

Qualify as a Senior Bookkeeper:
Further Education & Training Certificate in

Bookkeeping

NQF Level 4 SAQA ID58376

Type of qualification

- Full-time/part-time
- Accredited by FASSET
- Institute of Certified Bookkeepers (ICB) / Agent Qualification SAQA Accredited*

*A programme or qualification that is awarded by another provider or institute is called an agent programme. In this case, UniCollege registers the students, provides tuition and conducts formative assessment. The agent body sets and verifies the final examinations, and certifies the student. Agent programmes provide local and/or international mobility to students.

About the Programme

This qualification has been developed as a comprehensive set of key competencies in Accounting so that it applies to a wide range of different types of accounting positions in a variety of organisations. This qualification aims at equipping learners to perform the Accounting function in small organisations and to provide support to Accountants and Financial Managers in medium and large organisations.

On completion of the programme, learners will be able to perform all monthly and annual bookkeeping; account for asset disposals; do year-end adjustments; analyse financial statements; understand cash flow; complete basic management accounts and have a working knowledge of cost accounting, financial management and business ethics.

About the ICB

The ICB is a professional body that was established in 1931 with the objective of promoting quality training and qualifications for Junior and Senior Bookkeepers, Accounting Technicians and Financial Accountants in Southern Africa.

All the ICB qualifications are South African based and registered on the NQF and the outcomes are relevant to the South African market. The ICB is owned by the Institute of Financial Accountants (IFA) and the International Association of Bookkeepers (IAB), both based in the United Kingdom. Together, the ICB, IFA and IAB represent over 35 000 Bookkeepers, Accounting Technicians and Financial Accountants in over 100 countries around the world. Learners, who have achieved certain qualifications of the ICB, may apply for membership of the IFA and IAB.

Programme Benefits

- The programme is unit standards based and aligned to the NQF (National Qualifications Framework)
- The programme allows the learner the right to apply to the ICB to register for the professional bookkeeping designation Certified Senior Bookkeeper - CSBIcb (SA)
- The programme is under the scope of FASSET
- Successful learners can continue with studies towards the NQF Level 5 Diploma: Technical Financial Accounting and the NQF Level 6 National Diploma: Financial Accounting

Career fields

- Junior Accountant
- Assistant Accountant

Admission requirements

- Grade 11 (Std 9) or equivalent
- Assessed as competent in learning areas (1-4) of the Certified Junior Bookkeeper qualification

Duration

This programme is available full-time and on a part-time modular basis. On a part-time basis, each of the modules involves 48 hours of classroom tuition and is run over 12 weeks. Classes are held on a Saturday. Tuition is face-to-face.

Assessment

In all modules, learners will be assessed on a completed ICB POE containing formative activities (assignments), formative evaluations (tests) and a summative assessment (final exam).

FACTSHEET



Certification

Upon successful completion of each of the modules listed below, learners will receive an ICB Results Letter for that subject outlining the unit standards covered and the competencies achieved.

On successful completion of both modules, learners will receive a full transcript of results and the ICB will apply to FASSET on the learner's behalf for the Further Education & Training Certificate: Bookkeeping to be awarded (NQF Level 4, SAQA ID 58376).

Course material

All course material and textbooks are included. All external ICB assessment and POE fees are also included.

Additional costs

Annually, returning learners need to pay a membership subscription fee of R330 (2017 pricing). Learners who wish to use the ICB designation CSBIcb(SA) will have to register as a member of the ICB and pay the relevant fee.

Modules (Learning Areas)

Please note more detailed outlines per module are available on request.

Financial Statements (48 hours, 12 weeks part-time)

This module provides skills for depreciable asset disposal, year-end adjustments, preparation and analysis of financial statements for sole proprietorships, partnerships, close corporations and companies. It includes a comprehensive study of cash flow statements.

Cost and Management Accounting (48 hours, 12 weeks part-time)

In this module, learners are introduced to accounting for a manufacturing concern, break even analysis, cost-volume-profit analysis, budgeting and standard costing, financial management and business ethics.

Disclaimer

The information contained in this fact sheet is accurate at the time of printing. UniCollege reserves the right to change the programme content due to changes in the regulatory environment, legislation, market requirements and other reasons. In the event of any such change, UniCollege will notify current students. 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 explained above pertaining to this qualification: Further Education & Training Certificate in Bookkeeping.

Learner signature _____ Date _____