

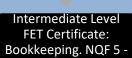


ICB- Accredited Business Qualifications Financial Accounting

Foundation Level National Certificate: Bookkeeping. NQF 4 -**SAQA ID 58375**

Modules:

- Business LiteracyBookkeeping to Trial Balance
- Payroll and Monthly SARS Returns
- Computerised Bookkeping



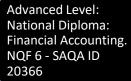
SAQA ID 58376 Modules:

- Financial Statements
- Cost and Management Accounting



Modules:

- Income Tax Returns
- Business Law and Accounting Control



Modules:

- Corporate Strategy
- Management Accounting Control Systems
- Financial Reporting and Regulatory Frameworks
- Accounting Theoty and Practice

Qualifications Title: Foundation Level :	NQF	SAQA ID
National Certificate : Bookkeeping	Level 3	58375

On successful completion of the FASSET National Certificate: Bookkeeping (NQF Level 3), you can articulate to the following qualifications:

Qualifications:	SAQA ID	NQF Level
Intermediate Level :FET Certificate Bookkeeping	58376	Level 4
Upper Intermediate Level :National Diploma : Technical Financial Accounting	36213	Level 5
Advanced Level : National Diploma : Financial Accounting	20366	Level 6

Career Fields

Career Fields

- Accounts Clerk
- **Debtors Clerk**
- Creditors Clerk
- Payroll Clerk
- Complete monthly bookkeeping to trial balance
- Reconcile supplier statements
- Inventory systems and bank statements
- Calculate PAYE/SDL/UIF remuneration
- Monthly EMP201 returns and EMP deductions
- Annual EMP501, IRP5, IRP6 and IT3a documents and VAT returns

Type of Qualifications- 2 available options:

Full Time studies

- The duration is seven months
- Tuition is face-to-face and is scheduled per campus

Part Time Studies

- The duration will depend on modules selected
- Tuition is face-to-face and is scheduled after-hours

Value-Adds

We are serious about your

career.
We will add the following content to your programme to make you even more desirable in the professional job market:

- First Job Preparation
 - **CV Preparation**

 - Interview Skills Workplace Orientation

These are endorsed and externally assessed by an industry leading organisation - the Institute of Certified Bookkeepers accredited Business Qualifications.

Moetapele Academy,

25 Olifants Rivier Street, SE4, Vanderbijlpark, 1911

Tel: (016) 932 4499 Fax: (016) 932 472

E-Mail: sales@moetapele.co.za Web: http://www.moetapele.co.za

ICB- Accredited Business Qualifications Financial Accounting



Admission Requirements

- Grade 10 (Std 8) or equivalent.
- Pastel Accounting (for the Computerised Bookkeeping module)
- Learner should be Office Computer Proficient
- You must be at least 16 years of age.

About the Qualifications:

It is of paramount importance for a business to control and maintain the financial affairs of the company. This course has been developed to address all the competencies in Accounting so that it applies to a wide range of accounting functions in a variety of financial industries. This qualification aims to equip learners to perform the Accounting function in small organisations and to provide support to Accountants and Financial Managers in medium and large organisations so that the Accounting and Financial Management functions can be more effectively performed to avoid problems.

Outcomes:

- Monthly bookkeeping to trial balance (manual and computerised);
- Disclose profit and financial position
- Reconcile Suppliers, inventory and bank statements
- Calculate PAYE/UIF/SDL: Payroll tax and other deductions: EMP201, EMP501, IRP5, IRP6 and IT3A documents and Vat Returns

About the Institute

The Institute of Certified Bookkeepers is an accredited since 1931. Its role is to improve and maintain the quality, credibility and reputation of bookkeeping, accounting, office administration and financial management training and qualifications in Southern Africa.

As a Quality Assurance Partner (QAP) of the Sector Education and Training Authority for Finance, Accounting, Management Consulting and other Financial Services (FASSET), the ICB is an external assessment (examining) body for many of the business qualifications that FASSET awards.

Certification

Learners who have been found competent and who have successfully completed the qualification will receive an ICB results letter outlining the unit standards covered. Once the learner has received result letters for all four modules in Foundation Level ICB will apply to FASSET on the learner's behalf for the Foundation Level National Certificate: Bookkeeping NQF L3 to be awarded (Qualification certificate)

QUALIFICATION MODULES:

- Business Literacy
- Bookkeeping to Trial Balance
- Payroll and Monthly SARS Returns
- Computerized Bookkeeping

Assessments

30% of the learner's final mark comes from the activities performed throughout the course in the Portfolio of Evidence as well as 2 Formative Assessments, which help to prepare for the Final Summative Assessment at the end of the course, which will count 70% of the final mark. In the event of a learner having to complete a Supplementary Assessment this will be charged for additionally.

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Pricing (pricing excludes all rewrite fees, this will be charged additionally)

Each student will receive a price list prior to enrolment stipulating the necessary fees payable. These fees will include:

- Tuition per year
- Registration Fees
- Text Books and Manuals
- ICB Fees
- Gala Event booking Fees

General Information

- Courses are run on student demand. Moetapele Academy Forty 5 degrees HR Development Cc reserve the right to cancel any course and change prices without notice.
- The full deposit is due before the course commences.
- An R1500 registration fee is payable to secure your place at Moetapele Academy Forty 5 degrees HR Development Cc and is NOT REFUNDABLE.
- The first installment is due at the end of March.
- All credit applicants are subject to undergo a credit assessment; they also need to supply necessary financial
 information and proof of earnings for reference purposes.
- The cost of field trips and practical's is not included in the course fees.
- Students will not be allowed to attend classes until all necessary forms have been properly completed and relevant payments made.
- Please take note of the cancellation policy on the enrolment form.
- Payment options may vary.

Name of legal quardian:

Name of sales consultant:

Date:

(if applicable)

Terms and conditions apply.

Disclaimer

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The information contained in this fact sheet is accurate at the time of printing. However, factors beyond Moetapele Academy Forty 5

* Please note the original signed copy should be kept on the learner record file.

Moetapele Academy,

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Signature:.....

Signature:.....

1911

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