



# **CERTIFICATE: ACCOUNTING TECHNICIAN**



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## CERTIFICATE: ACCOUNTING TECHNICIAN

### 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

To attain this qualification, learners must:

1. Prove competence in all core outcomes (Outcomes 1, 2 & 3).  
and
2. Prove competence in all the outcomes listed for the Private Sector specialisation. (Outcomes: 6, 13, 14 & 15).

### 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.

### CANDIDATE PROFILE & DEPLOYMENT

#### Target Market:

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

### EQUIPMENT REQUIRED

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

Short code	Learning & assessment area	Method of assessment	Mandatory (Core qualification) units
BAI	Basic Accounting I	Computer based test	Principles of recording and processing financial transactions (K)
			Preparing and recording financial documentation (S)
			Processing ledger transactions and extracting 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)
WEAF	Work effectively in Accounting and Finance	AAT e-delivered project/case study or workplace evidence	Maintaining control accounts (S)
			Work effectively in accounting and finance (S)
BCCG	Basic Costing	Computer based test	Basic principles of costing (K)
			Provide basic cost and revenue information (S)
CMPA	Computerised Accounting	Computer based test	Computerised Accounting (imported unit)

**Exit Level Outcomes**

Number	Type	Outcome
1	Core	Demonstrate competence in the processing of sales and/or receipts.
2	Core	Process purchases and/or payments correctly.
3	Core	Monitor and control cash receipts and payments.
6	Specialist	Grant credit accurately.
13	Specialist	Process petty cash, reconcile accounts and prepare an initial trial balance.
14	Specialist	Present financial data for internal and external use.
15	Specialist	Manage cash balances effectively.