



## THE INSTITUTE OF CHARTERED SHIPBROKERS

FOUNDED 1911: INCORPORATED BY ROYAL CHARTER 21 JANUARY 1920  
MEMBER OF FEDERATION OF NATIONAL ASSOCIATION OF SHIPBROKERS AND AGENTS

*TutorShip is ICS' own distance learning programme covering its syllabus and preparing students to take the Professional Qualifying Examinations (PQE) or the Professional Qualifying Examination. The courses are designed to meet the needs of personnel in all spheres of the shipping profession providing not only the necessary preparation for the ICS exams but also giving students an opportunity to broaden their understanding of the industry and develop career potential. TutorShip is accredited and monitored by the Open and Distance Learning Council and all courses are written by specialists in their field and updated regularly.*

### Professional Qualifying Examination – Overview

The Qualifying Examination provides a thorough understanding of shipping business for the ambitious professional, leading to membership with the ICS.

The Qualifying Examinations (PQE) is made up of 14 subjects split into 3 groups.

#### 1) Course Requirements

- Students have to sit for and pass **7 subjects** to complete the course.
- Student must sit **3 Subjects in the first Exam Entry** to achieve PQE.
- **Shipping Business** is **compulsory in the first attempt** at PQE Examinations.
- The PQE must be sat within **5 Years** of sit your first Exam
- To achieve PQE, candidates must Pass, or gain an Exemption from:

All Group 1 subjects  
Plus 3 others from either Group 2 or 3

**Syllabus:** Visit <http://www.ics.org.uk/html/syllabus.htm>

Candidates may select the following options in respect to Groups 2 and 3	<b>Group 2</b>	<b>Group 3</b>
<b>Option A</b>	<b>Two Subjects</b>	<b>One Subject</b>
<b>Option B</b>	<b>Three Subjects</b>	<b>-</b>
<b>Option C</b>	<b>One Subject</b>	<b>Two subjects</b>

<b>Group 1</b>	<b>Group 2</b>	<b>Group 3</b>
<b>\$ 670 AUD per subject</b> <b>\$ 773 NZ per subject</b>	<b>\$ 725 AUD per subject</b> <b>\$ 837 NZ per subject</b>	<b>\$ 725 AUD per subject</b> <b>\$ 837 NZ per subject</b>
Introduction to Shipping Legal Principles in Shipping Business Economics of Sea Transport & International Trade Shipping Business (compulsory in first year)	Dry Cargo Chartering Ship Operations & Management Ship Sale & Purchase Tanker Chartering Liner Trades Port Agency Logistics & Multi-modal Transport Port and Terminal Management	Shipping Law Marine Insurance Financial & Management Accounting

## 2) Course Rules

The Institute allows a student 5 years from the date when they first sit for any of the PQE papers, to complete all subjects required for qualification.

However, in the first year, they must attempt at least 3 subjects, including the compulsory subject, Shipping Business.

After the first year, students may attempt as many subjects as they wish at each sitting but they must pass the seven subjects within the five-year period. If they fail a particular subject, it is required to be retaken at a later date.

## 3) Method of Study

PQE can be studied through **DLC TutorShip** distance learning centres worldwide or ICS in London or via **DLC Coracle**. This is an online study option specifically for student that they are travelling frequently. See the TutorShip section for a full explanation of ICS' distance learning programme. The Tutorship option allows you the benefit of frequent communication with your local branch and to participant in local branch events.

## 4) Applying to be a student – DLC Tutorship

Visit the ICS U.K Website to view each subject in the ICS Syllabus  
<http://www.ics.org.uk/html/syllabus.htm>

### a) If you are a new student

#### i) Exemptions

Students are eligible to apply for up to 4 Exemptions except Shipping Business which is

compulsory in the first year.

Subject Exemptions attract a fee: See Appendix 1

### **I think I might be eligible for subject Exemption**

See: PQE\_Professional Qualifying Examination\_Subject Exemption Form.doc

- Please complete the PQE Subject Exemption form before enrolling.
- Forward to the ICS ANZ Branch Office along with Evidence of qualifications in the form of certificates will be required to support any application and transcripts may be requested for clarification.

The ICS ANZ Branch will sent your application for subject exemption for approval on your behalf ICS London on your behalf.

### **I am not eligible for subject Exemption**

**Go to: 5.a enrolling**

If you are enrolling into the PQE for the first time, please ensure that you have read the 'Course Requirements'.

## **5) If you are an Existing Student**

### **a) Enrolling**



QE TUTORSHIP  
ENROLEMENT FORM :

**The Professional Qualifying Examination exams take place in April every year at specified centres worldwide.**

**Candidates must complete two forms to enrol into the Professional Qualifying Examination:**

## b) Annual Registration Form



QE REGISTRATION  
FORM 2010.doc

Students must Register in the first year of sitting exams and every year subsequently year to complete the PQE.

- **Annual Registration Calendar Year:** April 1<sup>st</sup> thru December 10<sup>th</sup> (ICS Aust/NZ Branch)
- Students that enrol After December of a Registration Year will be enrolled in the next Registration Calendar Year and Exam Year.

## c) Examination Entry Form:



QE ENTRY FORM  
2010 doc.doc

Students must complete this Form to register to sit an Exam

<p><b>Annual Registration and Exam Entry Forms must be received by: ICS Aust/NZ Branch – 10<sup>th</sup> December with all payment received by 20<sup>th</sup> December</b></p>
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## 6) Invoicing and Payment

The ICS ANZ Branch Office will forward invoices for payment shortly after receiving enrolment forms.

Course subject textbooks will be issued on receipt of payment.

Confirmation of your Enrolment will be sent via email; additionally you will be advised of allocated Tutors, to assist your studies towards completing the Professional Qualifying Examination

See: Appendix 1 - Course Fees and Payment Options.

## 7) Examination Withdrawal

**Examination Withdrawal – Direct to London by completing a Compassionate Consideration Procedure Form. Available on request from [examinations@ics.org.uk](mailto:examinations@ics.org.uk)**

## 8) Examination Centres

Simply identify your Capital City – The ICSANZ branch will do its best to accommodate our regional DLC Student

Candidates can select on the examination entry form submitted to ICS in London to take the examination in the UK or at any of the designated examination centres worldwide. See the section on Designated Examination Centres in the Examination section of the website for details of the current exam centres. It is possible, at an extra fee, to sit at a non-designated centre. Please notify the ICS AU/NZ by the September 1<sup>st</sup> prior to the year commencing entering to sit examinations. Please visit the ICS UK website to view the full list of designation examination centres.

If you are thinking of sitting exams in 2010 now is an excellent time to enroll. Once all registration and enrolment procedures are completed and fees paid, you will be sent text books and assigned a tutor for each subject.

If you would like to discuss your options, please don't hesitate to contact me at our Branch office in Melbourne on 03 9895 4482 or by email – [ics-anz@pams.org.au](mailto:ics-anz@pams.org.au)

## Appendix 1

### Tutorship – Fee Schedule

<b>Foundation Diploma</b>	<b>AUD\$1080</b>	<b>NZD\$1246</b>
Annual Registration Fee	AUD\$125	NZD\$144
Examination Entry Fee	AUD\$130 (one fee for two subjects)	NZD\$150
<b>Professional Qualifying Examination subjects</b>		
<b>Group 1 Subjects</b>	<b>AUD\$670 per subject</b>	<b>NZD\$773</b>
	Introduction to Shipping	
	Legal Principles in Shipping Business	
	Economics of Sea Transport and International Trade	
	Shipping Business	
<b>Group 2 Subjects</b>	<b>AUD\$725 per subject</b>	<b>NZD\$837</b>
	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	
<b>Group 3 Subjects</b>	<b>AUD\$725 per subject</b>	<b>NZD\$837</b>
	Shipping Law	
	Marine Insurance	
	Financial and Management Accounting	
	Fundamentals of Finance	
<b>Annual Student Registration Fee for the Qualifying Examinations</b>	<b>AUD\$125</b>	<b>NZD\$144</b>
<b>Examination Entry Fee per subject</b>	<b>AUD\$80</b>	<b>NZD\$92</b>
<b>Exemption Fee</b>	<b>AUD\$125 per subject</b>	<b>NZD\$144</b>
<b>Understanding Shipping</b>	<b>NZD\$990</b>	
A 9 month, 9 lesson distance learning course administered & tutored through the NZ Chapter. For information and payment please contact icsanz@icsanz.com	Ships and Trades; The Business and the Participants; Bills of Lading; Port Agency; Bulk Carrier and Tanker Documentation; Liner Agency Documentation; Chartering; Ports and Cargoes; Ship Management and Operation	

## **Enrolment and Payment Options for Tutorship**

**All completed forms to be forwarded to: Institute of Chartered Shipbrokers Australia / New Zealand Branch Inc**

**Post: PO Box 193, Surrey Hills, VIC, 3127 Australia.**

**Fax: +61 3 9898 0249**

**Email: [ics-anz@pams.org.au](mailto:ics-anz@pams.org.au)**

### **Payment**

#### **Australia**

**Direct Transfer: To Institute of Chartered Shipbrokers Aust/NZ Branch at Westpac Bank – BSB 032-002: Account No. 236136. Please quote your Last Name.**

#### **Cheque:**

Make cheques payable to Institute of Chartered Shipbrokers (Aust/NZ) and post to PO Box 193, Surrey Hills, VIC, 3127, Australia.

### **Enquiries:**

**Sophie Carson, ICS Aust/NZ Branch, PO Box 193, Surrey Hills, VIC, 3127 Australia.**

**Tel: +61 3 9895 4482; Fax: +61 3 9898 0249; Email: [ics-anz@pams.org.au](mailto:ics-anz@pams.org.au)**