



# NATIONAL CERTIFICATE IN BOOKKEEPING

## QUALIFICATION:

## NATIONAL CERTIFICATE IN BOOKKEEPING

SAQA ID 58375, NQF Level 3

## MODE OF DELIVERY:

Distance Learning

## DESCRIPTION

This programme is right for you, if you have one or more of the following training or career needs:

- I would like to make bookkeeping my career and would like to work in the finance department of a company.
- I would like to work towards opening my own bookkeeping practice.
- I am running a small business and need to know more about bookkeeping.
- I am considering starting a business, but I am not that good at bookkeeping.

## PROGRAMME PURPOSE

The purpose of the *National Certificate in Bookkeeping* is to provide you with a nationally accredited, internationally recognised bookkeeping qualification that will allow you to become employable as a Junior Bookkeeper, Accounts Clerk, Reconciliation Clerk, Payroll Clerk, or Accounts Payable/Receivable Clerk. Alternatively, if you are already running your own business, this programme will ensure that you will be able to perform certain bookkeeping functions for your business.



## PROGRAMME OUTCOMES

After you have successfully completed this programme, you should be able to do the following:

- Monthly bookkeeping to trial balance (manual and computerised)
- Disclose profit and financial position
- Reconcile suppliers
- Complete inventory and bank statements
- Calculate PAYE/UIF/SDL
- Calculate payroll tax and other deductions
- Calculate EMP201, EMP501, IRP5, IRP6 and IT3a documents and VAT returns.

## PROGRAMME STRUCTURE

The *National Certificate in Bookkeeping* consists of the following four modules:

Module name
Bookkeeping to Trial Balance
Payroll and Monthly SARS Returns
Computerised Bookkeeping – <i>you will need access to a PC or a laptop for this subject</i>
Business Literacy

## ADMISSION REQUIREMENTS

- Grade 10 (Standard 8) or equivalent.
- No prior accounting knowledge is needed.
- You must be at least 16 years old.

### English Proficiency

Foreign applicants whose first language is not English are required to provide proof of proficiency in English, prior to admission to the qualification. Foreign students who do not hold a South African matric certificate must present a matric verification from the South African Matriculation Board on application.

## ACCESS TO TECHNOLOGY

Milpark provides students with materials, resources, and a number of administrative services, as part of the *myMilpark* platform. Course materials contain links to additional external resources in the form of links to downloadable documents, websites and videos.

Having access to the abovementioned online facilities is essential for efficient communication, learning and success. You will need continuous (i.e. daily) access to study, using the resources mentioned above, and to submit and receive your assignments.

Students must ensure that they have a stable internet connection and the minimum system requirements in place.

### Minimum system requirements

1. Reliable broadband internet access
2. Firefox/Internet Explorer/Chrome web browser
3. Microsoft Word
4. PDF Viewer
5. Ability to scan and upload documents
6. Email/cellphone for notification and communication.

## STUDENT SUPPORT

### Library access

The Milpark Library provides access to e-books in a virtual library called Cyberlibris (Scholartext). Lecturers may create smart bookshelves per course or module for students to access (these shelves can contain prescribed and recommended books). Students can also create their own personal smart bookshelves containing resources for their studies.

Having access to a digital library means that thousands of students can access books and resources from anywhere at the same time online. There is no need to do reservations and requests, and no limit on the time that a student has to access a book.

With the implementation of Cyberlibris, students also have access to full-text resources via ProQuest (global), Emerald (global), Ebsco (global) and Sabinet (South African publications), to assist with research and to enrich their learning experience. Access to the Library is included in the module fee.

### Tutor

Comprehensive student support services are available. Students are provided with administrative support by Student Services. To assist with understanding content, students have access to tutors via the Tutor Forum. Students who experience study and/or personal problems have access to a student counsellor. All support services are available to registered students via *myMilpark* (*myCourses*).

## RULES OF PROGRESSION

All the modules are compulsory and should be completed in the prescribed order.

## ICB DIGITAL PORTFOLIOS

1. All Portfolios of Evidence (PoEs) are digital. No hardcopy PoEs will be distributed, which means instantaneous/immediate access to the PoEs. This process reduces the waiting time between the registration and receipt of the PoE.
2. Once registered for an examination, the student will be registered on MACCI and will receive a password for MACCI. Only first-time MACCI users will receive a login email, and anyone who has used the platform before must use their current login details. Your correct email address on the ICB database is essential, as you need this to access MACCI. You are welcome to contact us to change/update your email address.
3. All digital portfolios must be completed by the POE closing date. If you are not sure what the date is, check your exam confirmation letter, or the Timetable. No late submissions will be accepted, which includes RTAP and RPL students. Allow enough time for all the sections of the portfolio to be completed; do not leave this until the last minute.
4. There are three learning phases in the PoE. Each learning phase contains an assignment that needs to be completed. Assignments one and two are done online. Assignment three needs to be downloaded, completed offline and uploaded as a single PDF document once it is complete. In addition to the three assignments, there are two tests. The tests are part of learning phases one and two. The tests are completed online. In learning phases one and two, the assignments and tests are auto-marked, by the ICB. This means that the students will receive immediate feedback on their performance once the online assessment has been submitted.
5. It will be the student's responsibility to ensure that their details, especially their email addresses, are updated on the relevant student portals, to ensure that they receive their digital login details timeously from the ICB.
6. A stable internet connection is required for your tests. You have only one attempt at each test on MACCI.
7. With the digital PoE, providers will be able to monitor the students' progress – e.g., when a student logged onto the system last, what the students' test results are, etc.
8. Tests are not scheduled at a particular time; they are taken when the student is ready.
9. If you have postponed your exam, or you were absent on the day of the exam, you will need to redo the full digital portfolio. Remember to save copies of your assignments.

## EXAM TIMETABLE

There is one exam timetable for all learners. The timetable can be found on the ICB's website, <https://www.icb.org.za/exam-timetables-and-venues/>.

## ICB PROCESS

1. Milpark Education is the tuition provider, and the ICB is the assessment provider. Therefore, after registering with Milpark, it is your responsibility to register for assessments (i.e. exams) with the ICB.
2. All ICB exam registrations can be done online via the ICB website.
3. Milpark will courier you your study guide.
4. Students need to register on the ICB's digital portal to obtain their username and password.
5. All assignments can be directly accessed and downloaded from the ICB's digital portal (MACCI), which means you can start immediately with the course you selected.
6. There will also be online tests, which you must complete as part of building your portfolio. Immediate feedback on these online tests will be given to you. This will allow you to immediately gauge your progress and understanding of the subject, and will assist you in preparing accordingly for the next assignment.
7. The ICB will forward all distance learning students an exam confirmation letter indicating the exam date, time and venue.
8. All RPL and RTAP module submissions must be completed, scanned and uploaded to MACCI.

## ICB SUPPLEMENTARY ASSESSMENTS

1. Students are required to achieve a minimum of 60% to pass the subject with a sub-minimum of 50% in the final exam.
2. Any learner who has failed a subject will be required to re-enter the subject and complete an entirely new PoE. This includes re-sitting the tests, submitting the assignments again and writing the summative assessment once more.
3. The full exam fee is to be paid.
4. Learners who failed a subject prior to April 2020, who want to re-write their subject, will be required to re-register for the full PoE.

## MORE ABOUT THE INSTITUTE OF CERTIFIED BOOKKEEPERS (ICB)

Although Milpark is offering tuition towards the National Certificate in Bookkeeping, the qualification is examined and certified by the Institute of Certified Bookkeepers (ICB). In other words, this is an ICB qualification, not a Milpark qualification. The ICB is a Quality Assurance Partner (QAP) of the Sector Education and Training Authority for Finance, Accounting, Management Consulting and other Financial Services (FASSET SETA). The ICB is an external assessment (i.e. examining) body for many of the business qualifications that FASSET awards.

ICB graduates are recognised worldwide by the International Association of Bookkeepers (IAB), the International Association of Accounting Professionals (IAAP), the Southern

African Institute of Business Accountants (SAIBA), the South African Institute of Tax Practitioners (SAIT), the Association of Chartered Certified Accountants (ACCA), Chartered Secretaries Southern Africa (CSSA) and the Chartered Institute of Management Accountants (CIMA). For more information about the ICB, please visit <http://www.icb.org.za>.

The *National Certificate in Bookkeeping* is part of the ICB's Financial Accounting Certification Programme, which is shown in the table on the next page.

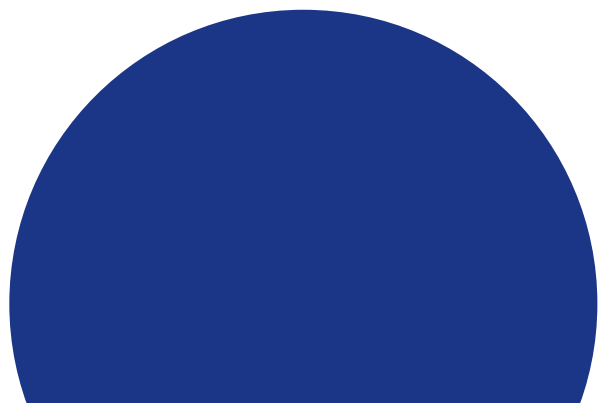
## CREDIT VALUE OF YOUR SUBJECTS

Because the ICB uses an embedded qualification structure, each qualification contains modules at multiple NQF Levels, which range from NQF Levels 3 to 6, depending on the subject.

For the subject Business Literacy, the exam asks questions at NQF Levels 3, 4 and 5. This means you are able to pass the subject at Level 3, 4 or 5. You need to pass Business Literacy at Level 3 (by answering at least the Level 3 questions correctly), if you are studying towards the National Certificate in Bookkeeping, NQF Level 3. If you are studying towards the FETC in Bookkeeping, NQF Level 4, you have to pass the Level 3 and 4 questions in your Business Literacy exam; and if you are studying towards the Diploma in Technical Financial Accounting, NQF Level 5, you have to pass the Level 3, 4 and 5 questions in your Business Literacy exam. Business Literacy is the only subject where the different NQF levels are covered by specific questions in the final exam.

As you complete each subject, your achievements will be recorded on the National Learner Records Database (NLRD). In other words, you will receive credits as you pass each subject, and not only at the end of your studies, when you achieve your qualification.

If you believe that you should be exempt from certain subjects, based on your formal qualifications or work experience, you can apply to the ICB for a subject exemption. You will have to pay an administration fee to the ICB, to process the application for exemption. The exemption application process documents and fee structures are available from the ICB's website (<http://www.icb.org.za>). Please note that Milpark may not process or award exemptions on behalf of the ICB.



Level	Qualification	Subjects/modules	Entry requirements
Foundation	<i>National Certificate: Bookkeeping</i> , NQF Level 3, SAQA ID 58375	Bookkeeping to Trial Balance Payroll and Monthly SARS Returns Computerised Bookkeeping Business Literacy	<ul style="list-style-type: none"> <li>• Grade 10 (Standard 8) or equivalent</li> <li>• No prior accounting knowledge is needed</li> <li>• You must be at least 16 years old.</li> </ul>
Intermediate	<i>Further Education and Training Certificate: Bookkeeping</i> , NQF Level 4, SAQA ID 58376	Financial Statements Cost and Management Accounting	Successful completion of the previous learning areas (1–4); i.e. hold the <i>National Certificate: Bookkeeping</i>
Upper intermediate	<i>National Diploma: Technical Financial Accounting</i> , NQF Level 5, SAQA ID 36213	Income Tax Returns Business Law and Accounting Control	Successful completion of the previous learning areas (1–6); i.e. hold the <i>Further Education and Training Certificate: Bookkeeping</i>
Advanced	<i>National Diploma: Financial Accounting</i> , NQF Level 6, SAQA ID 20366	Corporate Strategy Management Accounting and Control Systems Financial Reporting and Regulatory Frameworks Research Theory and Practice (RTAP) (by short dissertation, topic: Financial Accounting)	Successful completion of the previous learning areas (1–8); i.e. hold the <i>National Diploma: Technical Financial Accounting</i> NQF Level 5 – or equivalent

## DURATION

Students will have one year to complete the programme.

## CERTIFICATION

On successful completion of all subjects in this qualification, your details will be uploaded onto the FASSET SETA database, and your *National Certificate: Bookkeeping* will be issued to you by FASSET. The ICB will issue you with a Statement of Results.

## FURTHER STUDIES

The programme is at NQF Level 3 and provides for articulation onto the NQF Level 4 *Further Education and Training Certificate: Bookkeeping*, SAQA ID 58376.

A student who has completed certain modules on this qualification at Milpark, and who wishes to transfer to another tertiary institution, should be able to apply for exemption from relevant modules, on the basis of the modules that have been passed at Milpark.

## PRICING

For students studying via Distance Learning, the Milpark course fees include the cost of prescribed books and tuition. However, ICB registration fees, membership fees and exam fees are not included in your course fees, and you will have to pay these fees separately. Details of all ICB fees are available on the ICB website (<http://www.icb.org.za>). Please contact Milpark for all current fees.

## DISCLAIMER

The content of this brochure is accurate at the time of going to print. Milpark Education 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.

**ENQUIRIES: 086 999 0001**

**enquiries@milpark.ac.za**

(Students wanting to register)

**support@milpark.ac.za**

(Admin/support related queries)

**WWW.MILPARK.AC.ZA**