

# Factsheet



Academy Training Group  
Invest in Knowledge – Invest in Your Future

<b>Programme Title</b>	National Certificate: Bookkeeping
<b>SAQA ID</b>	58375
<b>NQF Level</b>	3
<b>Credits</b>	120
<b>Duration</b>	12 months
<b>Admission Requirements</b>	English Proficiency Grade 10 or equivalent No prior accounting knowledge needed
<b>Programme type</b>	Available in Full time and Part time
<b>FASSET Learnership Code</b>	01/Q010027/26/120/3

## Description

If you are looking to become a Junior Bookkeeper, Debtor/Creditor clerk or Accounts Clerk, your responsibilities will be to:

- Complete monthly bookkeeping to trial balance
- Reconcile supplier statements
- Inventory systems & bank statements
- Calculates PAYE/SDL/UIF remuneration; monthly EMP201 returns & EMP deductions, annual EMP501, IRP5, IRP6 & IT3a documents & VAT returns.

## Syllabus

<p><b>Subject:</b> Bookkeeping to Trial Balance <b>Duration:</b> 3 Months</p> <ul style="list-style-type: none"> <li>• An introduction to business, bookkeeping and accounting</li> <li>• Value Added Tax and source documents</li> <li>• Recording cash transactions</li> <li>• Recording credit and sundry transactions</li> <li>• Inventory systems</li> <li>• Individual accounts for debtors and creditors, and supplier and general ledger reconciliations</li> <li>• The bank reconciliation process</li> <li>• Drafting financial statements</li> </ul>	<p><b>Subject:</b> Payroll &amp; Monthly SARS Returns <b>Duration:</b> 3 Months</p> <ul style="list-style-type: none"> <li>• Basic bookkeeping and VAT</li> <li>• Plan, organize, implement, monitor and work within the payroll environment</li> <li>• Record and validate input variations on employee records</li> <li>• Basic conditions of employment</li> <li>• Statutory registrations</li> <li>• Complete PAYE documents</li> <li>• Accounting for Payroll</li> <li>• Computerised Payroll</li> <li>• Monthly SARS returns and e-filing</li> <li>• Ethics and the Registered Tax practitioner</li> </ul>
<p><b>Subject:</b> Computerized Bookkeeping <b>Duration:</b> 3 Months</p> <ul style="list-style-type: none"> <li>• Installation and registration of Pastel Partner V17</li> <li>• Pastel language and navigation</li> <li>• Creating and setting up a company in Pastel Partner V17</li> <li>• Create and maintain general ledger, supplier, customer accounts and inventory items</li> <li>• Take on balances and journals</li> <li>• Suppliers, Customer, Cash book, Petty cash and Journal processing</li> <li>• Month End &amp; Year End procedures</li> </ul>	<p><b>Subject:</b> Business Literacy <b>Duration:</b> 3 Months</p> <ul style="list-style-type: none"> <li>• The key principles of effective business</li> <li>• Spoken Communication</li> <li>• Written Communication</li> <li>• Work readiness</li> <li>• Working with numbers: an introduction</li> <li>• Working with fractions and decimal places</li> <li>• Percentages, ratios, proportions and equations</li> <li>• Using interest rates in business</li> <li>• Measure, analyses and communicate workplace data</li> <li>• Business communication – Putting it all together</li> </ul>

**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.
- National Certificate: Bookkeeping SAQA ID: 58375 NQF L3 will be rewarded once all subjects have been completed successfully
- Fasset Seta Certificate upon successful completion of full qualification

