



# **FETC:** **ACCOUNTING TECHNICIAN**



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## FURTHER EDUCATION AND TRAINING CERTIFICATE: ACCOUNTING TECHNICIAN

### COURSE INFORMATION

SAQA ID: 77143  
NQF Level: 4  
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

In order to attain this qualification, learners must:

Prove competence in all Core Exit Level Outcomes (1-14).  
And  
Choose one of the following areas of specialization and prove competence in all the Exit Level Outcomes listed for that specialisation:

Private Sector (Exit Level Outcomes: 15, 16, 17, 18 & 19).  
Local Government (Exit Level Outcomes: 15, 16, 17, 18 & 20).  
Public Sector (Exit Level Outcomes: 21, 22 & 23).

### 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:

- Accounts clerk
- Junior Accounts Manager
- Financial controller
- Tax Assistant

### PURPOSE

The purpose of this qualification is to develop learners with the requisite competencies against the skills profile for the systems support career path (The overarching aim being to develop a broader base of skilled ICT professionals to underpin economic growth).

### SKILL LEVEL OUTCOME

- Extending the trial balance using accounting adjustments
- Accounting for fixed assets
- Preparing accounts for partnerships
- Prepare final accounts for sole traders

### ASSESSMENT MANAGEMENT

#### Credit Accumulation Transfer (CAT): 77143

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 <sup>1</sup>                       | Mandatory (Core qualification) units                         |
|------------|---|---|--|
| API        | Accounts preparation I                        | Computer-based test                                     | Principles of accounts preparation (K) <sup>2</sup>          |
|            |   |   | Extending the trial balance using accounting adjustments (S) |
|            |   |   | Accounting for fixed assets (S)                              |
| APII       | Accounts preparation II                       | Computer-based test                                     | Preparing accounts for partnerships (K&S)                    |
|            |   |   | Prepare final accounts for sole traders (S)                  |
| CMGT       | Cash management                               | Computer-based test                                     | Principles of cash management (K)                            |
|            |   |   | Cash management (S)  |
| CRS        | Costs and revenues                            | Computer-based test                                     | Principles of Costing (K)                                    |
|            |   |   | Providing cost and revenue information (S)                   |
| ITX        | Indirect tax                                  | AAT e-delivered project/casestudy or workplace evidence | Principles of VAT (K)  |
|            |   |   | Preparing and completing VAT returns (S)                     |
| PEAF       | Professional ethics in accounting and finance | Computer-based test                                     | Professional ethics in accounting and finance (K)            |
| SPSW       | Spreadsheets software                         | Computer based test                                     | Spreadsheet Software (imported unit)                         |