FURTHER EDUCATION AND TRAINING CERTIFICATE IN BOOKKEEPING

PROUDLY PART OF
STADIO
— HOLDINGS —

QUALIFICATION:
FURTHER EDUCATION AND TRAINING CERTIFICATE IN BOOKKEEPING
SAQA ID 58376, NQF Level 4

MODE OF DELIVERY:
Distance Learning

PARTNERING WITH YOU ON YOUR COMMERCE LEARNING JOURNEY

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

PROGRAMME PURPOSE

The purpose of the *Further Education and Training Certificate in Bookkeeping* is to provide you with a nationally accredited, internationally recognised bookkeeping qualification that will allow you to become employable as a Senior Bookkeeper, Junior Accountant, Assistant Accountant, Financial Services Officer, Credit Controller or Business Analyst. 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 or have knowledge of the following:

- Monthly bookkeeping to trial balance (manual and computerised)
- Disclose profit and financial position
- Reconcile suppliers
- Draw up inventory and bank statements
- Calculate PAYE/UIF/SDL
- Calculate payroll tax and other deductions
- Complete EMP201, EMP501, IRP5, IRP6 and IT3a documents and VAT returns
- Monthly bookkeeping
- Asset disposal
- Year-end adjustments
- Comply with International Financial Reporting Standards for SMEs
- Work with branch accounts
- Complete incomplete records
- Analyse financial statements
- Understand cash flow
- Work with basic cost and management accounts
- Prepare manufacturing accounts
- Costing and budgeting.

AN EXTRAORDINARY LIFE

PROGRAMME STRUCTURE

The *Further Education and Training Certificate in Bookkeeping* consists of the following six modules:

Module name
Bookkeeping to Trial Balance
Payroll and Monthly SARS Returns
Computerised Bookkeeping – *you will need access to a PC or a laptop for this subject*
Business Literacy
Financial Statements
Cost and Management Accounting

ADMISSION REQUIREMENTS

Successful completion of the previous learning areas (1–4); i.e. hold the *National Certificate: Bookkeeping*, NQF Level 3.

English Proficiency
Applicants are required to be proficient in English prior to admission to the course. Applicants whose first language is not English may be required to provide proof of proficiency.

ACCESS TO TECHNOLOGY

Milpark provides students with materials, resources, formative assessments, discussion opportunities 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.

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), 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.

If you believe that you should be exempt from certain modules, 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 College may not process or award exemptions on behalf of the ICB.

If you have already passed the *National Certificate in Bookkeeping* at NQF Level 3, SAQA ID L 58375, then you have to pass only two more subjects (**Financial Statements and Cost and Management Accounting**), in order to achieve your *Further Education and Training Certificate in Bookkeeping*. Please keep in mind that you need to have passed **Business Literacy** at Level 3, in order to be awarded your *Further Education and Training Certificate in Bookkeeping*.

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 before 09h00 (09:00

AM) on the day of your exam (this is the date for which you are registered). If you are not sure what the date is, check your exam confirmation letter, or confirm it with your provider, if you are a college student. 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. Students are required to complete two multiple-choice tests on MACCI, which will be automatically marked, and results will be made available to the student immediately.

5. To prepare students for the final exam, which is timed, and to ensure the continued academic integrity of the ICB programmes, the digital test will be timed. This will be applicable to all students.

6. Students will be required to download/print the assignment question and assignment answer book. Students must complete the assignments in writing and take the completed assignment answer book to the examination venue. No upload is needed for normal exam registrations. Failure to hand the assignment in will result in the assignment not being marked, and the student will therefore receive "0" for this section of the formative assessment mark. Note: No hardcopy submissions will be accepted for RTAP and RPL students – these must be submitted online.

7. The assignment answer book, examination answer book and question paper are to be handed in to the invigilator, who will return these to the ICB for marking (excluding RTAP and RPL students).

8. 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.

9. A stable internet connection is required for your tests. You have only one attempt at each test on MACCI. The test has a time restriction of one hour. You will not be able to pause the test once you have started. If your connection drops, you will need to log back onto MACCI as quickly as possible to resume the test, because you will only have access to the test for an hour. The timer will not pause if you are logged out for any reason.

10. 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.

11. Lecturers at colleges will be given access to see their students' progress on MACCI.

12. Tests are not scheduled at a particular time; they are taken when the student is ready.

13. 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. The timetable can be found on the ICB's website, https://www.icb.org.za/exam-timetables-and-venues/.

Distance learners' dates are indicated with an asterisk listed in the yellow columns.

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. These assignments must be completed in hardcopy and handed in to the invigilator when you write your exam.

6. There will also be online tests, which you must also 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. When writing the final exam, you need to submit your hardcopy assignments as part of your portfolio.

9. All RPL and RTAP submissions must be completed, scanned and uploaded to MACCI.

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 – there is no longer a reduced re-assessment fee, as the entire PoE has to be completed.

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

Although Milpark is offering tuition towards the *Further Education and Training Certificate in Bookkeeping*, the qualification is examined and certified by the Institute of Certified Bookkeepers (ICB). In other words, this is an ICB qualification and not a Milpark College 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.

Level	Qualification	Subjects/modules	Entry requirements
Foundation	National Certificate: Bookkeeping, NQF Level 3, SAQA ID L 58375	Bookkeeping to Trial Balance Payroll and Monthly SARS Returns Computerised Bookkeeping Business Literacy	• Grade 10 (Standard 8) or equivalent • No prior accounting knowledge is needed • You must be at least 16 years old.
Intermediate	Further Education and Training Certificate: Bookkeeping, NQF Level 4, SAQA ID L 58376	Financial Statements Cost and Management Accounting	Successful completion of the previous learning areas (1–4); i.e. hold the National Certificate: Bookkeeping
Upper intermediate	National Diploma: Technical Financial Accounting, NQF Level 5, SAQA ID L 36213	Income Tax Returns Business Law and Accounting Control	Successful completion of the previous learning areas (1–6); i.e. hold the Further Education and Training Certificate: Bookkeeping
Advanced	National Diploma: Financial Accounting, NQF Level 6, SAQA ID L 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 National Diploma: Technical Financial Accounting NQF Level 5 – or equivalent

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 Further Education and Training Certificate in Bookkeeping is part of the ICB's Financial Accounting Programme, which is shown above.

CREDIT VALUE OF YOUR SUBJECTS

Because the ICB uses an embedded qualification structure, each subject contains Unit Standards 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 then 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. 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.

DURATION

If you want to study this programme through distance learning, you will have two years 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 *Further Education and Training Certificate: Bookkeeping* will be issued by FASSET. The ICB will issue you with a Statement of Results.

FURTHER STUDIES

The programme is at NQF Level 4 and provides for articulation onto the NQF Level 5 *National Diploma: Technical Financial Accounting*, SAQA ID L 36213.

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

PRICING

For distance learning students, your Commerce course fees include the cost of prescribed books and tuition. However, ICB registration fees, membership fees and ICB exam fees are not included in your course fees, and you will have to pay these fees separately to the ICB. Details of all ICB fees are available on the ICB website (http://www.icb.org.za).

Please contact Milpark's School of Commerce 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, as well as for market requirements and other reasons. Notice of such changes will be published on our website.

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STUDENT SERVICES: 086 999 0001

studentservices@milpark.ac.za (Students wanting to register)

support@milpark.ac.za (Admin/support related queries)

WWW.MILPARK.AC.ZA