

Accounting Technician



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SAQA ID: 73710 / 77143 / 80189 | NQF level: 3/4/5

Credits: 120 | Accrediting body:  FASSET

Purpose of the qualification

These three accounting technician qualifications are conferred by the Association of Accounting Technicians—AT(SA) in association with SAICA. The AT(SA) is an accounting and finance professional body that offers practical and internationally recognised qualifications to finance professionals. All three levels have been specifically designed to train financial and accounting skills incrementally in a practical and relevant way. The knowledge and skills acquired can immediately be applied in the workplace.

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. This may include the addition of job-specific unit standards, the selection of particular elective unit standards or even the inclusion of non-unit standard based content. In addition, we ensure that the content of the qualification does not conflict with the values and standard operating procedures prescribed by your company.

Administration

Chartall Business College will assist with SETA contracting, learnership preparation [if required], briefing of workplace coaches and the SETA reporting.

Entry requirements

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

Other requirements

Learners are to note that a final professional body examination is part of this qualification. This will be written once your portfolio has been submitted and you have been found competent.

Support

Although the programme is scheduled to include the specified contact days, it does not mean that the learners will not have access to additional support. 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 students who are not progressing at the same pace as the rest of the class or who missed a session. We also have experienced facilitators who can manage projects involving learners with disabilities.

Delivery methodology

Training is delivered in a classroom and the assessments are a combination of assignments and on-line examinations (local government and public sector clients will complete paper-based examinations). The qualifications have all been registered as learnerships, which allows the sponsoring employer to apply for an additional tax deduction. The duration of the training will depend on the qualification level. In-house training can be scheduled to suit the employer's requirements and timeframes.

Programme curriculum

Certificate: Accounting Technician NQF Level 3 (SAQA ID: 73710) 20 days

This qualification aims to develop skills in double entry bookkeeping and provide an understanding of management and administrative processes

- Basic Accounting I: Principles of recording and processing financial transactions, preparing and recording financial documentation, processing ledger transactions and extracting a trial balance.
- Basic Accounting II: Maintaining and reconciling the cash book, banking procedures, maintaining petty cash records, journals and control accounts.
- Work Effectively in Accounting & Finance
- Basic Costing: Basic principles of costing, process to provide basic cost and revenue information.
- Computerised Accounting

FET Certificate: Accounting Technician NQF Level 4 (SAQA ID: 77143) 27 days

This qualification introduces complex accounting tasks such as the preparation of final accounts, maintaining cost accounting records and preparing reports and returns.

- Accounts Prep I: Principles of accounts preparation, extending the trial balance, using accounting adjustments, accounting for fixed assets.
- Accounts Prep II: Preparing accounts for partnerships and sole traders.
- Cash Management: Principles and practice of cash management.
- Costs and Revenues: Principles of costing and provision of cost and revenue information.
- Indirect Tax: Principles of VAT and the preparing and completing of VAT returns.
- Professional Ethics in Accounting and Finance
- Spreadsheet Software

Certificate: Accounting (mandatory units and 2 electives) NQF Level 5 (SAQA ID: 80189)

This qualification focuses on the areas of accounting most relevant to your needs including personal and business tax based on South African legislation and professional ethics.

- Financial Statements: Principles and practice of drafting financial statements.
- Budgeting: Principles and practice of budgeting.
- Financial Performance: Principles and practice to manage financial performance.
- Internal Control and Accounting Systems
- Plus two of the following electives:
 - Credit Management and Control
 - Business Taxation or Personal Taxation or External Auditing



Chartall Business College (Pty) Ltd
Chartall Campus
Corner Cedar Road and Cedar Boulevard
Broadacres, Johannesburg, 2191
Tel: 011 467 3215