



# ICB- Accredited Business Qualifications Financial Accounting



**ICB**  
ACCREDITED BUSINESS  
QUALIFICATIONS

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

- Modules:
- Business Literacy
  - Bookkeeping to Trial Balance
  - Payroll and Monthly SARS Returns
  - Computerised Bookkeeping

**Intermediate Level  
FET Certificate:  
Bookkeeping. NQF 5 -  
SAQA ID 58376**

- Modules:
- Financial Statements
  - Cost and Management Accounting

**Upper Intermediate  
Level: National  
Diploma: Technical  
Financial Accounting.  
NQF 5 - SAQA ID  
36213**

- Modules:
- Income Tax Returns
  - Business Law and Accounting Control

**Advanced Level:  
National Diploma:  
Financial Accounting.  
NQF 6 - SAQA ID  
20366**

- Modules:
- Corporate Strategy
  - Management Accounting Control Systems
  - Financial Reporting and Regulatory Frameworks
  - Accounting Theory and Practice

<b>Qualifications Title: Foundation Level :</b>	<b>NQF</b>	<b>SAQA ID</b>
<b>National Certificate : Bookkeeping</b>	<b>Level 3</b>	<b>58375</b>

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

### Professional Qualifications

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

### 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

Initial Here: \_\_\_\_\_

### 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.

Initial Here: \_\_\_\_\_

**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

## 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.
- Terms and conditions apply.

## Disclaimer

The information contained in this fact sheet is accurate at the time of printing. However, factors beyond Moetapele Academy Forty 5 degrees HR Development Cc's control (such as environmental, regulatory or technical changes) may cause the contents of this fact sheet or of the qualification to change. In the event of any such change, Moetapele Academy Forty 5 degrees HR Development Cc will formally notify current learners. All possible measures will be taken to minimize inconvenience to learners.

I....., hereby acknowledge that I understand the information stated in this document and fully comprehend the specifics explained above pertaining to this qualification.

Name & Surname of learner: ..... Signature:.....

Name of legal guardian: ..... Signature:.....

(if applicable)

Name of sales consultant: ..... Signature:.....

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

**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>