

## **Frequently Asked Questions (FAQs) on ICA Short Courses**

### **1. Which ICA course should I take?**

A:

- **ICA Certificates:** Suitable for those with no prior experience or who are looking to upskill.
- **ICA Specialist Certificates:** Designed for those looking for focused yet accessible knowledge in specific areas of risk.

### **2. What are the entry requirements to pursue the ICA Short Courses?**

A: There are no formal entry requirements. While prior subject matter knowledge is useful, it is not essential. AICB membership is not required for enrolment in these short courses.

### **3. Are the short courses self-paced and are virtual workshops offered?**

A: The short courses are self-led and do not include virtual workshops, allowing participants to learn at their own pace.

### **4. How do I access my course materials?**

A: Course materials are accessible via the [ICA Learning Hub](#). View the video on how to access the materials [here](#).

### **5. How many intakes are there per year for the short courses?**

A: There are 12 intakes per year for the short courses, with the closing date being the 15th of the month prior to each intake.

### **6. What are the recommended study times for each course?**

A: We recommend approximately 2–4 hours of study time per week over the two-month duration of the course, depending on your experience. We also recommend allocating additional study time before any assessments.

### **7. Can I defer my studies to another intake?**

A: Due to the duration of the course, it is not possible to defer your studies to another intake. You are advised to plan your schedule and only enrol for the course when you are ready.

### **8. Is there a time limit to complete the short courses?**

A: Yes, candidates must complete the short courses within two months of the commencement date.

**9. How long will it take to complete my Certificate/Specialist Certificate course and how is it assessed?**

A: These courses can be completed in as little as 4 weeks, but you will have access to the course for up to 2 months. The courses are assessed by a one-hour online multiple-choice exam consisting of 25 questions.

**10. How do I sit for my exam?**

A: You may sit for your exam by logging into the ICA Learning Hub: <https://www.int-comp.org/>.

**11. What are the overall grade boundaries for my course?**

A: For Certificate and Specialist Certificate courses:

- a) Distinction: 90% – 100%
- b) Merit: 80% – 89%
- c) Pass: 70% – 79%
- d) Fail: 69% and below

**12. When will I receive my certificate upon completion of ICA short course?**

A: You can instantly download your certificate from the 'Multiple Choice Assessment' section of the Learning Hub after successfully completing the assessment.

**13. Can I claim the course fee from HRD Corp via HRDC Claimable Course?**

A: ICA short courses are claimable under the On-the-Job Training (OJT) Scheme through HRD Corp.