

As a truly international provider of professional maritime training, the Institute of Chartered Shipbrokers offers an unrivalled learning experience.

The ICS offers a suite of programmes from one-day introductory courses right through to professional qualifying examinations leading to membership.

While ICS maritime induction courses offer a tailored introduction to the maritime world for back office staff and industry newcomers, ICS diplomas allow specialism in a number of different areas, including ship operations, tanker chartering, port agency, shipping law and insurance.

At the next learning level, ICS professional examinations represent the route to Chartered status, allowing individuals to join the ICS' international network of brokers, forwarders, agents, insurers, lawyers and other shipping service providers.

Chartered Shipbroker status commands respect, demonstrating a commitment to lifelong learning. It also opens the doorway to an established and worldwide network within the shipping industry.

Wherever you are in the world, find the right ICS professional maritime development option for you and contact the ICS to start your learning journey today.



What can I study?

At the core of the Institute's programme of education is a syllabus which covers 16 key subject areas across the industry, each of which is assessed annually by examination. The subjects are placed in groups, listed below:

- | | |
|----------------|--|
| Group 1 | Compulsory
Introduction to Shipping
Legal Principles of Shipping Business
Economics of Sea Transport and International Trade
Shipping Business (Compulsory in the first year of PQE study) |
| Group 2 | Dry Cargo Chartering
Ship Operations and Management
Ship Sale and Purchase
Tanker Chartering
Liner Trades
Port Agency
Logistics and Multi-modal Transport
Port and Terminal Management
Offshore Support Industry |
| Group 3 | Shipping Law
Marine Insurance
Shipping Finance |

The Group 1 subjects form the compulsory components of the Institute's qualifications, as they cover the essential aspects of the maritime industry.

What qualifications are available?

A good starting point if you are new to the industry is the **Foundation Diploma**. The Foundation Diploma consists of the compulsory subject **Introduction to Shipping** and **one more subject chosen from Group 2**.

For those with more experience, and as a first stepping stone towards membership, the **Advanced Diploma** is available. Again this consists of two subjects, **Shipping Business** which is compulsory along with **one further subject chosen from Group 2**.

To pass the Foundation Diploma or Advanced Diploma, you must study both subjects and take the examinations in the same year.

Finally the ICS offers the **Professional Qualifying Examinations (PQE)** which are the gateway to membership. To be eligible for membership you must pass **all four** of the compulsory subject examinations, along with **any three of the optional subjects** (seven subjects in total).

The Institute's examinations and qualifications are designed to be broadly comparable with degree-level standard, to give you an idea of the depth of study and quality of work required. The examinations are offered annually during a two-week period in April.

All of our Examiners and Assessors are, or have been, practising professionals in the subject areas they examine, so you can be reassured that our assessments are relevant and up-to-date.



Serdar Ayirtman
CEO – Catoni Transport
Division

"The ICS is an organisation that distinguishes its members from others in the maritime industry through its level of standards, which govern the way to conduct business.

Membership of the ICS is far beyond being part of a network; it furnishes a professional with excellent, in-depth knowledge about shipping, which enables him or her to stand tall with an outstanding qualification."

Where do I start?

Do you want a qualification via examination?

No

✓ Try the
Maritime World Explained
one-day course

Maritime World Explained is an interactive and engaging look at the maritime sector and is ideal for those who are new to the industry, or who work in roles that support activity within the maritime sector

✓ or Understanding
Shipping
nine-month programme

Understanding Shipping is a nine month programme, ideal for staff who are new to the industry and would like to build a wider understanding of ships, shipping and the context of the commercial industry

Yes

Are you new to the industry?

Yes

✓ Sign up for the
Foundation
Diploma

The Foundation Diploma is ideal for people with little industry experience, but who would like to gain practical knowledge and understanding of the industry

1 Compulsory paper

- Introduction to Shipping

+ 1 subject from this list

- Dry Cargo Chartering
- Ship Operations and Management
- Ship Sale and Purchase
- Tanker Chartering
- Liner Trades
- Port Agency
- Logistics and Multi-modal Transport
- Port and Terminal Management
- Offshore Support Industry

No

Do you have any prior qualifications?
It may be possible for you to be granted exemptions

No

✓ Sign up for the
Advanced Diploma

The Advanced Diploma is designed as a stepping stone into the Professional Qualifying Examinations and suits those who have some industry knowledge, possibly gained through some time working in the industry

1 Compulsory paper

- Shipping Business

+ 1 subject from this list

- Dry Cargo Chartering
- Ship Operations and Management
- Ship Sale and Purchase
- Tanker Chartering
- Liner Trades
- Port Agency
- Logistics and Multi-modal Transport
- Port and Terminal Management
- Offshore Support Industry

Yes

✓ Sign up for the
Professional Qualifying
Examinations

Professional Qualifying Examinations consists of seven examinations which must be taken over five years. Shipping Business must be taken in the first year, and students can then pick and choose how many subjects to take each year. Once PQEs have been completed a student is eligible for membership of the Institute

4 Compulsory papers

- Introduction to Shipping
- Legal Principles of Shipping Business
- Economics of Sea Transport and International Trade
- Shipping Business

+ 3 subjects from this list

- Dry Cargo Chartering
- Ship Operations and Management
- Ship Sale and Purchase
- Tanker Chartering
- Liner Trades
- Port Agency
- Logistics and Multi-modal Transport
- Port and Terminal Management
- Offshore Support Industry
- Shipping Law
- Marine Insurance
- Shipping Finance



ICS PREP Revision Course

Comments from students who have attended PREP, the Institute's three day residential course:

"A very worthwhile weekend and I would recommend it to others who are studying in the future."

"I thought the PREP weekend was very useful, well organised and enjoyable."

"I had very high expectations to begin with – and they were met!"

Exemptions

If you have previously studied in the maritime industry, it may be that you qualify for exemptions from one or more of the Institute's examinations. For example, if you have a relevant degree or Masters qualification, you may qualify for up to a maximum of four exemptions – meaning that you would have to study only three further subjects and pass the exams in order to qualify for membership.

The Institute has a process for checking exemptions before you embark on your studies. We hold a large database of qualifications that have already been checked, otherwise details of your course (including certificates and subjects studied) are checked by an industry professional to decide whether exemptions are appropriate. Either way, you can start your studies knowing exactly where you stand.

Note that exemptions only apply to the PQE Membership qualification, they cannot be counted towards the Foundation or Advanced Diploma.

How can I register for the exams?

Once you've confirmed your exemptions and chosen the subjects you want to study, you need to register with the Institute and enter for the exams you wish to take. You will need to register every year you take examinations. Registration and entry close every year in mid-February and, from 2012, there is a discount on exam entries if you enter before January.

How can I study?

We are aware that different people like to study in different ways. What you can commit to will depend on your location, chosen method of study, work commitments etc. Typically a student would tackle two subjects a year, although it's possible to do as much or as little as you wish. The Diplomas must be completed in one year, but it usually takes around three years to qualify for Institute membership.

ICS Course Books

Each subject area is supported by a course book, written by an industry expert. Each book provides specialist background to the subject area. Of course the books are a valuable 'stand-alone' resource, but most students use them as essential preparation for the examinations. The content of the course books is updated on a regular basis to make sure it accurately reflects latest developments in the specialist industry area.

Tutorship

Tutorship is the ICS's own distance learning programme. Enrolment in Tutorship gives you access to ICS approved specialist tutors to guide and support you through your studies. If you enrol on a Tutorship course, you will automatically receive the latest course book.

ICS PREP Course

Every year the Institute holds an intensive three day residential revision course in the UK known as PREP. The weekend is scheduled in March, about a month before the exams. It's a popular event which sells out every year. PREP includes lectures delivered by ICS tutors; a mock exam; accommodation; all meals and networking events and opportunities.



The Institute Worldwide

Wherever you are in the world, you can access all of the information in this leaflet by logging on to the ICS website at www.ics.org.uk

The Institute has a network of international Branches. If you have access to a local Branch, you can get more information, register and enter for exams, and apply for membership via your Branch. The network of Branches and contact details is available online at www.ics.org.uk/about-us/international-network

All Branches offer exams annually in April, so you can take your exams in a location convenient for you – and every year the ICS sets up additional exam centres, subject to student demand and location, all around the globe.

The ICS has a network of international Distance Learning Centres (DLCs), through which you can enrol for Tutorship. Some DLCs also organise other training courses, revision events, seminars and networking opportunities for local students. Contact your local DLC by logging onto: www.ics.org.uk/about-us/international-network/distance-learning-centres

Contact us

For further information, please go to our website at www.ics.org.uk

Our Customer Support Advisers will also be very glad to discuss your options: please contact them by email at enquiries@ics.org.uk or call the office on +44 (0)20 7623 1111