

# PLCSA

PROFESSIONAL  
INFORMATION PACK

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](mailto:info@onestudytraining.co.uk)

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“ 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

“A superb way of learning”

- S** = **Small class sizes** give yourself a better chance of passing first time
- U** = **Unique** We have a ‘Mentoring with’ not ‘lecturing at’ approach - more fun, less scary!
- P** = **Professionals only** all our lecturers are professionally qualified and have a wealth of industry experience
- E** = **Excellent** previous pass rates
- R** = **Revision time** save on your study allowance by choosing the Onestudy method
- B** = **Be part of the new BUZZ**

## Employers

“The choice is simple”

- S** = **Significant cost savings** why suffer unnecessary significant lost chargeable time?
- I** = **Incentives** for block bookings
- M** = **Monitoring** feedback as you want it, when you want it, if you want it.
- P** = **OnePass Scheme** no pass, take the revision course again for **FREE**#
- L** = **Limited class sizes** increase your staff's chances of passing first time
- E** = **Ease your admin burden** let us show you how...

**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.

# Our Pass Rates

## Onestudy -V- ICSA Professional National Pass Rates

	ICSA Jun-09	Onestudy Jun-09	ICSA Nov-08	Onestudy Nov-08	ICSA Jun-08	Onestudy Jun-08
<b>Professional Programme: Part 1</b>						
Strategic & Operations Management	*	*	65%	80%	75%	*
Corporate Law	*	*	43%	83%	39%	87%
Financial Accounting	*	*	47%	100%	26%	60%
Management Accounting	*	*	23%	*	31%	*
<b>Professional Programme: Part 2</b>						
Corporate Administration	55%	80%	51%	100%	62%	100%
Corporate Secretaryship	39%	82%	51%	90%	53%	66%
Corporate Governance	42%	72%	24%	50%	35%	100% X
Corporate Financial Management	36%	92%	69%	*	54%	78%

\*Classes were not run by Onestudy for these sessions.

x Each student in Jersey was awarded an automatic pass, due to ICSA mislaying exam papers.

Want to know who  
our new tutors are?

Find us on our website

[www.onestudytraining.co.uk/tutors](http://www.onestudytraining.co.uk/tutors)



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# Comparative Chart

## ICSA Professional

Full tuition programme equivalent

	Lost working days out of the office		Total days tuition		Price £ (non GST)	
	Onestudy~	Leading Competitor*	Onestudy	Leading Competitor*	Onestudy	Leading Competitor*
<b>Professional: Part 1</b>						
Strategic Operational Management	3	6	5	6	695	695
Financial Accounting	3	9	7	9	850	865
Management Accounting	3	6	6	6	750	855
Corporate Law	2	6	5	6	695	750
<b>Professional: Part 2</b>						
Corporate Governance	2	6	5	6	695	695
Corporate Administration	2	6.5	5	6.5	695	695
Corporate Secretaryship	2	6	5	6	695	695
Corporate Financial Management	3	7	6	7	750	695
<b>Total</b>	<b>20</b>	<b>52.5</b>	<b>44</b>	<b>52.5</b>		

\*Based on published dates/costs for June 2010 diet and December 2009 diet.

~Onestudy utilise Saturdays to minimise time out of the office and for students to drastically save on study leave allowance.



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## Jersey Tuition Dates – June 2010 Diet

	Intro	Interim	Revision	Full Course No GST £	Revision Course No GST £	Full Course GST £	Revision Course GST £
<b>Professional Level 1</b>							
<b>P1 Company Law</b>	Next Season	Next Season	Next Season	-	-	-	-
<b>P1 Financial Accounting</b>	Next Season	Next Season	Next Season	-	-	-	-
<b>P1 Strategic &amp; Operations Management</b>	19,20 Mar	-	6,7,8 May	695	250	715.85	257.5
<b>P1 Management Accounting</b>	5,6 Mar	23,24 Apr	28,29 May	750	300	772.50	309
<b>Professional Level 2</b>							
<b>P2 Corporate Governance</b>	12,13 Mar	17 Apr	14,15 May	695	250	715.85	257.5
<b>P2 Corporate Administration</b>	Next Season	Next Season	Next Season	-	-	-	-
<b>P2 Corporate Secretaryship</b>	19, 20 Mar	10 Apr	19 (eve) & 20 (eve) May, 22 (day) May	695	250	715.85	257.5
<b>P2 Corporate Financial Management</b>	26,27 Feb	26,27 Mar	30 Apr, 1 May	750	300	772.50	309

Evening sessions - 5.15pm - 8.15pm

Day courses - 9.00am - 4.00pm

- Exam Week - 7-11 June 2010
- Results estimated: 16 August 2010
- ICSA - Website [www.icsa.org.uk](http://www.icsa.org.uk)
- Telephone +(44) 020 7580 4741



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### Student details

ICSA Registration Number

---

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

---

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#### 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](mailto: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 **ICSA** Professional/International Qualifying Scheme?

## 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**

## The International Qualifying Scheme /Professional programme

ICSA's International Qualifying Scheme (also referred to as the ICSA Professional Programme) is the broadest-based professional business qualification available, covering business, company law, corporate governance, management, finance/accounting, administration and company secretarial practice. Highly valued across the world, it defines you as an individual with the skills, leadership and vision to make a real difference to the success of your organisation.

### Designations

Once candidates have successfully completed the Professional Programme exams, they are automatically transferred to the grade of Graduate. After paying the Graduate fee, candidates can use the designatory letters 'GradICSA' after their name.

Once you have passed all examinations and satisfied the ICSA work experience and membership requirements you will be able to apply to become a Chartered Secretary. This means you will obtain full membership of the Institute and the right to use the designatory letters ACIS (Associate) and ultimately after a period of time FCIS (Fellow) after your name.

## Subjects / examinations within the Professional Programme

**There are 8 examinations, split into 2 modules:**

### Modules – Part 1

Corporate Law  
Financial Accounting  
Management Accounting  
Strategic and Operations Management

### Modules – Part 2

Corporate Administration  
Corporate Financial Management  
Corporate Governance  
Corporate Secretaryship

Onestudy aims to offer all subjects for every sitting. Those classes where we know from our existing student base that demand will be high are offered with set dates. Other subjects are offered subject to demand. Both are clearly noted as such on our timetables.

## ICSA Registration and exam entry deadlines

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

The cost per module for a UK/Channel Islands resident is £600 per exam. This registers you for the exam and buys you the study text, which will be sent to you directly by ICSA.

**Tip - Try to register at least 28 days before the start of your course, as this is the time ICSA take to deliver the study text to you.**

For further information on ICSA fees, please refer to their website for details.

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 - June each year	1 April of same year
Winter - December each year	1 October of same 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.

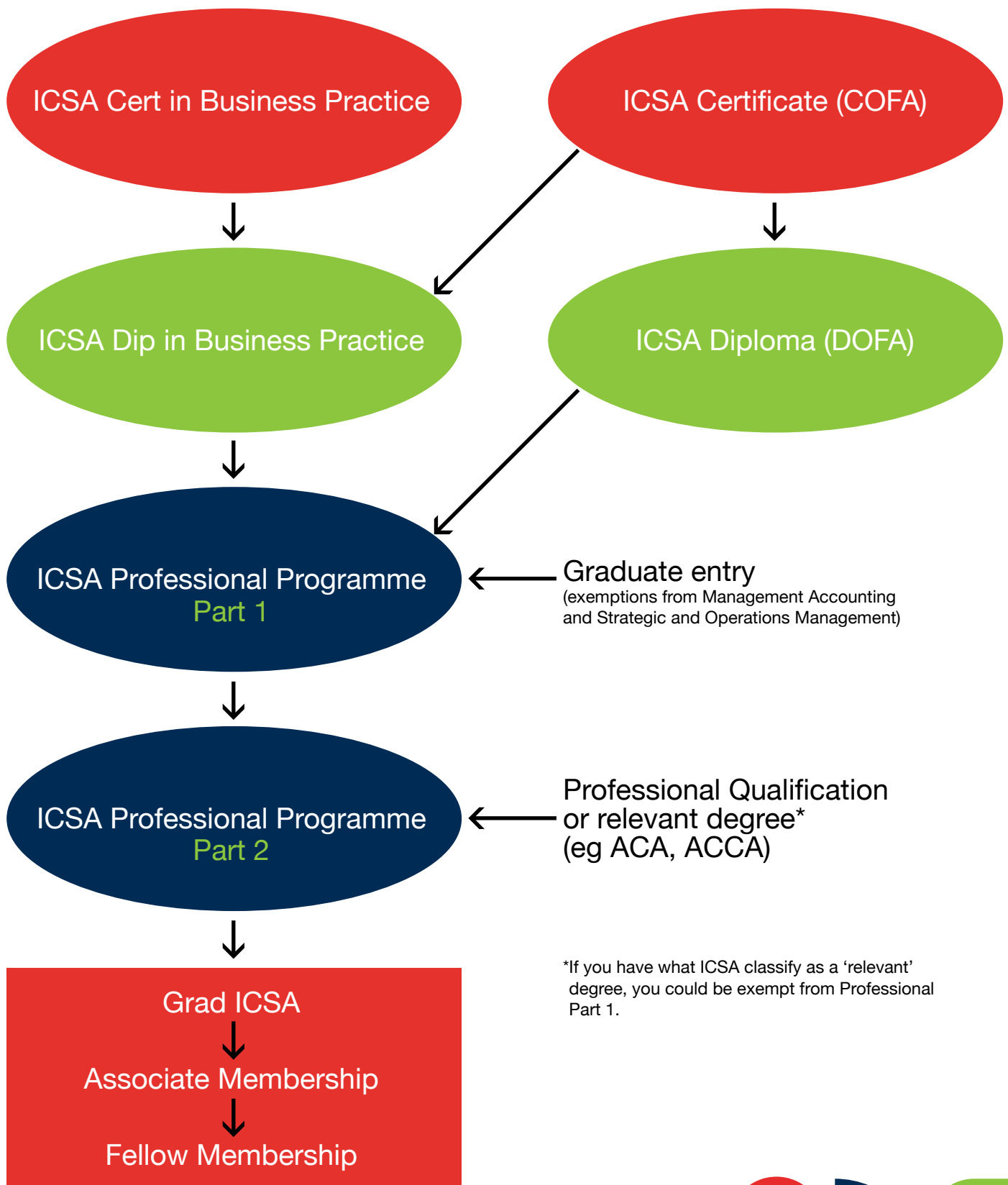
## Registering as a student of Onestudy

Please see the section 'Studying with onestudy'

# Route to **obtaining** the qualification

## ONSHORE ROUTE

## OFFSHORE ROUTE



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



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# Attendance on a Onestudy ICSA professional 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.

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

We have allocated a number of our full day course dates as a Saturday in order to assist the employer with resources and to help the student to retain any student leave for the exam week.

## 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 three options:

Download enrolment form and email or post to Onestudy at the address below.

Enrol on the web-site and choose the option called Request an invoice, Onestudy will then invoice you separately.

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](mailto:info@onestudytraining.co.uk)

Phone: 01534 729729

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

Website: [www.onestudytraining.co.uk](http://www.onestudytraining.co.uk)



A different approach to teaching.  
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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's 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.

