

**QUALIFICATION: NATIONAL DIPLOMA TECHNICAL IN FINANCIAL ACCOUNTING (NQF LEVEL 5, SAQA I.D: 36213)**  
**MODE OF DELIVERY: CONTACT LEARNING**

### DESCRIPTION

The programme is a series of seven learning areas culminating in the highly acclaimed designation: Certified Technical Financial Accountant - CTFAlcb(SA). After the first three learning areas the learner is considered a Certified Junior Bookkeeper – CJBICb(SA). With the addition of two subsequent learning areas, the learner qualifies as a Certified Senior Bookkeeper – CSBICb(SA). This fact sheet also deals with the remaining 2 learning areas. A graphical representation of the programme appears on the inside cover of the ICB prospectus.

### ADMISSION REQUIREMENTS

A knowledge, comprehension and application of the English language at NQF level 4 (Grade-12 or equivalent level). In order to determine the curriculum for which a student may register, the Milpark Business School point system applies.

If you matriculated in 2007 or earlier			If you matriculate in 2008 or later	
Symbol	Higher Grade	Standard Grade	NSC Result	Points awarded
A	8	6	90-100%	8
B	7	5	80 -89%	7
C	6	4	70-79%	6
D	5	3	60-69%	5
E	4	2	50-59%	4
F	3	1	40- 49%	3
			30- 39%	2
			0-29%	1
A student who achieves more than 13 points may be admitted to the National Diploma in Technical Financial Accounting.			Minimum 17 points on the points system: an achievement rating of 3 (40-49%) or better for two of the compulsory subjects and a rating of 2 (30-39%) or better for any other four subjects.	

RPL access: Mature age applicants and applicants with non-South African school-leaving qualifications or previous tertiary education experience, will be considered individually by the Director.

Foreign students who do not hold a South African matric certificate, need to apply for verification of equivalence with the South African Matriculation Board before entrance can be granted onto the 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.

No prior accounting knowledge is required.

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## **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 Diploma in Technical Financial Accounting to be certified.

## **EXIT-LEVEL OUTCOMES**

On completion of the National Diploma in Technical Financial Accounting the student should have:

- The ability to operate with management in an accounting environment;
- Comprehensive knowledge of bookkeeping, financial accounting, management accounting, cost accounting, personal and business taxation, business law and accounting control;
- Thorough knowledge of personal and business taxation and of the Income Tax Act, the calculation of taxable income for both individuals and businesses, the skills for the completion of Income Tax returns as well as the ability to provide advice to clients and be current on South African Income Tax calculation and collection;
- Working knowledge of business law and accounting control (the audit function), including basic contract and insurance law, insolvency law, internal and computer auditing;
- Certified Tax Technician (CTT) status as a member of the South African Institute of Tax Practitioners with a tax practitioner's number allowing him/her to complete monthly and annual SARS returns on behalf of a client.

## **PROGRAMME OUTLINE**

### **Modules offered**

- Bookkeeping to Trial Balance
- Payroll and Monthly SARS Returns
- Computerised Bookkeeping
- Financial Statements
- Cost and Management Accounting
- Income Tax Returns
- Business Law and Accounting Control
- Business Literacy

## **PROGRAMME BENEFITS**

- The programme is unit standard-based.
- The programme confers the right to apply to the ICB to register as a Certified Technical Financial Accountant CTFAlcb(SA) - a professional designation - and receive the applicable membership benefits.
- Learners can also apply to SAIT for registration as a Certified Tax Technician - CTT(SA) to receive the appropriate tax practitioners number allowing them to complete monthly SARS returns (VAT201, EMP12, etc.) and income tax returns.
- The programme is under the scope of FASSET SETA ETQA.
- The programme has been aligned to the NQF.

- This programme has vertical articulation with the NQF Level 6 National Diploma: 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.

<b>Learning area:</b>	<b>Time:</b>
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
Income Tax Returns	48 hours
Business Law and Accounting Control	48 hours
Business Literacy	48 hours

### **FURTHER STUDIES / ARTICULATION**

After successful completion of this qualification learners can enroll for the NQF Level 6 National Diploma: 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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