



CERTIFICATE: ACCOUNTING TECHNICIAN



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CERTIFICATE: ACCOUNTING TECHNICIAN

COURSE INFORMATION

SAQA ID: 80189
NQF Level: 5
Learnership Duration: 12 months
Credits: 120
Contact Sessions: Minimum Contact Session, including remediation (if required), and POE Building for this Qualification is 50 Days
Accrediting SETA: FASSET - Financial and Accounting Services SETA

ENTRY CRITERIA

- Minimum CAT NQF Level 3.
- Grade 12
- Accounting
- Business / Commerce studies

QUALIFICATION RULES

- 2 years minimum work experience
- Any relevant Diploma/ Degree

EQUIPMENT REQUIRED

- Hardware: Access to a computer, display monitor / keyboard / mouse / printer.
- Software: Windows 7 OS system | MS Office 2010 | Printer Driver (Where applicable)

CANDIDATE PROFILE & DEPLOYMENT

Target Market:

- Accountant
- Finance Manager
- Accounts manager
- Debtors Clerk
- Management accountant

PURPOSE

The purpose of this qualification is to provide the learner with the skills, competence, knowledge and understanding to become an accounting technician.

SKILL LEVEL OUTCOME

- Financial statements
- Budgeting
- Financial performance
- Internal control and accounting systems
- Credit management and control
- Personal tax
- Business tax
- External auditing

ASSESSMENT MANAGEMENT

Credit Accumulation Transfer (CAT): 80189

CAT exemption is only applicable to approved learners. Approved learners will have reduced contact days. Learners who do not meet the CAT requirements will be required to complete Communication and Mathematics Clusters.

Recognition of Prior Learning (RPL):

RPL is available for this qualification.



Short code	Learning & assessment area	Method of assessment ¹	Mandatory (Core qualification) units
FNST	Financial Statement	Computer based test	Principle of drafting financial statements (K)
			Drafting financial statements (S)
BGT	Budgeting	Computer based test	Principles of Budgeting (K)
			Drafting Budget (S)
FNPT	Financial Performance	Computer based test	Principles of managing financial performances (S)
			Measuring financial performances
ICAS	Internal Control and Accounting Systems	AAT e – delivered project case / case study or workplace evidence	Principles of internal control (K)
			Evaluating accounting Systems (S)
Short Code	Optional units – 2 from 4		Optional Units – 2 pair from 4
CRMC	Credit Management and Control	Section: Computer based test Section 2: AAT e – delivered project case / case study or workplace evidence. Or All workplace evidence	Principles of credit management (K)
			Control of debt and credit (S)
PTX	Personal Tax	Computer based test	Principles of personal tax (K)
			Calculating personal tax (S)
BTX	Business Tax	Computer based test	Principles of business tax (K)
			Calculating business tax (S)
EXA	External Auditing	Computer based test	Principle of external audit (K)
			Auditing financial statements (S)