CERTIFICATE:
TECHNICIAN ACCOUNTING

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COURSE INFORMATION

SAQA ID: 73710
NQF Level: 3
Learnership Duration: 12 months
Credits: 120
Contact Sessions: Minimum Contact Session, including remediation (if required), and POE Building for this Qualification is 40 Days
Accrediting SETA: FASSET - Financial and Accounting Services SETA

ENTRY CRITERIA

- Grade 12
- Mathematics
- Accounting
- Business / Commerce studies
- MS Excel

QUALIFICATION RULES

In order to attain this qualification, learners must:

Prove competence in all core outcomes (Exit Level Outcomes 1, 2 & 3).

Choose one of the following areas of specialization and prove competence in all the outcomes listed for that specialisation:
Local Government (LG) (Exit Level Outcomes: 4, 5, 6 & 7).
Public Sector (PS) (Exit Level Outcomes: 4, 5, 8, 9, 10, 11 & 12).
Private Sector (PVT) (Exit Level Outcomes: 6, 13, 14 & 15).

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:

- Bookkeeping
- Accounts Clerk
- Wages Clerk
- Tax Assistant
- Accounts Assistant
- Sales Ledger Clerk

PURPOSE

This qualification will prepare you for junior and entry-level accounting roles by giving you a solid foundation in finance administration - covering areas such as double-entry bookkeeping and basic costing principles

Short code	Learning & assessment area	Method of assessment1	Mandatory (Core qualification) units
BAI	Basic Accounting I	Computer-based test	Principles of recording and processingfinancial transactions (K)
			Preparing and recording financialdocumentation (S)
			Processing ledger transactions andextracting a trial balance (S)
BAII	Basic Accounting II	Computer-based test	Maintaining and reconciling the cashbook (S)
			Banking procedures (K)
			Maintaining petty cash records (S)
			Maintaining the journal (S)
			Maintaining control accounts (S)
WEAF	Work effectively in Accountingand Finance	AAT e-delivered project/casestudy or workplace evidence	Work effectively in accounting andfinance (S)
BCCG	Basic Costing	Computer based test	Basic principles of costing (K)
			Provide basic cost and revenueinformation (S)
CMPA	Computerised Accounting	Computer-based test	Computerised Accounting (importedunit)