

# Factsheet



Academy Training Group  
Invest in Knowledge – Invest in Your Future

<b>Programme Title</b>	FET Certificate: Bookkeeping
<b>SAQA ID</b>	58376
<b>NQF Level</b>	4
<b>Credits</b>	130
<b>Duration</b>	6 months
<b>Admission Requirements</b>	National Certificate: Bookkeeping (previous 4 modules) English Proficiency Grade 11 or equivalent
<b>Programme type</b>	Available in Full time and Part time
<b>FASSET Learnership Code</b>	01/Q010028/281/30/4

## Description

A Senior Bookkeeper is responsible to:

- Complete monthly & annual bookkeeping
- Asset disposal
- Year-end adjustments
- Analysis of financial statements
- Understanding of cash flow
- Complete basic management accounts

## Syllabus

<p><b>Subject:</b> Financial Statements <b>Duration:</b> 3 Months</p> <ul style="list-style-type: none"> <li>• Recording business financial transactions</li> <li>• Depreciable assets</li> <li>• Finalization and interpretation of accounts</li> <li>• Financial statements of the sole proprietorship</li> <li>• Partnerships</li> <li>• Internal reporting for corporate entities</li> <li>• Introduction to IFRS for SMMEs</li> <li>• Statement of cash flows</li> <li>• Sundry topics in Financial Accounting</li> </ul>	<p><b>Subject:</b> Cost &amp; Management Accounting <b>Duration:</b> 3 Months</p> <ul style="list-style-type: none"> <li>• An introduction to managerial accounting</li> <li>• Controlling inventory and overhead costs</li> <li>• Accounting for a manufacturing enterprise</li> <li>• Job costing</li> <li>• Budgeting and standard costing</li> <li>• Contract accounting</li> <li>• Process costing</li> <li>• Financial management</li> </ul>
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## Note

- Timetables are flexible and allows you to book your classes on your own time.
- Study and solution guides per subject is available at extra cost, kindly enquire for more information.
- ICB has structured examination dates; kindly refer to the ICB prospectus to view the timetable.
- The course structure of the qualification is also available, kindly refer to the ICB prospectus to view the relevant information.

## Certification upon successful completion

- Statement of results will be issued on successful completion of ICB examinations per subject.
- FET Certificate: Bookkeeping SAQA ID: 58376 NQF L4 will be rewarded once all subjects have been completed successfully
- Fasset Seta Certificate upon successful completion of full qualification

