As a truly international provider of professional maritime training, the Institute of Chartered Shipbrokers offers an unrivalled programme of education and qualification.

The Institute offers one-day introductory courses leading to professional qualifying examinations leading to membership and chartered status.

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

At the highest level, the Institute of Chartered Shipbrokers’ professional qualifying examinations represent the route to membership, allowing individuals to join the Institute’s international network of brokers, forwarders, agents, insurers, lawyers and other shipping service providers. Membership 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 Institute of Chartered Shipbrokers’ professional maritime development option for you and contact the Institute to start your journey today.

What can I study?

**Group One Compulsory**
- Introduction to Shipping
- Legal Principles of Shipping Business
- Economics of Sea Transport and International Trade
- Shipping Business

The group one subjects form the compulsory components of the Institute’s qualifications, as they cover the core aspects of the maritime industry.

**Group Two Specialisms**
- 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

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 two groups.
WHAT QUALIFICATIONS ARE AVAILABLE?

FOUNDATION DIPLOMA*
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 a specialism subject chosen from group two.

ADVANCED DIPLOMA*
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 a specialism chosen from group two.

PROFESSIONAL QUALIFYING EXAMINATION
Finally, the Institute of Chartered Shipbrokers offers the Professional Qualifying Examinations (PQE) which is 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 specialism subjects (seven subjects in total).

* To achieve the Foundation Diploma or Advanced Diploma, candidates must pass both subjects within the same exam session.
** We do expect our students to complete their Professional Qualifying Exams within a period of five years.
Any subjects passed for a diploma can form part of your PQE portfolio.

HOW CAN I REGISTER FOR THE EXAMS?
Once you have chosen the subjects you want to study, you will need to register as a student with the Institute online at www.shipbrokers.org.

Through your online account, you can register for your exams and choose your preferred study method - such as TutorShip as well as purchase the Institute’s books. You can also request exemptions if you have a qualifying maritime degree or relevant work experience.

The Institute’s examination sessions are usually offered twice per academic year: in November and April.

WHERE CAN I STUDY?

BRANCHES
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.

INSTITUTE TEACHING CENTRES
The Institute of Chartered Shipbrokers also has a network of international Institute Teaching Centres (ITCs). ITCs also organise other training courses, revision events, seminars and networking opportunities for local students.

NOVEMBER EXAM CENTRES
For the November session, the Institute organises exams in all branches around the world.

APRIL EXAM CENTRES
For the April exam session, in addition to all branches, the Institute sets up extra exam centres, subject to student demand and location, globally.
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 and work commitments. With two exam sessions available per academic year, the Institute offers flexibility with your studies.

The Institute’s TutorShip distance learning courses are specifically designed for those sitting the Institute of Chartered Shipbrokers’ professional qualifying exams and diplomas.

You can enrol for TutorShip via the London head office, your local branch or Institute Teaching Centre, where available.

For more information please visit our website at the dedicated page: www.ics.org.uk/learning/tutorship

The Institute’s books are an essential resource for exam preparation as they have been developed specifically for each subject area.

The books are unique in that they have been written by professionals for professionals in the shipping industry.

They now undergo a periodic review where they are peer reviewed, revised and updated by professionals in their particular discipline.

PREP offers a study experience tailored specifically towards preparation for the exams, open to all students irrespective of their method of study.

Global shipping industry practitioners provide students with an intensive, interactive and highly motivating study experience.

The Institute’s revision course is now held twice a year in the UK.

The PREP weekend offers:

- lectures;
- mock exam;
- networking opportunities.

Some branches and Institute Teaching Centres offer PREP locally.

If you have a maritime related degree or work experience in the maritime industry, it may be that you qualify for exemptions from one or more of the Institute’s examinations. Exemptions are granted on degree level qualifications which are closely related to the Institute’s syllabus and which have been approved by our Education and Training Committee. This committee reviews the list each year and qualifications are added or removed.

An exemption for Introduction to Shipping is offered to candidates who have been working in the shipping industry for over two years.

The Singapore ITC tutorship programme is available for students who are taking:

- Foundation Diploma
- Advanced Diploma
- PQE

For more info on the local support available to students please contact the branch directly at: info@ics.org.sg
The TutorShip option

TutorShip is a flexible study option that fits around your work and home life. It is an accessible and international form of study that moves and works with you in a structured format with the personal support of an industry expert.

The Institute’s TutorShip distance learning courses are specifically designed for those sitting the Institute of Chartered Shipbrokers’ professional qualifying exams and diplomas. Although TutorShip provides the preparation needed for the Institute’s examinations, it also gives students the opportunity to broaden their understanding of the industry and widen their career prospects.

You can enrol for TutorShip via the London head office, your local branch or Institute Teaching Centre, where available. All tutors are approved by the Institute’s head office and are specialists in their respective field.

Once enrolled in TutorShip, you will receive a welcome pack which includes the latest coursebook, workbook and other useful resources. You will be allocated a personal tutor to answer your questions and guide you through your studies. A mock exam and assignments related to each chapter of the coursebook can be submitted to the relevant tutor for marking and feedback.

“What can I say, TutorShip was fantastic. I would recommend it to anyone, good information, great teachers, good friends and great times”

Former Student - BHP Billiton Marketing BV

“I chose TutorShip, the Institute’s distance learning course, because I wanted assistance and direction, to be able to ask questions and to understand what level I was working at. Handing in essays and receiving marks and comments meant that I knew throughout the course the areas that I was struggling with and therefore needed to concentrate on.

Having a tutor responding and encouraging me helped keep me motivated and on track. My TutorShip experience was invaluable in helping me study and pass my exams”

Former Student - MSC (UK)