

Short Programme in

# Payroll & SARS Returns

## Type of Programme

- Part-time
- UniCollege provider programme

Short Programmes upgrade skills and knowledge to ensure success in a chosen field of learning, but are not credit bearing.

## Description

This programme will give you knowledge of payroll, the Basic Conditions of Employment Act and business ethics. You will also revise the monthly bookkeeping function.

You will get the skills to complete the payroll function from a bookkeeping perspective, complete the SARS payroll returns (EMP201, IRP 5, IT3a, IRP501) as well as the VAT201 return.

## Career fields

Learners who complete this programme will be able to perform the functions of a **Payroll Administrator**, including:

- Calculation of PAYE/SDL/UIF remuneration
- Monthly EMP deductions
- Completion of the monthly EMP201 returns
- Completion of annual IRP5, IRP6 and IT3a documents
- EMP501 and VAT201 returns using both the manual submission system and E-filing

## Admission Requirements

- English and Mathematics at Grade 10 or equivalent
- OR
- Completion of the Short Programme in Basic Bookkeeping

## ICB subject credit

Learners have the option of registering with the ICB to complete and achieve credits towards the ICB subject in Payroll & Monthly SARS Returns which is 1 of 4 modules making up the National Certificate: Bookkeeping (NQF Level 3, SAQA ID 58375). Learners are required to complete the ICB POE for this subject and write the external ICB final examination.

## Duration

The programme duration is 12 weeks. Classes are typically held on Saturday mornings for 4 hours.

## Learner Course Material

All the course material is included in the tuition fee.

## Assessment

The learner will be assessed on a Portfolio of Evidence (PoE) comprising a collection of assignments and tests as well as a final written examination. The assignments and tests count 30% towards the final mark and the final exam contributes the remaining 70%.

## Certification

Upon successful completion of the programme, learners will receive the UniCollege Short Programme Certificate in Payroll & SARS Returns. Learners who have successfully completed the ICB subject in Payroll & Monthly SARS Returns will receive a credit-bearing ICB Results Letter for that subject outlining the unit standards covered and the competencies achieved.

## Further Studies

Learners who have completed the ICB subject in Payroll & Monthly SARS Returns can continue with the remaining modules required for the National Certificate: Bookkeeping (NQF Level 3, SAQA ID 58375).

FACTSHEET



**Programme outline**

- Recording business financial transactions
- Revise the manual monthly bookkeeping function
- Introduction to payroll
- The Basic Conditions of Employment Act as well as basic business ethics
- Ethics and the registered Tax Practitioner
- Completing the payroll function from a bookkeeping perspective
- Completing the SARS payroll returns (EMP201, IRP 5, IT3a, IRP501)
- Completing the VAT201 return
- Statutory registrations

**Disclaimer**

UniCollege reserves the right to change the programme content due to changes in the regulatory environment, market requirements and other reasons. All possible measures will be taken to minimise inconvenience to students.

*I, ....., (learner name), hereby acknowledge that I understand the information stated in this factsheet and fully comprehend the specifics pertaining to this qualification: Short Programme in Payroll & SARS Returns.*

Learner signature \_\_\_\_\_ Date \_\_\_\_\_