodies to promote and support best practice in all areas of corporate governance

Publishes a widely respected series of guidance notes on corporate governance issues

Promotes the profession of Chartered Secretary via public relations, marketing and corporate events

Provides information, training, boardroom evaluation and software through its subsidiary companies

ICSA contacts

Tel No. **0207 580 4741**

Fax No. **0207 323 1132**

Website : **www.icsa.org.uk**

Email: **info@icsa.co.uk**

COFA/DOFA

The ICSA Certificate and Diploma in Offshore Finance and Administration (COFA/DOFA) were launched in the summer of 2000 and attract candidates across many offshore centres, including Jersey, Guernsey, the Isle of Man, Mauritius, Gibraltar and several Caribbean jurisdictions.

These stand-alone qualifications have been created to provide a unique and highly relevant training opportunity specifically for those employed in the offshore finance sector. They aim to provide a broad perspective of the industry, whilst promoting a high degree of operational knowledge covering legal, regulatory and financial frameworks.

Designations

Once Candidates have completed the course they can use the designatory letters, Dip.ICSA (Offshore Finance and Administration) for DOFA and Cert.ICSA (Offshore Finance and Administration) for COFA

Subjects covered

COFA

- Accounting Fundamentals
 - Investment
 - Trust and Company Principles
 - Offshore Business Environment
- All papers are compulsory

DOFA

- Business Management
 - Offshore Trust and Companies Administration
 - Governance and Reporting
 - Portfolio Management
- All papers are compulsory

ICSA Registration and exam entry deadlines

When you register for an exam you officially become an ICSA student.

The cost per module is as follows:

£250 COFA

£350 DOFA

Upon registration, you will receive a student number. Please ensure you tell the Onestudy admin team your registration number as this allows us to receive your results directly from ICSA without having to hassle you for them every season.

You will also receive a pin number which will allow you to access ICSA material from the website.

When you have decided to sit an exam, you must register this with ICSA by the following deadlines:

Exam sitting	Deadline for registration
Summer - July each year	1 May of same year
Winter - February each year	1 December of previous year

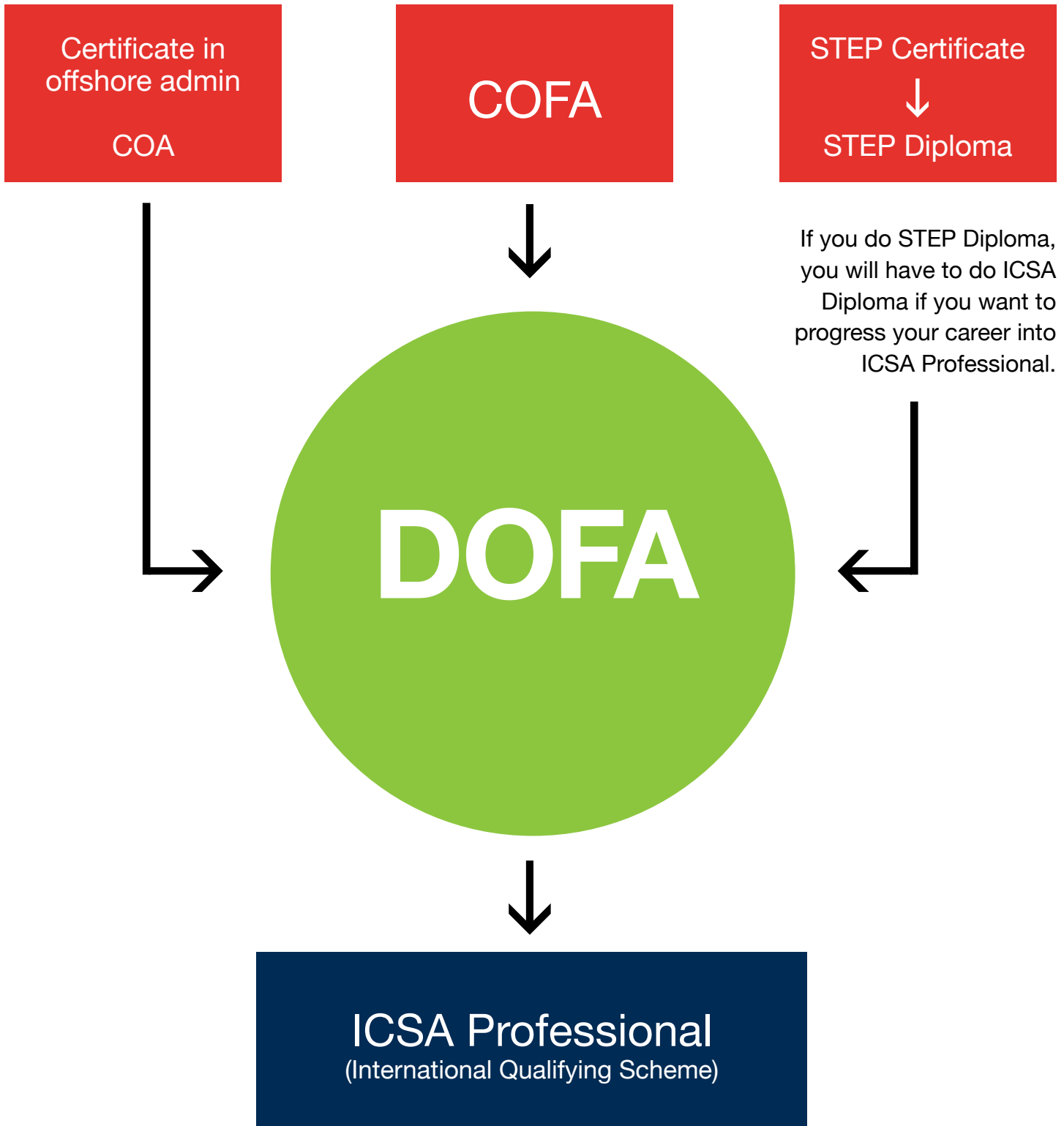
Registering with ICSA is each students own responsibility. Although we regularly remind students of the deadlines, Onestudy cannot take any responsibility for a students registration with any professional institute.

Registering as a student of Onestudy

Please see page 9 for details

Route to **ICSA professional** qualification

NO QUALIFICATIONS REQUIRED



Please contact the Student Services Department at ICSA for all information on obtaining exemptions.



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Attendance on a Onestudy ICOSA COFA/DOFA class

Course Timings/structure

Day classes run for 6 hours (9-4.00), a short morning and afternoon break and an hour for lunch is given. Lunch is not provided. Evening classes generally run 5.15pm to 8.00pm.

Note as our class sizes are small, we can be flexible to class needs

Study material

On the first day of each course students will be issued with all the notes they require to complete the course. These include:

- Scheme of work
- Full course notes
- Additional handouts (as applicable)
- Mock exams
- Exam buster Passcards
- Mind Maps
- Revision notes

Students should bring their own stationery and calculator.

Mock exams

Mock examinations are set throughout each professional education class. They are a mixture of homestudy mocks and exam condition mocks - the mix of these changes from time to time.

The tutor will provide the deadline dates by which mocks are due for submission. Late submission may result in mocks not being marked and will nullify your claim to the Onepass scheme. (See Terms & Conditions of Business).

Tutor support

The student will be supplied with the tutors contact details on the first day of the course.

Class sizes

Onestudy attempts to limit class numbers to between 15-19 students per class. Onestudy reserve the right to take bookings for each course up to 19 students per course, to allow for last minute deferrals and cancellations.

Change of course date/venue or tutor

We reserve the right to change any of the above at reasonable notice, except in an emergency situation, where prior notice might not be given. We ask students to provide us with out of office hour telephone numbers for this reason.

Feedback

In order to monitor our performance, we ask the student for feedback after the interim and revision course. A copy of this feedback will be sent to the employer if requested.

Onestudy will provide a student report on attendance, mock result and tutor feedback after the interim course and the revision course to the employer if requested.

We welcome feedback at all times from the employer and student.

Dress code

Dress code is always casual

Messages

Messages will be given to the students at the break.

Mobile phones

Mobile phones and Blackberrys must be on silent at all times. Texting is not permitted during lectures.

Complaints procedure

Complaints should be made in writing by either email or letter to the address below. Onestudy will acknowledge the complaint within seven days and respond within 28 days.

Data Protection

Onestudy training is registered with the Jersey Data Protection Commissioner. Information will not be passed to third parties, unless we have prior authorisation.

Register with Onestudy training

You have two options:

- Download enrolment form and email or post to Onestudy at the address below.
- Enrol on the web-site and pay by credit or debit card.

Joining instructions

On receipt of enrolment form, you will receive confirmation of your booking.

Contact

Email: info@onestudytraining.co.uk

Phone: 01534 729729

Mail: PO Box 826, Jersey,Channel Islands, JE4 0UA

Website: www.onestudytraining.co.uk



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All contracts for the provision of Public and In-house Courses by OneStudy Training Limited ("OneStudy") are deemed to incorporate these Terms and Conditions of Business which shall prevail over any other document or communication between the parties unless otherwise agreed in writing.

In the event of any inconsistency between the Terms and Conditions on our website and those contained in this document, the latter take precedence.

Definitions

"In-house course" means educational courses offered by OneStudy for an individual or corporate customer at a location specified by the customer.

"Public courses" means educational training offered by OneStudy at locations specified by OneStudy. These courses include training leading to a recognised professional qualification.

"Customer" means the person, firm or corporation identified as enrolling on a course by way of a relevant written confirmation of enrolment.

"Delegate" means a person attending an In-house course.

"Course Materials" means any documentation, listings instructions and statements in either machine-readable or printed form.

Booking and Payment

Full payment or authorisation to invoice must accompany the enrolment form.

Authorisation to invoice will be taken from the tick box on the enrolment form.

If Authorisation to invoice employer is selected, this must be evidenced by a signature on the enrolment form.

Where OneStudy has received authorisation to invoice the following payment terms apply: Full payment is due within 14 days from the date of the invoice.

Payment is due immediately if booking is made less than 14 days before the course start date.

If OneStudy fails to receive full payment of the invoice by the course start date the student may be refused entry to the course.

OneStudy reserves the right to recover any reasonable debt collection costs in connection with obtaining full payment for the course.

OneStudy reserves the right to charge interest on late payments at 2.5% over bank base rate.

Prices are inclusive of tuition, course materials, and the reasonable use of materials, publications and machines (where applicable) by the Customer or Delegate for the period of the Course. The price does not include examination fees, lunch, any travel, accommodation or living expenses which the Customer or Delegate may incur in attending the course.

Rights of Cancellation, Transfer and Postponement

Cancellation by OneStudy

OneStudy reserves the right to cancel or change a Public or In-house Course and undertakes to provide reasonable notice of the cancellation or change except in an emergency. The Customer will be entitled to a refund of any fee paid to OneStudy in the event of a cancellation but shall not otherwise be entitled to compensation or costs or damages arising from such a cancellation.

Postponement by OneStudy

Should it become necessary for OneStudy to postpone all or any part of a course, for any reason whatsoever then mutually agreeable date will be chosen on which to complete the course. OneStudy will not be liable for any costs incurred by the Customer or Delegate for such actions.

Cancellation by the Customer

Customers may cancel an In-house or Public course. The clauses below apply:

If you cancel your Public course booking the following will apply:

More than 14 days prior to start date = £100 cancellation fee and £50 to cover course pack if sent out

14-7 days prior to start date = 50% of total Course Fee

Less than 7 days prior to start date = 100% of total Course Fee

If you cancel your In-house course booking the following will apply:

More than 28 days prior to start date = No charge

28-14 days prior to start date = 50% of total Course Fee

Less than 14 days prior to start date = 100% of total Course Fee

Pre Course Packs already dispatched will be charged for.

Customer Rights of Transfer

Subject to availability, and provided full payment has been received, and OneStudy is informed at least 14 days prior to the course date, it may be possible to transfer to an alternative course date for which a course transfer fee of £50 will be charged.

Intellectual Property

Copyright and all intellectual property rights for all Course Materials shall remain the property of OneStudy or the training supplier to OneStudy responsible for developing that course. The Customer agrees not to reproduce, sell, hire or copy Course Materials (in whole or in part) and not to use such materials except for the purposes of post course reference.

The Customer warrants that they shall only use Course Materials for their own educational purposes and shall not, without OneStudy's prior written consent, copy, make available, retransmit, reproduce, sell disseminate, licence, distribute, publish, broadcast or otherwise circulate Course Materials (or any part of them) to any person other than in accordance with these Terms and Conditions. The Customer shall fully indemnify OneStudy in respect of any infringement of intellectual property rights arising as a result of their use of Course Materials in breach of these Terms and Conditions.

Force Majeure

OneStudy shall not be in breach of these Terms and Conditions if there is any total or partial failure of performance by it of its duties and obligations under this contract occasioned by any act of God, fire, act of government or state, war, civil commotion, insurrection, embargo, prevention from or hindrance from obtaining any raw materials or energy, sickness or other cause beyond its reasonable control.

OnePass

This scheme enables students who have failed their exam and who have attended a full tuition course for the subject in question to attend the revision tuition course at the next available sitting offered by OneStudy for free.

This offer is subject to availability.

The following conditions apply:

- The student must fully attend every tuition session on the full tuition course for the paper claimed under the OnePass scheme.
- The stipulated number of mock exams must be submitted by the student, by the dates given at the start of the course. The student must also attend the unseen mock (if applicable).
- The student must have achieved a minimum score of 30% on all mocks.
- The student must not have attempted more than three papers at any one sitting.
- The offer is strictly limited to one resit per student, per paper only.

Security

OneStudy takes no responsibility for Personal possessions and takes no responsibility for anything that is lost or stolen from its teaching venues.

Students are advised to keep valuables with them at all times.

Notices

Any notices required to be served by OneStudy under this Agreement will be deemed properly served if sent via prepaid postage to the postal address, or emailed to the email address notified by the student, at OneStudy discretion. It is the student's responsibility to update OneStudy of a change of address.

Limitation of Liability

The liability for OneStudy for direct losses arising out of their negligence (other than in respect of liability for death or personal injury), breach of contract or any other cause of action arising out of or in connection with this Agreement shall be limited to the cash receipts from the student (or employer) for the course or study materials.

OneStudy shall not be liable for any indirect or consequential loss whether arising from negligence, breach of contract or otherwise.

Warranty

OneStudy warrants that all Public and In-house Courses supplied hereunder will be conducted in a professional manner in accordance with generally recognised practices and standards.

OneStudy warrants that it will provide appropriately qualified and experienced instructor(s) to deliver OneStudy Public and In-house courses.

OneStudy warrants that it will not knowingly include any copyright material in its Course Material without a license or without the consent of the copyright owner.

OneStudy warrants that all personnel provided by OneStudy are employees of or contracted to OneStudy.

OneStudy Training warrants that study materials will be of satisfactory quality but does not warrant that study materials will be error free.

These warranties are provided in lieu of all other warranties express or implied which are hereby excluded to the fullest extent permitted by law.

Discounts

In the event that several discounts may apply to a course the Customer shall be entitled only to one discount, at OneStudy's discretion.

Data Protection

Customers agree that, in relation to information held from time to time, OneStudy may:

- Use the information to perform their obligations and enforce rights under these Terms and Conditions of Business.
- Use the information to inform Customers about courses, products or services which may be of interest to them.
- Use the information to inform Customers of feedback and exam results.
- Communicate with the Customer and Delegates regarding their progress, results and attendance.

Customers have the right to receive details of the personal information held by OneStudy. A fee of £20 will be payable.

In the event that Customers do not wish to receive correspondence from OneStudy, a written request should be sent to the registered office.

Validity

If any provision of these Terms and Conditions of Business is held to be invalid or unenforceable by any tribunal of competent jurisdiction, the remaining provisions shall not be affected and shall be carried out as closely as possible according to the original intent.

Applicable Law

These terms and conditions shall be interpreted, construed and enforced in accordance with Jersey law and shall be subject to the exclusive jurisdiction of the Jersey courts. These terms and conditions do not affect any statutory rights available to the Customer.

Change of address or other contact details

OneStudy must be notified in writing of any change in a student's contact details.

