

Further Education and Training Certificate: Accounting Technician

SAQA QUAL ID	QUALIFICATION TITLE	
77143	Further Education and Training Certificate: Accounting Technician	
PRIMARY OR DELEGATED QUALITY ASSURANCE FUNCTIONARY	NQF SUB-FRAMEWORK	
FASSET - Financial and Accounting Services SETA	OQSF - Occupational Qualifications Sub-framework	
QUALIFICATION TYPE	FIELD	SUBFIELD
Further Education and Training Certification	Field 03 - Business, Commerce and Management Studies	Finance, Economics and Accounting
MINIMUM CREDITS	PRE-2009 NQF LEVEL	NQF LEVEL
120	Level 4	NQF Level 04
LAST DATE FOR ENROLMENT		LAST DATE FOR ACHIEVEMENT
2024-06-30		2027-06-30

PURPOSE

The purpose of this qualification is to provide the learner with the skills, competence, knowledge and understanding to become an accounting technician.

This Accounting Qualification gives learners access to develop within the accounting field across the entire South African economy and sectors, from accountancy practice, to industry and commerce, including manufacturing, tourism and retail.

Possible employment opportunities include accounts clerk, wages clerk, accounts assistant, sales ledger clerk and bookkeepers and senior positions such as Financial controller and Accounts Manager.

Successful learners may later obtain ACCA or CIMA qualifications. Learners have the opportunity to join the largest professional body for accounting technicians, the Association of Accounting Technicians (AAT), with this qualification. The Eastern, Central and Southern African Federation of Accountants (ECSAFA) endorses the accounting technicians.

LEARNING ASSUMED TO BE IN PLACE

It is assumed that the learners accessing this qualification are competent in:

- Language, Literacy, Communications and Mathematical Literacy at NQF Level 3.

RECOGNITION OF PRIOR LEARNING

- The qualification can be attained in whole or in part through the recognition of prior learning. The method of assessing the learners' prior learning will be determined jointly by the provider and learner.

ACCESS TO THE QUALIFICATION:

- The qualification is open access and providers should assess the suitability of potential learners in terms of their literacy and numeracy

QUALIFICATION RULES

In order to attain this qualification, learners must:

- Prove competence in all Core Exit Level Outcomes (Exit Level Outcomes 1-14) and
- Choose one of the following areas of specialization and prove competence in all the Exit Level Outcomes listed for that specialisation:
 - o Private Sector (Exit Level Outcomes: 15, 16, 17, 18 & 19).
 - o Local Government (Exit Level Outcomes: 15, 16, 17, 18 & 20).
 - o Public Sector (Exit Level Outcomes: 21, 22 & 23).

EXIT LEVEL OUTCOMES

Core Exit Level Outcomes:

- Communicate with clients in two languages.
- Perform mathematical calculations in the workplace
- Process purchases and payments correctly.
- Process petty cash, reconcile accounts and prepare an initial trial balance.
- Present financial data for internal and external use.
- Operate a computerised accounting system.
- Maintain accurate records relating to capital acquisition and disposal.
- Collect and collate information for the preparation of final accounts.
- Grant credit accurately.
- Prepare and evaluate estimates of costs and revenues.
- Monitor and control cash receipts and payments.
- Monitor and control the collection of debts.
- Apply general principles and procedures for ethical compliance expected within the accounting sector.
- Develop, maintain and apply ethics in employer/employee situations and in public practice.

Elective Exit Level Outcomes:

- Demonstrate competence in the processing of sales and receipts.
- Prepare the final accounts of sole traders and partnerships.
- Record and analyse information relating to direct costs and revenues.
- Record and analyse information relating to the allocation, apportionment and absorption of overhead costs
- Manage cash balances effectively.
- Assess the risk of debtor accounts.
- Demonstrate competence in the processing of receipts.
- Prepare final accounts of departments.
- Record and analyse information relating to direct costs.