

HEAD OFFICE CAPE TOWN:

Tel: (021) 673-9100 Fax: (021) 673-9111
2nd Floor, Sunclare Building, Cnr Dreyer & Protea Roads, Claremont
PO Box 44235, Claremont, 7735
Email: register@milpark.ac.za Website: www.milpark.ac.za
Tel: (011) 718-4000
Tel: (031) 266-0444

JOHANNESBURG:
DURBAN:

MILPARK
BUSINESS SCHOOL



SHORT COURSE: PAYROLL AND MONTHLY SARS RETURN

DESCRIPTION

This skills programme will revise the manual monthly bookkeeping function. It will introduce learners to payroll and the Basic Conditions of Employment Act as well as basic business ethics. Learners will be able to complete the payroll function from the bookkeeping perspective. A learner will be able to complete the SARS payroll returns (EMP201, IRP 5, IT3a, IRP501). Learners will also be able to complete the VAT201 return.

ADMISSION REQUIREMENTS

A Grade 10 certificate or an equivalent Level 2 qualification (with accounting) as registered on the NQF. Ideally learners should have completed the skills programme entitled 'Junior Bookkeeper: Bookkeeping to Trial Balance' before enrolling for this programme.

CERTIFICATION

Upon successful completion of the programme, learners will receive an ICB results letter outlining the unit standards covered and the ICB will apply to FASSET on the learner's behalf for certification against the relevant qualification once all the relevant skills programmes have been completed.

UNIT STANDARDS

Unit Standard ID	Unit Standard Title	NQF Level	Credits
117426	Prepare salaries	3	9
117417	Prepare wages	3	6
114733	Complete PAYE documents	4	7
114735	Perform Value Added Tax Calculations and complete returns	4	5
114736	Record business financial transactions	4	5
10022	Comply with organisational ethics	4	4
12989	Make and record payments	5	8

117418	Prepare ledger balances and initial trial balance	5	10
Total		54 credits	

ASSESSMENT

Learners will be assessed on a completed ICB PoE containing three formative activities (assignments), two formative evaluations (tests) and a summative assessment (final exam).

DURATION

This is a part-time course of 48 hours.

FURTHER STUDIES

Learners who have completed this short course certificate may articulate onto other short courses. Depending on the learner's academic background, other Milpark Business School whole qualifications may also be available to the learner.

ABOUT THE BUSINESS SCHOOL

Milpark Business School offers a range of higher education qualifications, 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, as well as supporting workshops. The qualifications range from a variety of certificate and diploma programmes to an MBA and a BCom in Banking Management.

PRICING

The fees include prescribed textbooks, comprehensive learner guides, lectures and all internal assessments.

Please contact the Milpark Business School sales department for more details.

ADDITIONAL COSTS

The fee for each module includes the ICB assessment fee. Learners may register as members of the ICB.

DISCLAIMER

The content of this brochure is accurate at the time of going to print. Milpark Business School reserves the right to change the programme content due to changes in legislation, market requirements and other reasons. Notice of such changes will be published on our website.

Email: info@milpark.ac.za

Website: www.milpark.ac.za