

FURTHER EDUCATION AND TRAINING CERTIFICATE IN BOOKKEEPING (NQF LEVEL 4, SAQA I.D: 58376)**MODE OF DELIVERY: CONTACT LEARNING****DESCRIPTION**

The Certificate consists of five of the seven learning areas of the Institute of Certified Bookkeepers' (ICB) Certification Programme and the NQF level 4 fundamental unit standards in mathematics and communication and language.

ADMISSION REQUIREMENTS

It is assumed that the learner is competent in:

- Communication at NQF Level 3;
- Mathematical Literacy at NQF Level 3;
- Computer Literacy at NQF Level 3;
- Grade 11/Std 9 or an equivalent NQF Level 3 qualification.

Foreign applicants whose first language is not English may be required to provide proof of proficiency in English prior to admission to the qualification.

CERTIFICATION

Upon successful completion of the programme learners will receive an ICB results letter outlining the unit standards covered.

The ICB will apply to FASSET on the learner's behalf for the Certificate in Bookkeeping to be certified.

EXIT-LEVEL OUTCOMES

On completion of the Certificate in Bookkeeping the student should have:

- Completion of the monthly and annual bookkeeping function;
- Skills for depreciable asset disposal, year-end adjustments, preparation and analysis of financial statements for sole proprietorships, partnerships, close corporations, companies and a thorough understanding of cash flow statements;
- Completion of basic management accounts and a working knowledge of cost accounting, including knowledge of breakeven analysis, cost-volume profit analysis, advanced costing, budgeting and standard costing, financial management and business ethics;
- Assistant Tax Technician (ATT) status as a member of the South African Institute of Tax Practitioners being permitted to complete SARS returns other than Income Tax assessment returns.

PROGRAMME OUTLINE**Modules offered**

- Bookkeeping to Trial Balance
- Payroll and Monthly SARS Returns
- Computerised Bookkeeping

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- Financial Statements
- Cost and Management Accounting
- Business Literacy

PROGRAMME BENEFITS

- The programme is unit standard-based.
- The programme allows for the right to apply to the ICB to register for the professional bookkeeping designation Certified Senior Bookkeeper CSBIcb(SA) – a professional bookkeeping designation, and to receive the applicable membership benefits and receive the applicable membership benefits.
- Learners can also apply to SAIT for registration as an Assistant Tax Technician - ATT(SA) to receive the appropriate tax practitioners number allowing them to complete monthly SARS returns (VAT201, EMP12, etc.).
- The programme is under the scope of FASSET.
- The programme has been aligned to the NQF.
- This programme has vertical articulation with the NQF 5 National Diploma: Technical Financial Accounting.

ASSESSMENT

In all Learning areas except for Computerised Bookkeeping, learners will be assessed on a completed ICB Portfolio of Evidence (PoE) containing three formative activities (assignments), two formative evaluations (tests) and a summative assessment (final exam). In Computerised Bookkeeping, the PoE will contain one formative activity and a summative assessment (final exam).

DURATION

Tuition is face to face and is scheduled per campus. Programmes are offered on a full-time and part-time basis. Milpark Business School campuses countrywide have updated schedules on their local programme offerings.

Learning area:	Time:
Bookkeeping to Trial Balance	48 hours
Payroll and Monthly SARS Returns	48 hours
Computerised Bookkeeping	48 hours
Financial Statements	48 hours
Cost and Management Accounting	48 hours
Business Literacy	48 hours

FURTHER STUDIES / ARTICULATION

After successful completion of this qualification learners can enroll for the NQF Level 5 National Diploma in Technical Financial Accounting qualification.

ABOUT THE BUSINESS SCHOOL

Milpark Business School offers a range of tertiary qualifications, conditionally accredited by the Higher Education Quality Committee (HEQC) of the Council on Higher Education (CHE). Milpark Business School offers both distance-learning and contact-learning options, and workshops. The

qualifications range from an MBA and a BCom in Banking Management to Certificates and Diplomas.

PRICING

Course fees include study material and one assessment. Please contact one of our campuses for more information.

ADDITIONAL COSTS

The tuition fee for each learning area includes the ICB assessment fee. Learners who wish to use the ICB designation CTFAlcb (SA) will have to register as a member of the ICB. Learners who wish to use the SAIT designation CTT (SA) and receive a SARS Tax Practitioners number will have to register as a member of SAIT.

ICB PROSPECTUS

A complete prospectus of the ICB Certification Programme is available. This is an essential information booklet for every prospective learner wishing to enter the Certification programme. It outlines important information about the various programmes, articulation and career paths available to the learner.

DISCLAIMER

The content of this brochure, accurate at time of going to print, is subject to change without notification because of legislation, market requirements or any other reason. Milpark Business School reserves the right to change the programme content without notice.

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