



# CHARTALL BUSINESS COLLEGE

## Accounting Technician Certification

NQF 3  
NQF 4  
NQF 5



Inspiring

people • potential • purpose

### **Purpose of the qualification**

The Accounting Technician Certification is aimed at facilitating the Finance and Accounting career of the learner and setting them on the path to career growth and improved competence. This qualification is practical, work-based learning. The knowledge and skills acquired can immediately be applied in the work place.

### **Entry requirements:**

No formal qualification is required for this qualification. However, for new learners, a Grade 12 is preferable. The learner must be numerate and able to complete formal assessments in English.

### **Delivery methodology**

Training is suited to all skills levels, from clerical staff to professional Accountants. There are 3 qualification levels, each comprising a separate and full qualification.

The level at which the learner begins is dependent on their competence level, work experience and former qualifications. The learner, together with the one of Chartall Business College's skilled facilitators, will decide which qualification level is appropriate for the learner.

The courses are offered in paper-based format for local government and public sector clients and computer-based format for corporate clients. Learners will be required to complete assignments.

The qualifications are registered learnerships, which qualify the sponsoring employer for a tax deduction as well as SETA incentives. The duration of the training will depend on the qualification level. The training is scheduled to suit the employer's requirements and time frames.

The duration of the learnerships range from 1 year for the NQF level 3 and 4, to 18 months for the NQF level 5 qualification.

### Flexibility

Chartall Business College believes in flexibility. We have an in-house team of professionals who are able to customise the training curriculum to the needs of your organisation. In addition, we ensure that the content of the qualification does not conflict with the training, values and procedures prescribed by your company. This ensures complete alignment of standard operating procedures and learning content.

### Support

Learners will have access to additional support during and following the learnership process. Each learner will have access to assistance via email, as well as access to a tutor who is able to provide extra assistance should the need arise. This tutor support can be used to assist learners who are not progressing at the same pace as the rest of the class or it could be used to catch up staff who miss sessions due to illness or annual leave.

### Administration:

Chartall Business College will assist you to manage the administration associated with a nationally registered learnership. We will assist with SETA contracting, learnership preparation, briefing of workplace coaches and the SETA reporting.

### Qualifications:

| Certificate: Accounting Technician NQF Level 3 (SAQA ID: 73710) 20 days |  |
|---|--|
| Basic Accounting I (BAI)  | Principles of recording & processing financial transactions.<br>Preparing & recording financial documentation.<br>Processing ledger transactions and extracting a trial balance. |
| Basic Accounting II (BAII)  | Maintaining and reconciling the cash book.<br>Banking procedures.<br>Maintaining petty cash records.<br>Maintaining the journal.<br>Maintaining control accounts                 |
| Work effectively in Accounting and Finance (WEAF)                       | Work effectively in accounting and finance.  |
| Basic Costing (BCCG)  | Basic principles of costing.<br>Provide basic cost and revenue information.  |
| Computerised Accounting (CMPA)  | Computerised accounting.   |

| <b>Further Education and Training Certificate: Accounting Technician NQF Level 4 (SAQA ID: 77143) 27 days</b> |   |
|---|---|
| Accounts Prep I (API)   | Principles of accounts preparation.<br>Extending the trial balance, using accounting adjustments.<br>Accounting for fixed assets. |
| Accounts Prep II (APII)   | Preparing accounts for partnerships.<br>Prepare final accounts for sole tr  |
| Cash Management (CMGT)  | Principles of cash management.<br>Cash management.  |
| Costs and Revenues (CRS)  | Principles of costing.<br>Providing cost and revenue information.   |
| Indirect Tax (ITX)  | Principles of VAT.<br>Preparing and completing VAT returns.   |
| Professional Ethics in Accounting and Finance (PEAF)  | Professional ethics in accounting and finance.  |
| Spreadsheet Software  | Spreadsheet software.   |

| <b>Certificate: Accounting (mandatory units and 2 electives) NQF Level 5 (SAQA ID: 80189)</b> |   |
|---|---|
| Financial Statements (FNST)   | Principles of drafting financial statements.<br>Drafting financial statements.    |
| Budgeting (BGT)   | Principles of budgeting.<br>Drafting budgets.                                     |
| Financial Performance (FNPT)  | Principles of managing financial performance.<br>Measuring financial performance. |
| Internal Control and Accounting Systems (ICAS)  | Principles of internal control.<br>Evaluating accounting systems.                 |
| <b>Plus two of the following electives:</b>   |   |
| Credit Management and Control (CRMC)  | Principles of credit management.<br>Control of debt and credit.                   |
| Personal Taxation (PTX)   | Principles of personal tax.<br>Calculating personal tax.                          |
| Business Taxation (BTX)   | Principles of business tax.<br>Calculating business tax.                          |
| External Auditing (EXA)   | Principles of external audit.<br>Auditing financial statements.                   |

Chartall Business College (Pty) Ltd  
 Chartall Campus, Corner Cedar Road and Cedar Boulevard, Broadacres, Johannesburg 2191  
 Tel: 087 701 4663 Fax: 086 672 7121 Email: info@chartall.co.za