



What will be the title of my award ?

The title of the Award depends on the level:-

First Level – Certificate in Corporate Administration

Second Level – Professional Diploma in Corporate Administration

Third Level – International Qualifying Scheme

Who is responsible to provide me with my award?

ICSA / MAICSA?

Is my award recognized by the Malaysian government ?

Yes it is recognized by the Malaysian Government and the Lembaga Akreditasi Nasional

What areas of specialization in business can I elect to study for?

There are no specializations.

How many subjects will I have to study to get this award?

First Level – 7 subjects

Second Level – 8 subjects

Third Level – 8 subjects

What prerequisite qualification is needed for me to enroll into this program?

First Level (CCA)

Candidates with minimum entry requirements:-

- 2 SPM credit (including credit in English)

Mature entry candidates:-

- Minimum 21yrs of age
- Relevant working experience or a letter of recommendation from recognized bodies



- Relevant working experience or a letter of recommendation from recognized bodies

Second Level (PDCA)

Candidates with minimum entry requirements:-

- 2 STPM or A level passes; or
- Certificate in Corporate Administration; or
- Matriculation/Pre-U Certificates; or
- Recognized Diplomas/Advance Diplomas or

Mature entry candidates

- Minimum 21yrs of age
- Relevant working experience or a letter of recommendation from recognized bodies

Third Level (IQS)

PART 1

- Candidates who have completed the PDCA programme.
- Non-related degree holders.
- Advanced Diploma holders (recognized equivalent to degree)

PART 2

- Candidates who have completed the professional Part 1
- Related degree holder
- Holders of Chartered accountancy professional qualifications

Is there a age requirement to follow this program?

Depends on the level and qualification obtained by the students.

What is the shortest time for me to graduate with this award?

Each level will take minimum of 1 year to complete.

What is the maximum time I can take to graduate and get this award?

Students will have to renew their membership with MAICSA on yearly basis. After which, as an active member, they can continue with the course.

When can I register onto the program ?



The intake dates are in January/February & August/September every year.

Can I do this qualification in all ATC Campuses?

This program is run at ATC College Kuala Lumpur & Penang.

Will I get any additional local awards?

Internal transcript will not be issued to students.

Can I study on a part-time basis ?

The study mode is only on a part-time basis, full-time classes are not offered.

What types of assessments will I be faced with over the length of study ?

There is a combination of individual assignments & final exams in certain modules.

Do I have to pay exam fees ?

Exam fees are payable to MAICSA:-

Basic Entry Fee – RM 150

Fee Per Subject

- CCA – RM 80
- PDCA – RM 100
- IQS – RM 200

Will I have to pay a fee if I fail an exam or mode of assessment?

Fees are as above.

When can I clear my pending papers ?

Students can elect to actually re-sit pending papers after the ending semester or sit for it again while the module runs again.

What is the typical number of assessments in a given module ?



Only one assessment will be given to student for each module.

Can I get exemptions on previous studies?

Yes, but the subject matter is based on the approval from MAICSA.

Can I get certification if I stop mid stream in the program?

Certification will not be given for students who stop at mid stream, however a transcript will be issued for the accomplished modules.

What is the fees for this program ?

The student can elect to pay either by per-subject, installment or full payment. The tuition fee schedule is

- Per subject RM 750
- Full payment is RM 3,000 for each part.

Students are also required to pay registration fees of RM 300, Resource Fees RM 300, Insurance RM 40, Caution Fees RM 250 (refundable) and LAN subjects RM 200.

Do I need to pay external registration fees ?

External fee is per MAICSA's schedule.

Can I get financial assistance to help me with my payments ?

Students are entitled to apply for PTPTN loans in following the program. To apply for this facility, Students are required to have at least 3 credits at S.P.M and of financial need. PTPTN is only applicable to full time study to Malaysian citizens. EPF loans are also available for students to apply. The forms can be obtained from the front desk and the counselors in the center can actually brief the students to apply. For more information, students can actually obtain it from the PTPTN official website as follows:-

<http://www.ptptn.gov.my/>

RHB also offers study loans if there are full-time or part-time courses approved by the Ministry of Education, Jabatan Pentadbiran Awam when applying for the RHB Study Loan, both for local or overseas education. Students have to jointly apply with their parents, brother, sister, spouse or children.



For more information on applying for this loan, students can refer to the website as given below where the application could be initiated. The website is as follows:-

http://www.rhbbank.com.my/personal/services/loan/study_loan.shtm

The processing time is dependent on the information and documentation given by the students and applicants. Please check with the banks for estimated processing times.

How often would I have to come to the college ?

Students are required to come in on an **average of 3-4 days** in a week and spend an average of 4 hours in a day. However this is dependent on semesters and modules running.

Will I be given any study materials?

Students are required to pay RM 200 if they want college to print the study manuals for them. They are only issued a subject guide to guide them through the program of study.

What sort of career am I able to go into?

As a chartered secretary, students can become Tax Agents, Compliance Officer, Management consultant, Corporate Manager, Corporate Administrator, Company Secretary, Human Resource Manager, Chief Corporate Advisor.

Will the college help me get a job after I complete the program?

Currently there are no formal placements given to students on the program of study. This however is being revised and new information will follow once it is confirmed

Who can give me more information on this program of study?

For more information or clarification on this information please contact:

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Institute of Chartered Secretaries Administrators FAQ

Or;

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(Program Manager, School of Business & Management)

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