

**NATIONAL CERTIFICATE IN BOOKKEEPING (NQF LEVEL 3, SAQA I.D: 58375)****MODE OF DELIVERY: CONTACT LEARNING****DESCRIPTION**

The Certificate consists of three learning areas from the ICB's seven learning area Certification Programme and the (National Qualifications Framework) NQF level 3 fundamental unit standards in mathematics and communication and language.

**ADMISSION REQUIREMENTS**

It is assumed that the learner is competent in:

- Communication at NQF Level 2;
- Mathematical Literacy at NQF Level 2;
- Computer Literacy at NQF Level 2;
- Grade 10 or an equivalent NQF Level 2 qualification.

No prior accounting knowledge is necessary.

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 National Certificate in Bookkeeping to be certified.

**EXIT-LEVEL OUTCOMES**

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

- Completion of the monthly bookkeeping function to trial balance. The Accounts Clerk function;
- Debtors Clerk function;
- Supplier statement reconciliation – Creditor Clerk function;
- Inventory systems and bank statement reconciliation;
- Payroll Clerk function from a bookkeeping perspective including calculation of PAYE/SDL/UIF remuneration and the monthly EMP deductions and completion of the monthly EMP201 returns;
- Completion of the annual IRP 5, IRP 6 and IT3a documents, IRP501 and VAT201 return using both the manual submission system and E-filing;
- Junior Tax Administrator (JTA) status as a member of the South African Institute of Tax Practitioners being permitted to complete SARS returns other than Income Tax assessment terms.

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## **PROGRAMME OUTLINE**

### **Modules offered**

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

### **PROGRAMME BENEFITS**

- The programme is unit standards based;
- The programme confers the right to apply to the ICB for registration as a Certified Junior Bookkeeper CJBICb(SA) – a professional bookkeeping designation, and to receive the applicable membership benefits;
- Learners can also apply to SAIT for registration as a Junior Tax Administrator - JTA(SA) to receive the appropriate tax practitioner's 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 L4 National Certificate Small Business Financial Management or the NQF L4 FETC: Bookkeeping and subsequently the NQF 5 National Diploma: Technical Financial Accounting.

### **ASSESSMENT**

In Learning areas 1,2 and 4 Learners will be assessed on a completed ICB PoE containing three formative activities (assignments), two formative evaluations (tests) and a summative assessment (final exam). In Learning area 3 (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.

<b>Learning area:</b>	<b>Time:</b>
Bookkeeping to Trial Balance	48 hours
Payroll and Monthly SARS Returns	48 hours
Computerised Bookkeeping	48 hours
Business Literacy	48 hours

### **FURTHER STUDIES / ARTICULATION**

After successful completion of this qualification learners can enroll for the NQF Level 4 Further Education and Training Certificate in Bookkeeping 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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